



**REQUEST FOR PROPOSAL FOR “SELECTION
OF SERVICE PROVIDER FOR SCANNING AND
DIGITIZATION OF RECORDS AND
DOCUMENT MANAGEMENT SYSTEM (OPEN-
SOURCE SOFTWARE) FOR ACCESSING
DIGITIZED RECORDS FOR PPP CELL UNDER
GUJARAT MARITIME BOARD”**



GUJARAT MARITIME BOARD,
SAGAR BHAVAN, SECTOR – 10A, GANDHINAGAR,
GUJARAT - 382010
TEL: 91-079-23238346-48,
WEBSITE: [HTTPS://WWW.GMBPORTS.ORG/](https://www.gmbports.org/)
E-MAIL: ppp.cell@gmbports.in

Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as “RFP”) or subsequently provided to Bidder(s)/Service Provider(S), whether verbally or in documentary or any other form by or on behalf of the VC&CEO, Gujarat Maritime Board or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the “Bid”). This RFP includes statements, which reflect various assumptions and assessments arrived at by GMB in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for GMB, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. GMB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

GMB, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

GMB also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that GMB is bound to select a Bidder/ service provider or to appoint the Selected Bidder/service provider, as the case may be, for “Scanning and Digitization of documents and GMB reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the GMB or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and GMB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Abbreviation

GoG	Government of Gujarat
SDC	State Data Center
GMB	Gujarat Maritime Board
ITB	Instruction to Bidder
EMD	Earnest Money Deposit
GCC	General Condition of Contract
SCC	Special Condition of Contract
PBG	Performance Bank Guarantee
TSP	Total Solution Provider
SP	Service Provider
DMS	Data Management System

1. Bid Notice

1.1. Notice Inviting Online Tender

Department Name	Gujarat Maritime Board
Name of Work	REQUEST FOR PROPOSAL FOR “SELECTION OF SERVICE PROVIDER FOR SCANNING AND DIGITIZATION OF RECORDS AND DOCUMENT MANAGEMENT SYSTEM (OPEN-SOURCE SOFTWARE) FOR ACCESSING DIGITIZED RECORDS FOR PPP CELL UNDER GUJARAT MARITIME BOARD”
Contract period (in Months)	03 months
Bidding Type	Open
Tender Currency	Indian Rupee (INR)

1.2. Bid document fees and Bid Security / EMD

Bid Document Fees	INR 2,832/- by Demand Draft in name of Gujarat Maritime Board, payable at Gandhinagar, Gujarat from a Nationalized/ scheduled bank (Non-Refundable)
Bid Security / EMD	INR 1,18,000/- (Indian Rupees One Lakh Eighteen Thousand Only) in form of FDR/BG in favour of Gujarat Maritime Board, Gandhinagar.

1.3. Tender dates

Bid Document available for Download	17-09-2026 onwards at 12:00 hrs
Pre –bid date	28-09-2026 at 12:00 hrs at Gujarat Maritime Board, Sagar bhavan, Sector 10/A, CHH Road, Gandhinagar.
Last date of Bid download as well as online bid submission	19-10-2026 upto 18:10 hrs
Bid validity period	180 days after opening of bids
Submission through RPAD/Speed Post Only in Office of General manager (PPP), Gujarat Maritime Board, Sagar bhavan, Opp Airforce Station, Sector 10/A, CHH Road, Gandhinagar-382010 during office hours till 27-10-2026 till 18:10 hrs	Physical copy submission of all the documents except the price bid.
Joint Venture/Consortium	Not Allowed

Remarks	Bidder/ service provider shall submit technical proposal as well as financial proposal only in electronic format as per n-procure portal after digitally signing through authorized signatory. In addition to this, the bidder should also submit a hard copy of documents along with above-mentioned details to Gujarat Maritime Board.
Online bid opening date (PQ cum Technical proposal only)	28-10-2026 at 12:00 hrs, if Possible

1.4. Other details

Officer Inviting bids	On Behalf of the Chairman, Gujarat Maritime Board, General manager (PPP)
Address	General manager (PPP), Gujarat Maritime Board, Sagar bhavan, Opp Airforce Station, Sector 10/A, CHH Road, Gandhinagar-382010
	Note: Non-payment of Bid Document Fees and Bid Security / EMD may lead to disqualification from the process. The decision of GMB will be final and binding to all Bidders.

General Terms and Conditions

- Agency / Bidder can download the tender document from the website www.gmbtender.nprocure.com and <http://gmbports.org/>
- Agency / Bidder have to submit the bid in Electronic form on www.gmbtender.nprocure.com website till the Last Date & time for submission.
- For Agency / Bidder free training camp will be organized every Saturday between 4.00 PM to 5.00 PM at (n) code solutions-A Division of GNFC Ltd. Ahmedabad.
- Agency / Bidder who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate as per Information Technology Act-2000 using it they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) code solutions-A division GNFC Ltd, who are licensed Certifying Authority by Govt. of India.
- All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:
 (n) Code Solutions - A division of GNFC
 301, GNFC Info tower, Bodakdev, Ahmedabad – 380 054 (India)
 Tel: +91 26857316 / 17 / 18 Fax: +91 79 26857321
 E-mail: nprocure@ncode.in
 Web-site: www.tender.nprocure.com
 Toll Free: 1800-233-1010(Ext. 321)
 Other Terms & Conditions as per detailed tender documents

1 SECTION I: INVITATION FOR BIDS

1.1 General

On Behalf of the Chairman, Gujarat Maritime Board, the General Manager (PPP) Gujarat Maritime Board invites ON-LINE tenders from reputed firms with proven ability for **"SELECTION OF SERVICE PROVIDER FOR SCANNING AND DIGITIZATION OF RECORDS AND DOCUMENT MANAGEMENT SYSTEM (OPEN-SOURCE SOFTWARE) FOR ACCESSING DIGITIZED RECORDS FOR PPP CELL UNDER GUJARAT MARITIME BOARD"**.

Actual award of contract will follow the conditions as per this document. This document is given for enabling the bidders to know the tender conditions to guide them in filling up the technical bid and financial bid for the said work.

1.2 Definitions and Interpretations:

- i. "The Contract" means the agreement entered into between GMB and the service provider (SP), as recorded in the Contract Form Signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- ii. "The Contract Price" means the price payable to the service provider under the Contract for the full and proper performance of its contractual obligations;
- iii. "Services" means "all the services mentioned in scope of work of this document"
- iv. "GCC means the General Conditions of Contract contained in this section.
- v. "GMB" means client Gujarat Maritime Board, availing the service from the SP.
- vi. "The SP means service provider" means the individual or firm supplying the and / or Services under this Contract.
- vii. "Day" means a working day.
- viii. "Critical deliverables" means the deliverables supplies by SP
- ix. "Time required for approval" means the time elapsed between the date of submission of a critical deliverable (complete in all respect for all the business functions /services) and the date of approval excluding the intermediate time taken by the Service Provider for providing clarifications/modifications and communication.
- x. The "Bid Document" and "Tender Document" are the same.

The Project Site", wherever applicable, means the place or places where the work is to be executed.
- xi. "Office Completeness" means the site should be complete in all respects i.e.

☐ Hardware is supplied, installed and commissioned

☐ Requisite Software is installed

- ☐ Requisite Application Software is installed.
- ☐ Connectivity setup is established.
- ☐ Requisite Manpower is deployed
- ☐ The entire setup as defined in the scope of work has become functional & the transactions can be done on computers.

xii. “Maintenance” means Taking care of the machine

- ☐ Changing the Spares when they become faulty
- ☐ Locate, remove, and repair technical faults.
- ☐ Identify Software related problems such as run time error, viruses etc. & reload the machines with Software
- ☐ Housekeeping of all Hardware
- ☐ Ensuring continuous power supply to all machines during working hours.

