

DISTRICT JUDICIARY MARDAN

STANDARD BIDDING DOCUMENT FOR THE SCANNING OF RECORD AND DATA ENTRY THROUGH OUTSOURCING FOR THE SESSIONS RECORD ROOM, MARDAN



***Note:** The prospective bidders are expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all required information prescribed in this Bidding Documents or submission of a Bid not substantially responsive to the Bidding Document in every respect would result in the rejection of the Bid.*

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE MARDAN
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BIDDING DOCUMENTS FOR SCANNING OF RECORD AND DATA ENTRY THROUGH OUTSOURCING FOR THE SESSIONS RECORD ROOM, MARDAN

1. Introduction/Project Summary

The District and Sessions Court Mardan, is seeking a solution for scanning and digitization of its official records in Session Record Room. This will help the various departments of Office of the District and Sessions Judge Mardan in the retrieval of information remotely, effectively, and speedily. The majority of the records are paper-based handwritten, kept in paper files and physically stored. Therefore, to achieve this purpose the District and Sessions Court Mardan intend to outsource this project.

2. Project Objectives

The Procurement Committee invites bids from eligible bidders for digitizing old records in its archives and a big data-based solution for scanning and data entry in CFMIS (Case Flow Management Information System). The estimated number of files to be digitized is approx. **6300000 files** of documents and should be completed in one year from the date of commencement of work at the terms and conditions specified in this tender.

TERMS AND CONDITIONS

3. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and for a hard copy if requested will be charged for actual costs.

4. Validity of the Bids

The Bids shall remain valid for a period of ninety (90) days after the date of Bid opening.

5. Documents Comprising the Bid

Tender comprises two bid systems-the Technical Proposal and the Financial Proposal: each containing the documents mentioned below and both sealed in envelopes further enclosed in outer single envelope.

a) Technical Proposal

The 'Technical Proposal' shall have the following documents:

- i. Letter of Technical Proposal.
- ii. Company Registration Certificate.
- iii. NTN Certificate and extract of Active Taxpayer List.
- iv. GST Certificate.
- v. An affidavit on stamp paper of Rs. 100 duly attested by the Oath Commissioner (details mentioned in eligibility criteria).
- vi. Work Experience (details mentioned in eligibility criteria).

vii. Financial Health (details in evaluation criteria).

b) Financial Proposal

The 'Financial Proposal' shall have the following documents:

- i. Letter of Financial Proposal.
- ii. Mandatory financial proposal format be followed for quoting price wherein Tax must be mentioned with unit price.
- iii. Bid Security amounting to two percent of the Bid Price in the form of demand draft/pay order/CDR in favour of District and Sessions Judge, Mardan.
- iv. Schedules of Prices: Bid Security of unsuccessful Bidders shall be returned upon award of the Lot to the successful Bidder, whereas the Bid Security of successful Bidder shall be returned.

6. Bid Prices, Currency of Bid, Terms and Conditions

The bidder shall quote prices in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing duties and taxes such as income tax / sales / GST etc. The terms of payment shall be as under:

- i. Payment mode shall be cross cheque which would be issued in phases subject to inspection and services.
- ii. Neither an advance payment shall be made nor shall any payment against partial services and payment include all applicable taxes (GST, income tax etc).
- iii. The scanning project will be completed in one year as stipulated in contract agreement.
- iv. The bidder quoted price shall remain fixed during the entire Term of services and till the 'Certificate of Completion'.
- v. The lowest offer will be accepted, provided they meet the quality needs and ensuring value for money.
- vi. Sessions Record Room, Mardan visit and physical inspection of the record is necessary.

7. Bid Submission, Opening and Clarification

- a) There shall be single stage one envelopes system.
- b) All the pages of the tender shall be signed by the bidders / authorized person.
- c) The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Committee shall not consider Bids submitted through fax or e-mail.
- d) The Procurement Committee shall cause the Technical Proposals to be opened on same day in the presence of the Bidder's authorized representatives.
- e) Financial Proposals will remain un-opened and will be held in the custody of the Procurement Committee until time of its opening.

- f) The Procurement Committee shall notify results after assessing the Technical Proposals as to their responsiveness.
- g) The committee shall return Financial Proposals of those Bidders whose Technical Proposals have been held non-responsive.
- h) The committee shall then invite Bidders, who's Technical Proposals are held substantially responsive.
- i) The committee shall notify the Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security and such other details as are necessary at the opening of Financial Proposal.
- j) Any Bid Price or discount which is not read out and recorded at Financial Proposals' opening will not be taken into account in the evaluation of Financial Proposals.
- k) The Procurement Committee will prepare the record of the Bid opening (Financial).
- l) Representatives of the Bidders who choose to attend shall sign the attendance sheet.
- m) The Procurement Committee may ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

8. Evaluation Criteria

- a) The committee will evaluate the Bids as per the following criteria.
- b) The Procurement Committee shall evaluate each Proposal as to its responsiveness regards requirements of the bidding documents.
- c) The Committee shall evaluate the Financial Proposals of only those Bidders whose Proposals have been considered responsive; thus, selection is based on **Least Cost Method**. Any Financial Proposal not accompanied by an acceptable Bid Security shall be rejected.
- d) Details of evaluation of bidder are mentioned in **Evaluation Criteria**.

9. Notification of Award

- a) The Procurement Committee will notify the award as per the criteria mentioned above and issue Letter of Acceptance.
- b) Notwithstanding the above, the District and Sessions Court, Mardan reserves the right to annul the bidding process and reject all Bids, at any time prior to Award.

10. Performance Security

- a) The successful bidder will provide performance guarantee equivalent to 10% of the bid value in the shape of Bank Guarantee for warranty period in favor of District and Sessions Judge, Mardan.

b) Failure of the successful Bidder to comply with the requirement of submission of the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

11. Term of the Services

- a) The successful bidder shall submit schedule of inspection of record before the Committee services, inspection and commissioning.
- b) In case of an unacceptable delay attributable to the Supplier, the committee will have the right to cancel the Award and forfeit the Supplier's Performance Security.

12. Technical Requirements and Scope of Scanning and Digitization Work

- 1) The successful Bidder will be required to handle the documents carefully and always ensure their safety and security.
- 2) Space for scanning and digitization along with **electricity** will be provided by District and Sessions Court Mardan. However, to make the available space functional for the project would be the responsibility of the successful bidder.
- 3) Scanners must have a minimum resolution of **150 dots per inch (dpi)** with scanning being in full **Black & White** with the scanning output.
- 4) Cropping and cleaning of images (removing black noises around the text), skew correction to make the images straight and provide equal margins all around the text as far as possible.
- 5) The scanning of documents to the maximum extent possible should be done on an overhead scanner.
- 6) Blank papers should not be scanned and deleted from the scanned documents.
- 7) The scanners should be duplex and capable of handling fragile, old and delicate documents.
- 8) The District and Sessions Court Mardan will provide the files and other documents to the Successful Bidder in phases. Secondly, supervising the scanning/digitization work, on a fortnightly basis under proper receipt and it will be the responsibility of the bidder to accomplish the task after following all the processes, ***unbinding, rebinding, file naming, scanning/digitizing, splitting and merger, storing, retrieval, etc.*** It will be the responsibility of the Successful Bidder to return the file to Sessions Record Room Incharge under proper acknowledgement in the same shape and condition in which it was taken. The whole scanning work will be supervised by the staff authorized by the Procurement Committee.
- 9) The Successful Bidder shall also make entries in CFMIS module (45 fields).

- 10) Application and storage media shall be provided by District and Sessions Court Mardan.
- 11) Creation of Final delivery formats must have:
- a. Pdf file
14. Scanning and storing of the data in scanned form should be done locally on NAS storage.
15. The page size for scanning may vary from legal / A3 / A4 / A5 and various other sizes. The papers might have printed/typed/ handwritten data on both sides as well.
16. Scanning of the files should be started from the backwards year.
17. The output of scanning & digitization will have to be uploaded to the software/database to be provided by the bidder as part of this bid.
18. The workflow of the scanning process will be formulated and finalized by the Procurement Committee..
19. The output of scanning/digitization will be verified by the Procurement Committee based on all the technical parameters of this tender including the economy of disk storage of the output.
20. The process by which the successful bidder will scan/digitize the records will be in batches and include the following:
- Authorized representative will receive files from the Incharge of the Sessions Record Room under proper receipt.
 - Authorized representative will prepare the files for scanning/digitization after the removal of tags, pins, dust, etc.
 - Authorized representative will check the numbering of each document before scanning and digitizing each document or file and store the data in PDF/A with adequate resolutions. The images so stored in the database should be properly named as per the requirements of “DSJ Mardan”.
 - The data so stored shall be in a non-editable form.
 - Files shall be returned to “DSJ Mardan” against proper receipt.
21. Complete secrecy and confidentiality are required to be maintained by the Service Provider and its employees till the completion of the project.

13. Award of Contract

The final signing of the contract agreement will be subject to prior approval of the August Peshawar High Court, Peshawar.

14. Timeline of Contract

The Contract agreement with the successful Bidder shall be for 1 year from the

commencement of scanning work. The Agreement may be extended if required by DSJ Mardan at the same terms and conditions as in this tender subject to review of the performance of the successful Bidder and to the satisfaction of DSJ Mardan.

15. Non-disclosure

- 1) The successful Bidder shall not disclose directly or indirectly any information or detail which may come to his / her possession or knowledge during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence.
- 2) The successful Bidder shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere.
- 3) The successful Bidder shall indemnify DSJ Mardan for any loss suffered by it as a result of the disclosure of any confidential information. Failure to observe the above shall be treated as a breach of contract on the part of the successful Bidder and DSJ Mardan shall be entitled to claim damages and pursue legal remedies.
- 4) The successful Bidder shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

16. Mode of Payment

The payment will be made on *quarterly* on the completion of the work done.

EVALUATION CRITERIA

S. No	Criteria List	Description	Max. Marks
1	Similarity to Technical Specifications	Technical specifications.	35
2	Firm's years of service	Minimum 3 Years (Mandatory, with 5 marks). 1 Mark for each year beyond 3 years.	10
3	Similar Projects Completed in last 3 years	Similar Scanning and Data entry projects. (Provide documentary proof).	20
4	List of technical staff involved in the project	1 mark for each technical staff member in the specified domain with a minimum of 1 year of experience.	10
5	Regional Office	Having an office in Pakistan is mandatory and carries 5 marks.	5
6	Financial Capability	Based on the bank statement of the last three years.	20

Passing percentage = 70%

MANDATORY ELIGIBILITY CRITERIA

(Documents should be distinctively placed in the technical proposal with Section “Mandatory requirement/ Qualification Criteria” and page number must be mentioned)

S. No	Description	Compliance (Yes/No)	Attached vide Page No
1	Brief Company profile		
2	Company/firm must have a minimum of 3 years' experience in Scanning and Data entry or a relevant field. Documentary proof (copies of contract/work order/contact details of clients) should be furnished.		
3	Firm must have a vendor number and be registered with KP Revenue Authority, KPPRA, and FBR. The firm must be an active taxpayer for both income and sales tax.		
4	Affidavit stating the following: 1. the bidder / firm is not ever black listed by any Government / Semi Government Organizations / procuring entities under the administrative control of the federal / Provincial Governments 2. Bid security amounting to 2% of the total bid cost has been placed.		
5	List of technical staff assigned/authorized/involved in the project.		
6	Financial Health (Bank Statement for the current fiscal year).		
7	The successful bidder is fully responsible for completing the project within one year of the work order's issuance.		
8	Only authorized technical personnel assigned to the project shall carry out the said project.		

**Additional District & Sessions Judge-VII,
Mardan
(Chairman Procurement Committee)**

ANNEXURES

ANNEXURE-A:

LETTER OF TECHNICAL PROPOSAL

(Must be attached)

To:

Additional District and Sessions Judge-VII
Mardan

- 1. We are established contractors in the area of
- 2. We offer to provide the material & services as per tender documents at the price mentioned in price bid.
- 3. Bid security is enclosed.
- 4. We enclose here complete technical bid.
- 5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
- 6. We undertake, if our Bid is accepted, to execute the Performance Security.
- 7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
- 8. We are not under temporary suspension or debarred/blacklisted by any Government/Semi Government/Public Department whether notified or not by KPPRA on its website.
- 9. We undertake that all tender documents are genuine.

Dated: ____/____/____

Signature: _____

in the capacity of _____duly authorized to sign bid for and on behalf of

(Name of Bidder/firm in Block Capitals) (Seal)

Address: _____

Witness

Name _____ F/Name _____

CNIC No _____ Signature _____

ANNEXURE-B:

LETTER OF FINANCIAL PROPOSAL

(Must be attached)

To:

Additional District and Sessions Judge-VII
Mardan.

- 1. We have examined the tender documents and we offer to provide materials & services in accordance with tender documents.
- 2. We undertake if bid is accepted to deliver goods in accordance with delivery schedule.
- 3. We agree to abide by offer for 90 days.
- 4. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
- 5. We enclose the price schedule.
- 6. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
- 7. We undertake that all the tender documents are genuine.

Dated: ____/____/____

Signature: _____

in the capacity of duly authorized to sign bid for and on behalf of

(Name of Bidder/firm in Block Capitals) (Seal)

Address: _____

Witness

Name _____ F/Name _____

CNIC No _____ Signature _____

ANNEXURE-C:

Work Experience / previous projects’ details of the bidder

(Details to be provided separately, as per the following proforma, for a minimum of 3 projects of similar nature undertaken by the bidder.)

S. No.	Items	Details
General Information		
1	Customer Name	
2	Name of the contact person and contact details for the client of the assignment	
Project details		
3	Project Title	
4	Number of staff deployed in the assignment size of the project	
Size of the project		
5	Total Cost of the project	
6	Number of pages scanned	
7	Any other information to be shared	
8	Documentary proof and necessary details	

Mandatory Format for Financial Proposal

Financial Proposals must be submitted in the given tabular format along with specification of items provided below otherwise bid will be rejected.

S#	Service Type	Total No. of file to be Scanned/Data Entry	Price	Total Price
1	Scanning with file binding + Data Entry in CFMIS	630000 files	Rate Per file	