



**THE STATE TRADING CORPORATION OF INDIA LTD.  
(A GOVT. OF INDIA ENTERPRISE UNDER MINISTRY OF COMMERCE & INDUSTRY)**

**Unit No.1, 2 & 3, A Wing, Ground Floor,  
Classique Centre Premises Co-operative Society Ltd.,  
26, Mahal Industrial Estate, Opp. SBI,  
Off Mahakali Caves Road, Paper Box Road,  
Andheri (East), Mumbai – 400 093 INDIA  
Website: [www.stclimited.co.in](http://www.stclimited.co.in), E-mail: [mumbai@stclimited.co.in](mailto:mumbai@stclimited.co.in)**

**TENDERNO:STC/MUM/GAD/DIGI/00001/2020**

**Dtd.30.12.2020**

**Notice Inviting Tender**  
**for**  
**Scanning and Digitization of Records**

**Sub: Notice Inviting Online Bids for Scanning and Digitalization of Records**

STC Limited, a Govt. of India Enterprise under the administrative control of the Ministry of Commerce & Industry invites bids from reputed bidders who can provide the facility for scanning of official document (A4, Legal, A3, fanfold Size etc.) into searchable PDF format.

Tender documents can be downloaded from STC's website i.e. <http://www.stclimited.co.in> and Central Public Procurement Portal (CPPP) i.e. <https://eprocure.gov.in/eprocure/app>. The bids shall be submitted as per following details:

Start date and time	30.12.2020 (1700 hrs (IST) onwards)
Closing date and time	06.01.2021 up to 1500 hrs (IST)
Date & Time of opening the Technical Bid	06.01.2021 at 1530 hrs(IST)
Venue of opening of the Tender	<a href="https://eprocure.gov.in/eprocure/app">Eprocure.gov.in/eprocure/app</a>

Bidders should read the Tender document carefully before submission of Tender.

For The State Trading Corporation of India Ltd.

Dy. General Manager  
General Administration Division  
The State Trading Corporation of India Limited

## **Instructions for filling the e-bid**

1. Bids are invited via e-bid process for Scanning and Digitalization of Records
2. Bids have to be uploaded online only via <https://eprocure.gov.in/eprocure/app> (the e- procurement portal of NIC). No bids shall be accepted in hard copy or any other form.
3. For submission of e bids, bidders are required to get themselves registered with NIC's central Public Procurement (CPP) portal (<https://eprocure.gov.in/eprocure/app>) using digital signature certificate. All the details mentioned during registration / enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
4. The details of financial instrument (Tender fee, EMD) (exemption certificate from MSME) need to be uploaded during the e-bid submission and it should tally with the amount received as required; otherwise, the bid is liable to get rejected.
5. Bidders are advised in their own interest to upload the online bids well before the bid document submission Closing date and time (as per server system clock of CPP). STC shall not be responsible for any delay or the difficulties encountered by the bidder during submission of bids at the eleventh hour on account of any technical or other issues.
6. For any queries relating to the process of online bid submission or queries relating to Procurement Portal (<https://eprocure.gov.in/eprocure/app>), the bidders may contact CPP Portal Helpdesk numbers and email [IDsupport-eproc@nic.in](mailto:IDsupport-eproc@nic.in).
7. Bidders may regularly visit STC website for any information / clarification / addendum / corrigendum etc. related to this bid, processing of bids received, award of job, pre bid meet decisions etc. STC shall not be liable to send any information individually or publish a public notice for any further information regarding this bid in newspapers.
8. Portal for Online Submission is <https://eprocure.gov.in/eprocure/app>
9. STC may ask the bidders to submit any or all the documents in original or any additional information as part of their online bid anytime during the bid process.
10. If there is a discrepancy between words and figures, the amount in words shall prevail. However, where the amount expressed in words does not represent arithmetically correct total, the amount in figures shall prevail.
11. Bidder has to satisfy STC for ensuring sufficiency of documents necessary for Tender evaluation at his cost if so desired by STC
12. The bid document available on e- procurement portal shall be taken as final. STC reserves its right to ask for more document as "Clarification/supporting" only for verification of the uploaded documents. Decision of STC will be final and binding in this regard

### **ELIGIBILITY CRITERIA:**

The bidder should fulfill the below mentioned criteria:

Sr. No.	Pre- Qualification Criteria	Supporting Document(s) required to be submitted by all Bidders
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1.	A single entity or a partnership firm duly registered as per the Companies Act or Partnership Act or any other relevant Act in India or globally.	Copy of Registration or equivalent certificate or Memorandum of Understanding signed between all the members and the Prime Bidder and clearly mentioning roles and responsibilities of the Prime Bidder.
2.	The Bidder should have minimum 3 years of experience in scanning and digitization of documents and publications in any reputed Government or Private Archives or in Government Offices or Undertakings or Autonomous Organisations or equivalent.	Details of digitization work undertaken by the Bidder. The bidder to provide proof or undertaking for similar works in PSU/Govt. Department/ Govt. Organizations/ leading Corporate along with work order and completion certificate.
3.	The successful Bidder should have average turnover of Rs. 20 Lakhs or above during the last three financial years i.e., 2017 – 18, 2018-19 & 2019-20.	1. Certificate from a Chartered Accountant (CA) Certifying the annual turnover for the year 2017 – 18, 2018-19 & 2019-20. 2. Certified copy of the Profit and Loss Account of the firm / agency.
4.	The Bidder should not have been blacklisted by any State Government or Central Government or any other organization in India or anywhere as on the date of submission of this Bid.	Self-certification by the Prime Bidder on their letterhead duly signed by the authorized signatory should be submitted.
5.	The successful Bidder should be registered for Goods and Services Tax (GST) and should have a valid PAN & any other such requirements as stipulated by the Government.	Documentary proof should be submitted along with GST Number
6.	Bidders should have ISO certification.	Documentary proof should be submitted
7.	Bidder should not be under a Declaration of Ineligibility for corrupt or fraudulent practices issued by any of the Government or Public Sector Units and must not be a blacklisted company declared by any Regulatory / Statutory bodies / Public Sector Companies / Banks in India as on the date of opening of bids.	The firm shall submit an undertaking to this effect along with their bid as prescribed in Annexure3.

- i. STC reserves the right to carry out capability assessment of the Bidders and STC's decision shall be final in this regard.
- ii. The bidder shall provide all necessary documentary evidence as prescribed in Annexure 1 to establish that the bidder meets the above qualifying requirements. Failure to submit necessary evidence in support of above requirements may lead to rejection of the bid.

## SCOPE OF WORK

The Scope of Work of this tender is to appoint a service provider for Scanning & Digitization of Official Documents at STC Mumbai Branch Office and the Bidder has to install their machine and equipment with adequate manpower in STC premises as per the detailed specifications given below:

- (i) General Instructions: Good maintenance of the documents during the scanning work shall be the responsibility of the bidder. Considering the importance and sanctity of the documents, all precautions have to be ensured by the bidder for maintaining the safety and the confidentiality. In case it is found that information is leaked, then STC may take any type of legal action against the bidder.
- (ii) The bidder is required to nominate a representative/Supervisor with a minimum educational qualification as graduation with at least two years of experience in handling the scanning & digitization work. The nominated representative shall be the single window interaction till the completion of the entire work. The supervisor should be compulsorily available on site during the execution of scanning & digitization work. Also all the necessary hardware and software to be provided by the bidder at our Mumbai premises.
- (iii) Considering the importance & sanctity of the documents, the bidder shall deploy only skilled & experienced resources for the scanning & digitization work. None of the resources should make a copy of any/part of the documents apart from the stipulated requirements of STC. The bidder strictly should implement procedures for eliminating all practices for divulging of information as contained in STC documents.
- (iv) Document sizes may vary from A4, Legal, A3, fanfold Size etc,. Some of the documents maybe less than the size of A4. Accordingly, the bidder shall setup only the best and suitable equipment's for the scanning and digitization work which shall not cause any physical damage to the documents. The bidder also has to ensure "virus free" environment to ensure "clean" scanning or transferring to other storage devices of STC. The original scanning is required to be stored only into the storage devices (external hard drives) to be provided by bidder and report with proper indexing in STC decided format needs to be provided on completion of project.
- (v) Format: All the documents shall be scanned in to searchable PDF/A compatible format.

- (vi) The bidder must ensure to scan and digitize the records in chronological format.
- (vii) Quantum: The rough estimate of pages to be scanned is about **11.56 lakhs (11,56,000)** it may be more or less, however the payment will be made as per actual work done by the bidder irrespective of the pages scanned.
- (viii) The entire work is to be completed within 35 days from the date of award of work and in case of delay Liquidated Damage (LD) would be applicable @ 0.5% of contract value per week.

**EMD:**

- (i) Earnest Money Deposit (EMD) of Rs.50,000/-(Rupees Fifty Thousand Only) should be deposited through RTGS/NEFT to STC's account as per following banking details

INDUSIND BANK LTD. OPERA HOUSE BRANCH,  
INDUSIND HOUSE 425, DADASAHEB BHADKAMKAR MARG, MUMBAI 400 004.  
A/C NO. 200999555639  
IFS CODE NO. INDB0000001 SWIFT CODE : INDBINBBB00

The same is required to be submitted along with Technical Bid (Part-1) of the Tenderer.

- (ii) The EMD of unsuccessful bidder shall be refunded after 30(thirty) working days from the date of Sale Order issued to successful bidder.
- (iii) No interest on EMD amount is applicable.
- (iv) STC will be within its right to forfeit EMD of a Tenderer if it withdraws its bid within the validity Period whatsoever reason may be.
- (v) For successful bidder, EMD amount shall be kept as Security Deposit and shall be refunded on completion of work. No interest on security deposit is applicable. Any breach of terms and conditions by the successful bidder or If successful bidder fails to complete the work as per the tender terms and conditions, STC will be within its rights to forfeit the Security deposit. It will be at the sole discretion of STC and to its satisfaction to consider the work as completed.
- (vi) MSME are exempted from submitting the EMD.

**PAYMENTS TERMS:**

No advance payment will be made under any circumstances. The payment will be released after satisfactory completion of work. TDS/ other deductions shall be deducted from the eligible payments as per the applicable rates under Income Tax Act or any other law in force. No over writing/corrections any way are permissible in the bill.

## **WORK COMPLETION**

Scanning to start within 02 days of placing of purchase order and to be done within 25 days from the date of award of work.

## **GENERAL TERMS & CONDITIONS:**

- i. STC reserves the right to accept or reject any or all the bids any time at its own discretion without assigning any reasons thereof.
- ii. Bidders shall keep STC fully indemnified against any claims, losses/damages, liabilities, proceedings etc. from any third party or otherwise arising out of/or in connection with this tender.
- iii. STC may terminate the contract before the expiry of agreed period, in case the performance of the bidder is not satisfactory, in which case STC's opinion shall be final and binding. The termination shall be effective immediately from the date of issue of such notice in writing. The said termination however shall not debar STC from recovering damages, imposing penalties or forfeitures as per this tender or taking any other action of civil/criminal in nature.
- iv. Bidder shall sign & submit with all the pages of this tender document (along with annexures) as token of acceptance of the terms & conditions stated therein to be submitted in the envelope for Commercial Bid.

## **ELECTRONIC SUBMISSION OF BIDS:**

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (<https://eprocure.gov.in/eprocure/app>). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with [eprocure.gov.in](https://eprocure.gov.in) website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. The details of EMD (Digital/online mode) uploaded during bid submission should tally with the amount received as required; otherwise, the bid is liable to be rejected.

## **Technical Bid:**

The bidders are required to upload online soft copies of the following under technical bid section:

- i. Copies of documents in support of bidders experience .(A copy of Purchase order along with completion/satisfactory letter is to be submitted by the bidder)
- ii. EMD payment proof or valid MSME certificate
- iii. Signed and stamped copy of Tender Documents.
- iv. Filled up Annexure 1 and Annexure 3 duly signed and stamped.

- v. Registration Certificate with ROC, PAN No. GST, Service Tax Regn. Certificate, as applicable.
- vi. Authorization letter from Company for person authorized to sign above documents.
- vii. ISO certificate.

### **Price Bid / B.O.Q. (Inclusive of Taxes):**

#### **Procedure for online filling of Price Bid:**

1. BOQ (Price Bid) uploaded by STC at the CPP portal (<https://eprocure.gov.in/eprocure/app>) is to be used for submission of price.
2. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and quoted price (all inclusive).
3. At the time of uploading of BOQ bidder, the file name for uploading the BOQ (Price Bid) should remain the same as it was downloaded from the CPP Portal.
4. Leaving an un-filled entry in the Price Bid/ BOQ against any column shall mean as 'zero' cost and the Bid shall be evaluated accordingly.

#### **AWARD OF BID:**

The bidder, whose bid is accepted by STC, shall be issued letter of award (LOA) prior to expiry of bid validity. Lowest bid will be strictly decided as per rate quoted in Serial 1 for pages up to 11.56 lakhs. In case the number of pages is more than 11.56 lakhs, lowest bidder will be decided on the basis of (Rate at Serial 1.01 – Discount Rate at Serial 1.02) as quoted in table for all the pages. The following examples are given for understanding purposes:

1. If the no. of pages is 11,56,000, then the bid price shall be =11,56,000 X Rate at Serial 1.
2. If the no. of pages is 12,00,000 then the bid price shall be =12,00,000X(Rate at Serial 1 – Discount rate at Serial2)

Bidders to note that the example is given for illustrative purposes only. The decision of STC will be final in this regard.

STC reserves the right to ask L2 bidder to match L1 incase problem with L1 bidder. In case L2 bidder backs out then STC would ask L3 bidder to match L1

#### **VALIDITY OF BID:**

The bidder agrees to and shall hold his bid valid for two months from the date of placing purchase order. However, the bidder agrees to extend the bid for a further period of three (3) months on the existing terms and condition in case the same is desired by STC.

## **DISCLAIMER**

STC may at its absolute discretion, shortlist, accept, disqualify, elect to abandon, reject any part or whole of the process without giving prior notice to the prospective party. STC reserves the right to cancel the Tender in totality without assigning any reason at any point of time. All information contained in this tender is issued bonafide.

## **JURISDICTION**

If case any disputes arise out of or in connection with the interpretation of this tender Document, the parties shall submit all their disputes to the exclusive jurisdiction of the Courts at Mumbai.

## **INDEMNIFICATION**

- (i) The Bidder will indemnify STC of all legal/other obligations of its own and its professionals / employees utilized for STC work.
- (ii) STC also stand absolved of any liability on account of fraud or breach of trust caused by the Selected Bidder or its employees utilized for the performance of work and also for any damages or compensation due to any dispute between the Bidder and its employees.
- (iii) STC shall also be indemnified from any act or any factual concealment causing thereby damages or any legal proceedings against STC by any third party or Bidder's employees.
- (iv) The Bidder also undertakes to keep STC harmless and indemnified from any loss or costs resultant from any decree obtained against the Bidder having tendency to be enforced against the STC. Also the STC shall be indemnified, from any Consequential act taken by STC in order to protect its interest or in order to defend any suit or legal action for itself or for and on behalf of bidder, to the extent of cost/legal expenses/interest imposed upon.
- (v) The Bidder hereby indemnifies STC for damage/ loss of any kind of Record assigned to it.
- (vi) The bidder hereby also indemnifies STC for any loss or expenses or any dispute which arises due to breach of any of the terms and conditions specified in Tender.
- (vii) The Bidders shall also acknowledges that no property including the end product (PDF files) during or upon completion of the job as per this tender shall vest any right upon the Bidder or entitles any claim over the same by the bidder unless specifically allowed by STC in writing. The bidder shall also ensure that no such property as stated above passes on to any unauthorized person. As such bidder hereby also indemnifies STC for any loss or expenses or any dispute which arises due to breach of any of the aforesaid actions.



All the indemnifications shall be to the fullest and as per satisfaction of the STC.

## **FORCE MAJEURE**

Should any of the force majeure circumstances, namely act of god, natural calamity, fire, Government of India Policy, restrictions, any act of Govt., strikes or lock-outs by workmen, war, military operations of any nature and blockades preventing the Supplier/Buyer from wholly or partially carrying out his contractual obligations, the period stipulated for the performance of the Contract shall be extended for as long as these circumstances prevail, provided that, in the event of these circumstances continuing for more than three months, either party shall have the right to refuse to fulfill its contractual obligations without title to indemnification of any losses it may thereby sustain. The party unable to carry out its contractual obligations shall immediately advise the other party of the commencement and the termination of the circumstances preventing the performance of the contract. A certificate issued by the respective Chamber of Commerce in the Seller or the Buyer country shall be sufficient proof of the existence and duration of such circumstances. The certificate of Chamber of Commerce should be submitted within 15 days.

## **ARBITRATION**

Any dispute or difference in respect of any matter relating to or arising out of the Tender, if the same is not resolved amicably, will be settled at Mumbai by the Arbitration in accordance with the Rules of Arbitration of Indian Council of Arbitration, Delhi and the award made in pursuance thereof shall be final and binding on the parties. Indian laws will apply. The venue of the Arbitration will be Mumbai.

## **SUB DELEGATION**

No sub delegation of work awarded to the successful bidder is permissible without written consent of STC.

## **FINALITY OF AWARD**

In the event no formal contract is executed then all the terms and conditions of this tender shall be applicable to the letter of award and such letter of award shall form the contract between STC and Successful bidder.

## **NO LIABILITY/OBLIGATION OF GOVERNMENT OF INDIA:**

It is expressly understood and agreed by and between the Prospective Successful Tenderer and STC that STC is entering into this Tender and/or agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Govt. of India is not a party to this agreement and has no liabilities, obligations or right hereunder. It is expressly understood and agreed that STC is an independent legal entity with power and authority to enter into contracts, solely on its own behalf under the applicable laws of India and general principles of contract laws. The Seller expressly agrees, acknowledges and understands that STC is not an agent, representative or delegate of the Govt. of India. It is further understood and agreed that Govt. of

India is not and shall not be liable for any acts, omission, commission, breaches or other wrongs arising out of the contract. Accordingly, STC hereby expressly waives, releases and foregoes any and all actions on claims including cross claims, impleader claims or counter claims against the Government of India arising out of this contract and covenants not to sue the Govt. of India as to any manner, claim, causes of action or thing whatsoever arising out of or under this Tender and/or Agreement.

## **COMPLIANCE REGARDING GOVT. TAXES / LEVIES**

### **STANDARD TAXES, DUTIES AND LEVIES ETC.:**

- a. **Goods and Service Tax (GST):** Please furnish GST registration details (type of registration).
- i. Supply of goods or services or both covered under this tender shall attract goods and service tax (GST) at applicable rate as amended from time to time. The tenderer should clearly mention GST in addition to the basic cost i.e., CGST + SGST + Compensation cess if any in case of intrastate supplies or IGST + Compensation cess, if any in case of interstate supplies and imports in their price bid along with the rate applicable unless notified as exempted.
  - ii. The tender shall mention in the Invoice, their GST registration Number (GSTIN), 2 digit or 4 digit HSN code (as applicable) along with description of goods as per goods and service tax act, rules and notifications made thereunder for the items listed in the price schedule of the tender.
  - iii. Tenderer should submit GST Invoice for the supplies made to owner as per the provisions of goods and service Act for availing input tax credit by the owner. Further, tenderer shall ensure to file monthly returns along with payment of taxes to the appropriate authority as applicable within the prescribed time as per GST rules made thereunder.
  - iv. The tenderer however shall submit a copy of final certificate of registration i.e., GST REG –06.
  - v. In case tenderers who opted for composition levy under GST, shall submit a copy of the certificate of provisional registration i.e., GST REG – 25 under GST and the copy of the intimation filed in from GST CMP-01. The tenderer however shall submit a copy of final certificate of registration i.e., GST REG –06.
  - vi. Tenderer opting for composition scheme shall not quote any taxes under GST and such bids would invariably be evaluated without taxes under GST.
  - vii. The composition tenderer shall submit “Bill of Supply” with the terms mentioned in bill of supply as “composition taxable person, not eligible to collect tax on supplies” for the supplies made by him.
  - viii. At the time of evaluation of offers of the registered tenderer, OWNER will consider Input Tax Credit (ITC), if eligible, in respect of eligible goods or services or both indicated in the Commercial Bid Format and their commercial status will be arrived at accordingly.
  - ix. At the time of evaluation of offers of unregistered Tenderer, OWNER will, in addition to the price quoted in the bids, consider the taxes under GST that the OWNER shall pay under reverse charge mechanism in respect of goods or services or both indicated in the Commercial Bid. For this purpose, the OWNER at their discretion may rely on the tax rates quoted by other tenderer registered under GST. However, OWNER will consider the input Tax Credit (ITC), if eligible, in respect of goods or services or both while evaluating the bids.
  - x. GST TDS shall be deducted at such percentage as may be prescribed on the goods or services falls under notified category. This will be deducted from such date as notified by the Government and the OWNER shall issue certificate to the tenderer for claiming credit of the same.