Any other task to be performed to keep the system functional

Your bid should reach at GMB Office on or before date & time specified in Section 1 of this documents.

There should be a **sealed envelopes** (EMD & Bid Processing Fee) in the main sealed cover with the heading “SELECTION OF SERVICE PROVIDER FOR SCANNING AND DIGITIZATION OF RECORDS AND DOCUMENT MANAGEMENT SYSTEM (OPEN-SOURCE SOFTWARE) FOR ACCESSING DIGITIZED RECORDS FOR PPP CELL UNDER GUJARAT MARITIME BOARD”.

- I. An envelope with the heading “**EMD & Bid Processing Fee along with Affidavit**” for the tender containing the E.M.D. & Bid Processing Fees.
- II. Proposals submitted after due time-period will not be accepted.**

1.3 BID DOCUMENT FEE & EMD:

- a) The Bidder shall submit the Bid Document Fees of Rupees 2832/- in the form of Demand Draft in the name of Gujarat Maritime Board, payable at Gandhinagar from a Nationalised/Scheduled Bank (Non-Refundable).
- b) The Bidder shall remit Rs. 1,18,000/- (Indian Rupees One Lakh Eighteen Thousand Only) as Earnest Money Deposit (EMD) with the tender having validity of 06 months, failing which the tender will not be considered.

- c) The earnest money shall be remitted in form of FDR/BG of any Nationalized/ Scheduled Bank in favour of Gujarat Maritime Board, Gandhinagar. Cheque will not be accepted towards the Earnest Money Deposit.
- d) The Earnest Money deposited by the unsuccessful Bidders will be refunded after the finalization of tender. EMD shall not bear any interest.
- e) The Earnest Money Deposited by the successful Bidder will be refunded on receipt of Security Deposit.
- f) If any party backs out after GMB has accepted its bid, it will be considered default and for such the EMD will be forfeited by Competent Authority of GMB by informing the party for having done so.

1.4 SECURITY DEPOSIT:

The successful Bidder will be required to furnish a Security Deposit of sum equivalent to 10% of the total contract price (+Applicable GST) in form of FDR OR Bank Guarantee with the Gujarat Maritime Board having validity of 06 months from the date of issue of Work order.

- a) If the Security Deposit is not furnished within 15 days of the acceptance of the tender or such extended period as may be permitted by the GM (PPP) in writing, the Earnest Money Deposit is liable to be forfeited and the contract will be cancelled.
- b) The GMB may at their option forfeit the Security Deposit if the Service provider fails to affect the supply or perform or comply the conditions of contract. The Board will also be at liberty to deduct any sum that may be due to the GMB from the Security Deposit or from any sums of money due or that may become due under any other contract to the Service provider. This is without prejudice to the rights of the Board under the terms of the contract.
- c) The said Security Deposit shall not in any way be construed as a limitation of the Service provider's responsibility or liability pertaining to his obligations and/or guarantees under the contract and shall be without prejudice and in addition to any other remedies available to the Board in terms of the contract and/or the laws of the land.
- d) The Security Deposit shall be submitted with a validity period mentioned in the work order.
- e) The Security Deposit will be released only on satisfactory completion of entire scope of works contemplated in this contract.

1.5 TIME SCHEDULE:

The total time period for the work is for 3 (Three) months from the date of start of work for Scanning and Digitization of Records for PPP cell of GMB.

1.6 RIGHT OF THE BOARD TO ACCEPT OR REJECT THE TENDER:

The Board does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason, whatsoever. Tenders in which

any of the particulars and prescribed information is inadequate or incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected.

Gujarat Maritime Board reserves the right to accept or reject any tender or drop the entire tendering process without assigning any reasons thereof.

1.7 PRE-BID MEETING:

Pre-bid meeting will be held as per date & time mentioned in NIT at GMB, Gandhinagar to clarify any issue(s) raised or information sought by the bidder or to provide any other relevant information. Bidders who have any queries should raise it through e-mail/ RPAD/Speed post preferably at least 02 days before the date of pre-bid meeting. The queries should be addressed to the GM (PPP) Gujarat Maritime Board, Gandhinagar in writing or by email (ppp.cell@gmbports.in). The outcome of the meeting would be published on website (www.gmbtender.nprocure.com and <https://gmbports.org/>) and shall form the part of this tender document. The Bidder may attend the Pre-bid meeting, if required.

1.8 OPENING AND ACCEPTANCE OF TENDER:

- a) The On-line tender PQ cum Technical Bid will be opened on 28-10-2026 at 12:00 hrs, if possible.
- b) The Price Bid will be opened on- line for those Bidders who are pre-qualified. The date and time of opening of the Price Bid will be notified to the qualified Bidders in advance by GMB.
- c) Tenders submitted by bidders shall remain valid for a period of 180 days from the date of opening of the bids. The Bidder will not be allowed during the declared period of validity to revoke or cancel his tender or to vary any term thereof.
- d) If any Bidder withdraws his tender before the date of validity as declared, the EMD deposited by the Bidder shall be out rightly forfeited.
- e) GMB may ask the bidder for additional supporting documents during evaluation.

1.9 ADDENDA/CORRIGENDA:

The GM (PPP) shall have the right to revise or to amend the contract documents prior to the date of receipt and opening of the tender aforesaid such revision or amendments or extensions, if any, shall be communicated to all concerned by putting it on the n-procure and GMB website, as may be considered necessary. Addenda/Corrigenda to the tender documents may be published On-Line by the GM (PPP), GMB, Gandhinagar prior to the date of opening of the tenders, to clarify or reflect modifications in the contract terms and conditions.

1.10 COLLECTION OF DATA - BIDDER'S RESPONSIBILITY:

- a) The Bidder shall visit the GMB office and acquaint himself fully with the amount of work and no claims whatsoever will be entertained on the plea of ignorance of

difficulties in the execution of the work. Before submitting the tender, the Bidder shall be deemed to have clearly understood and satisfied himself regarding the work and services, all conditions liable to be encountered during the execution thereof and that the rate quoted in the offer are adequate and all inclusive with respect to all factors, circumstances and conditions likely to be incidental, both direct and indirect, to the work and services.

- (b) Rate quoted by the Bidder shall include all applicable taxes till the work is completed in accordance with the scope of the contract and contract period. However, any variation in GST only will be in GMB's account.

1.11 AMBIGUITY:

In case of any ambiguity or doubt as to the meaning of any of the tender clauses/conditions or, if any further information is required, the matter should immediately be referred to the GM (PPP), Gujarat Maritime Board, Gandhinagar in writing, whose interpretation shall be final and binding.

1.12 SIGNING THE CONTRACT:

The successful Bidder shall be required to execute an agreement on stamp paper of the required value within 15 days from the date of issue of the notice of Letter of Acceptance with submission of Security Deposit. In the event of failure on the part of the successful Bidder to execute the agreement within the above stipulated period, or the period agreed by the Board, the Earnest Money deposited by him will be forfeited and apart from that the Board being in such circumstances entitled to treat the successful Bidder as in breach of contract and proceed accordingly.

1.13 JURISDICTION:

The contract is subject to the jurisdiction of the local courts of Ahmedabad (Gujarat).

1.14 INSTRUCTIONS TO BIDDERS TO FORM PART OF THE AGREEMENT:

All these instructions, conditions, special conditions, if any, technical specifications contained in the tender document and any correspondence related to this Contract shall form part of the agreement.

