



GOVERNMENT OF INDIA
DIRECTORATE OF ENFORCEMENT

6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003

Phone No. 011-24642643

Email: adadmn-ed@gov.in

F. No. DD/Misc/2019/Part

Dt. 12.10.2021

Limited Tender notice for technical and commercial bids for record management services for records of ED Offices at New Delhi

Directorate of Enforcement, Hqrs Office (hereinafter called ED) invites Limited Tender on or before 22.10.2021 (01.00 PM) from reputed agencies having experience in Govt. Investigative Agencies / Departments in outsourcing of Record Management Services. Tender documents are available at the official website www.enforcementdirectorategov.in.

The technical bids will be opened on 22.10.2021 at 02:00 P.M. at Room No.-33, 6th Floor, Loknayakan Bhawan, Khan Market, New Delhi - 110003 in the presence of representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies, will be opened on 26.10.2021 at 02:00P.M., in the presence of qualified parties if they choose to be present.

navaneet Agrawal
(Navaneet Agrawal)
Deputy Director

Copy to:

1. The Computer Section for uploading the Tender document on the website of the Department.
2. Notice Board, Directorate of Enforcement, Hqrs office, New Delhi.

navaneet Agrawal
(Navaneet Agrawal)
Deputy Director

SECTION - I

RECORD MANAGEMENT INTRODUCTION

Directorate of Enforcement has (i) Hqrs Office at 5th & 6th floor, Loknaya Bhawan, Khan Market, New Delhi and 10A, Jamnagar House, New Delhi (ii) Central Regional Office & Delhi Zonal Offices at MTNL Building, Jawahar Nehru Marg, New Delhi. All of these offices will shift to Vidyut Bhawan Complex, Motilal Nehru Marg, New Delhi within few months. These offices are in possession of records pertaining to investigation and other administrative records, which are not subject to disclosure to third parties.

ED intends to outsource the activity of storing and retrieval (Records Management) of non-current Records held at its Offices as stated above.

The purpose of tender is to invite proposals from experienced Service Providers of repute and credentials for providing the facility of Centralized Records Storage Centers (Records Management) within NCR of Delhi.

Technical and Commercial bids are invited from Service Providers on Limited Tender basis having Godowns/Warehouses with infrastructure for meeting the operational, administrative and security needs of a Records Storage Centre (hereinafter referred to as RSC).

The Service Providers should ensure safe and secure upkeep of the non-current records in good conditions in computerized system, retrieval of records in electronic form or supply of original records/scanned copies, as and when demanded by any office. RSC should include e-mail, access control, CCTV, Fax/Scanning Machines, Photocopiers, Racking System, Software for tracking of Cartons/Documents using Bar Coding system, Transportation and Manpower for lifting the identified non-current records for storing/retrieval.

PROPOSAL FORMAT AND SUBMISSION PROCEDURE

Two Bid System shall be strictly followed. Technical and Commercial bids have to be submitted separately.

Joint bids will not be accepted by ED.

Each individual Service Provider/service provider has to necessarily fulfill the eligibility criteria stipulated and the terms of two bid system should be strictly adhered to. The Service Providers will have to go through three stages of process viz.

Stage -1 Technical Assessment based on eligibility criteria and documents submitted.

Stage -2 Opening of Commercial Bid.

Service Providers have to qualify in Stage 1, to be eligible for consideration for Stage 2. The proposal should be prepared in the following Two Envelopes:-

S. No.	Item	Reference Form
A	Envelope - A Technical Bid Documents duly Indexed	
1	Cost of tender (DD for Rs. 500.00)	
2	Earnest Money Deposit (DD for Rs. 25000.00)	
3	Incorporation of Company Certificate	
4	Service Provider"s Proposal Letter	Form 1
5	Service Provider"s Authorization Certificate	Form 2
6	The documents establishing Service Provider"s eligibility and qualification requirements	Form 3
7	Self-Declaration certificate as required	Form 4
8	Certificate of Conformity as required	Form 5
9	Financial information about the Service Provider	Form 6
10	Records Storage Centre-Wise Information	Form 7
11	General & Technical Information	Form 8
12	Any other Technical Information.	Not more than five pages
B	Envelope - B Commercial Proposal	Form 10

Sealed envelope containing Technical bid should be super scribed "Technical Bid for Record Management" and envelope containing Commercial Bid should be super scribed "Commercial Bid for Record Management". Both the envelopes should be kept in one envelope super scribed on top "Tender for Record Management " addressed to the **The Deputy Director (Admn), Directorate of Enforcement, hqrs Office, 6th Floor, Khan Market, new Delhi - 110003** with Service Provider"s address and contact details.

