

**RAILTEL CORPORATION OF INDIA LIMITED**  
(A Govt. of India Undertaking)

**Expression of Interest for Selection of Partner from Empaneled Business Associate**  
**For**

**Selection of Agency for Scanning, Digitization, Microfilming for Archiving of Records and/or various objects (Artifacts/Monuments/Any Other Object) for GIPL and/or on behalf of its various clients (2<sup>nd</sup> Attempt)**

**EOI No: RailTel/WR/GJ/GIPL/EOI/2022-23 dated 25<sup>th</sup> July 2022**

## **EOI NOTICE**

**RailTel Corporation of India Limited, 15<sup>th</sup> Floor, GIFT Tower-1, Road-5, Zone-5C, GIFT City, Gandhinagar, Gujarat - 382355**

**EOI Notice No: RailTel/WR/GJ/GIPL/EOI/2022-23 dated 25<sup>th</sup> July 2022**

RailTel Corporation of India Ltd., (here after referred to as "RailTel") invites EOIs from RailTel's Empaneled Partners for Scanning, Digitization, Microfilming for Archiving of Records and/or various objects (Artifacts/Monuments/Any Other Object) for GIPL and/or on behalf of its various clients.

The details are as under:

1	Last date for submission of Technical Packet against EOIs by bidders	28.07.2022 at 15:00 hrs
2	Opening of Technical Bid of EOIs	28.07.2022 at 15:30 hrs
3	Number of copies to be submitted for scope of work	One
4	EOI fees inclusive tax (Non-refundable)	Rs. 5,000/-
5	EMD	₹ 1,00,000/-

The EMD should be in the favor of RailTel Corporation of India Limited payable at Mumbai through online bank transfer. Partner needs to share the online payment transfer details like UTR No. date and Bank along with the proposal.

**RailTel Bank Details: Union Bank of India, Account No.317801010036605, IFSC Code - UBIN0531782, Branch name – Mahalaxmi Branch**

Eligible Business Associates are required to direct all communications related to this Invitation for EOI document, through the following Nominated Point of Contact persons:

Contact: Sumit Kumar Saurav  
Position: Sr. Manager/Marketing  
Email: [sumit.saurav@railtelindia.com](mailto:sumit.saurav@railtelindia.com)  
Contact: +91-9724040018

Note:

1. Empaneled partners are required to submit soft copy of technical packet through an e-mail at [eoι.wr@railtelindia.com](mailto:eoι.wr@railtelindia.com), duly signed by Authorized Signatories with Company seal and stamp.
2. The EOΙ response is invited from eligible **Empaneled Partners of RailTel only**.
3. All the document must be submitted with proper indexing and page no.
4. This is an **exclusive arrangement with empaneled business associate of RailTel for supply of hardware as per end customer requirement**. Selected partner's authorized signatory has to give an undertaking they will not submit directly or indirectly their bids and techno-commercial solution/association with any other organization once selected in this EOΙ. This undertaking has to be given with this EOΙ Response.
5. **Transfer and Sub-letting**. The Business Associate has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

## 1. Introduction about RailTel

**RailTel Corporation of India Limited (RailTel)**, an ISO-9001:2000 organization is a Class-1 Mini-Ratna Government of India undertaking under the Ministry of Railways. The Corporation was formed in Sept 2000 with the objectives to create nationwide Broadband Telecom and Multimedia Network in all parts of the country, to modernize Train Control Operation and Safety System of Indian Railways and to contribute to realization of goals and objective of national telecom policy 1999. RailTel is a wholly owned subsidiary of Indian Railways.

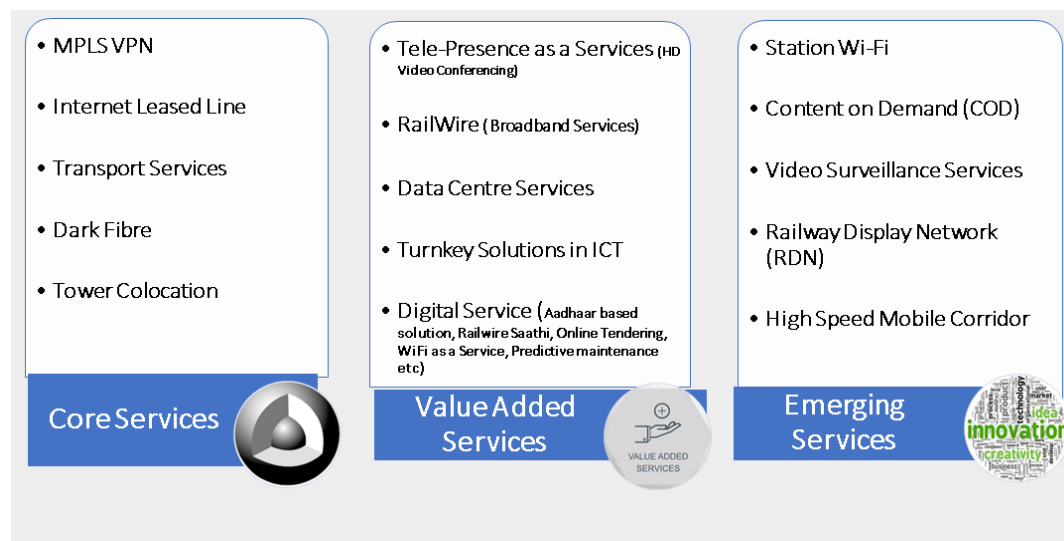
RailTel has approximately 60000 kms of OFC along the protected Railway tracks. The transport network is built on high capacity DWDM and an IP/ MPLS network over it to support mission critical communication requirements of Indian Railways and other customers. RailTel has Tier-III Data Center in Gurgaon and Secunderabad hosting / collocating critical applications. RailTel is also providing Telepresence as a Service (TPaaS), where a High-Definition Video Conference facility bundled with required BW is provided as a Service.