- i. The bidder/ Service provider shall not assign lease or sublet this contract or the benefit hereof or any part thereof or any moneys payable here under or sublet the services to be rendered as aforesaid or any part thereof to any other person, firm or company.
- ii. Letter of Application shall be submitted in proper format. Incomplete offers shall be rejected.
- iii. The bidder shall satisfy himself with regard to the nature of work to be carried out, its scope, the conditions of the contract, etc. included in the bid document.
- iv. The cost associated with the preparation and submission of bid shall be borne by the bidder and GMB shall in no case be responsible or liable for such costs.
- v. The language for submission of bid should be in English.

- vi. The enclosed schedules should be filled in completely and all questions should be answered. If any particular query is not relevant, it should be stated as "NOT APPLICABLE".
- vii. Financial Data, Projects Costs, value of work etc. should be given in Indian rupees only.
- viii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full name and the full name of his firm with its current address and GST number of proprietary concern.
- ix. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm, above their full names and current addresses or by a partner holding the power of attorney of the firm by signing of the application in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, current address of the firm and the full names, and current address of all the partners of the firm shall also accompany the tender along with GST number of the company.
- x. If limited company or a limited corporation makes the application, a duly authorized person holding the power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application shall sign it. Such limited company or Corporation will be required to furnish satisfactory evidence of its existence at the time of submission of the tender.
- xi. Information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the envisaged contract works strictly on the basis of the applicant, having already carried out satisfactorily works of similar size, nature and complexity.
- xii. While submitting the schedules, duly filled in, the applicant shall enclose the latest copies of brochures and technical documentation giving more information about the firm and all the members.
- xiii. Bidder shall furnish Memorandum of Articles of the company in case of limited firm, certified partnership deed in case of partnership firms, affidavit in case of proprietorship firm. Detail of company profile, GST number, organization structure, personnel profile and key managerial members etc shall be furnished in Form-III (General information) of the document.
- xiv. Details of personnel experience, qualification etc. shall be given at the time of deployment.
- xv. Bidder shall enclose list of ongoing works of similar nature and list of similar nature of jobs under taken during last five years till due date of bid submission. Copies of certificates/documents in support shall be attached.
- xvi. Details of the no-ban/Non-black listing, if any, during last three years shall be furnished as prescribed in FORM.
- xvii. During the tenure of profession, details of awards if any and such additional information shall be furnished.
- xviii. Tenders submitted by the companies registered under the Indian Companies Act for the time being in force, shall be accompanied by certified true copies of Resolution extract of Articles of Association, special or general power of attorney etc.

- xix. The Bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rate quoted by him in the tender.
- xx. In the event of failure of the Bidder, on his tender having been accepted to pay the necessary Security Deposit within the period stipulated and intimated to him, from the date of notice sent by Regd. A.D., the bid security shall be forfeited and the acceptance of his tender shall be considered as withdrawn.
- xxi. All the required details listed in tenders must be filled and submitted online.
- xxii. PQ cum Technical Bid will be opened online at the notified date and time, if possible.
- xxiii. If required the bidder will be asked to give clarification in regards to their submission then the bidders has to provide the clarifications/details within the stipulated time.
- xxiv. Time & date for opening of the "Price Bid" shall be determined by the GM (PPP) and intimated to the Bidder after the Technical proposals are opened and analyzed.
- xxv. The Price Bid of only those tenderer who will be prequalified and technically acceptable to GMB shall be opened. The date of opening of PRICE BID shall be informed only to those tenderer in advance.

2 SECTION II: QUALIFICATION CRITERIA AND EVALUATION

2.1 Technical Criteria:

The firm/company meeting the following eligibility criteria will be considered for financial bid opening.

The bidder meeting the following eligibility criteria shall be considered for opening of the Financial Bid.

Sr. No.	Criteria	Supporting Documents to be Submitted
1	The Bidder should be a Company/LLP/Partnership Firm/Proprietorship Firm registered in India and engaged in the business of Scanning, Digitization, Record Management, Document Management System (DMS), OCR or related services for at least three (03) years as on 31st March 2026.	Copy of Certificate of Incorporation / Registration Certificate / GST Registration along with copy of work order/client certificate.
2	The Bidder should have an average annual turnover of minimum Rs.30 Lakhs during the last three financial years i.e. FY 2022-23, 2023-24 and 2024-25 from scanning/digitization/DMS related services.	Audited Balance Sheets and Profit & Loss Accounts for last three financial years along with CA Certificate mentioning turnover from relevant services.
3	The Bidder should have successfully completed or have ongoing at least three (03) similar projects of scanning and digitization of records/documents/drawings/files in Gujarati and/or English language during the last five years, each having work order value of not less than Rs.10 Lakhs.	Copy of Work Orders/Agreements and Completion Certificates/Work Completion Proof issued by the client.
4	The Bidder should have successfully scanned and digitized at least 30 lakh pages/documents along with indexing and retrieval software system during the last three years.	Copy of Work Orders / Completion Certificates / Client Certificates clearly indicating quantity of pages/documents processed.
5	The Bidder should have experience in providing OCR-enabled searchable PDF solutions and document retrieval/search systems.	Work Orders / Completion Certificates / Client Certificates demonstrating OCR and retrieval software implementation.
6	The Bidder should have at least one (01) completed or ongoing Government / PSU / Semi-Government digitization project during the last five years.	Copy of Work Order and Completion Certificate / Client Certificate.
7	The Bidder should possess valid ISO 9001:2015 (Quality Management System) certification or latest equivalent certification for Data Entry / Scanning / Digitization / Document Management related services.	Copy of valid ISO Certificate.
8	The Bidder should have valid GST Registration, PAN and Professional Tax Registration (if applicable).	Copy of GST Registration, PAN Card and Professional Tax Registration Certificate.
9	The Bidder should not have been blacklisted/debarred/declared ineligible by	Self-Declaration / Affidavit on Stamp Paper as per Form-9.

	Government of Gujarat, Government of India, any State Government Department, PSU, Statutory Authority or Government Organization during the last five years as on the last date of bid submission.	
10	The Bidder should not be involved in any litigation, insolvency, liquidation, bankruptcy proceedings or criminal proceedings that may affect execution of the contract.	Self-Declaration on Company Letterhead duly signed by Authorized Signatory.
11	The Bidder should have adequate technical manpower and infrastructure including high-speed scanners, OCR software, storage devices and technical personnel required for execution of the project within stipulated timelines.	Undertaking along with list/details of technical manpower, scanning equipment and software infrastructure.
12	Consortium / Joint Venture shall not be permitted.	Declaration by Bidder.

2.1.1 Note:

1. Similar work shall mean scanning, digitization, indexing, OCR processing, document archival, document retrieval system or document management related services.
2. GMB reserves the right to verify the authenticity of documents submitted by the bidder.
3. Mere fulfilment of eligibility criteria shall not confer any right on the bidder for opening of Financial Bid.
4. In case of any false declaration or forged documents, the bid shall be rejected and EMD shall be forfeited.

2.2 BIDDING DOCUMENTS

2.2.1 Contents of Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents in format or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

2.3 Clarification of Bidding Documents

2.3.1 A prospective bidder requiring any clarification of the bidding documents may seek clarification of his/her query on the date indicated on RFP clause of this document. GMB will respond to any request for the clarification of any bidding documents, which it receives during the meeting on the date mentioned on the RFP clause of this document. GMB shall hold a pre-bid meeting with the prospective bidders on date & time given in Section I.

2.3.2 The Bidders will have to ensure that their queries for pre-bid meeting should reach to Name, Address, Fax, and email id of the officer mentioned by post, facsimile or email on or before on date & time given in Section I.

Bidder's Request for Clarification		
Name of Organization submitting request	Name & position of person submitting request:	Address of organization including phone, fax,

			email points of contact
Sr.No.	Bidding Document Reference (Clause /page)	Content of RFP requiring clarification	Points of Clarification required
1			
2			

2.3.3 Bid Form

The Bidder shall complete the Technical Bid (Forms-1 to 9) & Financial Bid (Price Bid) as per format and sequence attached as Annexure respectively. The bidder shall also complete the Bid Form and submit along with financial bid.

2.3.4 Bid Prices

- I. The bidder shall indicate the prices in the format mentioned in the financial bid.
- II. The following points need to be considered while indicating prices:

- a) The prices quoted shall include **all costs associated with delivery and execution of services**, including but not limited to transportation, insurance, manpower, equipment, logistics, and any other incidental expenses required for completion of the work within the State of Gujarat.
- b) All duties, taxes, levies, and statutory charges etc. shall be borne by the Service Provider except GST. **GST shall be paid by GMB** as applicable under prevailing Government rules.
- c) Invoicing shall be from Gujarat only.

III. The Bidder's separation of the price components in accordance with the ITB Clause above will be solely for the purpose of facilitating the comparison of bids by GMB and will not in any way limit the Client's right to contract on any of the terms offered.

2.3.5 Format and Signing of Bid

- I. "The mode of tendering shall be **online through n-procure portal**. However, bidders shall upload scanned copies of all required documents online and must submit original Tender Fee, EMD, and Affidavit **physically through Speed Post** before the due date and time of bid submission."
- II. Before filling in any of the details asked, bidders should go through the entire bid document and get the required clarifications from GMB during the pre-bid conference

2.4 OPENING AND EVALUATION OF BID

2.4.1 Opening of Bids by GMB

GMB will open all bids, in the presence of Bidder or his representative who choose to attend, and at the following address:

***Gujarat Maritime Board
Sagar Bhavan, Sector 10/A
Gandhinagar-Gujarat***

- 2.4.2 The Bidder's representative who is present shall sign an attendance register evidencing their attendance.
- 2.4.3 GMB will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 2.4.4 If a bid is not substantially responsive, it will be rejected by GMB and may not subsequently be made responsive by the bidder by correction of the nonconformity.
- 2.4.5 Conditional bids are liable to be rejected.
 - I. The financial bids will be opened in the presence of the qualified bidders or their representatives, if they remains present at pre-specified time and date which will be communicated to the qualified bidders well in advance.
 - II. The bidder with lowest quote (L1) will be awarded the contract.

2.5 Selection of Bidder

- 2.5.1 The Successful Bidder shall be the Bidder quoting the Lowest Price Bid. The Bidder quoting the second Lowest Price Bid shall be kept as reserve and may be invited at the discretion of the Client in case the L-1 Bidder withdraws or fails to comply with the requirements mentioned in this RFP.
- 2.5.2. After selection, a Work Order /LoA will be issued, by the Client to the Successful Bidder.
- 2.5.3. GMB, however, reserves the right to reject any or all the bids received, without assigning any reasons and any liability to GMB.

2.6 AWARD OF CONTRACT

2.6.1 Signing of Contract

The successful Bidder shall be required to execute an agreement on stamp paper of the required value within 15 days from the date of issue of the notice of Letter of Acceptance with submission of Security Deposit. In the event of failure on the part of the successful Bidder to execute the agreement within the above stipulated period, or the period agreed by the Board, the Earnest Money deposited by him will be forfeited and apart from that the Board being in such circumstances entitled to treat the successful Bidder as in breach of contract and proceed accordingly.

2.6.2 Corrupt or Fraudulent Practices

GMB requires that the bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, GMB defines for the purposes of this provision, the terms set forth as follows:

- a) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution: and
 - b) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or an execution of a contract to detriment of the GMB and includes collusive practice among the bidders (Prior to or after the bid submission) designed to establish bid prices at artificial non-competitive level and to deprive the GMB of the benefit of the free and open competition.
- 2.6.3 GMB shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices and same shall be conveyed to GMB or blacklisted by any of the Department of Government of Gujarat in competing for the contract in question.
- 2.6.4 GMB shall declare a firm ineligible, and blacklisted either indefinitely or for a stated period, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract. The same shall be conveyed to GMB.
- 2.6.5 If any of the qualifying documents submitted by the bidder are found to be fraudulent or bogus at any time after the award of contract, the contract shall be liable to be terminated at immediate effect.
- 2.6.6 If it is found that bidder have violated/ infringement of any Indian or foreign trademark, patent register, design, or other intellectual property rights, department shall terminate the contract of bidder and / or declare a firm ineligible and blacklisted either indefinitely or for stated period.
- 2.7 Interpretation of the clauses in the Tender Document / Contract Document**
- 2.7.1 In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Contract Document, GMB’s interpretation of the clauses shall be final and binding on all parties.
- 2.7.2 However, in case of doubt as to the interpretation of the bid, the bidder may make a written request prior to the pre-bid conference to;
- Gujarat Maritime Board Sagar Bhavan, Opp. Air force station, Sector 10/A, CHH Road, Gandhinagar-Gujarat – 382010.**
- 2.7.3 GMB may issue clarifications to all the bidders as an addendum. Such an addendum shall form a part of the bid document /Contract document.

3. SECTION III: GENERAL CONDITION CONTRACT

3.1 Performance Standards

This factor incorporates the maintenance standards as defined below:

Service Level Standards: -

The agency must meet the service level norms failing which the contract is liable to get cancelled.

- a) Install high quality hardware and peripherals at all sites to ensure minimum downtime.
- b) Deploy adequately trained, skilled and experienced manpower in sufficient numbers to ensure timely completion of scanning, digitization, indexing and quality verification work as per the project timelines and performance standards.
- c) The Service Provider shall use only high-quality and reliable scanning equipment, storage media (SSDs) and related hardware to ensure clear image capture, data integrity and long-term readability of digitized records.

3.2 Application

These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

3.3 Standards

The software supplied under this Contract shall conform to the standards and when no applicable standard is mentioned; to the authoritative standard appropriate to the country of origin and such standards shall be the latest issued by the concerned institution.

- 3.4 The service provider shall not, without GMB prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the in connection therewith, to any person other than a person employed by the service provider in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

3.4.1 Any document, other than the Contract itself, shall remain the property of GMB and shall be returned (in all copies) to GMB on completion of the service provider's performance under the Contract if so, required by

3.4.2 The service provider shall permit GMB to inspect the service provider's accounts and records relating to the performance of the service provider and to have them audited by auditors appointed by GMB, if so, required by GMB.

3.4.3 The bid and all materials submitted to the GMB must be considered confidential and must be submitted in sealed envelope clearly marked as "Confidential".

3.4.4 The Service Provider shall permit GMB to inspect the service providers accounts and records relating to performance of the service provider with regards to this contract and to have them audited by auditors appointed by GMB, if so, required by GMB.

3.5 Rights, Copy Right

The Service Provider shall indemnify GMB against all third-party claims of infringement of copyright, patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in India.

3.6 Inspections and Tests

3.6.1 100% verification shall be done by service provider and issue verification certificate after completion of work.

3.6.2 10% verification will be done by the staff of concerned GMB officials weekly and in case any error found, the penalty shall be imposed as per the penalty clause.