Bid Details		
S. No.	Particular	Details
1.	Date of issue of tender document	12.10.2021
2.	Pre-bid Meeting and clarifications	13.10.2021 (11:00 AM)
3.	Last date & Time For submission of Bids	22.10.2021(01:00 PM)
4.	Date & Time of opening of Technical Bid	22.10.2021(02:00 PM)
5.	Date of opening of Commercial Bid	26.10.2021 (02:00 AM)

6.	Place of opening of Bids	Room No.33, 6 th Floor, Loknaya Bhawan, Khan Market, New
7.	Address of Communication / Submission of Proposals	The Deputy Director (Admn), Directorate of Enforcement, Hqrs Office, 6 th Floor, Khan Market, new Delhi - 110003
8.	Cost of the Tender document	Rs. 500.00 (non refundable) in form of demand draft in favour of Pay & Account Office, Department of Revenue. It should be enclosed with Technical Bid.
9.	Earnest Money Deposit	Rs. 25,000.00 (refundable) in form of demand draft in favour of PAO, Min. of Finance, Dept. of Revenue. It should be enclosed with Technical Bid.
10.	Contact Person	Sh. Manotosh Bhattacharya, Enforcement Officer

Note:

- a) Tender documents should be handed over to Room No. 33, 6th Floor, Loknaya Bhawan, Khan Market, New Delhi - 110003 under acknowledgement before stipulated time on the due date. No postal or courier delays will be acceptable.
- b) Bid will be opened in the presence of Service Providers" authorized representatives who choose to attend as above
- c) EMD and cost of Tender, two separate DDs should be enclosed with the Technical Bid only. Technical Bids without the relevant documents and DDs shall be rejected.

SECTION - II

SCOPE OF WORK

COLLECTION

The Service Provider will visit different offices ED at New Delhi for collection of non-current record/documents in physical form i.e. files and folders etc. for storage at RSC in a time bound programme which will be decided mutually. The requirement includes the packing of boxes and indexing of contents, sealing of the boxes and all other works or process necessary in this connection. The Service Provider shall carryout collection on specific authority or instructions of the ED Hqrs Office. The details of person/ Officers authorized to issue request in respect of the scope of work shall be informed in due course. The record shall be packed Section/File Number/ Subject wise or otherwise instructed by the authorized officer at the time of collection.

CATALOGUING

The Service Provider will arrange and catalogue the records and prepare inventory using bar code technology. Bar codes are to be securely fixed on each carton and its each and every content to prevent any loss during storage or removal/retrieval. Acknowledgments of the records giving the number of cartons / container with description and number of files/ folders etc. in each box / container are to be given to the concerned authorized officer at the time of pickup. Thereafter the Service Provider shall give the soft copy and hard copy of list of inventory. Bar coding should be tamper/water proof.

TRANSPORT

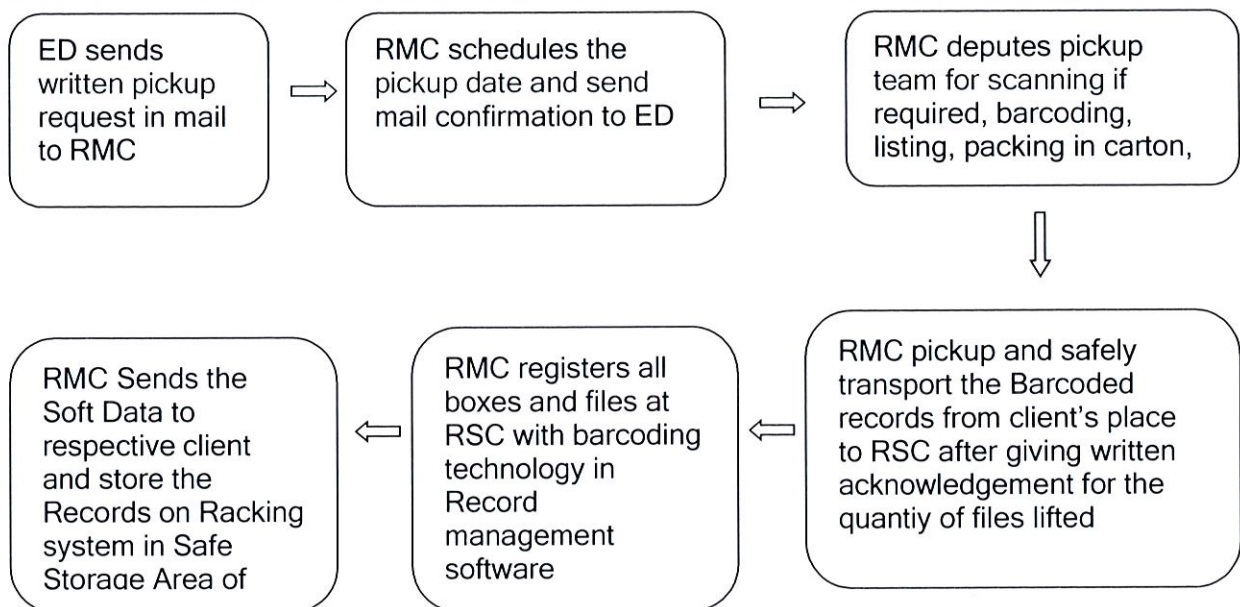
The Service Provider will arrange lifting of records, as provided by ED, from the office's premises by their own transport facility for storage at RSC. The Service Provider must comply with the local traffic, health, safety and other legislative requirements during transport.