For ensuring efficient administration across India, country has been divided into four regions namely, Eastern, Northern, Southern & Western each headed by Executive Director and Headquartered at Kolkata, New Delhi, Secunderabad & Mumbai respectively. These regions are further divided into territories for efficient working. RailTel has territorial offices at Guwahati, & Bhubaneswar in East, Chandigarh, Jaipur, Lucknow in North, Chennai & Bangalore in South, Bhopal, and Pune & Ahmedabad in West. Various other territorial offices across the country are proposed to be created shortly.

RailTel's business service lines can be categorized into three heads namely B2G/B2B (Business to Government and Business to Business) and B2C (Business to customers):

### Licenses & Service portfolio:

Presently, RailTel holds Infrastructure Provider -1, National Long-Distance Operator, International Long Distance Operator and Internet Service Provider (Class-A) licenses under which the following services are being offered to various customers:



**a) Carrier Services**

- National Long Distance: Carriage of Inter & Intra -circle Voice Traffic across India using state of the art NGN based network through its Interconnection with all leading Telecom Operators
- Lease Line Services: Available for granularities from E1 to multiple of Gigabit bandwidth & above
- Dark Fiber/Lambda: Leasing to MSOs/Telco's along secured Right of Way of Railway tracks
- Co-location Services: Leasing of Space and 1000+ Towers for collocation of MSC/BSC/BTS of Telco's

**b) Enterprise Services**

- Managed Lease Line Services: Available for granularities from E1, DS-3, STM-1 & above
- MPLS VPN: Layer-2 & Layer-3 VPN available for granularities from 2 Mbps & above
- Dedicated Internet Bandwidth: Experience the "Always ON" internet connectivity at your fingertips in granularities 2 Mbps to several Gbps

**c) DATA CENTER**

Infrastructure as a service (IaaS), Hosting as Services, Security operation Centre as a Service (SOCaaS): RailTel has MeitY empaneled two Tier-III data centres in Gurgaon & Secunderabad. Presently RailTel is hosting critical applications of Indian Railways, Central & State government/ PSUs applications. RailTel will facilitate Government's applications / Hosting services including smooth transition to secured state owned RailTel's Data Centers and Disaster Recovery Centres. RailTel also offers SOC as a Service 'SOCaaS'. In addition, RailTel offers VPN client services so that employees can seamlessly access government's intranet, applications securely from anywhere without compromising security.

- National Long Distance: Carriage of Inter & Intra -circle Voice Traffic across India using state of the art NGN based network through its Interconnection with all leading Telecom Operators
- Lease Line Services: Available for granularities from E1 to multiple of Gigabit bandwidth & above
- Dark Fiber/Lambda: Leasing to MSOs/Telco's along secured Right of Way of Railway tracks
- Co-location Services: Leasing of Space and 1000+ Towers for collocation of MSC/BSC/BTS of Telco's

**d) High-Definition Video Conference:**

RailTel has unique service model of providing high definition video conference bundled with Video Conference equipment, bandwidth and FMS services to provide end to end seamless services on OPEX model connecting HQ with other critical offices. RailTel also offers application-based video conference solution for employees to be productive specially during this pandemic situation.

**e) Retail Services – RailWire**

RailWire: Triple Play Broadband Services for the Masses. RailTel has unique model of delivering broadband services, wherein local entrepreneurs are engaged in delivering & maintaining broadband services and up to 66% of the total revenues earned are shared to these local entrepreneurs in the state, generating jobs and revitalizing local economies. On date RailTel is serving approx. 4,00,000 subscribers on PAN Indian basis. RailTel can provide broadband service across– Government PSU or any organization's officers colonies and residences.

## **2. Objective of EOI**

RailTel intends to scan, digitize, microfilm for Archiving of Records and/or various objects (Artifacts/Monuments/Any Other Object) for GIPL and/or on behalf of its various clients. The objective of floating this EOI is to select a suitable partner from RailTel's Empaneled Partners for Archiving of Records for GIPL: Scanning, Digitization, Microfilming for Archiving of Records under GIPL on back-to-back basis.

## **3. Scope of Work**

The scope of work under this RFP is Archiving of Records for GIPL: Scanning, Digitization, Microfilming for Archiving of Records under GIPL. Detailed Scope of Work as per RFP: GEM/2022/B/2337064 dated 11/07/2022.

**Note:** In case of any discrepancy or ambiguity in any clause/specification pertaining to scope of work area, the RFP: GEM/2022/B/2337064 dated 11/07/2022 i.e., "Scanning, Digitization & Microfilming for Archiving of Records and/or various objects (Artifacts/Monuments/Any Other Object) for GIPL and/or on behalf of its various clients" and subsequent corrigenda shall supersede and will be considered sacrosanct.

## **4. Response to EOI guidelines**

### **4.1 Language of Proposals**

The proposal and all correspondence and documents shall be written in English in password protected PDF file through an email (size of email should not exceed 20Mb)

### **4.2 RailTel's Right to Accept/Reject responses**

RailTel reserves the right to accept or reject any response and annul the bidding process or even reject all responses at any time prior to selecting the partner, without thereby incurring any liability to the affected bidder or Business Associate or without any obligation to inform the affected bidder or bidders about the grounds for RailTel's action.

### **4.3 EOI response Document**

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents. Submission of bids, not substantially responsive to the bidding document in every aspect will be at the bidder's risk and may result in rejection of its bid without any further reference to the bidder.

All pages of the documents shall be signed by the bidder including the closing page in token of his having studied the EOI document and should be submitted along with the bid.

#### 4.4 Period of Validity of bids and Bid Currency

Bids shall remain valid for a period of 180 days from the date of submission of EOI response.

#### 4.5 Bidding Process

The bidding process as defined in para 7.

#### 4.6 Bid Earnest Money (EMD)

- 4.6.1 The Business Associate shall furnish a sum as given in EOI Notice via online transfer from any scheduled bank in India in favor of "RailTel Corporation of India Limited" along with the offer. This will be called as **EOI EMD**.
- 4.6.2 Offers not accompanied with valid EOI Earnest Money Deposit shall be summarily rejected.
- 4.6.3 In case of Business Associate's offer is selected for bidding, a BA has to furnish Earnest Money Deposit (for balance amount as mentioned in the customer's Bid as and if applicable) for the bid to RailTel. The selected Business Associate shall have to submit a Bank Guarantee against EMD in proportion to the quoted value/scope of work to RailTel before submission of bid to end customer as and if applicable.
- 4.6.4 **Return of EMD for unsuccessful Business Associates:** EOI EMD of the unsuccessful Business Associate shall be returned without interest after completion of EOI process.
- 4.6.5 **Return of EMD for successful Business Associate:** EOI-EMD & Earnest Money Deposit (balance proportionate EMD) if applicable and Integrity Pact BG of the successful bidder will be discharged / returned as promptly as possible after the receipt of RailTel's EMD/BG from the Customer and or on receipt of Security Deposit Performance Bank Guarantee as applicable (clause no. 4.7) from Business Associate whichever is later.
- 4.6.6 **Forfeiture of EOI EMD or EOI EMD & EMD (balance proportionate EMD) and or Penal action as per EMD Declaration:**
  - 4.6.6.1 The EOI EMD may be forfeited and or penal action shall be initiated if a Business Associate withdraws his offer or modifies the terms and conditions of the offer during validity period.
  - 4.6.6.2 In case of non-submission of SD/PBG (as per clause no. 4.7) lead to forfeiture of EOI EMD, EMD (balance proportionate EMD) if applicable and Integrity Pact BG and or suitable action as prescribed in the EMD Declaration shall be initiated as applicable.

#### 4.7 Security Deposit / Performance Bank Guarantee (PBG)

4.7.1 In case the bid is successful, the PBG of requisite amount proportionate to the agreed scope of the work will have to be submitted to RailTel.

4.7.2 As per work share arrangements agreed between RailTel and Business Associate the PBG will be proportionately decided and submitted by the selected Business Associate.

#### 4.8 Last date & time for Submission of EOI response

EOI response must be submitted to RailTel at the email address specified in the preamble not later than the specified date and time mentioned in the preamble.

#### 4.9 Modification and/or Withdrawal of EOI response

EOI response once submitted will be treated, as final and no modification will be permitted except with the consent of the RailTel.

No Business Associate shall be allowed to withdraw the response after the last date and time for submission.

The successful Business Associate will not be allowed to withdraw or back out from the response commitments. In case of withdrawal or back out by the successful business associate, the Earnest Money Deposit shall be forfeited and all interests/claims of such Business Associate shall be deemed as foreclosed.

#### 4.10 Details of Financial bid for the above referred tender

Business Associate meeting all the technical specifications will be asked to submit price bid in the second stage. BA with overall lowest (L1) offer will be selected.

#### 4.11 Clarification of EOI Response

To assist in the examination, evaluation and comparison of bids the purchaser may, at its discretion, ask the Business Associate for clarification. The response should be in writing and no change in the price or substance of the EOI response shall be sought, offered or permitted.

#### 4.12 Period of Association/Validity of Agreement

RailTel will enter into an agreement with selected bidder with detailed Terms and conditions.

### 5. Pre-Qualification Criteria for Bidding Business Partner of RailTel

Sr. No.	Eligibility Criteria	Supporting Documents (Notary certified true copy/self-attested)	Complied By		
			Member 1	Member 2	Any
1	Bidder should be a Company or LLP registered under Companies Registration act 1956 / 2013 or LLP	Copy of valid registration proof as on date. Any name change of the company must	Yes	Yes	



	Act, 2008 and must have 5 years of existence in India as on bid submission date.	also have a valid name change registration certificate.			
2	Bidder shall be Authorized Solution Provider / Partner having direct support agreements with OEM technology partner for storing both Analog and Digital Formats on Microfilm (True WORM and OAIS Compliant Technology).	OEM Authorization as per Format mentioned in Annexure I must be enclosed by bidder along with the technical bid. In case of OEM as a bidder / consortium member, a self-declaration needs to be submitted.			Yes
3	Bidder's Average Annual Turnover (After deducting GST, Service tax VAT, etc.) of last 3 years ending on 31.03.2021 shall be at least of Rs. 50.0 Lacs on standalone basis.	Audited financial statements for past three financial years. (i.e., FY 2018-19, FY 2019-20 and FY 2020-21) should be submitted in technical bid. Besides, the submission of unaudited/ audited financial statements for FY 21-22 will be appreciated.			Any
4	Bidder must have positive net worth on standalone basis in last financial year completed on 31st March, 2021.				
5	<p>Bidder shall possess at least 01 (One) work order issued within last 05 years reckoned from tender floating date and work order shall be</p> <ul style="list-style-type: none"> <li>(i) Amounting of Rs. 25.0 Lacs</li> <li>(ii) Involving scanning, digitization and archiving of paper or any objects or both and OR</li> <li>(iii) SITC of IT/ ITES/CCTV Surveillance system/ Data Center</li> <li>(iv) Issued by any Central/State/Semi government/Public Sector undertaking/ private companies of India</li> </ul> <p>OR</p> <p>Bidder shall possess at least 02 (Two) work orders issued within last 05 years reckoned from tender floating date and individual work order</p> <p>(v) Shall have amounting of</p>	Copy of work order should be submitted in technical bid.			Any

	<p>(vi) Rs. 15.0 Lacs Shall be involving scanning, digitization and archiving of paper or any objects or both OR</p> <p>(vii) SITC of IT/ ITES/CCTV Surveillance system/ Data Center</p> <p>(viii) Shall be issued by any Central/State/Semi government/Public Sector undertaking/ private companies of India.</p>				
6	As on tender floating date, bidder must have at least 05 (five) qualified team members who are capable to execute projects related to onsite Digitization and Microfilming of Records	A declaration letter mentioning employee name, education, Nos. of years of experience, Designation, Role & responsibility should be enclosed.			Any
7	Bidder should be registered under GST.	Copy of valid registration proof should be submitted with bid.	Yes	Yes	
8	Bidder should not be under effect of blacklisting / debarment by any Ministry of Government of India or by any State Government of any other State in India or by Government of Gujarat or any of the Government PSUs in the past 5 years reckoned from tender floating date.	An undertaking by an authorized signatory of bidder needs to be submitted in this regard as per format mentioned in the Annexure VI – sub section 6.2.	Yes	Yes	
9	The authorized signatories of the bidder should execute a Power of Attorney to nominate one person as an authorized signatory regarding all communications and execution of this project. The authorized signatory should sign all communications including the bid.	Original Power of Attorney should be submitted in order to support their authorization to sign the document. The power of attorney should be submitted on a stamping of Rs. 300/- (Rupees Three Hundred Only).			Any
10	Bidder should have to submit affidavit physically on Stamp paper as per format mentioned in Annexure VII.	ORIGINAL on Non-Judicial Stamping of Rs. 300/- duly attested by Magistrate / Notary.	Yes	Yes	
11	Consortium / Joint venture maximum of 1 + 1 have to submit a letter defining clear roles and responsibilities of each member without any ambiguity duly signed by all members.	Declaration Letter is submitted by Consortium / Joint venture. This clause is not applicable to single bidder.	Yes	Yes	

## 6. BA's Profile

The BA shall provide the information in the below table:

S. No.	ITEM	Details
1.	Full name of BA's firm	
2.	Full address, telephone numbers, fax numbers, and email address of the primary office of the organization / main / head / corporate office	
3.	Name, designation and full address of the Chief Executive Officer of the bidder's organization as a whole, including contact numbers and email Address	
4.	Full address, telephone and fax numbers, and email addresses of the office of the organization dealing with this tender	
5.	Name, designation and full address of the person dealing with the tender to whom all reference shall be made regarding the tender enquiry. His/her telephone, mobile, Fax and email address	
6.	Bank Details (Bank Branch Name, IFSC Code, Account number)	
7.	GST Registration number	

## 7. Evaluation Criteria

- 7.1 The Business Associates are first evaluated on the basis of the Eligibility Criteria as per clause 5 above.
- 7.2 The Business Associate who fulfills the Eligibility criteria of Bidding BA shall be further evaluated on all the points of Technical Specifications detailed as per Annexure -6.
- 7.3 The Business Associate complying with all parameters (Annexure-6) will be asked to submit price bid. The Lowest (L1) price bidder will be selected and entered into agreement with for delivery of the work.
- 7.4 RailTel reserves the right to accept or reject the response against this EOI, without assigning any reasons. The decision of RailTel is final and binding on the participants. The RailTel evaluation committee will determine whether the proposal/ information is complete in all respects and the decision of the evaluation committee shall be final. RailTel may at its discretion assign lead factor to the Business associate as per RailTel policy for shortlisting partner against this EOI.
- 7.5 All General requirement mentioned in the Technical Specifications are required to be complied. The solution proposed should be robust and scalable.

## 8. Payment terms

- 8.1 RailTel shall make payment to selected Business Associate after receiving payment from Customer for the agreed scope of work. In case of any penalty or deduction made by customer for the portion of work to be done by BA, same shall be passed on to Business Associate.

8.2 All payments by RailTel to the Partner will be made after the receipt of payment by RailTel from end Customer organization.

## 9 SLA

The selected bidder will be required to adhere to the SLA matrix if/as defined by the end Customer. SLA breach penalty will be applicable proportionately on the selected bidder, as specified by the end Customer. The SLA scoring and penalty deduction mechanism for in-scope of work area shall be followed as specified by the customer. All associated clarifications, responses to queries, revisions, addendum and corrigendum, associated Prime Services Agreement (PSA)/ MSA/ SLA also included. Any deduction by Customer from RailTel payments on account of SLA breach which is attributable to Partner will be passed on to the Partner proportionately based on its scope of work.

**Note: Depending on RailTel's business strategy RailTel may choose to work with Partner who is most likely to support in submitting a winning bid.**

## COMMERCIAL BID

### Commercial Bid format for GeM portal:

Sr. No.	Item Description	Amount in ₹ including all types of taxes (T1)
1.	Scanning, Digitization, and Microfilming for Archiving of Records, and/or Various Objects (Artifacts/Monuments/Any Other Object)	

### Note:

- Above table will be used for Commercial Bid evaluation (L1 position) purpose.
- L1 will be decided on total amount including all type of taxes (T1). Above quoted rates are valid for 180 days from the date of Work order.
- Bidder needs to quote composite rate i.e., CGST + SGST + CESS or IGST + CESS as the case may be.
- Any changes in Govt. Taxes / Duties would be applicable as on actual at the time of invoice processing.

### Price Break-up of T1:

- **For detailing of item wise price break-up of (T1)**, before online commercial bid opening, each technically qualified bidder has to compulsory submit the detailed cost break-up of T1 as per below format in a password protected file on e-mail address defined in the clause of Contact details.

**Annexure - I**

T1 Price break-up							
Sr. No.	Description	Unit	HSN code / SAC	Unit Rate	GST rate %	Tax AMT	Total Amt.
				(A)	(B)	(C) = AxB/100	(D) = (A + C)
1	Basic Unbound Paper Scanning	Per A4 size					
		Per A3 size					
		Per A2 size					
		Per A1 size					
2	Basic Bound Paper Scanning	Per A4 size					
		Per A3 size					
		Per A2 size					
		Per A1 size					
		Per A0 size					
3	Object Scanning	Per Hour					
4	Photogrammetry	Per Hour					
5	Drone Scanning	Per Hour					
6	Lidar Scanning	Per Hour					
7	Processing & Digitization Output as High Resolution 2D/3D Model/ Optimized 2D/3D Model for archiving/ 3D Model for preservation / Point Cloud/Presentation Video/VR Virtual Tour/Gigapixel Orthophoto Image	Per Hour					
8	Preservation and Archiving for 1000+ Years	Per MB					
9	Preservation and Archiving for 1000+ Years	Per Image					
Total in (₹)							

**NOTE:**

- 1) It is compulsory that quoted T1 amount shall be matched with summation amount of G of T1 Price break-up. Non-matching of both amounts will lead to bid rejection without assigning any reason.**
- 2) It is compulsory that bidder has to submit both above commercial in the mentioned format only. Deviation in format of any above-mentioned commercial will lead to bid rejection without assigning any reason.**

## Annexure I: OEM'S AUTHORIZATION FORMAT

(To be executed on Letter Head by OEM of Microfilm)

No: -

Dated: - XXXX

To,  
General Manager,  
RailTel Corporation of India Limited,  
15<sup>th</sup> Floor, GIFT Tower-1,  
Road-5, Zone-5C, GIFT City,  
Gandhinagar, Gujarat - 382355

**Subject: - Authorization to Solution Provider for service & support.**

Ref: E- Tender (No: GIPL/RC/Digitization-Data Preservation/22-23/06) issued for "Rate contract for scanning, Digitization, Microfilming for Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other Object) for GIPL and / or on behalf of its various clients (2<sup>nd</sup> attempt)."

Dear Sir,

This is with reference to referenced tender & subject. We, OEM, certify that **(Bidder Name)**, having their registered office at **(Bidder Address)** is an authorized partner to bid against your tender enquiry referred above and we shall provide full technological support.

As OEM, we assure to provide support & services to **(Bidder Name)** for storage of Digitized Data in both Analog and Digital Formats with OAIS Compliant Digital Repository with WORM Technology EMP Proof and fully searchable with a longevity of 1000+ Years from the date of bid submission by **(Bidder Name)** till contract completion period. Also, we, as OEM assure that quoted services are not **End of Life**, and we shall support the bidder in all respects till the completion of the Project.

Yours faithfully,

(Authorized Signatory)

Signature & Seal OEM

Name:

Designation:

Place:

Date:



## Annexure II: BIDDER INFORMATION SHEET & UNDERTAKING

### About the Company

Name of the Company:	
Postal Address (Regd. Office):	
Postal Address (Local Office):	
Constitution, Registration No./Date:	
Income Tax PAN No:	
GST Registration No.:	

### About the Authorized Signatory:

Name:		Designation:	
Office Address:		Email:	
Tel/Fax Nos:		Cell No:	

### Undertaking

On behalf of M/s..... (Name of bidder), I, undersigned, state that all information stated above as well as in other parts of our bid is true. I hereby undertake and agree to abide by all terms and conditions stipulated in this RFP including all addendum, corrigendum etc. Any deviation may result in disqualification of our bid. I also do hereby affirm and comply with all terms & conditions, technical specifications of products mentioned in RFP as well as all addendum, corrigendum etc. while performing contractual obligations relating to "Rate contract for scanning, Digitization, Microfilming for Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other Object) for GIPL and / or on behalf of its various clients (2<sup>nd</sup> attempt)". Also, I do affirm and assure that product proposed by us is complete and meeting all functional requirements in totality of project as stated in tender document.

Yours faithfully,

(Authorized Signatory) Signature  
& Seal of bidder

Name:

Designation:

Place:

Date:

### ANNEXURE III: BANK DETAILS OF BIDDER

(Please fill all information in block letters)

**NAME OF PARTY** :

**Details of Bank Account** :

(1) Name of the Bank :

(2) Branch & Address of Bank :

(3) MICR No. :

(4) Type of Bank Account (Savings/Current etc.) :

(5) Bank Account No. :

(6) PAN No. :

(7) IFSC Code No. :

***Along with cancel cheque copy of above account***

The above information of company's bank account is true & correct as per my knowledge.Yours faithfully,

(Authorized Signatory)  
Signature & Seal of bidder  
Name:  
Designation:  
Place:  
Date:

**ANNEXURE-IV: EARNEST MONEY DEPOSIT (EMD) BANK GUARANTEE FORMAT**

**(To be stamped in accordance with Stamp Act)**

Ref.....

Bank Guarantee No.....

Date.....

To,

General Manager,  
RailTel Corporation of India Limited,  
15<sup>th</sup> Floor, GIFT Tower-1,  
Road-5, Zone-5C, GIFT City,  
Gandhinagar, Gujarat - 382355

Dear Sir,

In accordance with E-Tender (No: GIPL/RC/Digitization-Data Preservation/22-23/06) issued for "Rate contract for scanning, Digitization, Micro filming for Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other Object) for GIPL and / or on behalf of its various clients", M/s. \_\_\_\_\_ having their Registered / Head Office at \_\_\_\_\_ (hereinafter called Tenderer) wish to participate in said tender.

As an irrevocable Bank Guarantee against Earnest Money for amount of \_\_\_\_\_ is required to be submitted by Tenderer as a condition precedent for participation in said tender which amount is liable to be forfeited on happening of any contingencies mentioned in Tender Document.

We, \_\_\_\_\_ Bank at \_\_\_\_\_ having our Head Office \_\_\_\_\_ (Local Address) guarantees and undertakes to pay immediately on demand without any recourse to tenderers by GIPL, the amount \_\_\_\_\_ without any reservation, protest, demur and recourse. Any such demand made by GIPL, shall be conclusive and binding on us irrespective of any dispute or difference raised by Tenderer.

This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_ [this date should be 240 days after the date finally set out for closing of tender] followed by 90 days of claim period. If any further extension of this guarantee is required, same shall be extended to such required period on receiving instructions from M/s. \_\_\_\_\_ whose \_\_\_\_\_ behalf this guarantee is issued.

In witness whereof Bank, through its authorized officer, has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 202\_ at \_\_\_\_\_.

WITNESS:

(SIGNATURE)  
(NAME)

(SIGNATURE)  
(NAME)

(OFFICIAL ADDRESS)

Designation with Bank Stamp

Attorney as per

Power of Attorney No. \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS FOR FURNISHING BID-GUARANTEE**

1. Bank Guarantee by bidders will be given on non-judicial stamping as per stamp duty applicable. The non-judicial stamping should be in name of issuing bank.
2. The expiry date as mentioned in bid document should be arrived at by adding 240 days after the date finally set out for closing of tender.
3. A letter from the issuing bank of requisite Bank Guarantee confirming that said bank guarantee / all future communication relating to Bank Guarantee shall be forwarded to **<<Client Name>>**.
4. Bidders must indicate full postal address of bank along with bank's E-mail / Fax from where the earnest money bond has been issued.

## ANNEXURE-V: SECURITY DEPOSIT FORMAT

### Proforma for Security Deposit—Unconditional

*[on stamping of appropriate value]*

[issued from a scheduled bank]

Date: \_\_\_\_\_

BG No: \_\_\_\_\_

*[Name of Contract]*

To: ***[Name and address of Purchaser]***

**Subject: Bank Guarantee No. *[insert]***

**WHEREAS, *[insert]*** a company incorporated under ***[insert]*** having its registered office at ***[insert]*** (hereinafter referred to as the “**Service Provider**” which expression shall unless repugnant to the context or meaning thereof include its successors and permitted assigns) have participated in e-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06 issued for “Rate contract for scanning, Digitization, Microfilming for Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other Object) for GIPL and / or on behalf of its various clients (2<sup>nd</sup> attempt)” and received letter ***[No: ]*** dated ***[insert]*** (hereinafter referred as “**LOI**”) from **GIPL** having its registered office at ***[insert]*** (hereinafter referred to as “**Purchaser**” which expression shall unless repugnant to context or meaning thereof include its successors and assigns).

**WHEREAS,** it has been stipulated under ***[Insert Clause no with Tender ID]*** that Service Provider is obliged to furnish to Purchaser an irrevocable, unconditional, first demand bank guarantee issued by specified Commercial institutions acceptable to Purchaser for a sum of Rupees ***[ Insert Guarantee amount]*** guaranteeing validity of Contract Price during Contract Price Validity Period and for the due performance by Service Provider of Contract Documents.

**AND WHEREAS, *[insert bank name]*** having its registered office at ***[insert]*** and a branch office at ***[insert name of city in India]*** India, hereinafter referred to as the “**Bank**” (which expression shall unless repugnant to context or meaning thereof be deemed to mean and include its successors), being a schedule bank in India and acceptable to Purchaser, has at the request of Service Provider agreed to issue this security deposit guarantee in favor of Purchaser.

### **NOW THEREFORE THIS BANK GUARANTEE WITNESSETH AS FOLLOWS:**

- (1) The Bank hereby undertakes pecuniary responsibility of Service Provider to Purchaser for the due performance of Contract and for payment of any

money by Service Provider to Purchaser and hereby issues in favor of Purchaser this irrevocable and unconditional performance and payment bank guarantee (hereinafter referred to as **“Guarantee”**) on behalf of Service Provider in amount of [ Insert Guarantee amount] (hereinafter referred to as **“Guarantee Amount”**).

- (2) The Bank for purpose hereof unconditionally and irrevocably undertakes to pay to Purchaser without any demur, reservation, cavil, protest or recourse; immediately on receipt of first written demand from Purchaser, any sum or sums (by way of one or more claims) not exceeding in aggregate the guarantee amount without Purchaser needing to prove or to show to Bank grounds or reasons for such demand for the sum specified therein and notwithstanding any dispute or difference between Purchaser and Service Provider in respect of performance of Contract or moneys payable by Service Provider to Purchaser or any matter whatsoever related thereto.
- (3) The Bank acknowledges that any such demand by Purchaser of amount payable by Bank to Purchaser shall be final, binding and conclusive evidence in respect of amount payable by Service Provider to Purchaser.
- (4) The Bank hereby waives necessity for Purchaser from demanding the aforesaid amount or any part thereof from Service Provider and also waives any right that Bank may have of first requiring Purchaser to pursue its legal remedies against Service Provider, before presenting any written demand to Bank for payment under this Guarantee.
- (5) The Bank further unconditionally agrees with Purchaser that Purchaser shall be at liberty, without Bank's consent and without affecting in any manner Bank's obligation under this Guarantee, from time to time, to:
  - (i) vary and / or modify any of terms and conditions of E-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06,
  - (ii) Extend and / or postpone time for performance of obligations of Service Provider under E-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06, or
  - (iii) Forbear or enforce any of rights exercisable by Purchaser against Service Provider under the terms and conditions of E-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06 and Bank shall not be relieved from its liability by reason of any such act or omission on part of Purchaser or any indulgence by Purchaser to Service Provider or other thing whatsoever which under the law relating to sureties would, but for this provision, have effect of relieving Bank of its obligations under this Guarantee.
- (6) The Bank's obligations under this Guarantee shall not be reduced by reason of any partial performance of E-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06. The Bank's obligations shall not be reduced by any failure by Purchaser to timely pay or perform any of its obligations under

E-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06.

- (7) Any payment made hereunder shall be made free and clear of and without deduction for, or on account of, any present or future taxes, levies, imposts, duties, charges, fees, commissions, deductions or withholdings of any nature whatsoever and by whomever imposed; and where any withholding on a payment is required
- (8) This Guarantee shall be a continuing bank guarantee and shall not be discharged by change in constitution of any member of Service Provider and Guarantee shall not be affected or discharged by liquidation, winding up, bankruptcy, reorganization, dissolution or insolvency of any member of Service Provider or any other circumstances whatsoever.
- (9) This Guarantee shall be in addition to and not in substitution or in derogation of any other security held by Purchaser to secure performance of obligations of Service Provider under E-tender No: GIPL/RC/Digitization-Data Preservation/22-23/06.
- (10) The Bank agrees that Purchaser at its option shall be entitled to enforce this Guarantee against surety, as a principal debtor in first instance without proceeding at first instance against Service Provider .
- (11) Without prejudice to any continuing liability to perform obligations under this Guarantee which have arisen prior thereto, Bank shall be released from any further obligations arising hereunder after [insert] (insert the date.).
- (12) Purchaser may assign this Guarantee to any person and in such case Purchaser shall inform Bank in writing. This Guarantee shall not be assigned or transferred by Bank.
- (13) This Guarantee shall be construed and interpreted in accordance with and governed by the laws of India, and courts at [Gandhinagar] shall have jurisdiction over all matters arising out of or relating to this Guarantee.
- (14) The Bank has power to issue this Guarantee in favor of Purchaser. The aggregate liability of Bank under this Guarantee shall not under any circumstance exceed Indian Rupees [insert] (insert an amount).
- (15) Notwithstanding anything contained herein, this Guarantee shall be valid up to expiry of Warranty Period (including any extensions thereof, written notice of which shall be provided to Bank). A written claim or demand shall be served upon us on or before the said date, after which this Guarantee shall become null and void.
- (16) No action, event or condition which by any Applicable Law should operate to discharge Bank from liability hereunder shall have any effect and Bank hereby waives any right it may have to apply such law, so that in all respects its liability hereunder shall be irrevocable and, except as stated herein, unconditional in all respects.
- (17) Capitalized terms not otherwise defined herein shall have their respective meanings given such terms set forth in the Contract.

**IN WITNESS WHEREOF** the Bank, through its authorized officer, has set its hand and stamp on this *[insert]* day of *[insert]* 202\_\_

(Signature)  
*[insert name of signatory]* *[insert designation of signatory]*  
**(Duly authorized representative) Vide power of attorney No. *[insert]***Dated *[insert]*  
Witness  
*[insert]*  
*[insert]*



## ANNEXURE VI: INSTRUCTIONS FOR BIDDERS FOR TECHNICAL BID

### 6.1 Bid Covering Letter

Date: <DD/MM/YYYY>

To

General Manager,  
RailTel Corporation of India Limited,  
15<sup>th</sup> Floor, GIFT Tower-1,  
Road-5, Zone-5C, GIFT City,  
Gandhinagar, Gujarat - 382355

**Subject: Technical proposal submission.**

Ref: **E- Tender No: GIPL/RC/Digitization-Data Preservation/22-23/06**  
dated

<DD/MM/YYYY> issued for “**Rate contract for scanning, Digitization, Microfilming for Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other Object) for GIPL and / or on behalf of its various clients (2<sup>nd</sup> attempt).**”

Kind Attn: Chief Executive Officer

Dear Sir,

Having examined referenced tender document, receipt of which is hereby duly acknowledged, we, undersigned, offer to provide materials & professional services as required and outlined in referenced tender document.

We attach hereto our responses to pre-qualification requirements and technical proposals as required by referenced tender document. We confirm that information contained in these responses or any part thereof, including exhibits, and other documents and instruments delivered or to be delivered to GIPL is true, accurate, verifiable and complete. This response includes all information necessary to ensure that statements therein do not in whole or in part mislead department in its short-listing process.

We fully understand and agree to comply that on verification, if any of information provided here is found to be misleading selection process, we are liable to be dismissed from selection process or termination of contract during contract period, if selected to do so.

We agree for unconditional acceptance of all terms and conditions set out in referenced tender document and also agree to abide by this tender response for a period of 180 days from date fixed for bid submission. We hereby declare that in case contract is awarded to us, we shall submit contract performance guarantee bond in form prescribed in the referenced tender document.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve right in absolute sense to reject all or any of products / services specified in referenced tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company / corporation / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

\_\_\_\_\_  
Signature of Authorized Signatory (with official seal)

Name :  
Designation :  
Place :  
Date :

## 6.2 **FORMAT FOR SELF DECLARATION – NO BLACKLISTING CERTIFICATE**

No:

Date: <DD/MM/YYYY>

To,

General Manager,  
RailTel Corporation of India Limited,  
15<sup>th</sup> Floor, GIFT Tower-1,  
Road-5, Zone-5C, GIFT City,  
Gandhinagar, Gujarat - 382355

Ref: **E- Tender No: GIPL/RC/Digitization-Data Preservation/22-23/06** dated <DD/MM/YYYY> issued for **“Rate contract for scanning, Digitization, Microfilming for Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other Object) for GIPL and / or on behalf of its various clients (2<sup>nd</sup> attempt).”**

Kind Attn: Chief Executive Officer

Dear Sir,

In response to the referenced tender, as an owner / partner / director of \_\_\_\_\_, I/ We hereby declare that presently our company / firm

\_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU in India.

We further declare that presently our company/firm \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons of corrupt and fraudulent practices by any State/Central Government/ PSU in India on the date of Bid submission.

We further declare that presently our company/firm \_\_\_\_\_ is not blacklisted by any State/Central Government/ PSU in India for supply, installation, testing, commissioning & maintenance of materials / services mentioned in this tender document & carrying out operations and maintenance work of said materials / services as on date of Bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security (either in form of EMD / Security deposit) may be forfeited in full and our bid if any to the extent accepted may be cancelled.

Yours Sincerely,

(Authorized Signatory)  
Signature & Seal of bidder  
Name:

Designation:

Place:

Date:

**ANNEXURE VII: Format of Affidavit [To be submitted physically on Stamp paper]**

(To be submitted IN ORIGINAL on Non-Judicial Stamping of Rs 300/- duly attested byMagistrate /  
Notary)

To,  
General Manager,  
RailTel Corporation of India Limited,  
15<sup>th</sup> Floor, GIFT Tower-1,  
Road-5, Zone-5C, GIFT City,  
Gandhinagar, Gujarat - 382355

Ref: E- Tender No: GIPL/RC/Digitization-Data Preservation/22-23/06 dated  
<DD/MM/YYYY> issued for “**Rate contract for scanning, Digitization, Microfilming for  
Archiving of Records, and / or various objects (Artifacts / Monuments / Any Other  
Object) for GIPL and / or on behalf of its various clients (2<sup>nd</sup> attempt).**”

Kind Attn: Chief Executive Officer

I/We, \_\_\_\_\_, age \_\_\_\_\_ years residing at  
\_\_\_\_\_ in capacity of \_\_\_\_\_ M/s.  
\_\_\_\_\_ hereby solemnlyaffirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all pages of referenced E- Tender, have been read carefullyand understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I / We have submitted following Certificates / Documents for Pre-Qualification Criteria, Technical Evaluation as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	

3. All Certificates / Permissions / Documents / Permits / Affidavits are valid as on date and have not been withdrawn / cancelled by concerned issuing authority.
4. It is clearly and distinctly understood by me that our bid is liable to be rejected if on scrutiny at any time, any of the required Certificates / Permissions / Documents / Permits / Affidavits is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect.
5. I / We further undertake to produce on demand the original Certificate / Permission /

Documents / Permits for verification at any stage during bid evaluation process / contract period as well as at any time asked to produce.

6. I / We also understand that failure to produce the documents in "Prescribed Performa" (wherever applicable) as well as failure to give requisite information in the prescribed Performa may result in to rejection of our bid.
7. I / We confirm that I / We have meticulously filled in, checked and verified documents/ certificates / permissions / permits / affidavits / information etc. enclosed in our bid from every aspect and same are enclosed in order (i.e., in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with help of "marker pen" as required.
8. The above certificates / documents are enclosed separately and not on the Performa printed from tender document.
9. I / We say and submit that Permanent Account Number (PAN) given by the Income Tax Department is \_\_\_\_\_, which is issued in name of \_\_\_\_\_.
10. I / We understand that giving wrong information on oath amounts to forgery and perjury and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to reject our bid / terminate contract at any stage including forfeiture of our EMD / SD / Cancel the award of contract. In this event, your office reserves right to take legal action on me/us.
11. I / We have physically signed & stamped all above documents along with copy of tender documents (page no.\_to\_).
12. I / We hereby confirm that all our quoted items meet or exceed requirements and are absolutely compliment with specifications mentioned in tender document.
13. My / Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
14. I / We hereby commit that we have paid all outstanding amounts of dues/taxes/cess/ charges/fees with interest and penalty.
15. In case of breach of any tender terms and conditions or deviation from tender specifications other than already specified as mentioned above, decision of your company / Committee for disqualification / termination will be accepted by us without any objection.

Whatever stated above is true and correct to the best of my knowledge and belief.

(Authorized Signatory)

Signature & Seal of bidder

Name:

Designation:

Place:  
Date: