

Ref. No.: MDI/ Digitisation of Records /2017

Date: December 23, 2017

Kind Attn:

Dear Sir,

Sub: Invitation of sealed quotations for Digitisation of Records and Document Management System.

Sealed Quotations are invited for **Digitisation of Records and Document Management System** for MDI Gurugram, as per the specifications and scope of work and terms and conditions mentioned in the enclosed document.

Quotations should be submitted in sealed envelopes duly super scribed as:

- Technical Bid for Digitisation of Records and Document Management System for MDI Gurugram.(Part – A).
- Financial Bid for Digitisation of Records and Document Management System for MDI Gurugram.(Part – B)
- EMD in a separate envelope of Rs. 1,00,000 (Rupees One Lakh only) in form of Bank Demand Draft/Bank Guarantee drawn in favor of the Management Development Institute Payable at Gurugram). The earnest money deposited shall be treated as security deposit and will be released after one month of satisfactory completion of job.

Both the quotations should be submitted in the separate sealed envelopes.

1. No quotations would be accepted by e-mail and only hard copies will be considered.
2. Please write Subject line and Tender Reference on the Top of the envelope.
- 3. All Pages of tender to be signed and stamped**

In order to take any query regarding the specification and terms and conditions, pre bid meeting on **December 27 at 3.00 p.m.**

Kindly submit your query by e-mail latest by December 26,2017 The e-mail id is :
ittender@mdi.ac.in.

If any correction after Pre-bid meeting then Addendum will be published on the MDI website on or after **December 28,2017**

Sealed Quotations should reach On or before 15 Hrs. of January 13, 2018.

The quotations should be submitted in the sealed covers super scribed as addressed to:-

Senior Systems Analyst
Computer Centre
MANAGEMENT DEVELOPMENT INSTITUTE
Mehrauli Road, Sukhrali

Gurugram - 122 007, Haryana (INDIA)

For any Query Kindly contact:

Mr. D.K. Ahuja

Tel: 0124-4560327,

e-mail : ittender@mdi.ac.in

Quotations should be received before the Date & Time mentioned.

Date :

(Signature)

Name of Vendor

Terms & Conditions are as under:

- (i) Kindly provide Profile of your Firm/Company along with the Year of establishment, Annual revenues for the last 3 Years.
- (ii) Vendor should be OEM or Authorized Business Partner/ Authorised service provider of **Document Management System and doing Digitisation of Records**. Attached **the** relevant and valid document of OEM in support of authorisation.
- (iii) No C or D forms shall be supplied by the MDI Gurugram.
- (iv) Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- (v) Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after technical evaluation done by the MDI. Technical presentation from the vendors may also be required as part of Technical evaluation.
- (vi) The Equipments will be supplied and installed at MDI Campus, Gurugram , nothing extra shall be paid towards the cartage, packing, forwarding, octori etc.
- (vii) No other charges shall be paid for Installation of Equipments at the site.
- (viii) No request for advance payment towards supply of Equipments shall be entertained by the MDI, Gurugram
- (ix) The quoted price shall be valid for at least 6 months. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- (x) All the Equipments should be installed at the MDI Gurugram.
- (xi) In case any item is found to be defective /substandard, the same shall be rejected. Institute shall not make any payment for such items and shall be removed from the site immediately.
- (xii) The quantities indicated in the Annexure are approximate only. The quantities may vary at the time of order OR Part order may be placed OR totally deleted. Payment shall be made on the actual quantity of Equipments supplied at site.
- (xiii) MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- (xiv) In case the Project is not completed within the date stipulated penalty shall be imposed @ Rs.1,000/- for each day of delay subject to a maximum of Rs. 50,000/- (Rs. Fifty thousand only).
- (xv) Sub contract of Project is not allowed.
- (xvi) If contract work is awarded and not executed by the vendor then EMD amount will be forfeited.

Date :

(Signature)
Name of Vendor

Technical Bid For Digitisation of Records and Document Management System for MDI Gurugram.

Sr. No.	Description	Vendor Response		
		Annual Revenue		
		2015	2016	2017
1.	Kindly Profile of your firm/company along with the Year of establishment, Annual revenues for the last 3 Years (Kindly provide details & relevant documents on company letter head) Attached the Certificate from CA.			
2.	Annual Turnover 12 Crores and above	Yes / No		
3.	OEM/Authorized partner Document Management System Company and doing Digitisation of Records. (Attached valid Certificate)	Yes / No		
4.	Names & addresses of prestigious clients (Three) and at least one in large size academic institution and one in any other, where Digitisation is done , along with the telephone numbers of the contact persons of the clients. (Attach separate sheet)	Yes / No		
5.	Address of Office in NCR. Number of employees in NCR Office <ul style="list-style-type: none"> • Technical • Non Technical 			
6.	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No. : 3. Mobile no. : 4. Official E-mail id :			
7.	All work related to Digitisation will be done in MDI Gurgaon and related equipments and Man power will be provided by the vendor and will be taken back after completion of Project.	Yes / No		

Job Description :

Component	Qty.	Vendor Response	Remarks
Scanning (Total number of Pages A-4 size),	3800000	Yes / No	As per actual
Scanning (Total number of Pages A-3 size),	1	Yes / No	As per actual

Scanning of Registers(Pages size : 17"x14" size)	1	Yes / No		As per actual
Cleaning of file/Pages	1	Yes / No		As per actual
page numbering	3800000			As per actual
Number of Files	15000	Yes / No		As per actual
Number of Index fields (Data Entry file wise)	6	Yes / No		As per actual
Number Bind Files (Unbinded and rebinded)	5000	Yes / No		As per actual
DMS Software for 100 concurrent users . DMS Software should have the features : Scanning, Storage, Indexing, Retrieval, Access and other relevant features required for Digitisation. Installation of Software and uploading of all the Documents on MDI Server. Customization of DMS Software as per MDI requirement. Provide user wise access of Digitised Documents and any other related work to Digitisation Kindly Attached the Technical Data Sheet.	3800000	Yes / No		As per actual
Number of Departments	20	Yes / No		As per Actual
Training during implementation and completion of job		Yes / No		
Comprehensive Onsite Support after completion of project for one year		Yes / No		

Date :

(Signature)
Name of Vendor

Financial Bid For Digitisation of Records and Document Management System for MDI

Component	Qty.	Unit Price	Total	Remarks
Scanning (Total number of Pages A-4 size),	38,00,000			As per actual
Scanning (Total number of Pages A-3 size),	1			As per actual
Scanning of Registers(Pages size : 17"x14" size)	1			As per actual
Cleaning of file/Pages	1			As per actual
page numbering	38,00,000			As per actual
Number of Files	15,000			As per actual
Number of Index fields (Data Entry file wise)	6			As per actual
Number Bind Files (Unbind and rebind)	5000			As per actual
DMS Software for 100 concurrent users . DMS Software should have the features : Scanning, Storage, Indexing, Retrieval, Access and other relevant features required for Digitisation. Installation of Software and uploading of all the Documents on MDI Server. Customization of DMS Software as per MDI requirement. Provide user wise access of Digitised Documents and any other related work to Digitisation .	38,00,000 Pages			As per actual
Number of Departments	20			As per actual
Training during implementation and completion of job.				
Comprehensive Onsite Support after completion of Project for one year.				

All work related to Digitisation will be done in MDI Gurgaon and related equipments will be provided by the vendor and will be taken back after completion of Project.				
Total Cost (Excluding Taxes.)				

Payment Terms:

- Payment will be release monthly after completion of work in a Month and receiving of bill.

Project Duration: -Kindly mention the period _____

Date :

(Signature)
Name of Vendor