

SEAFARERS WELFARE FUND SOCIETY

(Autonomous Body of Ministry of Ports, Shipping and Waterways Government of India)
(Registered Charitable Trust-Regn. No.F/1364/BOM)
Nau Bhavan Building, Ground Floor, R. K. Marg, Ballard Estate, Mumbai-400 001
T.No. 20826980, 22626981, Email-swfs1966@gmail.com

TENDER NOTICE

TENDER REFERENCE NO: 7-SWFS (1)/2014 TENDER-4- OF 2021

DATE OF ISSUE OF TENDER DOCUMENT: **25/03/2021**

LAST DATE FOR RECEIPT OF TENDER DOCUMENT: **14/04/2021** at **16.00** hrs.

PLACE OF OPENING OF THE TENDERS: **Seafarers Welfare Fund Society, Nau Bhavan, Gr. Floor,
R. Kamani Marg, Ballard Estate, Mumbai – 400 001.**

Sub: Tender for “Digitalization of old records of SWFS”

With reference to our tender notice for Digitalization of old records of SWFS, sealed quotations are invited from reputed Registered companies/firms, on following terms and conditions.

The details of Digitalization work is as under:-

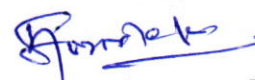
Sl. No.	Item Description	Quantity (approx.)	Remarks
1.	Scanning of pages/documents	2.20 lacs pages	Black & White scanning of printed / handwritten documents in Tiff / PDF / JPEG format File (300 dpi) page size – A3 / A4/legal.

The quotations are to be submitted in two parts i.e., Technical Bid and Financial Bid in separate sealed envelopes contained in a single big envelope. The sealed cover should be marked on the top as **“Quotation for Digitalization of old records of SWFS” (Tender Notice No. 7-SWFS (1)/2014 TENDER-4 OF 2020)**

Intended parties are requested to quote their rates in respect of the above mentioned job subject to the fulfillment of the terms and conditions mentioned below:-

1. The firm should have at least three years experience and should not be blacklisted by any Government Department/Ministry.
2. Rate of Digitalization of old records of SWFS will be binding on the bidder for a period of “six months” from the award of contract. The job is to be completed within 2 months from the date of award of contract.

3. An Earnest Money of Rs. 50,000/-(Rs. Fifty thousand only), in the form of Demand Draft/Pay Order in favour of 'Seafarers Welfare Fund Society' payable at Mumbai, is to be submitted along with the tender. Earnest Money received from the bidders will be refunded to the unsuccessful bidders, immediately after the process of award of the contract is over.
4. The Earnest Money of successful bidder will be converted into Security Deposit and the same will be refunded to the contractor after the successful completion of contract, including the extended contract period, if any.
5. The payment will be made on monthly basis for the number of pages successfully and properly scanned, only on verification by the SWFS officials. No Advance Payment will be made by the SWFS. The job is to be carried out in the SWFS premises.
6. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act, GST Act etc.
7. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
8. The firms willing to send their quotation may quote rate on their company letter head in a sealed envelope superscripting "**Quotation for Digitalization of old records of SWFS**" addressed to the Chief Administrative cum Accounts Officer, Seafarers Welfare Fund Society, Nau Bhavan, Ground Floor, R. Kamani Marg, Ballard Estate, Mumbai – 400 001.
9. Quotations may be **submitted to Inward Section of this office up to 04.00 p.m. on or before 14/04/2021** and will be opened on the next day i.e. 15/04/2021 at 2.30 pm, in presence of the bidders or their authorized representatives.
10. Incomplete quotations will be rejected outright.
11. For detailed information and clarification on any issue, the intending vendors may contact the Chief Administrative cum Accounts Officer (Phone No. 022-22626981) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicated above shall be extended upto the next working date & time without issuance of any separate notice.



Chief Admn. cum Accounts Officer
Seafarers Welfare Fund Society

Encl.: Tender Format (Annexure I to IV)

TECHNICAL BID
(To be enclosed in a separate sealed envelope)

For Digitalization of old records of SWFS - Seafarers Welfare Fund Society, Mumbai-400 001.

1	Name of Firm/agency/supplier	
2	Registered address of Firm/agency/supplier	
3	Telephone No.	
4	Fax No.	
5	Mobile No.	
6	E-mail ID	
7	Name of proprietors/partners/directors with address and PAN	
8	Registration no. of firm, if any (copy to be enclosed)	
9	PAN of Company/Firm (copy to be enclosed)	
10	GST Registration No. (copy to be enclosed)	
11	Length of experience in the field	

Fill all columns properly before submission.

Signature of authorized person with full name

Date:

Place:

Seal:

DECLARATION

**(To be printed on company letterhead and
submitted along with Technical Bid)**

For Digitalization of old records of SWFS to Seafarers Welfare Fund Society, Mumbai-400 001.

1. I,.....Son/daughter/wife of
Shri..... Proprietor / Partner / Director/Authorized signatory of
firm / agency
Address.....
....., am competent to sign this
declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by their;
3. The information / document furnished along with the tender application are true and authentic to
the best of my knowledge and belief.
4. I/we am/are aware of the fact that furnishing of any false/misleading information/fabricated
document would to rejection of my quotation at any stage and the department is free to initiate
appropriate legal action against me/us.

Signature of authorized person with full name

Date:

Place:

Seal:

FINANCIAL BID**(To be enclosed in a separate sealed envelope)**For Digitalization of old records of SWFS to Seafarers Welfare Fund Society, 400 001.

1. Name of bidder company/firm/agency:
2. Address with telephone and fax numbers:
3. Permanent Account Number(PAN):
4. Details of charges:

Sl. No.	Item Description	Quantity (approx.)	Rate per paper
1.	Scanning of pages/documents. Black & White scanning of printed / handwritten documents in Tiff / PDF / JPEG format File (300 dpi) page size – A3 / A4/legal.	2.20 lacs pages	

Fill all columns properly before submission

Signature of authorized person with full name

Date:

Place:

Seal:

Checklist for submission of Documents with Tecnical Bid

1. Application i.e., Technical Bid
2. Attested copy of trade License, if any
3. Attested copy of Permanent Account Number (PAN)
4. Attested copy of GST Registration Certificate
5. Experience certificate (details of similar contracts handled by the tendering firm /agency for Government Departments/PSUs / Banks during last three years)
6. Signed Declaration i.e. Annexure -II
