

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT
AUTHORITY (APEDA)

(Ministry of Commerce and Industry, Govt. of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, (Opp. Asiad Village), New Delhi – 110016

Dated:

Sub: Digitalization and weeding out of old Office Files.

APEDA, a statutory organization under the Ministry of Commerce & Industries, Govt. of India invites sealed tenders for Digitalization and weeding of old office files at “Agriculture and Processed Food Products Export Development Authority (APEDA), Regional Office, 12/1/1, Palace Cross Road, Bangalore-560020”. Details are given here under:

Estimate Files	:	15,000
Earnest Money Deposit (EMD)	:	Rs. 1.25 lakhs
Contact Person :	:	Shri R. Ravindra, DGM, APEDA, Regional Office, 12/1/1, Palace Cross Road, Bangalore-560020. Phone No. 23343425 / 23364560
Tender form available at :	:	www.apeda.gov.in ; www.gem.gov.in
Date & Time and Place for acceptance of tender	:	APEDA, Regional Office, 12/1/1, Palace Cross Road, Bangalore-560020 up to 4.00 PM on <u>31.10.2017</u>
Date & Time for opening of tender	:	Immediately after the closure of the tender.

Deputy General Manager
APEDA
Bangalore

TENDER FORM

(All the attested copies of the relevant documents must be enclosed)

Sub: Digitalization and weeding of old Office Files.

1 Name of Bidder	:	
2 Address of Bidder with Telephone, Fax or Mobile No.	:	
3. e-mail of the Bidder	:	
4. Pan Card / GST No.	:	
5. Details of EMD	:	Bank Draft No. & Date: Bank: Amount:
6. Name of the authorized signatory if Bidder is a firm	:	
7. Specimen Signature of the Authorized signatory.	:	
8. Mobile/Tel. No. of the authorized signatory and other Telephone No. of the firm.	:	

Signature of the Bidder with stamp of the firm

General Terms & Conditions:

1. The Number of Files to be digitalized and weeding off, is approximately 15,000 with each file containing approx 150 Pages. The exact pages in the files however may vary.
2. Bids has to be submitted along with Earnest Money Deposit (EMD) of Rs.1.25 lakhs/-.
3. The Contract will be awarded for the Lowest Bidder (L1).
4. The EMD of the un-successful bidders will be refunded. However EMD of the successful bidder will be re-funded after the successful completion of the assigned job.
5. The digitalized data of the files shall be handed over to APEDA in a form of a three Portable Hard Disk Drive.
6. **The time frame for completing the task shall be three months (90 days) and should be carried out at the vendors place.**
7. The files are to be disposed of as per the G.F.R. Rules 2017 in an Eco Friendly manner and affidavit to that effect has to be submitted to APEDA.
8. **Pre bid meeting will be held on 26-10-2017 at 4.00 pm at Bangalore office to Clarify the nature of work and address queries raised by prospective bidders.**
9. The successful Bidder has to submit his acceptance to undertake the Job within 2 working days after opening of the Bids and confirmation failing which the offer will be cancelled and EMD will be forfeited.
10. Quotation letter in sealed envelope marked “ TENDER FOR DIGITALIZATION AND DISPOSAL OF OLD OFFICE FILES “ should be addressed to Deputy General Manager, Agriculture and Processed Food Products Export Development Authority (APEDA), Regional Office, 12/1/1, Palace Cross Road, Bangalore-560020.

11. The tender shall be submitted at APEDA, Bangalore on or before the due date and time otherwise it is liable to be rejected. Tenders received after the due date and time due to any reason whatsoever shall not be considered.
12. The financial bid should be submitted in the format provided and bid may be given in both figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tender.
13. **The secrecy should be maintained by the vendor of the all records as per government norms.**
14. Any alteration in the bids will not be considered
15. APEDA reserves the right to accept or reject any/ all quotations without assigning any reason whatsoever.
16. Each page or tender document including ' General Terms and Conditions ' should be signed by the bidder(s).
17. Incomplete and unsigned quotations are liable to be rejected.
18. Bidder must enclose copy of address proof (Voter I-card/ Aadhar Card/ Driving Licence etc.) GST and PAN Card along with his bid.

Deputy General Manager
APEDA
Bangalore

FINANCIAL BID

Sub: Digitalization and weeding of Old Office Files.

For Digitalization and weeding of old office files as per Tender Documents, I/we offer a total Contract Price of:

Rs. _____ [in figures]

Rs. _____ [in words].

I/We have fully understood the Terms & Conditions for the work to be performed as per tender notice reference no.....dated..... the Tender which are returned herewith duly signed by me / us in token of having accepted the same and I / We have made our offer keeping in view these Terms & Conditions.

This bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the highest or any bid you receive.

Bidder/ Authorized Signatory:

Full Name and Seal with Place & Date :

Signature of the Bidder/Proprietor with stamp of the firm

Date:

Place: