



Maharashtra State Road Development Corporation Ltd
(Undertaking Government of Maharashtra)
Near Lilawati Hospital ,K.C.Road, Opp. BEST Reclamation
Bus Depot Bandra (W) Mumbai 400 050.
Tel:- 022-26517916, Fax:-022 – 26417893

DETAILED E TENDER NOTICE

On behalf of Maharashtra State Road Development Corporation Ltd (hereinafter referred to as Employer in these documents) the under signed invites online digitally signed lump sum basis tenders from the registered and experienced contractors for below mentioned works. The offer document can be purchased online only from MSRDC e-tender portal <http://mahatenders.gov.in> through payment gateway from 28.02.2020 to 27.03.2020 till 14.30 Hours. Last Date of submission is on 27.03.2020 upto 14.30 hrs. online only.

Sr., No.	Name of work	EMD (Bid Security)	Tender Fee (Rs) Non-refundable	Time of completion	Offer validity
1	Appointment of Agency for Scanning and digitization of files and uploading of documents to Document Management System in MSRDC, Bandra office in Mumbai from 2020 to 2022 (2 years)	Rs.1,00,000/-	Rs. 15500/-	Two years (24 months)	60 days.

ELIGIBILITY CRITERIA:

- a. The agency should have an ISO 9001:2008 certificates.
- b. The bidder should be in existence in the same line of business for minimum 9 years.
- c. The bidder should have experience of scanning and digitizing of records in at least 3 clients in Government/ Semi-Government sector/ reputed private sector. Bidder should submit completion certificate from above clients issued by officer not below the rank of Under Secretary or equivalent.
- d. The vendor shall ensure that scanned data should be uploaded in the existing Document Management System provided by Employer. The vendor should have

- experience of upgrading and maintenance of Document Management System (DMS) as per Employer's requirement.
- e. Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 3.00 Crore.
 - f. The bidder should have experience of scanning minimum 50 Lakhs pages of A4 to A0 size in any one year of last 3 financial years ending on 31/03/2019.
 - g. Three years Income Tax returns copies duly acknowledged by Income Tax Authority, Bombay Shops & Establishment Act .registration certificate, ESIC certificate, Registration of GST. Certificate.
 - h. The bidder should submit above documents Online along with submission of Technical proposal in hardcopy.
 - i. Joints ventures are not allowed.

Notes:

1. Complete bidding process will be online (e-tendering) in two envelope system. All the notifications, clarifications, corrigendum & details of terms and conditions regarding this tender notice hereafter will be published online on web site <http://mahatenders.gov.in>
2. Bidding documents can be seen, downloaded & submitted on the website <http://mahatenders.gov.in> from date 28.02.2020 17.45 hrs. to date 27.03.2020 upto 14.30 hrs.
3. Required amount of tender fee and EMD shall be paid online through the payment Gateway.
4. Technical bids will be opened online on date 30.03.2020 at 16.30 hrs. at the MSRDC office at Bandra, Mumbai at address given in Contract data, Vol.II using the site <http://mahatenders.gov.in> (if possible.)
5. Tenderer should submit original Documents (those which have been uploaded during bid submission) in hard bound form with proper indexing and page numbering before or at the time of technical bid opening.
6. Tenderer should submit Technical bids & relevant soft copies of their bids electronically on the Portal of the Government of Maharashtra using valid Digital Signature Certificate.
7. Time and date of opening of financial bids will be informed to the qualified bidder.

8. Tenderers should have valid class II / III Digital Signature Certificate (DSC) obtained from any certifying Authorities.
9. The MSRDC Ltd, reserves the right to accept or reject any or all the tenders without assigning any reason.
10. Guidelines to download the tender documents and online submission of bids can be downloaded from website <http://mahatenders.gov.in>.
11. For any queries related to online submission of tender E-tendering Portal, kindly contact Tel: 1800 3070 2232, Mobile: +91-7878107985 and +91-7878107986.

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***General Manager (Admn),
MSRDC Ltd. Bandra (W) Mumbai.***