

RFP/01/2024

18/09/2024

**Request for Proposal  
For Digitization of documents of all sizes at  
various locations in Maharashtra**



**SPPU EDUTECH FOUNDATION**

(A Section (8) Company Owned by  
Savitribai Phule Pune University, Pune)

**Registered Office:**

Savitribai Phule Pune University Campus,  
IT Cell Building,  
Ganeshkhind Road, Pune -411007

## 1. Introduction:

SPPU EDUTECH FOUNDATION (SPPUEF) is a Section (8) Company registered under Companies Act, 2013. SPPUEF is engaged in IT and IT enabled services , Fully Owned by Savitribai Phule Pune University. SPPUEF is ISO 9001:2015 and ISO 27001:2022 certified. SPPUEF provides innovative and customized services in Software development, maintenance and support to Savitribai Phule Pune University. We are also associated with MSFDA, Mahatma Phule Krishi Vidhyapeeth, Kavayatri Bahinabai Choudhary Uttar University, YCMOU, The Maharashtra Skill University and other Govt Departments in the EdTech domain. SPPUEF offers customized IT Services to the users to facilitate their digital journey.

SPPUEF is seeking proposals from experienced and established professional Service Providers having adequate manpower and hardware for Scanning and digitalization of documents of all sizes. This project is essential to streamline availability and retrieval of old documents and ensure long term document preservation of all important records.

SPPUEF reserves the right not to proceed with the project at any stage or to alter the time-schedule or to change the process or procedure to be applied for the project.

SPPUEF is not bound to accept the lowest bid or any other offer SPPUEF may receive.

SPPUEF reserves the right to reject any or all bids or cancel the bidding process without assigning any reason therefor.

## 2. Scope of the work:

Vendor will provide the services of scanning of old records assigned to them. The documents could be any sizes.

Vendor will assign a unique name/number to each document scanned as per specifications

The Vendor will upload all the scanned documents/files/books to assigned servers as per guidelines

The work of scanning of old records is time bound and must be completed in prescribed time.

The successful Vendor will provide the service of scanning at client requirement.

The Vendor has to maintain log of scanned records and provide it to the client.

The successful Vendor must take the old records from authorised employee(s) of client, scan it and handover to the same/predetermined employee(s)

Vendor should not unbind the hard copy old records for scanning.

Scanning of old records should be done on 300 dpi (dots per inch).

Scanned Documents should be of PDF format.

Old records should be scanned in black & white mode.

The vendor should provide capacity to scan an average of 25000-30000 records per day on all days of week.

The estimated quantum of work for scanning of old records amounts to approximately 7 to 9 Lakh pages per month. Vendor should consider that client may allot variable volume work and vendor must comply within time limit specified.

The quantities in the BOQ approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract. No claim by the Bidder shall be entertained on this account.

Client will provide the old records to the authorized representative of the vendor supervising the Scanning work, under proper receipt (maintain register with details of receiving and then handover,

time and person) and it will be the responsibility of the vendor to accomplish the task of scanning. The equipment's installed in client location shall be used exclusively for the purpose of said work

The vendor will ensure that the old records handed over to it are kept in proper condition and no old records are soiled / lost/ trimmed / damaged /misplaced.

**3. Important dates:**

S. No.	Title	Description
1	Pre-Proposal Queries	To be sent on email <a href="mailto:contact@sppuedutech.in">contact@sppuedutech.in</a> before 25/09/2024
2	Last Date & Time of Submission of Proposal	<b>07/10/2024 at 06:00 PM Hrs</b>
3	Date & Time of opening of Technical Bid & Technical Evaluation	<b>09/10/2024 at 15:00 Hrs onwards</b>
4	Date & Time of opening of financial Bid & Evaluation	<b>After Technical Evaluation of All Bidders</b>

**4. Selection Procedure:**

4.1. Procedure for Submission of Quotation

4.1.1. Procedure will follow single stage two-cover bidding System for this process.

4.1.2. Each Cover of the Bid should be a complete document. The documents should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation and / or proper indexation may result in the rejection of the Bid.

4.2. Contents of Bids

- a. Technical Bid (Documents Mentioned in Annexure I to V)
- b. Commercial bid (Annexure-VI)

Cover Number & Title of Bid	Content of Bid Covers
Cover – I (Technical Bid)	All documents mentioned under the Annexure I to IV
Cover - II (Commercial bid)	b. Commercial bid should be in the Format specified in Annexure-V

**Both Covers should be put in Sealed Single cover, clearly mentioning Legal Name of the Bidder and handed over to the Reception Desk of SPPUEF and a receipt obtained on a skeleton document.**

**5. Evaluation of Offers**

*Bid Evaluation Committee*

The bid evaluation committee constituted by the SPPUEF will consist of officers and directors of SPPUEF to evaluate the bids. The evaluation committee is empowered to seek additional information and reject a proposal outright if information is found to be withheld or false. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids will be final.

*A) Technical Evaluation*

Pre-qualification bid documentation shall be evaluated as under:

- The documentation furnished by the bidder will be examined prima facie to see if the Vendor's capacity, skill base and other Vendor attributes as claimed therein are consistent with the needs of this project.
- SPPUEF may ask bidder(s) for additional information, and/or arrange discussions with their professional, technical faculties to verify claims made in bid documentation. If the bidder fails to submit the additional supporting documents in a timely fashion, the bid is likely to be rejected. No requests for re-evaluation of rejected bids will be entertained.
- Commercial bid of only those bidders who are found technically eligible will be opened.

6. **Eligibility criteria/Pre-Qualification Criteria and Technical Evaluation** Only those companies who qualify the eligibility criteria/pre-Qualification Criteria will be evaluated technically.

Sl. No.	Eligibility Criteria	Document(s) to be submitted
1	The Service provider should be a company registered under the Companies Act, 1956 and should have registered office in India and should be in existence for at least the last 5 years, as on RFP release date.	Copy of Certificate of Incorporation issued by Registrar of Companies.
2	The Service provider should have an average annual turnover of at least INR 40 lakh from the Scanning Business during the last two financial years (i.e. 2022-23 & 2023-24)	Three years of audited financial statements.
3	The Service provider should have experience in Scanning in at least 3 public Universities /government Institutes/ PSUs	Experience details with documentary evidence for scope of work and contract value, along with client contact details, in the form of Work order / Purchase order / Completion Certificate from Client
4	The Service provider or any of its directors shall not be under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions / Universities in India for any reason as on last date of submission of the Bid or convicted of economic offense in India for any reason or have any such pending proceedings as on the last date of submission of the Bid.	Self-declaration by authorized signatory of the Service provider
5	The Service provider should have professionally qualified personnel worker in the areas of Scanning in India as on RFP release date.	Certificate from Service Provider

Technical Evaluation & Weightage

Sl. No.	Technical Qualification Criteria	Max Marks	Documentary Evidence Required
<b>1</b>	<b>Past Experience of the Service provider</b>		
1.1	<b>Manpower and Hardware:</b> Experienced manpower and suitable hardware for scanning of documents the Service provider in executing/being in the process of executing Scanning projects in Higher Education / Government PSU domains	15	Experience details with documentary evidence for scope of work and contract value, along with client contact details, in the form of Work order / Purchase order / Completion certificate from client
1.2	<b>Quality Certification:</b> -ISO 9001 (Any Series)- 3 Marks -ISO 27001 (Any Series)- 4 Marks -CMMi level 3 or higher – 5 Marks	5	Copy of certificates signed and stamped by authorized signatory of the service provider.
<b>2</b>	<b>Financial Capability</b>		
	Average Annual turnover of Rs. 40 lakh for last 2 financial years (i.e., 2022-23 & 2023-24)	5	Two years audited financial statements and Statutory auditor's certificate
3	<b>Key Manpower Requirements</b> The Service provider should have at least 05 professionally qualified personnel (relevant degree holders) working in the areas of Scanning in India as on RFP release date.	5	CV certified by Authorized signatory of Service provider
4	<b>Technical Presentation</b> - Service providers conforming to the pre-qualification criteria will be invited to make a presentation of the proposed solution & a proof of concept as defined in this section. - Each Bidder will be given 30 minutes for the PoC demonstration & presentation of proposed solution.		
4.1	<b>Presentation of the proposed solution</b> <ul style="list-style-type: none"> <li>○ In alignment with scope</li> <li>○ Solution Workflows &amp; Process flows</li> <li>○ Technical Architecture</li> <li>○ Value-Added Services</li> </ul>	20	Copy of the presentation (to be mailed/submitted on the day of the presentation)

## **B) Commercial Evaluation**

The Price Score of the Bidder will be determined by the Evaluation committee, which will be used for overall evaluation.

Rates mentioned in Commercial Bid must have validity of at least 90 days.

## **C) Overall Score Formula:**

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 60% and Commercial Bid Score a weightage of 40%. The Vendor would be technically evaluated out of 100 marks. Final score of all Vendors will be calculated on the basis of the following formula:

$$Fs = (0.60 * (Ts / 100) + 0.40 * (Cmin / Cb)) * 100$$

Where

Fs = Overall score of Vendor under consideration

Ts = Technical Score for the Vendor under consideration out of 100

Cb = financial bid value (Only per student- per exam rate)

Cmin = Lowest financial bid value among the financial proposals under consideration

The Bidder with highest Fs (overall score), will be shortlisted.

**SPPUEF reserves the right to negotiate the price with shortlisted vendor.**

## **7. Payment Terms**

- 7.1.1. Winning Bidder will enter into an MoU with SPPUEF in mutually agreeable terms. The Bidder will also be required to sign a non-disclosure agreement.
- 7.1.2. NO ADVANCE PAYMENT will be made to Bidder. Other Payment terms will be discussed at the stage of MoU subject to SPPUEF payment guidelines.
- 7.1.3. Payment will be made to bidder only after receipt of Project Payment from Third-Party to SPPUEF in case SPPUEF is working for Third Party as a lead bidder.
- 7.1.4. The payment shall be made to Service Provider (winning bidder) after deduction of TDS amount as per provisions of the Income Tax Act, 1961. In case of any dispute/complaints from the customers regarding any defect or non-delivery and consequent refund request, Service Provider (shortlisted bidder) shall be responsible for providing the conclusive evidence of performance at its end within one month, failing which the disputed charges will be deducted from the payment of Service Provider (shortlisted bidder).
- 7.1.5. **Statutory Taxes and Duties** – Both parties i.e. SPPUEF and Service provider (winning bidder) shall comply with all statutory taxes, duties and levies if any, levied by the Government of India, State Governments and Local Authorities applicable at present and in future.

## **8. Disclaimer**

SPPUEF and/or its officers, employees disclaim all liability from any loss or damage, whether

foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SPPUEF and/or any of its officers, employees.

#### **9. Lack of Competition**

SPPUEF reserves the right to award the RFP in case it finds less than minimum number of bids required considering the timeline of the project execution

#### **10. No Commitment to Accept Lowest or Any Tender**

The SPPUEF shall be under no obligation to accept the lowest or any other offer received in response to this tender notice. SPPUEF reserves the right to make any changes in the terms and conditions of purchase. SPPUEF reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of SPPUEF in this regard is final and no further correspondence in this regard will be entertained.

#### **11. Technical Inspection and Performance Evaluation**

SPPUEF reserves the right to carry out a technical inspection and performance evaluation of the solution offered by bidders.

#### **12. Submission of Proposal**

Interested and eligible entities may submit their proposals in sealed cover to

Chief Executive Officer  
SPPU Edutech Foundation,  
IT CELL Building,  
Savitribai Phule Pune University Campus,  
Ganeshkhind Road Pune -411007.

Email ID: [contact@sppuedutech.in](mailto:contact@sppuedutech.in) in case of any queries regarding this tender document

**Only Physical Submission will be considered**

-----Annexures Follow-----

ANNEXURE – I

1	Name and address of the company		
4	Contact Details of the Bidder (Contact person name with designation, Telephone Number, FAX, E-mail and Web site)		
5	Areas of businesses		
6	Annual Turnover for 2 financial years (Rs in Lakh)	2022-23	2023-24
7	Date of Incorporation		
8	GST Registration number		
9	PAN Number		
10	CIN Number		
11	Number of technical manpower in company's rolls		
12	Company's experience in this field (in years)		



**ANNEXURE – II**  
**Work Experience**

**1. Bidder's Experience in providing Manpower and Hardware in Scanning Documents**

<b>Description of similar jobs undertaken by the firm</b>	<b>Client Name and address</b>	<b>Start and End date of the job</b>	<b>Remarks</b>

**Attach separate sheet if required**

**2. KEY PERSONNEL**

<b>Name</b>	<b>Qualification</b>	<b>Description of similar jobs undertaken</b>	<b>Total Experience (in Years)</b>

## Annexure III

### Format of Affidavit

*Self-Declaration on Company letter head signed by Competent Authority of Company*

#### **AFFIDAVIT**

I, .....age: .....yrs.,..... residing at .....,do hereby state on solemn affirmation that I am the Director of ..... and submitting the bid for the project of SPPUEF, Pune. I further solemnly affirm that all documents submitted by me in Cover I are true and correct and that no false, incorrect, misleading or incomplete information is submitted in the said documents. If any information furnished or statement made in the said documents is found to be incorrect, misleading or incomplete, I will be responsible for the same and shall be liable for legal action.

I/We understand that The SPPUEF is not bound to accept the lowest or any offer it may receive.

I/We have carefully gone through the Terms and Conditions contained in the Tender Document. I/We declare that all the provisions of this Tender Documents are acceptable to our company. I/We further Certify that I/We am/are authorized signatory of my/our company, and therefore competent to make this declaration.

I also declare that Company and its directors have never been blacklisted / barred / disqualified by any regulator /Statutory body under Central Government or State Government Agencies in India.

Signature and Name of the Bidder with Seal

ANNEXURE-IV

**CHECKLIST**

Sr. No	Requirements		Compliance (Y/N)	Page No
1	Vendor Profile			
2	Certificate of Incorporation or any incorporation document			
3	Turnover certificate signed by the company's Auditors/ CA. (2022-23 and 2023-24)			
4	Towards experience, the Project completion certificates, along with a copy of Work Order/ Contract/ Agreement from the Client/Owner, to be submitted. In case of NDA restrictions, the name of customer may be suppressed and certified by the auditor or self.	Documents as per sequence mentioned in Annexure II		
5	GST Registration Certificate or valid exemption certificate			
6	Copy of PAN Card			
7	Contact details i.e. Name, email-id, website URL (if maintained), phone no, mobile no, fax no. of responsible person for liaison in this matter.			
8	Self-Declaration of bidder that it and its Directors have not been blacklisted in India / ineligible to participate for bidding by any state /Central Govt. or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt /fraudulent or any other unethical business practices or barred from participating in government project due to security reasons in the last 3 financial years.	Annexure III		

Annexure-V: Commercials  
**(To be submitted in separate envelope/cover)**

Financial Bid

<b>S. No</b>	<b>Particulars</b>	<b>Unit Rate</b> ₹	<b>GST per Unit Rate</b> ₹	<b>Total with Taxes / Levies</b> ₹
1	Scanning rate per page scanned (upto A3 page size)			

Signature :

Date :

Company Seal