

**WOMEN DEVELOPMENT CORPORATION, BIHAR**

(Dept. of Social Welfare, Govt. of Bihar)

2<sup>nd</sup> Floor Indira Bhavan, R C Singh Path, Bailey Road

Patna 800 001, Ph # 0612- 2547843

[www.wdcbihar.org.in](http://www.wdcbihar.org.in)

The Women Development Corporation intends to implement the process of e office. For implementation of this system, Scanning and digitization of all office files, documents, records etc needs to be done.

Proposals are invited under two bid system from software / IT firms for scanning and digitization work as per the following schedule:

SL No	Activity	Details
1.	Publication of advertisement	20 <sup>st</sup> August 2020
2	Availability of bid document in website : <a href="http://www.wdcbihar.org.in">www.wdcbihar.org.in</a>	20 <sup>st</sup> August 2020
3	Last date of submission of bids	3 <sup>rd</sup> September 2020, 3 PM at WDC office
4	Opening of technical bids	3 <sup>rd</sup> September 2020, 4 PM at WDC office in presence of bidders or their authorized representative
5	Opening of financial bids	To be announced later (only shortlisted agencies)
6	EMD (refundable)	Rs.10,000/- in form of a Demand Draft favouring Managing Director, Women Development Corporation, Bihar, payable at Patna
7	Address for submission of bids	Managing Director Women Development Corporation, Bihar 2 <sup>nd</sup> floor, Indira Bhavan, R C Singh Path, Bailey Road, Patna 800 001

## Qualification Criteria

1. The firm shall be registered under any act of the land.
2. GST registration.
3. PAN and latest IT return
4. Minimum 2 years experience of data digitization, data storage
5. Availability of infrastructure for high speed scanning and data storage, computer, server etc.
6. The firm shall not have been blacklisted by any Govt. / Public Sector agency. An undertaking in this regard has to be submitted.
7. The firm has to submit a hard copy of Power Point Presentation (PPT) highlighting how it proposes to execute the assignment

## Terms & Condition

1. Each page of the bid document shall be signed by the bidder / authorized representative.
2. Agencies fulfilling the qualification criteria should submit the qualification details along with all proofs as technical document.
3. The financial bid shall be separate. The format shall be as follows:

S N	Description	Rate (in Rs.) excluding GST
1	Letter / document scanning (per page)	
2	Uploading cost per file	
	GST @-----%	
	<b>TOTAL</b>	

4. Both the technical and financial bids shall be sealed in separate envelop and shall be put in a bigger envelop. This envelop shall be also sealed and shall be superscript '**Proposal for data scanning and digitization**'.
5. The responsibility for safety of all files and records will be with the agency and they shall be held responsible if any damage happens to the documents during the process.
6. A contract shall be executed with the selected agency.
7. In case of any default the EMD shall be forfeited and action shall be initiated against the firm.
8. If the selected agency/firm fails to deliver on time, the assignment shall be offered to the next agency.
9. The scanning and upload work shall be completed within 2 months.

## Scope of Work

1. Receiving all files, documents, records etc from the nodal person of the Corporation
2. Scanning of all papers / files / documents in PDF format using Optical Character Recognition technique.
3. The scanned file shall be compatible to the e-office software of the Govt.
4. Entry of data in the e office software. The software shall be provided by WDC.
5. Returning of all files, documents, records etc back to the nodal person of the Corporation
6. Development of file management system
7. Operation & maintenance. The maintenance shall be for 1 year period.

**Administrative Officer**