3.7 Delivery and Documents

Delivery of services shall be carried out by the Service Provider in accordance with the terms specified by GMB in the work order and Scope of Work.

3.8 The Service Provider shall submit the scanned and digitized data branch-wise and sub-branch-wise, with proper file-wise numbering and indexing, in three (3) sets of Solid-State Drives (SSDs) along with the retrieval software and metadata. The data shall be structured, searchable, and organized as per the specifications defined in the Scope of Work. Incidental Services

- i. The Service Provider is required to provide the following services, including additional services, if any.
- ii. Performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
- iii. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- iv. Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
- v. Performance or supervision or maintenance and/or repair of the supplied Goods, for the period mentioned in the tender notification.

3.9. Payment

3.9.1 Payments shall be released on a stage-wise basis linked to completion of measurable milestones as mentioned below.

Stage	Milestone / Deliverable	Payment % of Contract Value	Conditions for Release
Stage 1	Mobilization and Deployment of Infrastructure (Scanners, Workstations, Software Setup, Manpower	10%	After site readiness, deployment verification, and approval of

	Deployment, Security (Compliance)		methodology & workflow by GMB
Stage 2	Completion of Scanning, Metadata Entry, Indexing, and QC of first 25% of total records/pages	20%	Submission of data batch, QC report, and acceptance by GMB
Stage 3	Completion of next 25% of total records/pages with indexing and QC	20%	Batch-wise verification and acceptance
Stage 4	Completion of next 25% of total records/pages with indexing and QC	20%	Batch-wise verification and acceptance
Stage 5	Completion of remaining 25% of records/pages , final QC, and structured data compilation	15%	Final dataset verification and provisional acceptance
Stage 6	Submission in set of three (3) SSDs containing complete, indexed, searchable data + Retrieval Software + Documentation	10%	Physical verification of SSDs, file structure, metadata, and search functionality
Stage 7 (Retention)	Successful migration of data to Departmental DMS	5%	No pending defects, data integrity confirmed

3.9.2 The service provider request(s) for payment to GMB along with the 2 original copies of invoice and necessary documents. The invoice should be in English language and Gujarat based.

3.9.3 Any penalties imposed on the agency for non-performance will be deducted from the payments.

3.9.4 Payments shall be made to the Service Provider after deduction of applicable statutory taxes and levies at source, as per prevailing Government rules and regulations.

3.10 Contract Amendments

Subject to GCC clause no, 3.13 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

3.11 Assignment

No Subletting is allowed.

3.12 Delays in the Service Provider's Performance

3.12.1 Delivery of the Goods and performance of the Services shall be made by the Service Provider in accordance with the time schedule specified by GMB.

- 3.12.2 If at any time during performance of the Contract, the Service Provider or his subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Service Provider shall promptly notify GMB in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the Service Provider's notice, GMB shall evaluate the situation and may, at its discretion, extend the Service Provider's time for performance with or without a penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 3.12.3 The bidders shall read & understand the requirements thoroughly & shall adhere to the schedule strictly. The supply, installation & commissioning of Hardware & software shall be completed within 15 days from the date of signing the Contract Agreement.
- 3.13 Termination for Default or otherwise
- 3.13.1 GMB may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, terminate the Contract in whole or part:
- 3.13.2 If the service provider fails to deliver any or all the services within the period(s) specified in the Contract, or within any extension thereof granted by GMB or
- 3.13.3 If the service provider fails to perform any other obligation(s) under the Contract.
- 3.13.4 If the service provider, in the judgment of GMB has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- For the purpose of this Clause:
- "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.*
- "Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;"*
- a) If the Service Provider fails to conform to the quality requirement laid down/third party inspection/consultants' opinion.
- b) If Bidder has violated / infringement of any Indian or foreign trademark, patent, registered design, or other intellectual property rights. Certificate / affidavit regarding non-violation / infringement of any Indian or foreign trademark, patent, registered design or other intellectual property rights.

3.14 Force Majeure

- 3.14.1 Notwithstanding anything contained in the tender, the SP shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- 3.14.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the service provider and not involving the service provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 3.14.3 If a force Majeure situation arises, the service provider shall promptly notify GMB in writing within 10 days of such conditions and the cause thereof. Unless otherwise directed by GMB in writing, the service provider shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

3.15 Termination for Insolvency

GMB may at any time terminate the Contract by giving written notice to the service provider, if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to GMB.

3.16 Resolution of Disputes

- 3.16.1 In the case of dispute arising upon or in relation to or in connection with the contract between the GMB and the service provider, which has not been settled amicably, any party can refer the dispute for Arbitration under The Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by GMB and the SP, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the VC& CEO, Gujarat Maritime Board. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.
- 3.16.2 Arbitration proceedings shall be held in India at Gujarat and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- 3.16.3 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be

shared equally by GMB and the SP. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

3.17 Governing Language

The contract shall be written in English language. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

3.18 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India and that of State of Gujarat.

3.19 Binding Clause

All decisions taken by GMB regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

3.20 GMB Gandhinagar, reserves the right to vary, modify, revise, amend or change any of the terms and conditions mentioned above; or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason. The decision regarding acceptance of tender by GMB will be full and final. Conditional tenders shall be summarily rejected. GMB is free to phase out the work if it feels it necessary.

3.21 Manpower Support

3.21.1 The service provider will be bound to supply Support Manpower with good antecedents as specified in the Manpower deployment Plan. All salaries and statutory benefits will have to be borne by the service provider & no payments will be made by GMB.

3.21.2 In case of absence of any of his employee, the service provider should provide alternative person must deploy without delay in execution of work.

3.21.3 Service Provider Should deploy enough manpower during execution of work to complete work in given time limit. The work must be going on during the office hours.

4 SECTION IV: SPECIAL CONDITIONS OF CONTRACT

4.1 Time Limit for the Project

S.N	Milestone	Time Limit
1	Scanning of printed/handwritten documents of all page sizes including A4, Legal, A3, A2, A1 drawings, maps, charts, and other records (Output	3 months from date of award of work order

	shall be searchable PDF with minimum 300 dpi resolution) including metadata entry and basic retrieval software	
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4.2 Penalty Clause

If the Service Provider is not executing the contract to the satisfaction of GMB or within stipulating time limit, then may invoke any or all of the following clauses.

4.2.1 Forfeit the Security Deposit. OR

4.2.2 Impose a proportionate penalty of the delivered price of the unperformed services. OR

4.2.3 Terminate the contract without giving any notice.

4.3 Quality:

4.3.1. Scanning of the documents shall be done in utmost accuracy and to the satisfaction of GMB. The Service Provider shall not be entitled to any additional payment for rework required to achieve the prescribed accuracy. It shall be the responsibility of the Service Provider to scan documents at a minimum resolution of 300 dpi. The output resolution of 300 dpi (dots per inch) with 100% scaling factor shall be maintained to ensure clear and legible reproduction of the document in its original size, whether A4, Legal, A3, A2, A1, or any other page size as applicable. Final quality approval of the digitized records and services shall be accorded by the Officer-in-Charge (OIC) designated by GMB.

4.3.2. Delays in deliverables: If the service provider does not complete the work in the given time limit than the penalty@ 1% of total order value per week will be levied up to the maximum of 5 weeks.

4.3.3. SLA for Damage or Permanent loss of Documents: The service provider shall be responsible to take care of documents during the process of scanning and Meta data entry. If any documents are damaged during the process, the service provider shall be responsible to rectify it/ repair the same at its own cost. In case of any permanent loss or damage of documents, the penalty will be applicable as mentioned in SLA mentioned below.

SLA Measures	No. of Documents	Action	Flat Penalty Rs.
Damage of Pages	1	Rectify it/ repair the same on immediate basis	NIL
	2 to 5	Rectify it/ repair the same on immediate basis	Rs. 500 per page
	More than 5	Rectify it/ repair the same on immediate basis	Rs. 1000 per page
Permanent	1	-	Rs. 1000 per Page
	2 to 5	-	Rs. 1500 per Page

loss of Pages	More than 5		Rs. 2000 per Page
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4.4 Escalation Clause

4.4.1 If the cumulative number of permanently lost or irreparably damaged pages exceeds 25 pages or 0.05% of the total pages handled under the contract (whichever is lower), the same shall be treated as a material breach of contract. In such case, GMB shall have the right to:

- a. Forfeit the Security Deposit in full, and
- b. Terminate the contract without further notice, in addition to recovery of applicable penalties.

4.4.2 Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the Service Provider as decided by GMB. Thus, the Service Provider should take utmost care of the documents and no document shall be permitted to be taken out of the GMB Premises.

4.5 Right to use defective software/equipment

If after delivery, acceptance, and installation and within the guarantee and warranty period, the operation or use of the software/equipment proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such software/equipment until rectification of defects, errors or omissions by debugging/ repair or by partial or complete replacement is made without interfering with GMB's operation.

4.6 Service Provider's Integrity

The Service Provider is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

4.7 Service Provider's Obligations

- 4.7.1. The Service Provider is obliged to work closely with GMB's staff, act within its own authority and abide by directives issued by GMB.
- 4.7.2. The Service Provider will abide by the job safety measures prevalent in India and will free GMB from all demands or responsibilities arising from accidents or loss of life the cause of which is the Service Provider's negligence. The Service Provider will pay all indemnities arising from such incidents and will not hold GMB responsible or obligated.
- 4.7.3. The Service Provider is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanour.
- 4.7.4. The Service Provider will treat as confidential all data and information about GMB, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of GMB.

4.8 Hardware Installation

The Service Provider is responsible for all deliveries, unpacking, assemblies, wiring, installation, cabling between hardware units and connecting to power supplies. The Service Provider will test all hardware operation and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

4.9 **Inspections**

- 4.9.1. GMB will do the technical inspections as required. Vendor will provide all assistance to GMB staff to enable periodic technical/administrative/operational verification of the system.
- 4.9.2. Backup data on daily basis.

5 SECTION V: SCOPE OF WORK

5.1 The PPP Cell of Gujarat Maritime Board, Govt. of Gujarat has old records like office files, Drawings, Maps, charts, other official documents & records that need to be scanned and digitized properly. The scope of services shall comprise the following:

- I. Numbering of pages
- II. Un-binding/binding of files
- III. Scanning, Meta Data entry, indexing and tagging of documents (Document be tagged with one another with common identifiable feature such as Name etc)
- IV. Upload scanned data to DMS

The Service Provider will have to Scan the Documents in min. resolution of 300 dpi and submit the same in SSD along with the retrieval software. They must submit indexed print out of the files scanned.

The retrieval software should be capable of quick search, retrieval, viewing and printing of the data-base and PDF files as well as physical location, Class no. of the file. The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files). All rights of the software will be reserved with PPP Cell of Gujarat Maritime Board.

The output of scanning should be minimum 300 dpi resolution and Searchable PDF format, OCR, multilingual character recognition support.

5.2 Volume and Category of Records

The exact number or volume of images under each category is not available with GMB.

5.3 Responsibilities of the Service Provider (SP): -

- a) The SP shall have to work at GMB Office, Gandhinagar. The Final list of files / records / Reports will be provided.

Location of Work: **Gujarat Maritime Board, Sagar Bhavan, Sector-10 A, Opp to Air Force Station, Gandhinagar, Gujarat.**

- b) The SP should ensure that Scanners / Manpower are deployed to the maximum capacity in the space provided by Department to complete the project as per timelines. The Department will provide only the space & electricity.
- c) All statutory obligations of the service provider towards his employees shall be fulfilled by SP and GMB shall not be responsible for any such obligations.
- d) The SP shall be responsible to do the pagination of each record or file before starting scanning. It shall be part of scanning work, if required. No extra cost for the same will be given to the service provider.
- e) The selected bidder shall be responsible to use **ADF/Overhead/Flatbed scanner** with minimum resolution of **300 or higher dpi**.

- f) The quality and clarity of scanned images must be of high standard. The decision of GMB/OIC regarding acceptability of scan quality shall be **final and binding**.
- g) Documents shall be handed over in batches. The SP shall verify the records received and prepare a discrepancy list, if any, at the time of receipt.
- h) The Service Provider shall be responsible to scan all the pages of the books and carry out Quality Checks in order to ensure that the scanning quality is good, and the pages are perfectly scanned and flagged.
- i) All scanned images shall be saved in searchable PDF format.
- j) A log register should be properly maintained detailing all the movement of document (office files/documents) and should be returned with all the pages intact and secured.
- k) The SP has to accordingly adhere to the timelines and non-maintaining of the timeline may invite penalty as mentioned in penalty clause.
- l) The entire process of digitization of records would involve retrieval of the files / records / Reports from the storage place, open the bundles held in lots, remove the staple pin, scanning each page of all Set, Digitizing, indexing, uploading, stamping the physical documents and finally re-bundle the files / records / Reports (after stapling) in lots and hand over to the authorized person of the department for re-storage.
- m) The successful bidder shall ensure complete secrecy and confidentiality of the documents handed over to it. Disclosure of document in any form by the successful bidder shall be considered breach of contract.
- n) The bidder shall use only licensed and authentic Software.
- o) All documents, including text records, drawings, maps, charts, plans and any other materials, shall be scanned in Colour mode at a minimum resolution of 300 dpi to ensure accurate and complete reproduction of the original documents.
- p) Service Provider software should be capable of customizes form format, viewing, editing, quick search, Meta data Search and retrieval and customize reports as required by the Department. All the fields on the search and indexing should be in English only.
- q) **No. of Filed required for search criteria (META data):**
 - i. Serial Number
 - ii. Name of Department
 - iii. Name of Port
 - iv. File Number

- v. Subject
- vi. Year / Date of File
- vii. Volume / Part Number (if applicable)
- viii. Physical Storage Location
- ix. Keywords / Tags

5.4 Deliverables:

- i. Service Provider will have to colour Scan the Documents in min. resolution of 300 dpi and submit the same in 3 SSD along with the retrieval software. They have to submit indexed print out of the files scanned.
- ii. The retrieval software should be capable of quick search, retrieval, viewing and printing of the data-base and PDF files as well as physical location, Class no. of the file. **The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files) and hand written notes.** All rights of the software will be reserved with GMB.
- iii. Work Progress report on Weekly/Monthly Basis.
- iv. Service provider will be responsible for uploading the scanned documents to DMS developed and provided by the department in future.
- v. The final 5% of the contract value shall be released after successful migration of digitized data to the DMS implemented by GMB or after six (6) months from completion of the work, whichever is earlier, subject to confirmation of data integrity and absence of pending defects.
- vi. The files created after scanning of the documents shall be compatible to be uploaded on E-sarkar.

5.5 Search Criteria

- a. **Metadata-Based Search:** Search and retrieval of records using defined metadata fields, including those derived from handwritten records where OCR permits.
- b. Full-text search capability: Search for folder/file names, or the content of the documents in your repository, for words or phrases.
- c. The system can search the text in almost any document, including Adobe Acrobat (.PDF) files.
- d. Variant and fuzzy search: The system can search for words that are variants of the word(s) supplied. For instance, the system can return results containing the word “parties” when you search for “party”.
- e. Advanced search with OCR: The system provides an array of advanced searching features such as complex Boolean searches (“document AND collaboration”, “(file OR document) AND collaboration”, etc.), search of only

particular file types, search current directory or current directory and subdirectories, option to return results with all keywords, or at least one of the keywords, and more.

- f. OCR Search: System provides the facility of Optical Character Recognition from scanned documents.
- g. **Multilingual OCR Support:** The system shall support multilingual character recognition to enable search functionality in documents containing multiple languages, including English and Gujarati.

5.6 Document Retrieval System

“The Service Provider shall submit detailed documentation and a feature list of the proposed Document Retrieval System (DRS), along with screenshots demonstrating its interface and functionalities. The DRS shall be capable of efficient search, retrieval, viewing, and printing of digitized records using metadata and full-text search (OCR-based). The system shall support structured indexing, customizable search filters, and reporting features as required by GMB.

The software interface shall be in English and designed for ease of use by departmental staff. The Service Provider shall ensure that the system is compatible with standard operating environments and capable of future integration with the Document Management System (DMS) to be implemented by GMB.

All user manuals, technical documentation, and administrative access credentials shall be handed over to GMB at the time of final delivery.”

5.7 WORK SPECIFICATIONS

The following will be the broad specifications of the work to be done.

5.7.1 Role of the PPP Cell, Gujarat Maritime Board

- a. The GMB will provide space for the project work at its offices as specified in the scope of works.
- b. The GMB will carry out random checking of the scanned records and the database.
- c. In order to ensure that the documents are safe and do not go in any unauthorized hands, the GMB will depute its supervisor(s) at the site of scanning/data entry.
- d. At the end of the process, the GMB will receive the documents, scanned documents in SSD for GMB and indexed printout with retrieval software.
- e. GMB shall provide the storage of Data.

5.7.2 Role of the Service Provider (SP)

- a. Arranging necessary computing, scanning hardware or software and stand by power supply equipment (like Generators and UPS).

- b. Receive the Records along-with covering lists from GMB Officials. The Service Provider will have to maintain Registers for receiving the book and subsequent dispatch/handing over to the Authorized Officers of the GMB
- c. The Service Provider must ensure that the records are not damaged/mutilated/defaced/alterd in any manner. The scanning equipment will be of such quality so that they do not damage the records.
- d. Feeding the covering list into the computer and checking the records for discrepancy, if any, between the records and its covering list provided by the GMB.
- e. The Service Provider shall scan the records and re-arrange them in the same batches and sequence in which they were received, along with the covering list indicating discrepancies, if any. Wherever necessary for proper scanning, temporary unbinding/unpinning/unstapling of records shall be permitted with due care. After completion of scanning, all records shall be properly re-pinned/re-bound/restored to their original condition and sequence before handing over to GMB.
- f. Printing a check list of the data relating to records so as to ensure 100 percent accuracy of the data base. It is to be remembered that the data base will be checked randomly by the GMB, and any error found will be penalized as per the penalty clause.
- g. Converting the scanned images into PDF file (one PDF file per document) Each page of the PDF file will have document no., year and page number.
- h. Writing the database on SSD and check lists, binding them and finally delivering them to the GMB.
- i. The Service Provider will have to ensure that the entire work of scanning, Meta data entry (if any) is done at the site and that no records are taken out of the site at any time.
- j. In order to ensure that there are no missing or duplicate Records and/or scanned images, the Service Provider should develop appropriate software to check against this.
- k. Quality control of the scanning work will be an important aspect and the Service Provider will employ sufficient personnel to ensure good quality of output.
- l. As the said work is very confidential and involves high responsibility, the Service Provider is solely responsible for its security and confidentiality.
- m. For the said work, GMB will provide the space. No rent will be charged for the use of space. Rates should be quoted taking this factor into account.
- n. The Scanning work should commence within 15 days from the date of receipt of letter of acceptance.
- o. The Service Provider should move all his equipment into the premises provided for the job and undertake the work at the said premises. The records shall not be moved out of these premises.
- p. Some of the documents are approx. 20-25 years old and some papers may be brittle and fragile. So additional care should also be taken to handle while the process of scanning.

5.7.3 Other Conditions:

1. Authentication of the said work shall be done by the authorized person of GMB.
2. Documents scanned to be periodically subject to checks for verification of the quality of documents.
3. The bidder can have a look at the documents in GMB Office, if he feels it is required.
4. The staff of the GMB will only hand over documents to the bidder. All processing like making documents dust free, unpinning, pinning etc. will be done by the bidder. The GMB staff will provide documents which will be numbered & tied in batches.

5.7.4 Forfeiture of Security Deposit:

The security deposit will be forfeited in the following cases:

- i. When works/services are not successfully executed as per requirement mentioned in the tender document. i.e. If the bidder fails to execute the contract, the Security Deposit of the defaulting bidder will be forfeited and contract will be executed at the cost of and risks of such defaulting bidder or the offer of the next lowest evaluated bidder may be accepted and in such case if the extra amount other than the amount of first lowest tender is required to be paid, such extra amount will be recovered from the defaulting bidder.
- ii. When successful bidder terminates the works/services in during execution period.
- iii. When any issue raised in quality or services during warranty period.
- iv. The bidder shall use only licensed and authentic Software. If found using un-licensed software, Security Deposit shall be forfeited.
- v. Any material necessary for the said work will not be supplied by this office.
- vi. Any foreign material required for the said work shall be obtained at the own risk and it will be responsibility of the bidder. No help or extra charges will be made for this.
- vii. The Bidder shall remove all his equipment's and vacate the space within 15 days from the completion of the said work. If the Bidder fails to do so, the rent as prescribed by R&B Dept will be charged and will be recovered by deducting from the amount due to the bidder.
- viii. Bidder shall be held personally responsible for any type of destruction/ mishandling of the documents since the documents are originals.
- ix. For the said work if extra electric points are required, the bidder shall, fit such points on his own and shall remove them as soon as the said work is completed.
- x. The compensation against the damages if any to the electrical equipment's and other immovable material / equipment's in the room allotted are found, shall be recovered from the amount due to the bidder.
- xi. Since the documents are of important nature, the bidder on awarding of the work will have to give a written undertaking that the documents shall be restored in the original position.
- xii. Bidder shall submit the details along with photo identity, of all his / her employees who shall be working on this job and shall make sure that all the employees wear a photo identity card all the time in the work premises.

xiii. Outside work will not be permitted.

6 SECTION VI: BID FORMS

FORM-1: LETTER OF APPLICATION

Date:

Tender No:

To,

The General Manager (PPP)
Gujarat Maritime Board, Sagar Bhavan
Sector – 10A, Gandhinagar - 382010
Gujarat, India

Dear Sir,

Sir/Madam,

Having examined the Bidding Documents including Bid No.: ----- the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for -----
-----.

We undertake, if our bid is accepted, to provide services for Scanning of Records, in accordance with the terms and conditions in the Tender document. If our bid is accepted, we will obtain the Security Deposit for a sum equivalent to 10% of the Contract value, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of 180 days after the date fixed for opening of Bid section under the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that in competing for (and if the award is made to us, in executing the above contract), we will strictly observe the laws against fraud and corruption in force in Gujarat namely Prevention of Corruption Act 1988.

We understand that you are not bound to accept the lowest or any bid you may receive. We have not been under a declaration of ineligibility for corrupt and fraudulent practices, and / or black-listed or debarred by any Govt. Department/PSU in Gujarat Government in the past 5 years, ending on 31st March, 2026. We have not imposed any condition in conflict with the tender condition if it is found it should be treated as withdrawn.

We have not been convicted for any criminal cases(s) by any Govt. Department/PSU in Gujarat regarding any supply and contracts with our firm/company. We have not breached/violated any contractual conditions so far to any Govt. Department/PSU in Gujarat.

In case any of the above statements made by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and / or SD and / or cancel the award of contract.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

Name:

Address:_____

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2025

Signature

(in the capacity of)

Duly authorized to sign Bid for and on behalf of_____.

FORM-2: BIDDER'S AUTHORISATION CERTIFICATE

**To,
The General Manager (PPP)
PPP Cell,
Gujarat Maritime Board,**

<Bidder's Name> _____,
<Designation> _____ is hereby authorized to sign relevant documents
on behalf of the company in dealing with tender of reference <tender Name, Dept &
Date> _____. He is also authorized to attend meetings & submit
technical & commercial information as may be required by you in the course of
processing above said tender.

Thanking you,
Authorized Signatory

<Bidder's Name>Seal

**FORM-3: FORMAT OF EARNEST MONEY DEPOSIT IN FORM OF BANK
GUARANTEE**

Ref: Bank Guarantee No.

Date:

To,

The General Manager (PPP

Gujarat Maritime Board, Sagar Bhavan

Sector – 10A, Gandhinagar - 382010

Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: ----- for RFP for **“Selection of Service Provider for Scanning & digitization of Records for PPP Cell, Gujarat Maritime Board, Gandhinagar”** KNOW ALL

MEN by these presents that WE -----

----- having our registered office at -----

----- (hereinafter called "the Bank") are bound unto the -----, Gujarat Maritime Board in the sum of ----- for which payment well and truly to be made to Gujarat Maritime Board, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of ----- 2026.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:

- a) if a Bidder withdraws its bid during the period of bid validity
- b) Does not accept the correction of errors made in the tender document;
- c) In case of a successful Bidder, if the Bidder fails:

To sign the Contract as mentioned above within the time limit stipulated by purchaser or to furnish performance bank guarantee as mentioned above or if the bidder is found to be involved in fraudulent practices. If the bidder fails to submit the copy of purchase order & acceptance thereof. We undertake to pay to the GMB/Purchaser up to the above amount upon receipt of its first written demand, without GMB/ Purchaser having to substantiate its demand, provided that in its demand GMB/ Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions. This guarantee will remain valid up to 06 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the

OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at _____ on this _____ day of _____ 20__.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &

Its official Address

Approved Bank: Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks (operating in India having branch at Ahmedabad/ Gandhinagar)

FORM-4: SECURITY DEPOSIT (In form of BG, If Applicable)

To: _____

WHEREAS _____

(Name of Service provider) hereinafter called "service provider" has undertaken, in pursuance of Contract No. _____ dated _____ to render services for _____ hereinafter called "The Contract". AND

WHEREAS it has been stipulated by you in the said Contract that the bidder shall furnish you with a Bank Guarantee by any Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/ Gandhinagar) for the sum specified therein as security deposit for compliance with the Service Provider performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee: WE, THEREFORE, hereby affirm that we are Guarantors and responsible to you, on behalf of the SP, up to a total of _____ (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the SP to be in default under the Contract and without cavil or arguments, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signature and Seal of Guarantors

Date _____

Address _____

Approved Bank: Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks (operating in India having branch at Ahmedabad/ Gandhinagar)

FORM 5: Bid Document Fees & EMD Details

Document Fees Detail	
Document Fees	
D.D. No.& date	
Bank Name & Address	
Bid Security Detail	
EMD Amount	
FDR / BG No.	
Bank Name & Address	
Date of FDR/BG	
Valid Up to*	
* Note : Validity of the FDR /BG shall be six months from the last date of submission of online bid	

FORM 6: General Information

1.	Name of firm:	
2.	Head office address:	
3.	Local office address (if any):	
4.	Telephone:	Contact:
5.	Facsimile:	Telex:
6.	Place of incorporation / registration:	Year of incorporation / registration:
7.	GST No. :	
8.	PAN No. :	
9.	Main lines of business:	
	1.	Since:
	2.	Since:
	3.	Since:
	4.	Since:
10.	Details of office set up with staff name, designation, & other detail	
11.	Other information (if any)	

FORM-7 : Annual Turnover Information

A. Annual Turn over

(In INR)

Particular	Year	Value (In INR)
	2022-23	
	2023-24	
	2024-25	

Note: The above information should be filled in the table and the above statement certified by the Chartered Accountant must be submitted in e-tender as well.

FORM-8: Details of completed/ongoing projects of Data Digitization/ Scanning of Documents.

Name of department (with address contact persons and numbers)	Brief Description of projects	Responsibility or role of the Bidder in the Project	Order value (Rs)	Completion Date

Bidders are required to furnish the following details

Signature

Name

Date

Place

FORM-9: Certificate for No Ban OR Not Blacklisted

(On 300 Rupees Stamp paper)

Ref:

Date:

UNDERTAKING

We here by undertake and confirm that our agency M/s _____ have been neither black listed nor banned for tender participation or execution of the works by any Govt./PSU Authority during last 3 years.

Thanking you,

Yours faithfully,

For M/s _____

(Name of Authorised signatory)

Sign and

Seal



Gujarat Maritime Board

PRICE BID

REQUEST FOR PROPOSAL FOR “SELECTION OF SERVICE PROVIDER FOR SCANNING AND DIGITIZATION OF RECORDS AND DOCUMENT MANAGEMENT SYSTEM (OPEN-SOURCE SOFTWARE) FOR ACCESSING DIGITIZED RECORDS FOR PPP CELL UNDER GUJARAT MARITIME BOARD”

GUJARAT MARITIME BOARD,
SAGAR BHAVAN, SECTOR – 10A, GANDHINAGAR,
GUJARAT - 382010
TEL: 91-079-23238346-48,
WEBSITE: [HTTPS://WWW.GMBPORTS.ORG/](https://www.gmbports.org/)
E-MAIL: ppp.cell@gmbports.in

FINANCIAL BID FORMS
(To be submitted online through NPROCURE only)

Financial Bid Format

S. No.	Particulars	Estimated Quantity (For Evaluation)	Rate per Page (₹)	Total Evaluated Cost (₹)
1	Scanning of A4 / Legal Size documents (including metadata entry, indexing, OCR, searchable PDF, colour scanning)		_____	_____
2	Scanning of A3 Size documents (including metadata entry, indexing, OCR, searchable PDF, colour scanning)	_____	_____	_____
3	Scanning of A2 Size documents / drawings	_____	_____	_____
4	Scanning of A1 Size documents / drawings / maps	_____	_____	_____
5	Scanning of other large format records (if any)	_____	_____	_____

Note:

1. Cost of Scanning of Per Printed/handwritten **Legal /A4/ A3 Size** pages including meta data entry and retrieval software (**Output of A4 Size PDF with minimum 300 dpi resolution (Per page charge)**)
2. GST shall be payable extra as applicable under prevailing Government rules, upon submission of valid tax invoice.
3. The bidder with lowest quote (L1) will be awarded the contract. Payment shall be made based on actual accepted quantity of pages scanned.
4. The overall L1 bidder has to match the item wise L1 rate.
5. In case of the two or more bidders have quoted the same price who qualified as (L1) then revised price bid will be required to submit by (L1) bidders.
6. For any more such type of scanning work in future, the same rate quoted in the financial bid will apply for 3 years from the date of WO.

Signature

Name

Date

Place