STORAGE

The Service Provider will provide RSC satisfying the following minimum requirements on shared basis for ED.

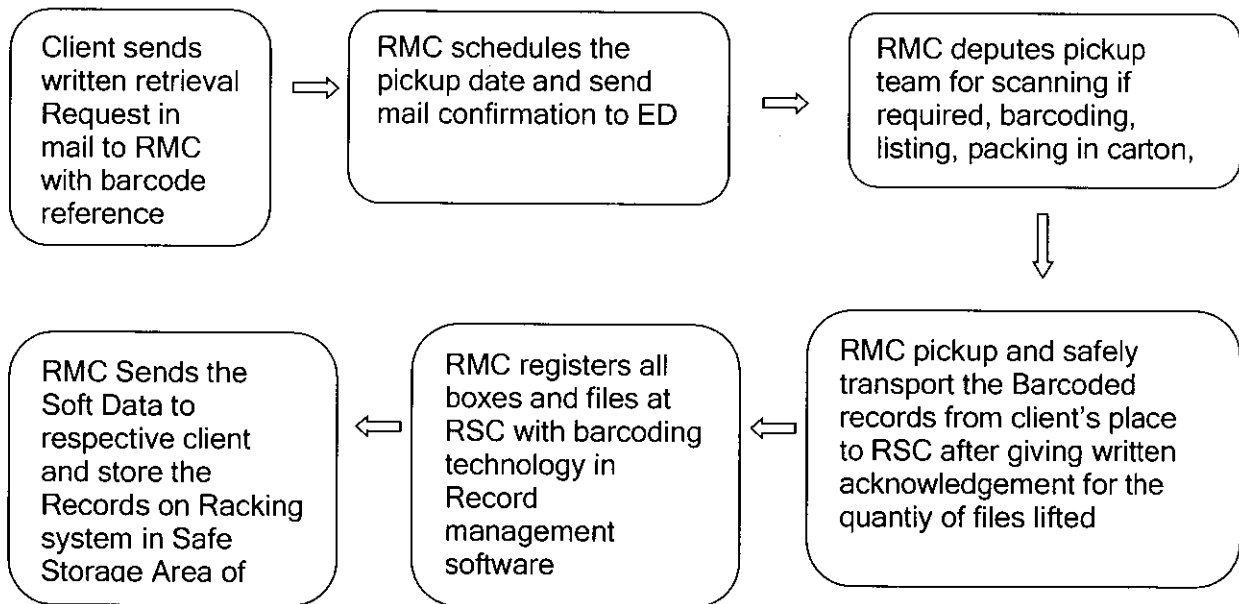
- I. The building/structures for storage facility should be a permanent construction preferably on a three feet plinth with RCC/Strong and Corrosion Resistance modern metal roofing, specially designed to protect charge's records from fire, theft, dust and having proper drainage provision.
- II. No leakage from water pipes sprinklers, mechanical installations, roots, drains, or any other source of water ingress.
- III. Storage facilities must be locked and guarded 24 X 7. No unauthorized personnel can be allowed access to the cartons/records at any time. Access be controlled by card based/bio metrics electronic access control system and a record kept on register of personnel and material entering and leaving the secured area.
- IV. CCTV monitoring of the area with recording for minimum two weeks is essential.

- V. Fire protection system to include Fire alarm system, Fire Extinguishers, including modular extinguishers, in accordance with relevant local standards should exist. The Service Provider's staff should be adequately trained in handling fire equipments.
- VI. Service Provider must confirm that Pest and Rodent Control and Termite treatments are carried out regularly in the storage space for a Pest Free environment.
- VII. The Building for storage must be constructed in accordance with local relevant legislations. Service Providers are required to demonstrate/provide evidence of legal ownership or lease of the storage facility with approved site/building plan
- VIII. The Service Provider should have E.S.I.C., P.F. registration and hold Labor License. Photocopies of valid registrations and license should be furnished with the Tender.
- IX. The storage cartons must be dust resistant with flaps or a lid forming a seal against airborne particles as per following specifications.
Carton design: 5 ply die-cut bottom minimum Size: 42 cms x 32.5 cms x 26 cms with corresponding 3 ply die-cut top lid with tuck-in on the top on the width sides.
- X. The Service Provider is required to operate the facility of storage of records in accordance with local legislative requirement in respect of health and safety legislation, employment law, fire safety law, relevant building codes.
- XI. The ED reserves the right to inspect the RSC to confirm compliance at any time.
- XII. The ED reserves the right to inspect the RSC to confirm compliance at any time.



Retrieval of Records

The Service Provider undertakes to retrieve and deliver the requested cartons, files, vouchers, ledgers, registers and any other documents within below specified Turn around time (TAT) upon receipt of a written request in the form of faxes, e-mails or letters from the authorized officials of ED. Retrieval shall mean delivery to the office premises.



Turn-Around-Time (TAT)

Nature of Retrievals	Turn-Around-Time (TAT)
Ordinary Retrievals	All requests by fax/ e-mail received by 5 P.M. will be delivered by the next working day within 24 hours of received of the intimation
Urgent Retrievals	All requests by fax/ e-mail received by 12.00 noon will be delivered on the same day within 6 hrs.
Bulk / Project Retrievals	As communicated by ED at the time of assigning the task(with mutual consent)

REPORTS

The Service Provider is required to provide the office wise reports as per ED's requirement and periodicity to the designated offices.

- a) Total number and details of the cartons with size containing records of the office being stored at RSC.
- b) Total number and details of the office's cartons retrieved (delivered) during a period.
- c) Total number and details of the office's cartons returned by the Office.

CONFIDENTIALITY AND DISCLOSURE

The service provider must ensure that the records are at all times in its possession shall be kept in sealed cartons and the service provider or any other person shall not have any access to the records inside the sealed box. Disclosure of such records to third party is subject to prohibitions under section 138 of the Income Tax Act and also by decisions of the Supreme Court, even under the Right to Information Act,2005. The service provider shall take all reasonable and necessary steps to ensure that the records in its possession remain in sealed cartons at all times, once these are handed over to it. Any breach in this regard shall constitute a valid ground for termination of contract forthwith , forfeiture of Initial Security deposit and initiation of legal proceedings against the service provider. An undertaking to this effect should be given in Form-5.

ON - LINE ACCESS

The Service provider's software should be capable of providing online web based access of their system to the office for making request for retrieval of documents through this system. For easy tracking and instant access , the service provider should have the mobile application and to stay up to date with the record orders using smart phone or tablets. With the app , we should be able to place pick up/ retrieval orders and receive notifications about the status of the orders placed.

IMPROVEMENTS IN PROCESSES

The ED will be open to any up gradation/improvement in the system/processes which will contribute to better Records Management at its sole discretion

MIGRATION OF ED'S RECORD MANAGEMENT DATA

ED will use the RMS system available with the Service Provider. However, in case ED intends to use its own RMS system in future, the Service Provider should provide necessary data to facilitate such migration.

Handing back of records upon termination

Upon completion of the term of the contract or in the event of termination of contract by ED, the Service Provider shall hand over all the sealed cartons in its possession alongwith inventory report back to respective offices or at any other place within the NCR of Delhi as directed by ED within 7 days of such direction free of cost.

TECHNICAL QUALIFICATION CRITERIA (MANDATORY)

Each Service Provider should meet all of the following qualification criteria in their Technical Bid so as to get eligible for further evaluation.

- 1 The Service Provider may be a Government Organization / PSU / PSE / Private / Public Limited Indian Company under Indian Laws. The Service Provider shall submit the Certificate of Incorporation along with the Technical Bid in respect of this requirement.

- 2 The Service Provider should have minimum 5 years of experience in India of storing and managing minimum 50,000 cubic feet of physical records aggregating from at least three Govt. Investigating Office/ Agency/ Departments (Form 3).
- 3 Service Providers should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority. A Self-declaration Certificate should be enclosed (Form 4).
- 4 There should have been no damage to records at any facility due to FIRE (Form 4).
- 5 In the last three financial years i.e. 2018-19,2019-20 and 2010-21, the Service Provider should have achieved minimum average annual financial turnover of Rs.10 crores from their records storage services rendered. The Service Providers shall submit audited annual accounts of all three years in respect of this requirement (Form 6).
- 6 The Service Provider should have aggregate space available of at least 50,000 sq feet exclusively for storing records, located in NCR of Delhi (Form 7).
- 7 Title of Space acquired by the Service Provider should be legally managed by Service Provider only. Subcontracting the work is not permitted. Title of space should be clear and it should be free from any encumbrances. Service Provider should certify that all legal & technical formalities are completed for this storage space (Refer Form 7).
- 8 The Service Provider should have E.S.I.C., P.F. registration and hold Labor License. Photocopies of valid registrations and license should be furnished with the Technical Bid.
- 9 Service Provider should certify that proper Shops & Establishment licenses are acquired and able to produce whenever required by ED. Photocopies of valid registrations and license should be furnished with the Technical Bid.
- 10 Storage area should be insured against fire, flood, cyclone and other natural calamity besides theft, burglary etc. and the Service Provider will bear the cost of such insurance. Photocopies of valid insurance policy should be furnished with the Technical Bid.
- 11 The Service Provider should have ISO Certification for Data Security in Service Provider's name. (Copies to be enclosed)

BID EARNEST MONEY (REFUNDABLE)

Service Providers have to submit the Bid earnest money (EMD) of Rs.25,000/- (Rupees Twenty Five thousand Only) ,refundable, in the form of Demand Draft favoring PAO, Min. of Finance, Dept. of Revenue payable at Delhi. This EMD will be released to successful Service Provider after award of contract and execution of the agreement.

FORFEITURE OF EARNEST MONEY

The EMD will be forfeited on account of one or more of the following reasons:

- a) The Service Provider withdraws or modifies the offer after opening of bid but before acceptance of bid.

- b) When the Service Provider does not execute the agreement if any, prescribed within the specified time.
- c) When the Service Provider does not deposit the security money after the work order is given.
- d) When the Service Provider fails to commence the work as per work order within the time prescribed.

In case of un-successful Service Providers, EMD will be released after completion of tendering process.

DEADLINE FOR SUBMISSION OF BIDS

ED should receive the tender Document as per schedule. ED may, at its discretion, extend this deadline for submission of bids due to any administrative or operational exigencies.

MODIFICATION AND OR WITHDRAWAL OF BIDS

Bids once submitted will be treated, as final and no modification will be permitted. No correspondence in this regard will be entertained. No Service Provider shall be allowed to withdraw the bid after the deadline for submission of bids. In case of the successful Service Provider, he will not be allowed to withdraw/back out from the bid commitments, the bid earnest money in such eventuality shall be forfeited and all interests/claims of such Service Provider shall be deemed as foreclosed.

BID OPENING AND EVALUATION

ED shall open the bids, in the presence of Service Provider's representative who choose to attend, at the time and date mentioned in bid document at the address mentioned.

The Service Providers' representatives who are present shall sign register evidencing their attendance. The commercial bid shall be opened in the presence of Service Providers' representative, who qualify as per the technical and other qualification criteria.

PRELIMINARY EXAMINATION

ED will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.

ED will reject the bid determined as not substantially responsive.

ED may waive any minor non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any Service Provider.

Any effort by Service Provider to influence ED in the Service Provider's bid evaluation, bid comparison or contract award decision may result in the rejection of the Service Providers' bid. Charge's decision will be final and without prejudice and will be binding on all parties.

ED'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

ED reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Service Provider or Service Providers or any obligation to inform the affected Service Provider or Service Providers of the ground for ED's action.

SIGNING OF CONTRACT

The successful Service Provider(s) shall be required to enter into a contract with ED, within such period as may be specified by ED. The contract papers shall be finalized in discussion with successful Service Providers with regard to the terms and conditions and other relevant clauses, which shall be mostly in line with tender criteria, terms and conditions of the tender document. The contract will be valid for three years unless terminated by ED before that date after one month notice. The contract could also be renewed for further terms with mutual consent.

GOVERNING LAW AND DISPUTES (APPLICABLE IN CASE OF SUCCESSFUL SERVICE PROVIDER)

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, the award made in pursuance thereof shall be binding on the parties. The Arbitrator/s give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of Hon'ble Courts at Delhi.

The Service Provider shall continue work under the contract during the arbitration proceedings unless otherwise directed in writing by ED or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator, as the case may be, is obtained. The venue of arbitration shall be Delhi.

ASSIGNMENT & SUB LETTING

The Service Provider shall not assign/ sub let, in whole or in part, its obligations to perform under the contract, except with ED's prior written consent.

TECHNICAL BID EVALUATION CRITERIA

ED shall constitute a Tender Committee (TC), which shall carry out the entire evaluation process. The EC would evaluate on the basis of documents submitted by the Service Providers as to whether their technical proposals fully meet the parameters given above.

EVALUATION CRITERIA

Only the Service Providers who meet the technical evaluation parameters will qualify for the Commercial Evaluation Process. The commercial proposals of technically short listed Service Providers will be opened. The Service Provider whose bid has been determined as the lowest final commercial quote (i.e. L¹) shall be awarded the project.

PAYMENT TERMS

Payment will be released on quarterly basis after successful collection, transportation,

storage, retrieval, of physical records as per certification by the authorized person of the concerned office. The Service provider shall raise a quarterly invoice addressed to ED.

INITIAL SECURITY DEPOSIT

The successful Service Provider should deposit Bank Guarantee equivalent to 5% of the estimated total fixed cost plus annual recurring cost subject to minimum bank guarantee of Rs. 25,000/-. This will be reviewed annually and Bank Guarantee amount will be decided accordingly.

COST OF BIDDING

The Service Provider shall bear all the costs associated with the preparation and submission of its bid, and the Tendering Authority in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

BIDDING DOCUMENT

The Service Provider is expected to examine all instructions, forms, terms and specifications in the bidding documents. The bidding Documents submitted should be unambiguous, legible and without any strikethrough / corrections. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Service Provider's risk and may result in rejection of the bid.

CORRECTION OF ERRORS

Financial Bids determined to be substantially responsive will be checked by the Bidding Authority/ Bid Evaluation Committee for any errors. If there is a discrepancy between the quoted rate in figures and the quoted rate in words, the rate in words will take precedence. Arithmetic errors will be rectified on the following basis.

The amount stated in the Financial Bid (Form 10) will be adjusted by the Bidding Authority in accordance with the above-mentioned point for the correction of errors and, shall be considered as binding upon the Service Provider. If the Service Provider does not accept the corrected amount of bid, the bid will be rejected, and the EMD shall be forfeited.

AMENDMENT OF BIDDING DOCUMENTS

- a) At any time prior to the deadline for submission of bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Service Provider, modify, change, incorporate or delete certain conditions in the bidding document.
- b) All amendments will be hosted on our website and shall be binding on all the Service Providers.
- c) In order to allow prospective Service Providers reasonable time to take into consideration the amendments while preparing their bids the Tendering Authority, at its discretion, may extend the deadline for the submission of bids.

AUDIT

The system will maintain an audit trail of all relevant events and actions performed including:

- I. Records added per day/week/fortnight/month.
- II. Records edited/ updated/ deleted per day/week/fortnight/month.
- III. Failed Transactions or unauthorized access or disapproved records on the basis of quality, etc.
- IV. Tracking the physical movement of the documents collected from the source to the final destination point.

Based on these audit trails, the system is expected to provide extensive options to retrieve statistics and generate charts and reports.

The system will prevent audit trail records from being modified or deleted by any person and users will have full access to their own audit trail. It will be clearly communicated to all administrative users who have access to the audit trails, under which circumstances these trails are viewed and used. Access to an audit trail will require approval of ED.

PENALTIES

Turn-Around-Time (TAT) to be maintained at all the time else will attract a penalty as mentioned below:

Ordinary Retrievals

Applicable Condition	Applicable Penalty
95% of the total Retrievals in a month as per TAT	NIL
Less than 95% of the total Retrievals in a month as per TAT	10% of the retrievals billing of the month

Urgent Retrievals

Applicable Condition	Applicable Penalty
Retrievals which are not adhered to in 1 day TAT-will be considered as Ordinary Retrieval	As above.

LIQUIDATED DAMAGES

In case the Service Provider fails to provide services as per requirement of ED, ED shall without prejudice to its other remedies under the contract forfeit the Initial Security Deposit either in part or full. ED will be the final authority to ascertain the veracity of any reason provided by the Service Provider.

Notwithstanding the provisions of contract, the Service Provider shall not be liable for forfeiture of its Initial Security Deposit or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

PRICE AND VALIDITY

All the prices mentioned in our proposal should be in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids.

SECTION - III

BID FORMATS

Form 1 - Service Provider's Proposal Letter

(Letter to be submitted by Service Provider on Service Provider's company's letter head)

Date: _____

To,
The Deputy Director (Admin),
Hqrs. Office, 6th Floor, Loknaya Bhawan,
Khan Market, New Delhi - 110003.

Sir,

Reg: Our bid for Records Management

We submit our Bid Document herewith. If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by ED to do so, a contract/agreement.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the execution of the contract.

We understand that ED is not bound to accept the lowest or any bid received, and ED may reject all or any bid.

We have read and understood the terms and conditions in the tender document including the process of technical short listing.

We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information contained therein are found to be false at any stage of the tender process.

Yours faithfully,

Signature & Seal: _____

Name & Designation: _____

Address: _____

Contact No: _____

Form 2 - Service Provider's Authorization Certificate

To,
The Deputy Director (Admin),
Hqrs. Office, 6th Floor, Loknaya Bhawan,
Khan Market, New Delhi - 110003.

<Service Provider's Name> _____,
<Designation> _____ is hereby authorised to sign
relevant documents on behalf of the company in dealing with Tender of reference
<Tender No. & Date> _____. He is also authorised to
attend meetings & submit technical & commercial information as may be required by
you in the course of processing above said tender.

Thanking you,

Authorised Signatory

<Company Name>
Seal

Form 3 - Work Experience Certificate

Name of the firm: _____

S. No.	Name of Govt. Departments / Investigative Agencies	Start Date	Valid till	No. of years served	Current volume of records stored (in Cft.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Total				

* Service Provider should produce copies of valid agreements as documentary evidence for abovementioned information.

Date: _____

Place: _____

Signature of the Service Provider: _____

Form 4 - Self Declaration

Ref: _____

Date: _____

To,
The Deputy Director (Admin),
Hqrs. Office, 6th Floor, Loknaya Bhawan,
Khan Market, New Delhi - 110003.

In response to the tender No. _____ dated _____ as owner/
partner/Director of _____ I / we hereby declare
that our Agency _____ is having unblemished past record and was not
declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular
period of time.

I / We further declare that there have been no damage to records at any of our facility due
to FIRE.

Name of the Service Provider: _____

Signature: _____

Seal of the Company: _____

Form 5 - Certificate of Conformity

Date: _____

To,
The Deputy Director (Admin),
Hqrs. Office, 6th Floor, Loknayak Bhawan,
Khan Market, New Delhi – 110003.

CERTIFICATE

This is to certify that, the services for Record Storage and Management System which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the Tender document. I also certify that the price I have quoted per unit cost basis is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

I understand the importance of „confidentiality and disclosure“ clause and undertake that I will abide by the same without any reservations.

Signature: _____

Name: _____

Designation: _____

Seal: _____

Form 6 - Financial Details as per Audited Accounts

Years	FY 2020-21		FY 2019-20		FY 2018-19		Average Turnover	
	Total	From Record Storage Services	Total	From Record Storage Services	Total	From Record Storage Services	Total	From Record Storage Services
Turnover (Rs."000)								
Profit (Rs."000)								

Note:

- 1) The Service Provider should submit copies of Audited Accounts Statements.
- 2) The Service Provider should submit a certificate from their Chartered Accountant confirming the annual turnover from records storage services mentioned above.

Signature: _____

Name: _____

Designation: _____

Seal: _____

Form 7 – Records Storage Center-Wise Information

Name of the Service Provider: _____

Address of Records Storage Centre: _____

Owned / Leased Premises: _____

Records Storage Area In Sq. Ft. _____

Records Storage Capacity In Cub. Ft. _____

RECORDS STORAGE CENTRE BUILDING Availability of the following	Mark Y/N in all theboxes below
Permanent Construction (Walls & Flooring)- Brick work	
RCC/Strong & Corrosion Resistance Modern Metal Roofing	
Fire Doors	
Trained Staff	
24 X 7 Security Guards	
DFMD	
Biometric Access Control	
Fire Hydrant System	
VESDA or Aspiration System	
Fire Fighting Equipment	
Fire Alarm System - Detectors	
CCTV With 2 Weeks Recording	
Pest Control and Rodent Control	

Signature: _____

Name: _____

Designation: _____

Seal: _____

NOTE: Service Provider should submit copy of lease/ ownership document and recent tax receipt.

Form 8 – General & Technical Information

Name of the Service Provider: _____

DOCUMENTATION FOR TECHNICAL EVALUATION		
	Mark Y/N only in one box below	Reference document
1.Certification of Incorporation		Copy
2.Experience of at least 5 years in storing and managing physical records for Govt Investigative Agencies / Departments /Offices		Form-3
3.Area of at least 1 lac square feet for storing and managing physical records for Govt Investigative Agencies / Departments /Offices etc. cumulatively		
4. Average annual financial turnover in the last three financial years i.e. 2018-19 to 2020-21 <u>from records storage services</u> rendered exceeds Rs.10 crores.		
5. Self declaration for corrupt and fraudulent practices		Form -4
6.Self declaration that no past damage due to fire.		Form -4
7. A certificate regarding compliance of required storage facility		Form-7
8. Valid Insurance Policy, Labor License and Shop and Establishment License.		Copy
9. ISO certification and any other accreditation in Record Management		Copy
10. Undertaking to abide by the confidentiality and disclosure		Form-5
SYSTEM INFORMATION		
Comprehensive Records Management Software with the Source code of the software		
Records data on SQL / RDBMS Database		
In house IT server setup with firewalls		
On-Line Access		

Signature: _____

Name: _____

Designation: _____

Seal: _____

COMMERCIAL BID			
Details of Charges	Frequency of Charges	Unit	Indicative Price (INR)
Initial fixed operational cost (per cft): Collection of record from Offices, page numbering if not already done, arranging, segregation, bar coding, data entry into the system, transportation to storage location, manpower cost including labour charges, packing charges and onetime cost of carton as per size and quality specified	One Time	Per cft	
Recurring cost (per month): Recurring cost includes storage charges including all maintenance charges viz. electricity, security, telephone, stationery, manpower, pest control etc. as mentioned in Tender	Monthly	Per cft	
Ordinary retrieval within 24 hours to be delivered to Offices and recollecting as mentioned in tender	Per File	File	
Emergency retrieval within 4 hours to be delivered to Offices and recollecting as mentioned in Tender	Per File	File	
Refiling Charge or Replacement of retrieved files (Per file)	Per File	Per Trip	
	Per Box		
Retrieval : Scanned	On Demand	Per Image	
Scanning charge			

***These commercials shall be for a period of three years from the date of empanelment*

****And on expiry of the period of three years from the date of empanelment / previous revalidation, these commercials shall also be revalidated based on the C.P.I.*

ANNEXURE XIV
EVALUATION PROCEDURE FOR COMMERCIAL BIDS

COMMERCIAL BID				
Sl. No.	Details of Charges	Initial Approx. Volume / No. of File *	Rate (indicative price quoted by the bidder)	Total Cost
1.	Initial fixed operational cost (per cft): Collection of record from Offices, page numbering if not already done, arranging, segregation, bar coding, data entry into the system, transportation to storage location, manpower cost including labour charges, packing charges and onetime cost of carton as per size and quality specified	5000 cft		Rate x 1
2	Recurring cost (per month): Recurring cost includes storage charges including all maintenance charges viz. electricity, security, telephone, stationery, manpower, pest control etc. as mentioned in Tender	5000 Cft		Rate x 12
3	Ordinary retrieval within 24 hours to be delivered to Offices and recollecting as mentioned in tender (Per Month)	50		Rate x 12
4	Emergency retrieval within 4 hours to be delivered to Offices and recollecting as mentioned in RFP	25		Rate x 12
5	Refiling Charge or Replacement of retrieved files (Per month)	75		Rate x 12
6	Scanning Charge (per image)	1 lakh image		
7	Sending of Scanned file	50000 image		Rate x 1
		Total cost		

* Volume of files may increase in future. Given quantities are for determining L1 service provider only.

NOTE

- The storage cartons must be dust resistant with flaps or a lid forming a seal against airborne particles as per following specifications.

Carton design: 5 ply bottom minimum Size: 42cms x 32.5 cms x 26 cms = (1.23 cubic ft) with corresponding 3ply top lid with tuck-in on the top on the width sides.

2. Price quoted should be inclusive of all taxes and exclusive of Service Tax.
3. all the above quantities are only for calculation of L1 Service Provider(s) and actual quantity may vary depending upon ED"s actual requirement.
4. The above formula will be used only to decide L1 Service Provider. After award of the contract the actual payments will be made by ED on 24rorate basis as per rates quoted by the Service Provider on unit basis.

Signature: _____

Name: _____

Designation: _____

Seal: _____