- xi. In case any credit, refund or other benefit is denied or delayed to owner due to any non-compliance by the supplier (such as failure to upload the details of the sale on the GSTN portal, failure to pay GST to government) or due to non-furnishing or furnishing of incorrect or incomplete documents by the supplier, the supplier would reimburse the loss to owner, including loss of credit, interest and penalty.

**b) Statutory variation in Taxes, additional levy and withdrawal of taxes:**

- i. Any new taxes or additional levies by the Government and Statutory variations during the tenure of the contract will be to Owner's account and reimbursable by/ refundable to, 'The OWNER', subject to submission of relevant documentary evidence.
- ii. Any reduction in tax rates or withdrawal of taxes that are levied by the Government during the tenure of the contract shall be passed on to the Owner's account.
- iii. However, for any new taxes levied by the Government and statutory variation during the extended time of the contract, if any, due to the reasons attributable to the Owner, the variation of tax rates will be to the Owner's account.
- iv. However, the amount of taxes and duties, are limited to the contract value and the variations in the rates are not payable, if the contract is completed in the extended time for the reasons not attributable to Owner and shall not be reimbursed to contractor.

**c) Other GST Compliance related terms:**

- i. Tenderer shall issue tax invoice indicating all the specified fields in the Tax Invoice Rules as notified including HSN/SAC codes, GSTIN Number.
- ii. Tenderer is responsible for uploading his outward supplies data with GSTN in the month of supply and any demand of interest and penalty from Revenue Authorities to the OWNER for failure of the Tenderer to upload the invoice or to accept purchase data filed by OWNER in GSTR-2 shall be to the account of Tenderer.
- iii. In the event of non-reporting of invoices for supplies effected to OWNER during the month or non-acceptance of purchase data submitted by OWNER relying on the invoice received from Tenderer, OWNER is entitled to withhold the GST in the month of receipt.
- iv. Tenderer shall attend to all issues on reconciliation of invoices, mismatch reports etc. to the satisfaction of OWNER.
- v. In case, the government notifies the activity covered in the contract for the purpose of TDS under GST Act, OWNER shall deduct TDS from the tenderer bills and will issue necessary certificate to the tender to claim credit of the same.
- vi. It is the responsibility of the Tenderer to determine the place of supply in terms of the place of supply rules.

**d. Anti-profiteering Clause:** Any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be passed on to the STC by way of commensurate reduction in prices. In view of the anti-profiteering clause in GST, proper action need to be taken accordingly by tenderer to devise a plan for arriving at the amount of benefit obtained by them on account of GST and consequent reduction in the order value to the extent.

**Successor Clause :**

This agreement shall be binding upon the parties and their successors, heirs, administrator, permitted assigns etc.

**CONFIDENTIALITY**

Bidder to maintain absolute confidentiality of the information and will not divulge any information to any other party. The Bidder should acknowledge and agree to maintain the confidentiality of Confidential Information provided by the STC hereunder. The Bidder shall not disclose or disseminate any information / Confidential Information to any person other than those employees, agents, contractors, subcontractors and licensees of the Bidder or its affiliates, who have a need to know it in order to assist the Bidder in performing its obligations, or to permit the Bidder to exercise its rights under this Agreement. In addition, the Bidder (i) shall take all such steps to prevent unauthorized access to the STC's Confidential Information, as it takes to protect its own confidential or proprietary information of a similar nature, which steps shall in no event be less than a reasonable standard of care, (ii) shall not use the STC's Confidential Information, or authorize other persons or entities to use the STC's Confidential Information, for any purposes other than in connection with performing its obligations or exercising its rights hereunder, and (iii) shall require all persons and entities who are provided access to the STC's Confidential Information, to execute confidentiality or non-disclosure . Upon the STC's written request at any time, or following the completion or termination of this Agreement, the Bidder shall promptly return to the STC, all Confidential Information of the STC provided under or in connection with this Agreement, including all copies, portions and summaries thereof.

For and on behalf of STC

V VMandavkar  
Dy. General Manager (GAD)  
Mob: +91 9820453484  
Email – vmvishvanath@stclimited.co.in

**ANNEXURE - 1**

1. Name & communication address of Bidder

Website address & EmailID\_\_\_\_\_Mob.No.\_\_\_\_\_

2. List of documents attached with Bid as per tender documents:

3. Names of sole proprietor/partner/Director,

4. Name & Designation of the Authorized Signatory & contact person

5. Whether the Bidder is agreeable to enter into agreement for a period of six months.\_\_\_\_.

6. Financial Details (All figures to be mentioned in Rs.)

Financial Year	Turnover (In Rs.)
2019-20	
2018-19	
2017-18	

7. Details of experience with Orders executed (Bidders may provide the detail duly certified by Chartered Accountant)

Years	Name of Client	Qty. Handled	Value of work executed
2019-20			
2018-19			
2017-18			

8. Name, address, account number, IFSC/NEFT code of the banker\_\_\_\_\_

9. Income Tax permanent account no of the bidder (certified copy as proof to be enclosed) \_  
\_\_\_\_\_

10. Service tax registration no., GST of the bidder (certified copy as proof to be enclosed) \_\_\_\_\_

11. Proof of EMD submitted or MSME Certificate.

We do hereby declare that the above details are correct to the best of my knowledge and belief and nothing has been concealed thereof.

Sign of Bidder with stamp:

Place:

Date:

**BOQ (PRICE BID)**

1. BOQ (Price Bid) uploaded by STC at the CPP portal (<https://eprocure.gov.in/eprocure/app>) is to be used for submission of price.
2. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and quoted price (all inclusive).
3. At the time of uploading of BOQ bidder, the file name for uploading the BOQ (Price Bid) should remain the same as it was downloaded from the CPP Portal.
4. Leaving an un-filled entry in the Price Bid/ BOQ against any column shall mean as 'zero' cost and the Bid shall be evaluated accordingly.

**Screenshot of the BOQ uploaded by STC at CPP**

<b>Name of the Bidder/ Bidding Firm / Company:</b>		
<b><u>PRICESCHEDULE</u></b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )		
<b>NUMBER #</b>	<b>TEXT #</b>	<b>NUMBER #</b>
<b>Sl. No.</b>	<b>Item Description</b>	<b>RATE PER PAGE In Figures (INCLUSIVE OF ALL CHARGES AND TAXES) TO BE ENTERED BY THE BIDDER IN Rs. P</b>
1	2	13
1	<b>DESCRIPTION</b>	
1.01	<b>Cost of scanning/ digitization of documents at 300 DPI or more in Coloured , Grayscale or B/W, in searchable PDF/A format, cleaning, cropping along A3/ A4/Legal size documents to be provided in an external hard disk. Quantity of pages to be digitized = 11.56 Lakh or less</b>	
1.02	<b>Discount given on rate (at S. No 1.01) if the number of all pages is more than 11.56 Lakh</b>	

**Note:**

1. Lowest bid will be strictly decided as per rate quoted in table Serial No. 1.01 for pages upto 11.56 lakhs. In case the number of pages is beyond 11.56 lakhs lowest bidder will be decided on the basis of (Rate at Serial 1.01 – Discount Rate at Serial 1.02) as quoted in table for all the pages. STC reserves the right to ask L2 bidder to match L1 incase problem with L1 bidder. In case L2 bidder backs out then STC would ask L3 bidder to match L1.
2. All above items would be as per specification given, and complying with the requirement of tender document.
3. Bidder has to quote the rate above inclusive of all charges and taxes.

**DECLARATION**

I / We hereby declare that we have quoted rates in financial response after careful study of terms and conditions of the documents. We shall also accept the decision of Deputy General Manager STC Limited in this regard.

I / We hereby also declare that our firm/company is registered with Government for the above work and we are not black listed. We are in the business of above work, for which we have enclosed appropriate work experience certificate. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work.

I/ We have not been black listed by any Government (Central and state) Board/University/Public undertakings/Banks/ R.B.I. etc. I / We certified that the document published by STC Limited, no alterations and additions have been made in it to the best of my/our knowledge.

I / We have submitted the Bid as per the Terms and conditions and there is no deviation.

Sign of Bidder with Stamp:

Place:

Date: