



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

No.39-ADMN(1)/TDR/2020

19.10.2020

TENDER DOCUMENT FOR OFF-SITE RECORD MANAGEMENT

Directorate General of Shipping
9th floor, BETA Building,
I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg(E),
Mumbai-400 042
Telephone: 022-25752040/1/2/3
Email: dgship-dgs@nic.in
GST NO: MUMD13139A

TABLE OF CONTENTS

<u>SECTION I</u>
RECORD MANAGEMENT INTRODUCTION
PROPOSAL FORMAT AND SUBMISSION PROCEDURE
BID DETAILS
INSTRUCTIONS TO BIDDERS
<u>SECTION II</u>
SCOPE OF WORK
COLLECTION
CATALOGUING
TRANSPORT
RETRIEVAL OF RECORD
REPORTS
RETENTION OF RECORD
DESTRUCTION/PERMANENT RETRIEVAL OF UNWANTED/TIME BARRED RECORDS
ONLINE ACCESS
IMPROVEMENTS IN PROCESSES
MIGRATION OF DIRECTORATE GENERAL OF SHIPPING (DGS) RECORD MANAGEMENT DATA
PRE-QUALIFICATION CRITERIA (MANDATORY)
BID EARNEST MONEY (REFUNDABLE)
FORFEITURE OF EARNEST MONEY
DEADLINE FOR SUBMISSION OF BIDS
MODIFICATION AND/OR WITHDRAWAL OF BIDS
BID OPENING AND EVALUATION
PRELIMINARY EXAMINATION
DG'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS
SIGNING OF CONTRACT
GOVERNING LAW AND DISPUTES(APPLICABLE IN CASE OF SUCCESSFUL SERVICE PROVIDER
ASSIGNMENT AND SUBLETTING
AUDIT REQUIREMENTS
TECHNICAL BID EVALUATION CRITERIA
PAYMENT TERMS
INITIAL SECURITY DEPOSIT
BIDDING DOCUMENT
CORRECTION OF ERRORS
AMENDMENT OF BIDDING DOCUMENTS
AUDIT
PENALTIES
LIQUIDATED DAMAGES
PRICE AND VALIDITY
CANCELLATION CLAUSE

SECTION III**BID FORMATS**

Form 1 - Service Provider's Proposal Letter

Form 2 - Service Provider's Authorization Certificate

Form 3 – Technical Bid Format

Form 4 - Work Experience Certificate

Form 5 - Self Declaration

Form 6 - Certificate of Conformity

Form 7-Financial Details as per Audited Accounts

Form 8 - Commercial Bid Format

SECTION-I

RECORD MANAGEMENT INTRODUCTION

The Directorate General of Shipping is an attached office of the Ministry of Shipping, Govt. of India and deals with all executive matters, relating to merchant shipping having its office at 9th floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg(E), Mumbai-400 042.

The purpose is to invite Proposals from experienced service providers of repute and credentials for providing the facility of Centralized Records storage Centre (Records Management) at **DGS required Location at Mumbai, Navi Mumbai**.

Technical and Financial bids are invited from service providers **on open 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 files (physical documents) of this office in good conditions and maintain computerized catalogue for easy retrieval of records and supply of original records / catalogue as and when demanded by the office and destruction of current records/documents as per this office instructions etc at RSC. RSC should include email, 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/ destruction from the identified locations/ centers.

PROPOSAL FORMAT AND SUBMISSION PROCEDURE

Submission of Tender shall through Central Public Procurement Portal (e-procurement) only **Two Bid System** shall be strictly followed. Technical and Financial bids have to be submitted separately.

Each individual Service Provider has to necessarily fulfill the eligibility criteria stipulated and 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 Site visit by the Evaluation Committee.

Stage -3 Opening of Financial Bid.

Service Providers have to qualify in Stage 1 & 2, to be eligible for consideration for Stage 3.

BID DETAILS

Sl. No.	Item	Reference Form
	PART – A	
	Technical Bid Documents to be submitted	
	Earnest Money Deposit (DD for Rs. 39000/-)	
	Copy of Certificate of Incorporation	
	Copy of E. S. I. C . Registration	
	Copy of P. F. Registration	
	Copy of Shops & Establishment Registration	
	Copy of Insurance Policy for Storage Areas	
	Service Provider's Proposal Letter	Form 1
	Service Provider's Authorization Certificate	Form 2
	Technical Bid Format	Form 3
	The documents establishing Service Provider's experience, eligibility and qualification requirements	Form 4
	Self-Declaration certificate as required	Form 5
	Certificate of Conformity as required	Form 6
	Financial information about the Service Provider	Form 7
	PART – B	
B	Financial Proposal	Form 8

INSTRUCTIONS TO BIDDERS

Sl. No.	Particulars	Details
1.	Date of issue of tender document	19.10. 2020
2.	Site visit (Nau Bhavan) by bidders for inspections of records / files	From 21.10.2020 to 04.11.2020
3	Last date for submission of queries through email	27.10. 2020
4	Pre-bid Meeting Date & Time (By on-line)	29.10.2020 at 1500 hours
5	Date of issue of clarifications by Corrigendum	03.11.2020
6	Last date & Time For submission of Bids	10.11.2020 at – 1400 hours
7	Date & Time of opening of Technical Bid	12.11.2020 – 1100 hours
8	Date & Time of opening of Commercial Bid	To be notified at a later date after the technical evaluation is completed. Shortlisted Service providers shall be notified through email.
9	Place of opening of Bids	Directorate General of Shipping 9 th floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg(E), Mumbai-400 042
10	Address of Communication.	As per details given in item sl. No,9
11	Earnest Money Deposit	Rs. 39000/- (refundable) in the form of DD in favour of DG Shipping, Mumbai payable at Mumbai. The DD shall be submitted by person or by post to Administration branch at the address mentioned at sl. No.9.

12	Contact for any queries	Shri D.S.R. Satyaprakash Senior Hydrographic Surveyor 09833413114 shsmpso-ship@gov.in Shri Rajesh Kumar Asstt. Hydrographic Surveyor 09867641440 rajeshkumar-dgs@nic.in
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Note

- Bids will be opened in the presence of Service Providers' authorized representative choose to attend as above.
- Technical Bids without the relevant documents and DD shall be rejected.
- Commercial bid should contain only the duly filled price quotation.
- Pre-bid Meeting and Clarifications:
 A pre-bid meeting shall be held online or in the office of the Directorate General of Shipping 9th floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg(E), Mumbai-400 042

Prospective bidders may send their queries, if any to shsmpso-ship@gov.in and rajeshkumar-dgs@nic.in latest by **27.10.2020**. The same shall be clarified in the meeting and by issuance of corrigendum.

Queries if any, received after the due date shall not be entertained and no clarification shall be provided for the same.



(D.S.R. Satyaprakash)
 Senior Hydrographic Surveyor(Admn)

SECTION – II

SCOPE OF WORK

COLLECTION

The Service Provider will visit the site at Nau Bhavan Building, Ground Floor, Ballard Estate, Mumbai-400 001 for collection of non-current record/ documents in physical form i.e. flat files, box files, bounded files, registers, ledgers, books etc. for storage at RSC in a time bound program which will be decided mutually. The requirement includes the packing of boxes and indexing of contents and all other works in this connection. The Service provider shall carry out collection on specific authority or instructions of this office in writing/mail. This office will provide a soft copy of list of records to be collected.

Acknowledgments of the records i.e. flat files, box files, bounded files, registers, ledgers, books etc with description. in each box /container are to be given to the concerned Department at the time of pickup. The service provider shall give the soft copy and hard copy of list of inventory.

CATALOGUING :

The Service provider will arrange and catalogue this office's records and prepare inventory using bar code technology. Bar codes are to be securely fixed on each carton and its each and every content (flat files, box files, bounded files, registers, ledgers, books etc) to prevent any loss during storage or removal/ retrieval. Acknowledgments of the records giving the number of box/ cartons with description and number of flat files, box files, bounded files, registers, ledgers, books etc in each box/ carton are to be given to the concerned Department at the time of pickup. Thereafter the Service Provider shall provide 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 non-current records, as provided by the DGS from the premises at Nau Bhavan, Mumbai- 400 001 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.

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 e-mails from the authorized officials of this office. Retrieval shall mean delivery to this office's premises at different locations.

TURN-AROUND-TIME (TAT)

Nature of Retrievals	Turn-Around-Time (TAT)
Ordinary Retrievals	All requests by e-mail received by 5 P.M. will be delivered by the next working day (24 hrs.TAT)
Urgent Retrievals	All requests by e-mail received by 12.00 noon will be delivered same day. (A maximum request of 25 files be entertained at one time. For request over & above this, the delivery will be on best effort basis)
Bulk/ Project Retrievals	As communicated by the DGS at the time of assigning the task (with mutual consent)

REPORTS

The Service Provider is required to provide the Department wise reports as per this office requirement and periodicity to the designated offices.

- (a) Total number and details of records of this office being Stored at RSC.
- (b) Total number and details of this office's records retrieved (delivered) during a period.
- (c) Total number and details of this office's records returned by the Company.
- (d) Total number and details of this office's records destroyed.

RETENTION OF RECORDS

The Service Provider will retain and maintain the records as per the instructions of this office. No records shall be destroyed unless reviewed by Directorate and approved for destruction.

DESTRUCTION/ PERMANENT RETRIEVAL OF UNWANTED/TIME BARRED RECORDS

- At the beginning of each quarter (January, April, July, October), the Service Provider will prepare the List of records, which have outlived their retention period in terms of Records Maintenance Policy and inform the concerned branch/office and seek their written consent for destruction.
- Unless there are instructions to the contrary, non-current records meant for destruction will be shredded / burnt in the presence of authorized officials.
- Records, which are not of confidential nature, may be sold, after shredding, to a chemical furnace or paper mill for burning or converting into pulp.
- Mode, date of destruction and details of official authorized will be recorded in the system against each relevant item.
- Amount earned at RSC on account of selling record to the paper mill/scrap dealer for converting into pulp, will be credited to this office's account.

ON-LINE ACCESS

The Service Provider's software should be capable of providing on line web based access of their system to the DGS for making request for retrieval of Documents through this system.

IMPROVEMENTS IN PROCESSES

This office will be open to any up gradation/improvement in the system/processes which will Management at its sole discretion.

MIGRATION OF THIS OFFICE'S RECORD MANAGEMENT DATA-

This office plans to use the RMS system available with the Service Provider. However, in case the organisation decides to use its own RMS system in future, the Service provider should provide necessary data to this office for facilitation of such migration.

PRE- QUALIFICATION CRITERIA (MANDATORY)

To qualify for submission of the bid, each Service Provider must meet all of the following pre-qualification criteria in their Technical Bid to be considered eligible:

1. The bidder should be located in Mumbai, Navi Mumbai for **the past 3 years**. Self-attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address at Mumbai, Navi Mumbai evidencing its location in the last 3 years as on 31.3.2020.
The Service Provider may be a Government Organization / PSU/ PSE/ Private/ Public Limited Indian Company/ Others including partnership firm, sole proprietorship under Indian Laws. The Service Provider shall submit the Certificate of Incorporation / Registration along with the Technical Bid in respect of this requirement. Partnership firm should provide partnership deed with details of authorized signatories
2. **The Service Provider must have minimum 3 years of experience in India of storing and managing physical records aggregating from at least one PSU or Govt. Company. Certificate of satisfactory performance from the clients to be enclosed.**
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 5).
4. There should have been no damage to records at any existing facility due to FIRE. A Self- declaration Certificate should be enclosed (Form 5). The service provider should have adequate provision of fire control / fire safety door etc. for safety of records.
5. The Service Provider must have aggregate space of at least 10,000 sft. exclusively for storing approximately 1,00,000 flat files, box files, bounded files, registers, ledgers, books etc.
6. Title of Space acquired by the Service Provider must be legally managed by Service Provider only. Subcontracting the work is not permitted. Title of space must be clear and it must be free from any encumbrances. Service Provider must certify that all legal & technical formalities are completed for this storage space.

7. The Service Provider must have PAN and GST Registration. Photocopies of valid Registration must be furnished with the Technical Bid.
8. The Service Provider must have E.S.I.C. and P.F. registration if applicable. Photocopies of valid registrations must be furnished with the Technical Bid.
9. Service Provider must certify that proper Shops & Establishment licenses are acquired and able to produce whenever required by this office. Photocopies of valid registrations and license must be furnished with the Technical Bid.
10. Storage area must 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 must be furnished with the Technical Bid.
11. Storage facilities must be locked and guarded 24X7. No unauthorized personnel can be allowed access to this office's records at any time. Access be controlled by card based/biometrics electronic access control system and a record kept on register of personnel and material entering and leaving the secured area.
12. All documents and records, and the information contained therein, provided to the service provider related to or for the purposes of this contract shall be treated as the confidential. The Contractor shall take all necessary steps to ensure that the documents and records, or any information contained therein, are not copies, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than authorized personnel. The service provider shall ensure that only its authorized employees are given access to the said documents or records and that these employees treat these documents and records, and the information contained therein, as confidential.

Confidentiality refers to the attribute that information must not be disclosed to unauthorized individuals, because of the resulting injury to national or other interests, and does not refer to the security classification assigned to our information.

13. CCTV monitoring of the area with recording for minimum 30 days is essential. The vendor should have documentation of Business Continuity Plan, Disaster Recovery Plan.
14. VESDA or Aspiration Fire detecting System.
15. The Service Provider should have implemented a Comprehensive Records Management Software and with the ability to customize the process with access to the source code of the software.
16. The storage must be dust resistant / dampness proof and forming a seal against airborne particles.
17. Records data on SQL/RDBMS Database.
18. In house IT server setup with Firewalls & Anti Virus plus online access.

STORAGE

The Service Provider will provide RSC satisfying the following minimum requirements on individual basis for this office.

- The building/structures for storage facility should be a permanent construction preferably on a three feet plinth with strong and corrosion resistant modern roofing, especially designed to protect this office's records from fire, theft, dust and termite, and having proper drainage provision.
- No leakage from water pipes sprinklers, mechanical installations, roots, drains, or any their source of water ingress.

- Fire protection system to include Fire alarm system, Fire Extinguishers, Fire hydrant, including modular extinguishers, in accordance with relevant local standards should exist. The Service Provider's staff should be adequately trained in handling fire equipments.
- 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.
- 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
- Service Providers are required to use any racking system of reputed company.
- The Service Provider is required to operate the facility of storage of non-current records of this office in accordance with local legislative requirement in respect of health and safety legislation, employment law, fire safety law, relevant building codes.
- The Records Storage Centre Premises where are DGS Records are going to be kept, should be certified by a competent engineer / firm on the Dead Weight Bearing & Structural Stability aspects. A copy of the certificate should be attached along with Technical Bid.
- This office representative / security official reserves the right to inspect the RSC to confirm compliance at any time, with prior notice.

BID EARNEST MONEY (REFUNDABLE)

Earnest Money Deposit : Rs. 39000 (refundable)

Bid Earnest Money of Rs. 39000/- (Rupees Thirty Nine Thousand Only) (REFUNDABLE), in the form of Demand Draft issued by a Bank favoring DG Shipping, Mumbai payable at Mumbai must be submitted along with the Technical offer. This amount will be forfeited if the service provider refuses to accept work order or having accepted the work order, or fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Bid Earnest Money will not be accepted. No interest will be payable on the Bid Earnest Money amount.

The Bid Earnest Money must be submitted along with technical offer. In the event of non-submission of the Bid Earnest Money, the proposal will be rejected. The Bid Earnest Money will be refunded to the unsuccessful bidders only after the completion of the bid process without interest.

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 fails to commence the work and fresh Security Deposit as per work order within the time prescribed.

DEADLINE FOR SUBMISSION OF BIDS

Directorate General of Shipping shall receive the tender Document as per schedule. This office 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 modifications will be permitted. No correspondence in this regard will be entertained. No Service Providers 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

This office 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 the attendance. In the event of the specified date of bid opening declared a holiday, the bids shall be opened at the appointed time and place on next working day.

The commercial bid shall be opened in the presence of Service Providers' representatives, who qualify as per the technical and other qualification criteria. Date of opening shall be indicated after finalizing the technical eligibility.

PRELIMINARY EXAMINATION

This office 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. This office will reject the bid determined as not substantially responsive.

This office 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 this office in the Service Provider's bid Evaluation of bid comparison or contract award decision may result in the rejection of the Service Providers' bid. DG Shipping's decision will be final and without prejudice and will be binding on all parties.

DG SHIPPING RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

This office 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 such action.

SIGNING OF CONTRACT

The successful Service Provider(s) shall be required to enter into a contract with this office, within such period as may be specified by this office.

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 a period of THREE years unless terminated by this office before that date.

The Service Provider(s) will be liable for damage, loss incurred by this office due to the misconduct, non-performance, breach of duties and obligations, negligence, fraud wilful default or omission on the part of the Service Provider(s) subject to limitation of liability specified in the contract signed by both parties.

The Service Provider(s) will be liable for failing to carry out any of its obligations under the above contract including any and all acts and omissions of its subcontractors, Act of God, war, civil commotion, fire, flood, any government action or intervention and sudden change in political situation, strike or labour dispute and/or any other situation, and will not be liable for causes or contingencies beyond its reasonable control.

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, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/s shall give a reasonable award. Any appeal will be subject to the exclusive jurisdiction of Honorable Courts at Mumbai.

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

ASSIGNMENT & SUB LETTING

The Service Provider shall not assign/ sublet, in whole or in part, its obligations to perform under the contract, except with this office prior written consent.

TECHNICAL BID EVALUATION CRITERIA

This office shall constitute an Evaluation Committee (EC), which shall carry out the entire evaluation process. The technical bids evaluation process would focus on the ability of Service provider to satisfy technical requirements of the assignment, quality assurance procedures and experience of safekeeping of records. Technical proposals will be evaluated based on the criteria mentioned in Form Nos.3, 4 & 7. Member(s) of this office Evaluation Committee (EC) will visit one or more Records Storage centers of pre-qualified Service Providers to verify these criteria.

PAYMENT TERMS

Payment will be released on quarterly basis after successful collection, transportation, storage, retrieval, certified destruction and permanent retrieval of physical records as per certification by the authorized person of the concerned department of Head Office.

PERFORMANCE SECURITY DEPOSIT : The service provider shall submit security deposit in the form of bank guarantee equivalent to 10% of the quoted value valid for the entire contract period plus 60 days.

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.

All documents should be numbered, signed and stamped by the bidder on each page.

CORRECTION OF ERRORS

Financial Bids determined to be substantially responsive will be checked by the Bidding Authority. 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 8) 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 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

There should be computerized facility to track record while it is away from the original storage area. Movement of records should adhere to the policy defined by this office and elaborated in Section-II under Retrieval of Records.

There shall be periodic internal/external audits to ensure that all processes are performed as per policy defined and required by this office.

There should also be facility for third party audit or its representative.

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

- Records added per day/week/fortnight/month.
- Records edited/ updated/ deleted per day/week /fortnight/month.
- Failed Transactions or unauthorized access or disapproved records on the basis of quality, etc.
- 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 and password authentication by DGS. The data base tables which contain the audit trails need to be encrypted so the direct retrieval of audit trail data from the database outside of the Solution system is not possible.

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 for 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 the DGS, the DGS shall without prejudice to its other remedies under the contract forfeit the Initial Security Deposit either in part or full. This office 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 the proposal should be in accordance with the terms as specified in bidding documents.

The rates quoted by the bidders shall be valid throughout the period of contract and requests to increase the rates for any head during the currency of the contract shall not be considered.

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.

From among the technically qualified bidders, the Bidder quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.

CANCELLATION CLAUSE

The contract may be cancelled by giving SIX months cancellation notice by the DG Shipping in writing.



(D.S.R. Satyaprakash)
Senior Hydrographic Surveyor(Admn)

SECTION III

BID FORMATS

FORM 1: SERVICE PROVIDER'S PROPOSAL LETTER

(Letter to be submitted by Service Provider

on their Company's letterhead) Date:

To

The Directorate General of Shipping
9th floor, BETA Building,
I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg(E),
Mumbai-400 042

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 the DG Shipping to do so, a contract/agreement.

We understand that the DG Shipping is not bound to accept the lowest or any bid received, and the company 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:

Contact No :

FORM 2: SERVICE PROVIDER'S AUTHORIZATION CERTIFICATE

Date:

To
The Directorate General of Shipping
9th floor, BETA Building,
I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg(E),
Mumbai-400 042

<Service Provider's Name>

<Designation>

is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender
of reference <Tender No. & Date>

He is also authorized to attend meetings & submit technical & commercial information as may be
required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory

<Company Name>

Seal

FORM 3: BIDDER DETAILS FORM CUM TECHNICAL BID**TO BE FURNISHED ON THE BIDDER LETTER HEAD**

S.No	Description	Information
1	Name of Tendering Service Provider	
2	Details of Earnest Money Deposit	DD No. date of Rs. _____/- drawn on Bank
3	Name of Director/ Partner	1. 2.
4	Authorized signatories	
5	Full Address of Registered Office: Contact Person Telephone No. : FAX No. : E-Mail Address :	
6	Full address of Operating Branch/Office at Mumbai : Contact Person: Telephone No. : FAX No. E-Mail Address :	
7	Full address of Storage Place at Mumbai Contact Person: Telephone No. : FAX No.: E-Mail Address	

		To be filled in by tendered	Attach documents as annexures **	
			Annexure No.*	Page No.*
8	The bidder should be located in Mumbai, Navi Mumbai for the past 3 years .			
9	The Service Provider shall be a Government Organization / PSU/ PSE/ Private/ Public Limited Indian Company/ Others/ Partner or sole proprietor under Indian Laws.(attach documents as per condition)			
10	The Bidder should have minimum three years' experience as on 31.3.2020 in doing similar nature of work. (attach certificate as per condition)	FORM NO.4		
11	Must have a valid Shop & Establishment license as on date. (attach certificate)			
12	Financial Details as per Audited Accounts for last 3 years 2017-18, 2018-19 and 2019-20	FORM NO.7		
13	Bank account should be in the name of the Bidding company / Firm [Attach a copy of Bank Statement for the last two months i.e. February & March 2020]			
14	Should have valid PAN and GST registration no			
15	They should be registered with appropriate authorities under Employees Provident Fund, Employees State Insurance Act and the Contract Labour (Regulation and Abolition Act)			
16	Should not have been blacklisted.	FORM NO.5		

** Note : Refer to Pre-qualification criteria and attach the required documents

17. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Name:

Office
Seal
Date:
Place:

FORM 4 : WORKING EXPERIENCE CERTIFICATE**Name of the film**

S.No	Name of the PSU/Govt./ Pvt. Co./ Bank for whom the Service Provider is providing Record Storage Services.	Start Date	Valid Till	No. of years serviced	Current volume of records stored (in cft.)
1					
2					
3					
4					
5					
6					
7					
	TOTAL				

Date:

Place:

Signature of the Service provider:

FORM 5: SELF DECLARATION

Ref: Date:

To,
The Directorate General of Shipping,
9th floor, BETA Building,
I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg(E),
Mumbai-400 042

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 existing facility
due to FIRE.

Name of the Service Provider:

Signature:

Seal of the Company:

FORM 6: CERTIFICATE OF CONFORMITY

Date:

To,

The Directorate General of Shipping
9th floor, BETA Building,
I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg(E),
Mumbai-400 042

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.

Signature:

Name:

Designation:

Seal:

FORM 7: FINANCIAL DETAILS AS PER AUDITED ACCOUNTS

Years	FY 2017-18		FY 2018-19		FY 2019-20		Average Turnover	
	Total	From Record Storage Services	Total	From Record Storage Services	Total	From Record Storage Services	Total	From Record Storage Services

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 8: COMMERCIAL BID FORMAT

One Time Charges	Rate [A]	Approx. Quantity [B]	Total cost [A X B]
NORMAL FILES: a) File size – 10.5" x 14" x 1.5" b) No of files for storage – <u>18598</u> c) No of Files per Box - _____ rounded figure d) No of Boxes required = $b/c =$ _____ boxes BOX FILES/BoundedFiles/Registers: e) File size – 10.5" x 14" x 3.5" f) No of files for storage – <u>478</u> g) No of Files per Box - _____ rounded figure h) No of Boxes required = $f/g =$ _____ boxes i) TOTAL NO OF BOXES REQUIRED – d+h = _____ boxes			
Details	Rate in Rs.	Quantity	Amount in Rs.
Cost of Box	Rs. _____ per box	_____ boxes as per i above)	
Bar code and Indexing charges for the Boxes	Rs. _____ per box	_____ boxes as per i) above	
Bar code and Indexing charges for the files	Rs. _____ per file	19076 files	
Transportation charges per box		_____ boxes as per i) above	
TOTAL ONE TIME CHARGE [A]			
STORAGE PRICE Monthly charges			
Storage charges – per file	Rs. _____ per month	19076 files	
TOTAL FOR 3 YEARS (per month x 36) [B]			
SERVICES PRICE (including Transportation) Monthly charges			
Retrieval charges, Normal within 24 hours [per file, etc.]	Rs. _____ per file	10 files	

Retrieval charges, Urgent (same day delivery if request placed before 10:30 a.m) – per flat file, per box file, per register etc. –	Rs._____per file	50 files	
Refile, File to storage [per flat file, per box file]	Rs._____per file	50 files	
Permanent Retrieval, [per flat file, per box file, per register etc.]	Rs._____per file	10 files	
New file storage (Normal file)	Rs._____per file	100	
New file storage (Box file)	Rs._____per file	25	
TOTAL FOR 3 YEARS (per month x 36) [C]			
OTHER CHARGES			
Bulk/Project Scanning: [per page] – Per year	Rs._____per page	1000 pages	
TOTAL [D]			
GRAND TOTAL [A+B+C+D]=			
Destruction, [per flat file, per box file, etc.) - PER YEAR	Rate only	Rs____per file	

Notes:

1. The above quantities are purely illustrative & do not represent any minimum volume guarantee by DGS. Actual quantity may vary depending upon DGS's requirement
2. Service Provider must quote for all items.
3. Price quoted should be exclusive of GST.
4. For the purpose of arriving at L1, the above charges are taken into account. However the charges towards the same will be paid on actual usage only.

Signature

Name

Designation

Seal