

GOVERNMENT OF WEST BENGAL  
URBAN DEVELOPEMENT & MUNICIPAL AFFAIRS DEPARTMENT  
NAGARAYAN, DF-8, SECTOR-I, SALT LAKE,  
KOLKATA-700064.

**Dated: 15-05-2023**

Urban Development & Municipal Affairs Department invites e-tenders for scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files for migration to e-Office platform in the Urban Development & Municipal Affairs Department, Government of West Bengal.

General

1. Urban Development & Municipal Affairs Department invites e-tender under two systems (Technical and Commercial) from bona fide agencies/companies for scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files.
2. Tender documents can be downloaded from the website: ([www.wburbanservices.gov.in](http://www.wburbanservices.gov.in)).
3. **Details of Bid:**
  - a. Bid Reference :  
Tender No: UDMA/03/2023.
  - b. Earnest Money : Rs.  
20,000/- (Rupees Twenty Thousand Only)
  - c. Date and Time Schedule:

Sl No	Key Activities	Date & Time
1.	Publishing of Tender (Online based)	16.05.2023 : 10.00 hrs
2.	Document downloaded start date	17.05.2023 : 16.00 hrs
3.	Bid submission start date	17.05.2023 : 16.00 hrs
4.	Document downloaded end date	26.05.2023 : 14.00 hrs
5.	Bid submission end date	26.05.2023 : 14.00 hrs
6.	Opening of Technical date	29.05.2023 : 16.00 hrs
7.	Uploading of qualified bidders	To be notified later
8.	Opening of Financial Bid	To be notified

	later
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#### 4. Bidding Procedure:

- a. Bids are invited in two Bid systems, (1) Technical and (2) Commercial.
- b. Earnest money, as noted above, in the form other than those mentioned below, will not be accepted.
  - \* **The State Government procurement portal has already been integrated with the payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.**
- c. Any bid received after the submission deadline prescribed by this Department, shall be rejected.
- d. The selection committee of this Department may ask to produce original documents for verification as and when required.
- e. All relevant rules and regulation of Government of West Bengal will be final and applicable and binding on all bidders.
- f. The selection committee of this Department retains the right to reject any or all bids at any stage and the decision in this regard shall be final.

#### 5. Eligibility/Pre-Qualification Criteria:

- a. Only those agencies/companies who have experience in similar field not less than 3 (three) years may submit their bids along with all credentials regarding performance during the last three years.
- b. The Bidder must have experience of executing one single order worth **Rs. 1 Lakhs** or more in "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files." in the last three years (1.4.2018 to 31.3.2021).
- c. The Bidder must minimum annual average turnover of at least **Rs. 5 Lakh** during the last three years in "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files." in the last three years (1.4.2018 to 31.3.2021). A separate sheet should be attached duly attested by any Chartered Accountant/ Competent Authority.
- d. The bidder must have executed for at least three clients in the last three years out of which one must have been a Government Organisation and should furnish work testimonials in support of the same.
- e. **The bidder must be Authorised Service Provider Company.** (Attested copy to be submitted).
- f. The bidder must be a profit making company. (Attested

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- copy to be submitted).
- g. The bidder must have an office in Kolkata.
  - h. All bidders must enclose service tax registration certificate.
  - i. The bidders should have adequate financial resources to undertake the contract. The bidder should have sufficient reserves as per the audited financial statement. In case, the bidder wishes to use internal sources for funds, a declaration on bidder's letterhead for the same shall be furnished along with sufficient proofs.
  - j. The bid may be summarily rejected on not meeting any one or more criteria mentioned above.
  - k. The bidder shall have to furnish all documentary evidence that it has financial, technical and operational and production capacity and capability necessary to perform the contract. An indicative pre-qualification checklist has been provided for submission by the bidders. The bids shall be accompanied by documentary proof of criteria including but not limited to those mentioned in the pre-qualification checklist in the same order mentioned in the following table.

Sl No.	Criteria	Documentary Evidence
1.	Income Tax, GST etc.	Income Tax Clearance Certificate etc.
2.	The Bidder must have experience of executing one single order worth <b>Rs.1 Lakhs</b> or more in "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files" in the last three years (1.4.2019 to 31.3.2022).	Work Order and Completion Certificate from clients.
3.	Experience in the area of "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files " in the last 3 years	Work Order and Completion Certificates confirming that firm is in the relevant business for last 3 years (1.4.2019 to 31.3.2022).
4.	The bidder should have turnover at least Rs. 5	(i) Audited Balance sheets for last 3

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	Lakh in the area of years. "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files" for the last three years.	(ii) A certificate from competent authority confirming the turnover on "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files" in the last three years (1.4.2019 to 31.3.2022).
5.	The bidder should have experience in "scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files" for at least 3 clients in the last 3 years out of which 1 must have been a Government of West Bengal/ Government undertaking/autonomous Organisations.	Work Order and Completion Certificate from clients.
6.	The bidder should have Authorised Service Provider certification.	Copy of valid Certificate.
7.	The bidder should have not been currently blacklisted/debarred due to any unethical practice or poor performance by any Central/State Government/Department/Organisations. An Affidavit of same has to be given by bidder. Also even it is found that a debarred letter has been issued by any Government/Department for any bidder then the EMD will be forfeited and the bidder may be blacklisted.	

6. **Information to the Prospective Bidders:**

a. **Liability of the bidder:**

Bidders are advised to study the bid documents carefully. Bids not complying with all the clauses in

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the tender document are liable to be rejected. Failure to furnish all the information required by the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

b. **Amendments to the Bidding Document:**

At any time prior to the deadline of the submission of bids, the Urban Development & Municipal Affairs Department may, for any reason, whether at its own initiative, or in response to a clarification requested by the prospective bidders, amend the bidding document. Copies of such amendments shall be sent to all prospective bidders who have collected the bidding documents within the prescribed time limit. In case of any amendments to be taken into account the Urban Development & Municipal Affairs Department may, at its own discretion, extend the last date for submission of bids.

c. **Documents comprising the bid:**

The bids prepared by bidder shall comprise the following components, in the following lines:

- i. The bidder must be registered under the Companies Act, 1956 and must possess a valid Corporate Identity Number.
- ii. Work of similar nature performed in the past.
- iii. Copies of the balance sheet, Audited Accounts.
- iv. Certificate confirming the annual average turnover of at least Rs. 5 Lakh during the last three years in scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files.
- v. Income tax clearance certificate for the last three years.
- vi. Profile of the project manager.

**d) The Technical Bid comprises of the following:**

**i. Statutory Cover containing:**

- a) Documents towards Earnest Money.
- b) NIT [with all corrigendum and addendum, if any. Download & upload the same digitally Signed.

c. **TECHNICAL DOCUMENTS:**

Prequalification Application (scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files (SEC-B, FORM-I) [Download & upload the same Digitally Signed].

Note: Download & upload the same Digitally Signed except quoting rate, quoting rate will only be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in tender document the tender will be summarily rejected.

**ii. Non Sensitive covers Containing (scanned copy).**

- a. Pan Card, Latest ITR, GST Registration Certificate.
  - b. Registration Certificate under company Act (If any).
  - c. Registered Deed of partnership firm/Article of Association & memorandum.
  - d. Power of Attorney (for partnership Firm/private limited company, if any)
  - e. All original Credential Certificates
- Note: Failure of submission of any of the above mentioned documents (as stated above will render the tender liable to be summarily rejected for both statutory & Non Statutory Cover (Non Sensitive Document)).

**iii. Details of Earnest Money Deposit:**

The Process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc has been stopped for e-procurement w.e.f. 01.09.2016 as per FD Order No: 3975-F(Y) dated 28.07.2016. Necessary Earnest Money has to be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank or: off line – through any bank by generating NEFT/RTGS challan from e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the beneficiary name & account no, pre-defined amount as mentioned in the NIT. Beneficiary bank name (ICICI Bank) & IFSC Code and e-procurement Reference No and intending bidder who wants to transfer EMD through NEFT/RTGS must read and follow the instructions of the pre-filled Challan generated from e-procurement site for payment of the EMD. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. ICICI bank Help desk no: 033-4026751.

**e) Financial Bid comprising the following:**

The Financial proposal should contain the following documents in one cover (folder) i.e. Item Rate of Bill of Quantities (BOQ). The bidders shall quote their rate in enclosed format online through computer in the space marked for quoting rate in the BOQ. Quoting rate in any other form or in any other document will render the tender liable to be summarily rejected.

**7. Mode of Payment of EMD**

The Process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc

has been stopped for e-procurement w.e.f. 01.09.2016 as per FD Order No: 3975-F(Y) dated 28.07.2016. Necessary Earnest Money has to be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank or: off line – through any bank by generating NEFT/RTGS challan from e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the beneficiary name & account no, pre-defined amount as mentioned in the NIT. Beneficiary bank name (ICICI Bank) & IFSC Code and e-procurement Reference No and intending bidder who wants to transfer EMD through NEFT/RTGS must read and follow the instructions of the pre-filled Challan generated from e-procurement site for payment of the EMD. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. ICICI bank Help desk no: 033-4026751.

**A) Earnest Money Payment procedure as per FD Memo No: 3975-F (Y) dated 28.07.2016.**

**1) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.**

i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

iii) Bidder will receive a confirmation message regarding success/failure of the transaction.

iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/ PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v) If the transaction failure, the bidder will again try for payment by going back to the first step.

**2) Payment through NEFT/RTGS.**

i) On selection of NEFT/RTGS as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process NEFT/RTGS transaction.

ii) The bidder will print the challan and use the pre-filled information to make NEFT/RTGS payment using his bank account.

iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/ PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.

vi) But, if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**B) Earnest Money Refund/Settlement Process:**

i) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank account from which they made the payment transaction.

ii) Once the financial bid evaluation is electronically in the e-procurement portal, EMD of the technically qualified bidders other than that of the L<sub>1</sub> and L<sub>2</sub> bidders will be refunded through an automated process to the respective bidders' bank accounts from which they made payment transaction.

iii) If the L<sub>1</sub> bidder accepts the LOA and the same is processed electronically in the e-procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process, to the respective bidders' bank accounts from which they made payment transaction.

iv) As soon as the L<sub>1</sub> bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal, EMD of the L<sub>1</sub> bidder will automatically get transferred from the pooling account to the State Government deposit head through GRIPS along with bank particulars of the L<sub>1</sub> bidder.

8. **Clarification of Bids:**

To assist the examination, evaluation and comparison of bids the Urban Development & Municipal Affairs Department with the help of consultant may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

**B. TECHNICAL**

1. a) Scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps &



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drawings) and Microfilming (any size) of different documents and files

- b. Bidders shall be equipped with their desktops, scanners etc.
- c. Scan working hours i.e. from 10.00 A. M. to 5.00 P. M. on all working days (viz. Monday to Friday).
- d. All bids received shall remain confidential until the contract, if any resulting from this tender is awarded, i.e. signed and approved by all parties. Thereafter, the bids shall be deemed public records.
- e. **Taxes and Duties:**
  - i) The Prices shall be inclusive of all taxes and duties and indicated separately in the price schedule both in total amount of tax/duty and in percentage rate for each tax/duty. Urban Development & Municipal Affairs Department shall be authorized to deduct any income tax as applicable from the bidder.
  - ii) For the purpose of the contract, it is agreed that the Contract Price specified in Price schedule, is based on the taxes, duties and charges prevailing one day prior to the last date of bid submission date. If any rates of tax are increased or decreased or a new tax is introduced or an existing tax is abolished, or any change in interpretation or application of any tax occurs in the course of the performance of contract, which was or will be accessed on the bidder in connection with performance of the contract, an equitable adjustment of the contract price shall be made to fully take into account any such change by addition to the contract price or deduction there from as the case may be.

b. **Income Tax & Sales Tax Certificate:**

Attested copies of the following documents must be submitted along with the tender:

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful bidder before the issue of the work over).
- Valid GST Registration Certificate and Clearance Certificate.
- Trade Licence Certificate.

c. **Discrepancies in Bid:**

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purposes of evaluation.

- In case of discrepancies between the original and Copies of bid, the Original bid will be considered correct.
- In case of discrepancy between figures and words, the words will be considered correct.

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- In case of discrepancy between unit price and total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal prices shall prevail, and the total prices shall be corrected accordingly.

d. **Tender Acceptance and Rejection:**

- Bidder must provide a response to all sections and requirements of this tender to be considered complete. Bidder's failure to comply with any part of the tender may result in the bidder's bid being disqualified for being non-responsive.
- The selection committee of this Department reserves the right to reject any tender without assigning any reason whatever.
- **All components in tender must qualify in technical specification. If any component fails to qualify in technical evaluation this will lead to rejection of the technical bid.**

f) **Authorized Representatives:**

Any action required or permitted to be taken, and any documents required or permitted to be executed, under this contract by this Department or the bidder may be taken or executed by the officials authorized for this purpose:

g) **Bid Evaluation Process:**

i) **Bid Security:** Only bidders who have submitted the valid bid security shall be considered for further evaluation subsequently, a single step two-envelope bidding procedure will be used for the evaluation. Under this process, the technical bid will be opened and evaluated prior to opening and evaluating the financial bid.

ii) **Preliminary examination of bids:** a) The selection committee of this Department will examine both the bids to determine whether they are complete, whether any computation errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

b) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail and the bid shall stand corrected to that effect. If the bidder does not accept the correction of errors, its bid will be rejected and its earnest money will be forfeited. The Selection committee may waive any minor infirmity or non conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder.

c) Prior to the detailed evaluation, the selection committee will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning performance security, warranty, applicable law and taxes and duties will be deemed to be a material deviation. The selection committee's determination of the responsiveness of a bid will be based on the contents of the bid itself without recourse to extrinsic evidence.

d) If a bid is not substantially responsive, it will be rejected by the selection committee and may not subsequently be made responsive by the bidder by correction of the non-conformity or through clarifications.

At the end of this stage, the selection committee will be agreed on:

- Those bids which should not be considered for further evaluation.
- Any clarification that should be requested from qualified bidders.

iii. **Examination of Financial Bids:**

The selection committee of this Department will determine whether the financial Bids are complete, i.e. whether the bidder has included all components as per the tender documents. All price bids shall include all taxes, etc. The price schedule shall also have the indicative price break-ups. No assumptions shall be allowed and the financial bid should be complete in all respects.

- h. **Award of Contract:** The contract shall be awarded to the bidder who will have the highest score in the Technical Bid. However, in case there is a tie between two or more bidders, the bidder with the lowest bid in commercial bids shall be awarded the contract.

- i. **Payment:** Payment will only be made in Indian Rupees (INR). No Advance payment shall be made for this Project. Payments shall be made in monthly basis.

3. **OTHER TERMS & CONDITIONS:**

i) **Receipt of Insufficient competitive Bids:** If Urban Development & Municipal Affairs Department receives only One (1) responsive bid as a result of this tender, this Department reserves the right to select and award the

contract to the single bidder.

ii) **Obligation to Contract:** This Tender does not obligate the Urban Development & Municipal Affairs Department to contract for service(s) specified herein. Urban Development & Municipal Affairs Department also reserves the right to cancel or to reissue the tender in whole or in part, prior to execution of a contract.

iii) **Bid Rejections:** Urban Development & Municipal Affairs Department will make the sole determination of clarity and completeness in the response to any of the provisions in this Tender. Urban Development & Municipal Affairs Department reserves the right to seek clarification, additional information and materials in any form relating to any or all provisions or conditions of this Tender. Urban Development & Municipal Affairs Department reserves the right to accept or reject any or all of the bids submitted in response to this Tender.

iv) **Governing Laws:** This Tender Document and the contract shall be governed by and interpreted in accordance with laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

iv. **Termination of contract for default:**

Urban Development & Municipal Affairs Department without prejudice to any other remedy available for breach of contract may terminate the contract in whole by a thirty (30) days notice in writing to the bidder in the event of any one or all of the following:

(i) If the bidder fails to provide any one or all services as per this contract, and fails to set right the disruption in service within the thirty (30) days notice period or show a valid reason to the Urban Development & Municipal Affairs Department for the lapse.

(ii) If the bidder has engaged in corrupt or fraudulent practises in executing the contract.

v. **Provisions for Unsatisfactory Services:**

If services of bidder are not found satisfactory, at any stage during the period of contract, in such situations the bidder shall be bound to remove the deficiencies at its own cost within the time period fixed by the Urban Development & Municipal Affairs Department. In case the bidder is not able to remove and rectify the deficiencies within the given time period, the Urban Development & Municipal Affairs Department will be competent to make alternative arrangements of the services at the risk and cost of the bidder and the costs so incurred shall be deducted from the due amount payable to the bidder.

27/5/23

Assistant Secretary to the Government of West Bengal

**SECTION-B**

**Form-I**

**PRE-QUALIFICATION APPLICATION**

To,  
The Assistant Secretary to the Government of West Bengal  
Urban Development & Municipal Affairs Department,  
Nagarayan, DF-8, Salt Lake,  
Kolkata-700064.

**Ref: Scanning of Spiral (A4/Legal) pages, A0 to A3 (Maps & drawings) and Microfilming (any size) of different documents and files.**

E-NIT No: **UDMA/03/2023**, of Assistant Secretary, Government of West Bengal, Urban Development & Municipal Affairs Department.

Sir,

Having examined the Statutory, Non Statutory, Instructions to bidders & NIT documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of

.....  
..... In the capacity  
.....

.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- a. Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- b. Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

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Enlco:

1. Statutory Documents
2. Non statutory Documents

Date:

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Signature of the bidder including title  
and capacity in which application is made

***N.B:- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE FIRM/COMPANY IN WHICH APPLICATION IS MADE, CLEARLY MENTIONING THE ADDRESS AND CONTACT NUMBER OF THE FIRM/COMPANY.***