

RFP NO: /MAP_IT/2017/2887

REQUEST FOR PROPOSAL (RFP)

For

**Selection of Agency for
Scanning & Printing of Images**

Madhya Pradesh Agency for Promotion of Information Technology

State IT Centre, 47A, Area Hills Bhopal-462011

Ph.0755- 2518713, 0755- 2518792, 0755- 2518300

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Request for Proposal (RFP) Notice

"RFP for Selection of Agency for Scanning and Printing of Images"

MAP_IT invites Proposals from qualified and experienced agencies for Scanning and Printing of Images.

Interested Bidders, who qualify as per the criteria mentioned in the document, may download the Tender Document from <http://www.mapit.gov.in> from 02/03/2017 and submit their proposals latest by 23/03/2017 till 3:00 PM. Bidder has to submit the fee of **Rs. 1000/-** (Rupees One Thousand only) towards the cost of RFP document along with the bid submission.

(Addl. Chief Executive Officer)
MAP_IT

DISCLAIMER

All information contained in this Request for Proposal (RFP) provided/ clarified are in the good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested firms shall satisfy it-self that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

Madhya Pradesh Agency for Promotion of Information Technology (A society under Department of Science & Technology, Government of Madhya Pradesh) reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. Madhya Pradesh Agency for Promotion of Information Technology also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. Madhya Pradesh Agency for Promotion of Information Technology reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the website of Madhya Pradesh Agency for Promotion of Information Technology (www.mapit.gov.in).

Neither Madhya Pradesh Agency for Promotion of Information Technology nor their employees and associates will have any liability to any prospective Respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Madhya Pradesh Agency for Promotion of Information Technology or their employees or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to Madhya Pradesh Agency for Promotion of Information Technology and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Bid Fact Sheet

S. No.	Particular	Details
1.	Name of Issuer	Madhya Pradesh Agency for Promotion of Information Technology
2.	Availability of the document	The Bidding Document is available and downloadable on following website from 02/03/2017: <ul style="list-style-type: none"> • www.mapit.gov.in All Subsequent changes to the Bidding document shall be published on the above mentioned website only.
3.	Start date for Purchase of RFP	02/03/2017
4.	Last date for Purchase of RFP	23/03/2017
5.	RFP Document Fee	INR 1000/-
6.	Submission of RFP document Fee	In form of Demand Draft issued by a Scheduled / Nationalized Bank in India, in favour of 'MAPIT Bhopal' payable at Bhopal along with bid.
7.	Last date for submitting queries/ seeking clarification by the Bidders	09/03/2017 (Bidders are requested to submit their queries if any as per format attached in Annexure)
8.	Pre-Bid Meeting	10/03/2017 at 12:00 noon to be held at Conference Room, Second Floor, Madhya Pradesh Agency for Promotion of Information Technology, 47-A, Arera Hills, State IT Center, Bhopal, Madhya Pradesh - 462011
9.	Earnest Money Deposit (EMD)	The Bid Security (EMD) Rupees One Lakh (1,00,000) in form Demand Draft/ Bank Guarantee, issued by a Scheduled / Nationalized Bank in India, in favour of 'MAPIT Bhopal' payable at Bhopal.
10.	EMD Submission	EMD is to be submitted along with proposal at MAP_IT at the correspondence address before opening of the pre qualification bids.
11.	Last date of submission of Proposal	23/03/2017 till 3:00 P.M. hours
12.	Date of opening of Bid	23/03/2017 till 3:30 P.M. hours
13.	Date of opening of Financial Bid	To be decided later
14.	Performance Security (On award of the contract)	Irrevocably Performance Security of value Rupees 2 Lakhs (2,00,000/-) only in form of BG/DD issued by Scheduled / Nationalized

		Bank in favor of MAP_IT payable at Bhopal. To be submitted at the correspondence address within 7 days of issuance of Lol.
15.	Email Address	The prospective Bidder requiring any clarification to the RFP shall contact MAP_IT through email by sending the queries at vinay.pandey@mapit.gov.in or swarn.pant@semt.gov.in or pallava.s@semt.gov.in as per the format given in Annexure.
16.	Address for Communication	Addl. Chief Executive Officer Madhya Pradesh Agency for Promotion of Information Technology 47-A, Arera Hills, State IT Center, Bhopal, Madhya Pradesh - 462011 Ph.0755-2518300, 2518713, 2518792 E-mail: vinay.pandey@mapit.gov.in , swarn.pant@mapit.gov.in pallava.s@semt.gov.in Website: www.mapit.gov.in

Note:

1. MAP_IT reserves the right to change any schedule of bidding process. Please visit website <http://www.mapit.gov.in> mentioned in document regularly for the same.
2. Proposals must be received not later than time, date and venue as mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.
3. The mode of submission of bid is offline only.
4. **Any future Corrigenda/Information shall be posted on <http://www.mapit.gov.in> only.**
5. Rejected / disqualified bidders would only be intimated post final selection of successful bidder/ completion of Bid process. Along with such intimation, EMD returning process would be initiated for disqualified bidders and the same would be affected within 30 days of issuing letter of intent to successful bidder.

1. Definitions

GoMP/GOMP	Government of Madhya Pradesh
IT	Information Technology
NIT	Notice Inviting Tender
O & M	Operations and Maintenance
RFP	Request for Proposal
SL	Service Levels
SLA	Service Level Agreement
MP	Madhya Pradesh
BG/PBG	Bank Guarantee/Performance Bank Guarantee
Working Day	Official working days of Govt. of Madhya Pradesh

2. Introduction

MAPIT intends to carry out the scanning and printing of revenue related sheets (currently in hard copy). The general size of said hard copy sheets is equivalent to A1 paper size. Subsequent to scanning, digitization of data shall be carried out by MAPIT. Prints of sheets are desired at 1:1 scale for checking the correctness of scanning and digitization, subsequent to which final prints on 1:1 scale are desired for record purpose. MAPIT invites bids from eligible service providers to carry out the said work as detailed in the 'Scope of Work' in a time bound manner.

3. About MAP_IT

Madhya Pradesh Agency for Promotion of Information Technology (here-in-after referred to as MAP_IT) is a government society which has been established to propel the growth of Information Technology (IT) and e-governance in Madhya Pradesh and to provide institutional setup for implementation National e-governance Plan. Established in 1999, MAP_IT provides IT support to the government departments and facilitate Human Resource Development activities in the field of IT. MAP_IT also co-ordinate with investors, industries, trade organizations and financial institutions in public and private sector so as to promote growth in the IT sector.

4. Scope of Work

The scope of work covered by this bid document includes, but not limited to:

Phase One

1. Scanning and saving of the Images:

The agency will have to scan the images of 75cm x 55 cm size using suitable scanner. The scanner should support minimum A1 size. The scanned images have to be saved in TIF format with minimum resolution of 300 dpi. In case scanned images are not legible, scanning at higher resolution shall have to be carried out.

2. Check Print on Translucent Film:

The scanned copy thus saved shall have to be printed on 1:1 scale in Black and White on 75 microns Translucent Film. The print out of the image shall be compared with the original hard copy image by MAP_IT authorized personnel. In case of any mismatch scanning and printing shall have to be carried out again till satisfactory results are obtained.

3. Fair print out on paper:

One copy of the fair print of scanned image will be taken on 90 GSM paper on 1:1 scale.

Phase Two

4. Check Print after Digitization:

Once the phase one is over, MAP_IT will digitize the successfully scanned images on 1:1 scale. MAP_IT will provide the images on 1:1 scale for printing. The Check print of images on 70 GSM paper shall have to be provided by the successful bidder. The print out of the image shall be compared with the original hard copy image by MAP_IT authorized personnel. In case of any mismatch arising out of printing, the printing shall have to be carried out again till satisfactory results are obtained. However if there is mismatch arising out of the digitization activity, MAP_IT shall provide the corrected images for printing.

5. Fair Print after Digitization:

Three copies of fair print of digitized image shall have to be provided on 90 GSM paper on 1:1 scale.

6. Deployment of necessary and supporting Hardware and Manpower:

MAP_IT will provide around 100 Sq. feet of space for setting up of necessary hardware and software. In order to complete the work load within stipulated time lines, the successful bidder may be required to deploy additional hardware /manpower. The requisite manpower to perform the above tasks shall be provided by the successful bidder.

Note:

Phase wise desired output (scanning/printing) of the work given on a particular day has to be provided on the same day or latest by the next working day. All efforts will be made by MAP_IT towards uniform distribution of work during the contract period.

5. Eligibility Criteria:

S. No.	Basic Requirements	Description	Documents Required
1.	Legal Entity	The Bidder must be a legal entity registered in India.	Valid legal document should be furnished as documentary proof.
2.	Experience	In similar business since past two years	Valid legal document should be furnished as documentary proof.
3.	Turn over	Minimum annual average turnover of three financial years (2013-14, 2014-15, 2015-16) - Rupees 10 Lakhs.	CA Certificate / Valid legal document should be furnished as documentary proof.
4.	Registrations	Bidder should have valid service tax registration.	Copies of relevant Registrations
5.	Black listing / Terminations	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector)	As per annexure

Bidders must provide adequate documentary evidence in support of their claims. The final decision on the assessment of pre-qualification criteria would solely lie with the MAP_IT.

6. Project Implementation Timelines & Deployment Penalties

6.1 Deployment Penalties

S.N.	Activities	Time Lines	Penalty	Penalty Cap
1.	Deployment of Manpower and necessary hardware at MAP_IT with necessary consumable.	T+ 7 days	Penalty of Rs. 50,000 for delay of every week.	Maximum Rupees 1,00,000 beyond which MAP_IT shall have rights to terminate the contract or take action as appropriate.

Note: "T" refers to the 7th day from the date of signing of agreement.

6.2 Operational Penalties

S.N.	Activities	Time Lines	Penalty
1.	Delay in providing desired scan/print of the image.	To be given by the next working day of providing inputs	Penalty of 10% of discovered rate per sheet per day.

Note:

At the end of each calendar month MAP_IT shall assess performance of the service of the successful bidder by analyzing the quantum of work given to the successful bidder vis a vis the delivery.

In case the quantum of work delivered by the successful bidder in a given calendar month is less than 80% of the work assigned, MAP_IT may consider termination of the contract.

7 . Terms and Conditions Governing the Contract

7.1 Two bid System

1. Two bid systems (Technical and Financial) shall be followed for this tender.
2. In this system, the bidder shall submit offer in two separate sealed envelopes i.e. (a) First envelope - superscribed "Technical Bid - for selection of agency for scanning & printing of images" and (b) Second envelope- "Financial Bid – for selection of agency for scanning & printing of images". Both the sealed envelopes, clearly marked so, shall be kept inside a large sealed envelope i.e. Third envelope superscribed as "Tender for selection of agency for scanning & printing of images "
3. The sealed bids shall be submitted at the "Office of Addl. Chief Executive Officer, Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT), State IT Centre, 47-A, Arera Hills, Bhopal, Madhya Pradesh. 462021, latest by 23/03/2017 till 3:00 PM.
4. The bids submitted by Registered post, by Courier Or by "Telex/Telegram/Fax/e-mail" shall not be accepted
5. Tenders received after the closing date and time prescribed in the tender notice, shall NOT be accepted under any circumstances.
6. The technical bid shall be opened on the last date of submission of bids i.e. at 23/03/2017 at 3:30 PM at MAP_IT, State IT Center, Bhopal in presence of the authorized representatives of the companies, who may wish to attend;
7. After scrutiny of technical bids, MAP_IT shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids;
8. In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;
9. The bidders may send their representatives with authorization letter to attend opening of bids.

7.2 Earnest Money Deposit

1. The bidder shall furnish a bid security (EMD) of Rs. 1, 00,000/- (Rs. One Lakh only).
2. The Bid Security (EMD) shall be in Indian Rupees (INR) and shall be in form of Demand Draft/ Bank Guarantee, issued by a Scheduled / Nationalized Bank in India, in favour of 'MAPIT Bhopal' payable at Bhopal.
3. The EMD shall be valid for at least 90 (Ninety) days from the date of submission of proposal. No interest shall be payable on Bid Security under any circumstances.
4. Unsuccessful Bidder's EMD shall be discharged or returned within 60 (sixty) days of expiration of the period of proposal validity prescribed by the Tenderer or after awarding tender to successful Bidder.
5. The successful Bidder's EMD shall be discharged upon submission of Performance Bank Guarantee (PBG).
6. The Bid security will be forfeited at the discretion of Tenderer on account of one or more of the following reasons-
 - (a) The Bidder withdraws its Proposal during the period of proposal validity.
 - (b) Bidder does not respond to requests for clarification of its proposal.
 - (c) In case of a successful Bidder, the said Bidder fails-to submit the PBG within stipulated time.

8. Submission of Technical Bid

Technical Bid has to be submitted along with self-attested copies of required documents with the seal as per the format and documents specified at 'Annexure' in the tender document.

Unsigned proposals will not be considered.

9. Submission of Financial Bid

1. The bidder shall quote the rate as per the Proforma given at Annexure of the Tender Document. Deviation, if any from given particulars/specifications shall not be accepted.
2. No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected. In case of discrepancy in financial quote

between words and corresponding figures, the amount depicted in WORDS shall prevail.

3. Unsigned proposals will not be considered.

10. Performance Bank Guarantee

The successful bidder shall have to submit, the Performance Bank Guarantee (PBG) amounting to Rupees Two Lakh (Rs. 2, 00,000/-) for the duration of one year. After completion of all contractual obligations, PBG will be released to the successful bidder within 3 months of closing of project.

11. Validity of Bids

The bids shall be valid for a period of 180 days from the date of opening of bids.

12. Bid evaluation

The Bid evaluation committee constituted by MAP_IT shall evaluate the tenders. This may involve the representations from field and/or other department's experts. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the committee.

13. Award of Contract

From the technically qualified bidders, the Bidder who has submitted the lowest Commercial bid, as per Annexure V, shall be selected as L1 and shall be called for further process leading to the award of work order.

14. Terms of Payment

1. Payment shall be released on monthly basis.
2. The payment shall be released after the deductions of penalty if any.
3. The bills for the purpose of payment shall be submitted to MAP_IT, Bhopal.
4. No interest shall be payable on delayed payments due to any reason.

14.1 Mode of Payment

1. Payment against bill/Invoice shall be released only after satisfactory execution of work.
2. Payment will be made directly to the successful bidder by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained.
3. No advance payment will be made in any case.
4. No other charges towards transport or service charges or by whatsoever name called shall be payable.

15. Purchaser's Rights

MAP_IT reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

MAP_IT reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the project.

The actual quantities of work to be carried out by MAP_IT may vary.

16. Dispute Resolution

Disputes, legal matters, court matters, if any, shall be subject to Bhopal, MP Jurisdiction only

Annexure 1

DOCUMENTs TO BE SUBMITTED FOR TECHNICAL BID

Sl. No.	Document	Complied (Y/N)
1	Copy of Certificate of Registration / Incorporation Certificate along with MoA or any other document certifying that the Bidder is a legal entity registered in India.	
2	Documentary evidence for the experience in the similar business for the last two years.	
3	Certificate of Service Tax Registration	
4	CA certificate and Audited financial statements for bidder's turnover of three financial years (2013-14, 2014-15, 2015-16)	
5	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector)	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in Annexure of the Tender Document have been submitted. All documents submitted have been numbered and self-attested with the seal of the Firm/Agency/Company/Legal entity. We understand that in case on non-submission of required documents, the bid shall stand rejected. We understand that in case of any deviation found in the above statement at any stage, the company will be black-listed and will not have any dealing with MAP_IT in future.

(Signature of authorized signatory)

Dated

Name & Address of Firm

Authorized Signature & Seal of the Firm

Annexure 2

General information of the bidders

S.No.	General Information of the Bidder		
1.	Name of Bidder		
2.	Office Address		
3.	Telephone No.	Fax. No.	
4.	E-Mail ID	Website	
Details of Authorized person			
5.	Name		
6.	Designation		
7.	Address		
8.	Telephone No.	Mobile No.	
9.	Official E-Mail ID	Official website	

Authorized Signature with Stamp

Annexure 3

DECLARATION FOR NOT BEING BLACK LISTED

(On letter head of the Bidder)

To,

The ACEO

MAP_IT

State IT Centre

47-A, Arera Hills

Bhopal (M P)

Dear Sir,

I/we here by solemnly declare that any of our Directors or Partners, jointly or severally and/or individually or our firm/company/Legal entity have not been black listed by the Central Govt. or the State Govt. or its undertakings.

I/we here by further declare that, if the declaration is found untrue, MAP_IT shall be entitled to take any action against us severally and/or individually or our firm/company / Legal entity in this regard in any manner that may be deemed fit by MAP_IT.

Yours faithfully,

(Signature of authorized signatory)

Dated

Name & Address of legal entity

Authorized Signature & Seal of the legal entity

Annexure 4

RFP No. - MAP_IT /							
Pre-Bid Queries							
S. No	Name of the Bidder	RFP Page No.	Clause No.	Clause/Requirement Title	Current Clause /Requirement Description	Query/ Suggestion for Change	Reason for Change/ Remarks

Annexure 5
Financial Bid

S. N.	Description	Unit	Number of Copies	Cost per unit	Estimated Quantity	Total Amount (C4xC5xC6)
C1	C2	C3	C4	C5	C6	C7
1.	Scanning of Image of A1 size	Per Sheet	1		6000	
2.	Printing of the scanned image on 75 micron film	Per Sheet	1		6000	
3.	Print out of A1size image on 70 GSM paper	Per Sheet	1		6000	
4.	Print out of A1 size image on 90 GSM paper	Per Sheet	4		6000	
5.	Total A (inclusive of all taxes , cess, duties etc. but exclusive of service tax)					
6.	Service Tax B @...					
7.	Grand Total A+B					
8.	Total Amount in Words					

Terms and conditions:

1. The price would remain fixed for the entire contract period.
2. The selection of L1 shall be based on the amount quoted at S.N. 8 of the above table.
3. It is mandatory to quote for all the items mentioned above. In case no value is mentioned it would be considered as zero value for that item.
4. The estimated quantities of 6000 sheets per month for the period of six months but the volume is likely to vary and in such cases payment shall be made as per the rate quoted per image in this financial proposal.
5. The billing has to done from the Bidder's Local office in MP. In case the Bidder does not have an office he should establish an office in M.P and have a valid TIN of Commercial Tax dept. of M. P.
6. The cost A shall be Exclusive of Service Tax (that shall be mentioned separately as above) but inclusive of all other taxes & duties, rates, related accessories, Driver Software, Operating Manuals, Forwarding, Freight, Installation charges etc.
7. Service tax would be paid as per actual.

Yours Faithful [Business Address]

End of the Document
