

Expression of Interest

“Scanning of Documents”**Directorate of Secondary Education, Haryana**

Shiksha Sadan, Sector-5, Panchkula (India)

Tel: 0172-2560269, Fax: 0172-2560264

Email: edusecondaryhry@gmail.com

Contents

1.	INTRODUCTION TO THE PROJECT.....	3
2.	INVITATION FOR EXPRESSION OF INTEREST	3
3.	SCOPE OF WORK.....	4
3.1	Objective of EoI.....	4
3.2	Empanelment Procedure.....	4
3.3	Scope of Work post finalisation, selection, timeline	4
4.	INFORMATION AND INSTRUCTIONS TO THE BIDDERS.....	6
4.1	Important Information	6
4.2	Other Information:	7
4.3	Instruction to Bidder for Submission of Proposals	7
5	PRE-QUALIFICATION CRITERIA	8
6	PROOF OF CONCEPT	10
7.	Annexure(s) and Form(s).....	11
7.1	NOTICE OF INTENT TO SUBMIT EXPRESSION OF INTEREST	11
7.2	FORM 1: DETAILS OF BIDDER.....	13
7.3	FORM 2: PAST EXPERIENCE AND INTENT OF PARTICIPATION	14
7.4	FORM 3: DECLARATION LETTER	15
7.5	FORM 4: AUTHORITY LETTER.....	16
7.6	FORM 5: Financial Format	16

1. INTRODUCTION TO THE PROJECT

- 1.1. With the objective of transparency, maintenance, accuracy and accessibility of record the school education department has decided to initiate a process of scanning the record of newly selected PGTs.

2. INVITATION FOR EXPRESSION OF INTEREST

- 2.1. This Expression of Interest (EoI) is invited from the eligible Firms, Companies, Agencies for engaging to create database of scanned documents in respect of newly selected Post Graduate Teachers in department of Secondary Education, Haryana.
- 2.2. Interested agencies are advised to study the EoI document carefully. Submission of EoI shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- 2.3. The bidder company should be registered under Companies Act, 1956.
- 2.4. The Bidder must be in operation for at least 3 years with minimum average turnover of Rs. 10 lakh for last three financial years (2012-13, 2011-12, 2010-11)
- 2.5. The Bidder should have sufficient infrastructure i.e. Skilled Computer Professionals, Scanners, Computers and Content Management Software and its office should be situated in Chandigarh / Panchkula / Mohali.
- 2.6. The bidder should have relevant experience of minimum 3 years in scanning the documents in Govt. or Private Sector.
- 2.7. Interested agencies may download the EoI document from the website <http://schooleducationharyana.gov.in/>. EoI responses should reach the Directorate of School Education Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India) by 24.12.2013 upto 3.00 P.M.
- 2.8. EoI document is not transferable

3. SCOPE OF WORK

3.1 Objective of EoI

- 3.1.1. Overall objective of this EoI is to shortlist and finalise Implementation Agencies with proven capabilities for design and development of the project.
- 3.1.2. This section describes the broad scope of work that shall be carried out by the bidder who is selected in the final stage to carry out the exercise.

3.2 Empanelment Procedure

- 3.2.1. Each bidder shall participate in the following stages to get finalised:
 - Stage I: Technical Bid.
 - Stage II: Financial Bid.
- 3.2.2. Each shortlisted bidder based on the pre-qualification criteria may participate in Financial Bid.

3.3 Scope of Work post finalisation, selection, timeline

3.3.1 A brief detail of the work

1. Application Forms alongwith attached documents of nearly 5,000 newly selected Post Graduates Teachers for different Subjects are to be scanned and documented in searchable format.
2. Such documents are available in the form of a separate bundle for each candidate.
3. Each bundle consists of Application form, Photograph of candidate, copy of fee challan, copies of certificates pertaining to educational qualifications, experience, character, domicile, proof of reservation category etc. (around 25 pages per candidate)
4. Every document of each form should be scanned in black & white mode as separate jpeg file having resolution of 200 dpi preferably in A4 size, whereas Photograph and Signature of each candidate should be scanned separately in colored mode having resolution of 300 dpi in 3.5 cm X 4.5 cm size.

5. All jpeg files should be saved in the following pattern:-

	Type of Document	File Name pattern (example for candidate having Roll no. 12800102)
i.	Photograph	12800102-01-photo-01
ii.	Signature	12800102-02-sign-01
iii.	Fee Challan	12800102-03-challan-01
iv.	Application Form	12800102-04-appform-01
v.	Matric Certificate	12800102-05-qualif-01
vi.	Plus2 Certificate	12800102-06-qualif-02
vii.	Qualification-3	12800102-07-qualif-03
viii.	Qualification-∞	12800102-08-qualif-∞
ix.	Experience-1	12800102-09-exp-01
x.	Experience-2	12800102-10-exp-02
xi.	Experience-3	12800102-11-exp-03
xii.	Experience-∞	12800102-12-exp-∞
xiii.	Other Doc-1	12800102-13-other-01
xiv.	Other Doc-2	12800102-14-other-02
xv.	Other Doc-3	12800102-15-other-03
xvi.	Other doc-∞	12800102-16-other-∞

6. All jpeg files belonging to each candidate should be saved in a separate folder which shall be saved as “Name and roll number of each candidate” (e.g. 12800102-Ravinder Kumar). Such folders shall be saved in another folder to be created for each Subject separately.
7. The Service Provider shall take possession of all such documents for scanning under proper receipt.
8. Before receiving such documents, the service provider shall do the paging of hard copies of all documents and prepare index of documents of each candidate in duplicate. One signed copy of such index shall be kept by the Department for official record. Another copy shall remain with the hard copy of documents of the candidates.
9. The Service provider shall return all such documents in proper sequence and properly tagged after its scanning and documentation.

10. The service provide shall coordinate with Superintendent HRL Branch for obtaining and providing the hard copies of documents.
11. The security of documents shall be the responsibility of the Service Provider. In case the documents are torn or spoiled in any manner the service provider shall be liable for appropriate penalty.
12. The confidentiality of the documents shall be maintained by the Service Provider and no information shall be shared with anybody.
13. Whole work shall be done at the premises of the Client itself. For this purpose the client shall provide sufficient space till the completion of the work.

3.3.2 Deliverables

1. Soft copy on CDs/DVDs in two copies containing the scanned data having properly indexed..
2. Shall return well paged and well tagged Hard Copies of the documents.

3.3.3 Timeline

The Service Provider shall complete the work within 20 days of issuance of work order.

4. INFORMATION AND INSTRUCTIONS TO THE BIDDERS

4.1 Important Information

- A. Name of the department:** Directorate of School Education Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula, Haryana (India).
- B. Name of the assignment:** “Finalising the Agency for Document Scanning” of documents of newly selected candidates for the post of Post Graduate Teachers.
- C. Method of Finalisation:** Pre-qualification and Financial Bid.
- D. Last Date for submission of bids:** 24.12.2013 upto 3.00 P.M.
- E. Proposal submission address is:**
Technology Officer
O/O Director Secondary Education, Haryana,
5th Floor,
Plot No. 1/B, Shiksha Sadan,
Sector-5, Panchkula, Haryana (India)

- F. Proposals received after the stated time and date would not be considered and would be returned unopened.**
- G. Opening of Prequalification Bids: Date of opening of pre-qualification is on 24.12.2013 at 3.30 P.M.**
- H. Process for Finalisation:** Finalisation of agencies shall follow the following process:
- i. Pre-Qualification** – All agencies responding to this tender would need to meet the pre-qualification criteria as prescribed in section 5 to get qualified
 - ii. Financial Bid** – Agencies meeting the Pre-qualification criteria shall be asked to submit their Financial Bids as per the criteria listed in Section 6 of this EoI
 - iii. Technical evaluation committee appointed by the department shall evaluate the Pre-qualification Bid and Financial bid of participating bidders.**
-

4.2 Other Information:

- i. Material deficiencies in providing the information requested may result in rejection of the proposal. Department's decision in this regard shall be final and binding.
 - ii. The cost to be incurred by the prospective bidders to prepare the proposals and for negotiating the contract, including any visits to the department.
 - iii. Information relating to evaluation of proposals and recommendations concerning award shall neither be disclosed to the bidders nor to other persons not officially concerned with the process.
 - iv. During evaluation of the proposals, department may, at its discretion, ask the bidders for clarifications on their proposal. The bidders are required to respond within the time-frame prescribed by department.
 - v. Any overwriting or cutting in the bid by any of the bidder shall liable straightway rejection of the proposal.
-

4.3 Instruction to Bidder for Submission of Proposals

The instructions for submitting the EoI are mentioned below:

- 4.2.1. EoI and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialled by the authorized person signing the

EoI.

- 4.2.2. The bids shall be submitted in a single sealed envelope and superscripted “**Prequalification Proposal**: “Finalising the Agency for Document Scanning”. This envelope should contain hard copy of “**Prequalification Proposal**” along with all relevant documents.
- a. Bids shall consist of the required supporting proofs and documents as defined in the pre-qualification section.
 - b. It should be ensured that various formats mentioned in this EoI should be Strictly adhered to and no changes in the format should be done.
- 4.2.3. Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder.
- 4.1.4 EoI document submitted by the bidder should be concise and contain only relevant information as required under this EoI.
- 4.1.5 The bidder would be responsible for all of its expenses, costs and risks incurred towards preparation of the EoI document.

5 PRE-QUALIFICATION CRITERIA

As part of eligibility criteria, only those bidders who meet the following pre-qualification criteria are eligible to participate in the empanelment process. Bidders failing to meet these criterion or not submitting requisite supporting documents / documentary evidence for supporting prequalification criteria are liable to be rejected summarily.

Sr. No.	Pre Qualification Criteria	Required Documents
1.	Bidder should be a Company registered under the Indian Companies Act, 1956.	Certificate of Incorporation and Articles of association of the bidder
2.	The Bidder should have average turnover of at least Rs. 10 lakh for last three financial years (2012-13, 2011-12, 2010-11).	Audited / Certified financial statement
3.	The Bidder should have minimum 10 Computers alongwith scanners in the office situated in Chandigarh/ Panchkula/ Mohali.	Certificate duly signed and stamped by Authorised signatory

4	The bidder should have relevant experience in providing such services in Govt. Sector.	Copy of work orders
5	The bidder should have done such projects in Private as well as Government Sector.	Copy of work order

6 PROOF OF CONCEPT

6.1. Each shortlisted bidder, based on the Pre-qualification criteria if required shall have to participate in the Proof of Concept (PoC) presentation and the Technical Evaluation Committee appointed by department shall examine these presentations.

Every presentation should include detailed approach & methodology and proposed project plan as given below:-

Approach & methodology

- i. Understanding of scope
- ii. Proposed Solution (end to end solution design)
 - Technical features offered beyond requirements
 - Content Management
- iii. Project Plan
- iv. Implementation methodology

6.2. Apart from the details mentioned above, bidder shall also submit the details required in section 7.1, 7.2, 7.3, 7.4, 7.5 as a part of the technical bid in the requisite format

6.3. Eligible Bidder must submit the financial details required in section 7.6, as a part of the financial bid in the requisite format as and when required.

7. Annexure(s) and Form(s)

7.1 NOTICE OF INTENT TO SUBMIT EXPRESSION OF INTEREST

(To be submitted on the Letterhead of the Bidder)

To

The Director Secondary Education, Haryana
Plot No. 1/B,
Shiksha Sadan, Sector-5, Panchkula (India)

{Place}

{Date}

Subject: Submission of EoI for “Finalising the Agency for Document Scanning”
for Department of Secondary Education, Haryana

Dear Sir,

1. Having examined the EoI, we, the undersigned, offer to propose for “Finalising the Agency for Document Scanning” for Department of Secondary Education, Haryana.
2. We have read the provisions of the EoI and confirm that these are acceptable to us; We Further declare that additional conditions, variations, deviations, if any, found in our EoI Shall not be given effect to
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 180 days from the date fixed for submission of EoI as stipulated in the EoI
4. We hereby declare that all the information and statements made in this proposal are true And accept that any misinterpretation contained in it may lead to our disqualification

Our correspondence details with regards to this EoI are:

S. No Information Details

- 1 Name of Bidder
 - 2 Address of Bidder
 - 3 Name, Designation and Address of the contact person to whom all references shall be made
 - 4 Telephone number of contact person
 - 5 Mobile number of contact person
 - 6 Fax number of contact person
 - 7 Email Id of contact person
-

We hereby declare that our EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,
[BIDDER'S NAME]
Name

Title

Signature

Date

7.2 FORM 1: DETAILS OF BIDDER

S.No	Particulars	Details to be furnished
1	Details of the Bidder (Firm/ Company)	
	Name	
	Address	
	Telephone	Fax
	E-mail	- Website
	Details of Authorized person	
	Name	
	Address	
	Telephone E-mail	
2	Information about the Firm/ Company	
	Status of Firm/Company (Public Ltd / Pvt Ltd etc)	
	Details of Registration (Ref eg ROC Ref #)	
	Date	Ref #
	Number of full time professionals on rolls	
	Locations and addresses of offices (in Chandigarh/Panchkula/Mohali)	

7.3 FORM 2: PAST EXPERIENCE AND INTENT OF PARTICIPATION

[Using the format below, provide information on the States / UTs where you have prior work experience (as defined under this EoI)]

S. No.	Name of State / UT	Project name/s	Project Present Status
1			

7.4 FORM 3: DECLARATION LETTER

{Place}

{Date}

To

The Director Secondary Education, Haryana
Plot No. 1/B,
Shiksha Sadan, Sector-5, Panchkula (India)

**Ref: Declaration Letter for “Finalising the Agency for Document Scanning” for
Department of Secondary Education, Haryana**

Dear Sir,

This is to notify you that our Firm <Name> intends to submit a proposal in response to “Finalising the Agency for Document Scanning” for Department of Secondary Education, Haryana. In accordance with the above, we would like to declare that:

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) We or our any constituent partners been debarred/expelled by any agency in India, during the last 5 years as on the date of application, except on account of reasons other than non-performance.

Sincerely,

[BIDDERS NAME]

Signature

Date

7.5 FORM 4: AUTHORITY LETTER

{Place}

{Date}

To
The Director Secondary Education, Haryana
Plot No. 1/B,
Shiksha Sadan, Sector-5, Panchkula (India)

**Subject: Authority Letter for “Finalising the Agency for Document Scanning”
for Department of Secondary Education, Haryana**

Dear Sir,

This is to notify you that our Firm <Name> intends to submit a proposal in response to EoI “Finalising the Agency for Document Scanning” for Department of Secondary Education, Haryana. In accordance with the above, we hereby authorise <authorised person name> to submit the bid and participate/negotiate on our behalf in the matter mentioned as subject

Sincerely,

[BIDDERS NAME]

Signature

Date

7.6 FORM 5: Financial Format

(To be submitted on the Letterhead of the Bidder)

S. No.	Particulars	Prices (INR)
1	Rate per candidate for whole process as contained in section 3.3	