



Request for Proposal

DIGITALISATION of RECORDS

Jiwaji University, Gwalior

L. A. Rawel

JIWAJI UNIVERSITY, GWALIOR

Tender No./Store/ 536

Dated: 25/04/2019

TENDER NOTICE

University Record Digitisation

Jiwaji University, Gwalior (MP) intends to create a digital copy of historical/archived records/transcripts in order to preserve digitally. The University invites tenders through e-Tendering system from eligible firms. For details of work, minimum eligibility criteria and other requirements, interested firms may visit the Tender section of Jiwaji University, Gwalior website <http://www.jiwaji.edu/tenders.asp>. The University reserves the rights to change the schedule or the dates of tender process. The University also reserves the rights to reject lowest or all tenders without assigning any reason thereof and such decision will be final and binding to all.

TIME SHCEDULE FOR THE TENDER:-

S No	Schedule Description	Date
1	Tender Available Online Date	15.05.2019
2	Proposal/Bid Submission Last Date	17.05.2019
3	Tender Open Date & Time	23.05.2019
4	Pre-Bid Conference Date & Time	22.04.2019

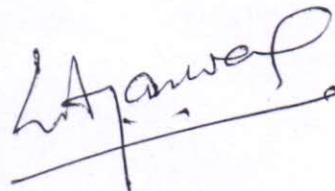
GENERAL TERMS & CONDITIONS

Bidders should read the following conditions carefully and comply strictly while preparing their tenders documents. If a bidder has any doubt regarding the terms &

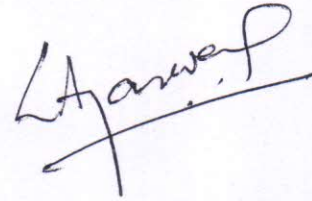
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conditions and specifications, mentioned in the tender notice or in case any clarification is required, the bidder may seek it from Registrar, Jiwaji University, Gwalior, before submitting the tender. The decision of the Registrar shall be final and binding on the bidder. The University reserves all rights to reject any or all applications without assigning any reason thereof.

- Training and support system after installation is for one year.
- The Jiwaji University, Gwalior, (MP) intends to appoint an IT Consulting/Digital Transformation company to create a digital copy of historical/archived records/transcripts in order to preserve digitally for Jiwaji University, Gwalior. This Tender Notice is issued for Digitalisation of Records for Jiwaji University, Gwalior by the Registrar, Jiwaji University, Gwalior (MP).
- The bids will be accepted in only online submission through Jiwaji University e-tendering Portal. <https://mptenders.gov.in>
- The tender document placed on website www.jiwaji.edu can be downloaded by making payment of non-refundable tender fee of 10,000.00 /- (Rs. Ten Thousand Only) towards the cost of Tender Document from <https://mptenders.gov.in>



- Earnest Money Deposit (EMD): Tender shall be accompanied by an EMD Rs 2,40,000/- as bid security through Online paid in favour of Registrar, Jiwaji University, Gwalior (MP). The EMD details must also be submitted along with the Technical bid otherwise the tenders will not be accepted.
- Refund of EMD: - The earnest money of unsuccessful bidders will be refunded soon after finalization of Tender. However the EMD of 2nd lowest bidder shall be released only after the execution of contract with L1 bidder.
- As the tenders are invited online, tenderers are required to upload tender as per the schedule given. The University is not responsible for failure on the part of tenderer to upload tender within the time schedule. In case of any help required for this purpose the tenderer shall contact to help line of e-tendering agency.
- The Jiwaji University, Gwalior (MP) (hereinafter 'the Client') now invites tenders proposals from the eligible firms/company to provide the 'Digitalisation of Records for Jiwaji University, Gwalior'. Further details of the services required by the University are mentioned in this tender document.
- The tender shall be submitted under TWO BID system in:
Technical Bid (Part I) – EMD and the tender document fee details and Terms and Conditions containing proposal document and all certificates, documents along with duly filled in checklist, as set out in

A handwritten signature in black ink, appearing to read 'S. Arora', is written over a horizontal line.

