Request for Proposal

For

Empanelment of agencies for Photocopy and Scanning for Department of Prohibition, Excise and Registration

Tender No: Registry/Photocopy and Scanning/2022/03
Dated: 06 April 2022

Department of Prohibition, Excise and Registration
Government of Bihar

INTRODUCTION

I. The Department of Prohibition, Excise and Registration ("The Department") invites RFP from eligible and interested agencies for providing photocopying service on various districts of the state.

II. Bidders are advised to study this RFP document carefully before submitting their proposals in response to this Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

III. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

1 Schedule of Bid Process

S. No	Information	Details
1.	RFP No. and Date of availability	***Tender No: Registry/ Photocopy and Scanning/2022/03*** ***Available for download from 6 April 2022, 10:00 pm onwards till 18 April 2022, 4:00 pm***
2.	Last date for submission of written queries for clarifications	**8 April 2022, 5:00 pm** **Email:** excise-bih@nic.in
3.	Date of pre-bid conference	**11 April 2022, 4:00 pm at** **Conference Room, Department of Prohibition, Excise and Registration** **Vikash Bhawan, New Secretariat** **Patna – 800 015**
4.	Release of response to clarifications	**13 April 2022,5:00 PM**
5.	Bid validity period	**180 days from the last date (deadline) for submission of proposals.**
6.	Last date (deadline) for submission of bids	**18 April 2022, 4:00 pm**
7.	Opening of Technical Bids	**18 April 2022, 4:30 pm**
8.	Opening of Financial Bids	**To be intimated**
9.	**Contact person for queries**	**Sh. Manoj Kumar Sanjay** **AIG , Registration Department** **email:** excise-bih@nic.in

2 Scope of work

- The bidder shall supply, install and commission Book scanner or digital photocopier machines in various districts of the state for regular operational work.
- The duration of the contract shall be for 3 years which may be further extended depending upon the performance of the vendor and the requirement of the Department.
- The department reserves the right to choose either Book Scanner or digital photocopier machines or both in the respective districts depending upon the requirement of the local registry offices.
- The cost of supply, installation and commissioning of the Book scanner or photocopier machines shall be borne by the bidder only.
- The Department shall provide the space for installation of the hardware and bear the cost of electricity.
- The entire maintenance of the Book Scanner or Photocopier machines shall be the responsibility of the bidder. The maintenance activities like refilling, part replacement, repairing etc of the devices shall be the responsibility of the bidder.
- The Book Scanner/ photocopier machine shall not be removed from the site without the prior consent of the authorised person of Prohibition, Excise and Registration department.
- The bidder shall be responsible for supply of the paper (A3/A4/Others) required for photocopying and scanning of the documents.
- The bidder shall be responsible to provide required manpower to perform scanning and photocopying work at the district offices of the Department.
- The bidder shall be liable to pay the wages, dues etc. of the personnel deployed under various Labour Regulations and other statutory obligations.
- The bidder shall not indulge in arbitrary and adhoc transfer or shifting of any of its employees from his/her designated duties without prior consultation with the authorities of the department.
- The bidder shall communicate the manpower details like name, residential address, code no, photograph. etc. of the persons deployed at each duty points.
- The bidder shall provide Identity Cards to the personnel deployed in the District office to execute the work.
- The bidder shall be entirely responsible for redressing grievances or resolution of disputes relating to the personnel deployed.
- The personnel deployed by the agency shall be required to work as per the working hours of the local registry office/district office.
- In case the personnel deployed by agency commits any misconduct or any disciplinary action, the agency shall be liable to take immediate action against such personnel on the report of the authorized officers of the department in this respect.

- The specifications of book scanner and photocopier machines is as below:-

GENERAL SPECIFICATIONS FOR BOOK SCANNERMACHINES:-

Scanner type	Over Head system, simplex scanning
Scanning Modes	Color,Grayscale,monochrome,automatic (color,grayscale,monochrome detection)
Image sensor	Color CCD
Optical Resolution	Horizontal scanning:285 to 218 dpi Vertical scanning: 283 to 152 dpi
Scanning speed (A3 landscape)	3 seconds per page
Document size	A3 (landscape),A4 (landscape),A5 (Landscape),A6 (Landscape),B4(landscape), B5(landscape), B6(landscape),Post card, BusinessCard,Double letter (landscape),Letter,Legal (Landscape) and customized sizes
Document Thickness	30 mm(1.18 in) or less
Interface	USB2.0/USB 1.1
Image processing functions	Deskew by text on document,Auto paper size detection,Auto image rotation,Auto color detection,Book image correction,Multiple document detection

GENERAL SPECIFICATIONS FOR PHOTOCPIER MACHINES:-

Operation method	**Manual/Touch panel**
Paper size	A3,A4
Paper Capacity	250 sheets tray and 50 sheets Multi bypass tray
Operating system supported	Windows and other versions
Speed	20 PPM or more
Memory	RAM: Standard 128MB
Print Colour	Black,Colour
Interface	USB 2.0 Ethernet
Photocopy Resolution	300x300dpi

3 Timelines

a) The book scanner or photocopier machines shall be delivered at the respective district offices within 4 weeks from the issuance of the Purchase Order or Work Order from the Department.

b) If the vendor fails to supply machines within the stipulated timeperiod,then penalty of 0.5% of the total purchase value per week, subject to a maximum limit of 10% shall be levied.

4 Payment terms and condition

a) Payment shall be made on monthly basis post submission of invoice to the concerned authority of the department.

b) No advance payment will be made for executing the work.

5 Penalty

Particulars	Base level	Penalty
Repair of Book Scanner/Photocopier machine	Incase any fault identified in the device,the fault should be resolved within 72 hours from the date fault recognized in the device.	Penalty shall be levied @5% of the monthly rental charges per day till the device becomes functional.
Uptime of the machine	Minimum guaranteed uptime of machine should be 95%	If minimum guaranteed uptime of the machine is not 95% then 2% of the monthly bill amount will be deducted.

6 Terms and conditions

6.1.1 Earnest Money Deposit :

a) Bidders shall submit along with their bids, EMD of Rs 50,000 only in the form of Bank Guarantee as per the format specified in Annexure 1:Form 3 issued by any scheduled bank in the favour of **Excise Commissioner Cum I.G.Registration**,**Account Number – 922020004238912, Branch Name – AXIS Bank Limited RajaBazar**,payable at Patna and should be valid for 180 days from the due date of the tender/RFP.

b) EMD of all unsuccessful bidders would be refunded by the department within 30 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in Annexure II: Form 3. The EMD may be forfeited in case bidder withdraws its bid during the period of bid validity or successful bidder failed to execute the contract

6.1.2 Right to terminate the Process :

- The department may terminate the RFP process at any time and without assigning any reason. The department makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by the department. The bidder's participation in this process may result the department selecting the bidder to engage towards execution of the contract.

6.1.3 RFP Document Fees

RFP document can be downloaded from the website www.eproc2.bihar.gov.in after paying tender fee of Rs. 5000/-and processing fee of Rs. 590 /.The fees will have to be paid through online on the above mentioned website. Proposals received without or with inadequate RFP Document fees shall be rejected.

6.1.4 Performance Bank Deposit

On receipt of LOI (Letter of Intent) from department, the successful bidder will furnish a bank guarantee by way of performance security, of amount INR 2,00,000 (Two Lakhs only) typically within 15 days from the notification of LOI,unless specified to the contrary. In case successful bidder fails to submit Performance Guarantee within the time stipulated, Department may at its sole discretion cancel the LOI/LOA without giving any notice and encash EMD furnished by the Bidder in addition to any other right available to it under this RFP.

6.1.5 Submission of Proposals

a) The bidders should submit their responses as per the format given in this RFP in the following manner

   A. Technical Proposal

   B. Commercial Proposal

b) Please Note that prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.

c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

d) The bids shall be uploaded through http://eproc2.bihr.gov.in as per the instructions available on the website.

6.1.6 Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted online through http://eproc2.bihar.gov.in

6.1.7Late Bids

a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.

b) The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c) The department reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

6.1.8 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

6.1.9 Selection of Agency

The agency will be selected on the basis ofqualification/ eligibility criteria mentioned in RFP and the price with the least quote fee (L1) will be used for price discovery. Bidders quoting prices other than L1 will be offered to match L1 rates.

7. Eligibility Criteria

S No	Requirement	Criteria	Documents Required
1	Legal Entity	The Bidder should be a sole Proprietorship firm, a Partnership firm or company registered under Indian Companies Act 1956/2013.	Certificate of Incorporation PartnershipDeed/Legal documents for existence of the firm/entity as applicable
2	Turnover	The bidder in its name must have achieved a minimum average annual financial overall turnover of INR 10 lakhs per year for the last three years	Certificate from Statutory Auditor confirming the same
3	Capability	The bidder should have minimum 3 years providing photocopying and scanning service (through book scanner/photocopier machine) to the clients in India.	Work Order/Completion of work certificate
4	Not indicted/blacklisted by Court/Govt	Bidders should not have been backlisted by any government	Self -Declaration

8. Annexure

Annexure I: TECHNICAL BID TEMPLATES

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Technical Evaluation Criteria.

Technical Proposal shall comprise of following forms:

Forms to be used in Technical Proposal

Form 1: Undertaking on Total Responsibility

Form 2: Particulars of the Bidder

Form 3: Bank Guarantee for Earnest Money Deposit

Form 4: Letter of Proposal

Forms to be used in Commercial Proposal

Annexure II: FINANCIAL PROPOSAL TEMPLATE

Form 1: Financial Proposal

Form 2: Performance Bank Guarantee

Form 1: Undertaking on Total Responsibility

No. Date:
To:

Dear Sir,

Sub: Self certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :
Designation :
Date :
Time :
Seal :
Business Address:

Form 2: Particulars of the Bidder

Details of the Bidder (Company)		
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the Company (Public Ltd/Pvt. Ltd)	
4.	Details of Incorporation of the Company	Date:
		Ref. #
		Ref. #
7.	Valid GST no.	
8.	Permanent Account Number(PAN)	
9.	Name & Designation of the contact person to whom all references shall be made regarding this tender	
10.	Telephone No. (with STD Code)	
11.	E-Mail of the contact person:	
12	Fax no (with STD code)	

Form 3: Bank Guarantee for Earnest Money Deposit

To,

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP #<RFP Number> dated<Date> for <Name of the assignment> (hereinafter called "the Bid") to the department

Know all Men by these presents that we <> having our office at <Address>(hereinafter called "the Bank") are bound unto the department (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures>(Rupees<Amount in words> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <Date>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

    (a) Withdraws his participation from the bid during the period of validity of bid document; or

    (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <insert date> and including <extra time over and above mandated in the RFP>fromthe last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTHWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <Amount in figures> (Rupees <Amount in words> only)
II. This Bank Guarantee shall be valid upto<*insert date*>)
III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <*insert date*>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

Form 4: Letter of Proposal

To:
<Location, Date>

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<email id>

Subject: Submission of the Technical bid for <Name of the assignment>

Dear Sir/Madam,
We, the undersigned, offer to provide Photocopying and Scanning service to the department on <Name of the Photocopier as a service> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for <90> days as stipulated in the RFP document.

We hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Firm:
Address:
Location: _____Date: _____

ANNEXURE II: FINANCIAL PROPOSAL TEMPLATE

1. PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded .to us, we shall submit the Performance Bank Guarantee as specified in the <Annexure III> of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Form 2: Financial Proposal

(A) Photocopy Charges

S.No	Item	Unit Rate (INR)	Applicable Taxes (INR)	Total rate (INR)
1	Rate per page for photocopy of A2 paper size including manpower and maintenance			
2	Rate per page for photocopy of A3 paper size including manpower and maintenance			
3	Rate per page for photocopy of A4 paper size including manpower and maintenance			
4	Rate per page for photocopy of A5 paper size including manpower and maintenance			
5	Rate per page for photocopy of A6 paper size including manpower and maintenance			

B) Scanning Charges:

S.No	Item	Unit Rate (INR)	Applicable Taxes (INR)	Total rate (INR)
1	Rate per page for scanning of A3 paper size including manpower and maintenance			
2	Rate per page for scanning of A4 paper size including manpower and maintenance			
3	Rate per page for photocopy of A5 paper size including manpower and maintenance			
4	Rate per page for photocopy of A6 paper size including manpower and maintenance			

The financial proposal should not be part of the technical proposal. Financial Proposal shall be uploaded separately as per the instructions available on http://eproc2.bihr.gov.in