



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE
DISABILITIES**

(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Govt. of India)
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

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**TENDER DOCUMENT: Notice Inviting Tender for digitization of old archival records
(paper format) and digitization of day to day new records on MIS Portal under Rate
Contract**

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Institute established by Government of India to provide various services to persons with Multiple Disabilities. The Institute Invites E - Tenders through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". In two bid systems (i) Technical Bid (ii) Financial Bid from reputed Firms /Agencies/IT services providers having proven track record in providing digital data management services to Central Govt. / State Govt./ Autonomous institutes / colleges /NGOs/Reputed private organisations as per terms & conditions mentioned in tender. The bidder must have a minimum experience of 02 years for providing requested services and claim duly supported by proper testimonials certificates. The tender document can also be downloaded from our website www.niepmd.tn.nic.in. EMD amount to be paid online through NEFT / RTGS in NIEPMD account as per bank details mentioned in tender document. Scan copies of online payment receipt must be uploaded with tender document in support of payment proof. For more details, please visit our web site: www.niepmd.tn.nic.in.

File No. NIEPMD/Pur4 (11)/2022-23

Last date for e-bidding	02.00 PM on 21 st Apr 2022
Tender Fee	NIL
EMD Amount	NIL
Date & Time of Opening of Tender Documents	03.00 PM on 22 nd Apr 2022
Tele: 044-27472046/27472113 Tele fax: 044-27472389 E-mail:niepmd@gmail.com	

Sd/-
Deputy Registrar (Admin) Offg.

Sd/-
Director

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH
MULTIPLE DISABILITIES (DIVYANGJAN)**

Muttukadu, Kovalam (Post), Chennai - 603112

Web Site: www.niepmd.tn.nic.in

Mail Id: niepmd@gmail.com

E-TENDER DOCUMENT

**Notice Inviting Tender for digitization of old archival records (paper format) and
digitization of day to day new records on MIS Portal under Rate Contract**

at

**National Institute for Empowerment of Persons with Multiple Disabilities
(Divyangjan), Muttukadu, Kovalam, Chennai**

for a period of Three year extendable for another Two year

(Each year extension will be considered on Yearly performance basis)

Last Date & Time for e-bidding	: 21-04-2022-- 02.00 PM
Tender Fees	: NIL
EMD Amount	: NIL
Date & Time of Opening of e-Tender Documents (Technical Bids)	: 22-04-2022-- 03.00 PM

**Sd/-
Deputy Registrar (Admin.) Offg.**

**Sd/-
Director**

TECHNICAL BID - A

Questionnaire to be filled up by the agency applying for tender for “digitization of old archival records (paper format) and digitization of day to day new records on MIS portal under rate contract”

1. (a) Name of the Firm / Agency :
(Full Address with Tel. No)
- (b) Status of Agency :
Including Partners
2. Details of any Tie – ups :
(Please attach)
3. Financial status of Bidders and / or :
his associates of past 02 years
(2019-20, 2020-21) duly authenticated
by Chartered Accountant.
(please enclose copies), If Available
4. Name of 3 clients wherein similar :
Services have been provided.
(attach copies of work order)
5. GST Number:
6. Income Tax No. / PAN No. :
(enclose copy)
7. Total _____ number of pages / documents from Sl. No. _____ to _____ are
Uploaded online with the tender document and all are duly numbered, signed
with office seal and date.

Date:
Place:

Signature of the Bidder or his Authorized
Signatory with Seal of the Agency / Firm.

GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **22-04-2022** at 3.00 pm. or on such later date, as may be notified by NIEPMD. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.
2. The tender shall remain open for acceptance for 60 days from the date of opening of tenders by National Institute for Multiple Disabilities (NIEPMD). The time limit for acceptance may be extended by NIEPMD at its discretion for such further period, as it may notify.
3. The tender document should be submitted online through NIC e-procurement portal URL: www.eprocure.gov.in
4. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price Bid.
5. The technical bid and the price bid are to be submitted online separately through e-tender process.
6. At the time and date of opening of tender, only technical bids shall be opened online.
7. The time and date of opening of price bids shall be intimated to the technically qualified bidders through online.
8. Tender not complying with the above conditions are liable to be rejected without any further reference.
9. This tender document is not transferable. The tendered work if awarded, is not transferable.
10. The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.
11. All tenderer should quote his / her rates in terms of Indian Rupees exclusive of all taxes and duties. Applicable taxes and duties should be mentioned separately in the column provided in price bid.
12. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected.
13. Once the rate is accepted by the NIEPMD and communicated to the successful tenderer, the same shall remain valid throughout the life of the agreement as may

be executed in due course with the approved tenderer and no further price escalation will be allowed during such validity period which shall normally be a period of 12 months from the date of execution of the agreement and may be extended subject to satisfactory performance and if mutually agreed upon by both the parties. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.

14. Payment will be made within 30 working after successfully completion of work and approval of officer concern responsible for.
15. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration.
16. Late / delayed tenders shall not be accepted by e-procure portal. Any other / further clarifications in connection with submission of the tender may be made from the purchase department during office hours on all working days.

Scope of Work:

NIEPMD is distributing Aids and appliances to Divyangjan beneficiaries through Govt. of India ADIP (Assistance to Disabled Persons for Purchase/ Fitting of Aids and Appliances) Scheme.

As per Govt. of India latest instructions data of beneficiaries covered under ADIP scheme needs to be updated on MIS portal designed for this purpose.

NIEPMD is having around 24,000 records of beneficiaries to be uploaded on MIS portal. Also Institute will to enter in to annual rate contract for uploading of day to day data after every camp, distribution or for center based distribution.

Data required to be uploaded on MIS portal will be made available to vendors in hard copy format only. Vendor will collect the data from NIEPMD office through his resource without any liability to Institute. Documents are to be collected by a responsible staff of the Bidder from the designated Official of NIEPMD after making entries in a specific Register.

Any loss or damage to the document by the Bidder or their staff may lead to imposition of **penalty of Rs.1,000/- per page subject to maximum of Rs. 10,000/- on one single occasion.**

During data digitalization process “save draft option” should be used before final submission of data and data correctness certification should be obtained from NIEPMD authorities responsible for data digitalization activity. After approval of draft data by NIEPMD, it should be final submitted on portal. It is absolute responsibility of the Bidder to ensure that the contents of the digitized documents shall be an exact replica of the original paper document.

At present MIS portal is provisioned with one login ID only i.e. at a time only one person can login on portal and key-in. Multiple login facility is not available on portal.

Procedure for Data uploading:

- The Adding up the beneficiaries in the MIS portal have been divided into two parts.
- Adding up the old beneficiaries data's that have been collected by NIEPMD till 2019.
- These data's should be filled in the **EXCEL sheet format** downloading from MIS portal which is given in the **MIS portal** from the options called legacy data's so all the old beneficiaries data should be added in that options.
- The excel format should be downloaded in the MIS portal which will be indicated as ADIP dummy excel so all the details should be furnished in it.
- The details of the beneficiaries will be given in hard copy.
- The **second part of filling up the beneficiaries details after 2019** should be **entered in the MIS portal Software** were there would be options called ADD up new beneficiaries.
- In filling up the new data's from 2019 there are 4 documents that have been to scanned and uploaded in MIS portal.
- Computers, internet, scanning machines and any source of manpower won't be given by NIEPMD all the requirements should be fetched by the agencies itself.

THE DETAILS THAT HAS TO BEEN REQUIRED TO BE FILLED UP FOR EACH BENEFICIARIES IN THE LEGACY DATA IN THE EXCEL FORMAT.

1. Beneficiary's First Name
2. Beneficiary's Middle Name
3. Beneficiary's Last Name
4. Beneficiary's Father Name
5. Beneficiary's mother Name
6. House no
7. Street
8. Village/Area
9. Tehsil/Block
10. State
11. District
12. Pin code
13. Date of Birth(dd/mm/yyyy)
14. Age
15. Gender
16. Occupation

17. Family Income (Per month)
18. Category
19. Type of Disability
20. Type of Aid (Given)
21. Date on which Aid Given
22. Total Cost of aid including fabrication/fitment charges
23. Subsidy provided
24. Travel cost paid to outstation beneficiary
25. Boarding and lodging expenses paid
26. Boarding and lodging expenses paid
27. Grand Total
28. Number of days for which stayed
29. whether accompanied by escort
30. Aadhaar Card No.#
31. Mobile No. or land line number with STD Code
32. Type of Aid (Given) 1
33. Type of Aid (Given) 2
34. Type of Aid (Given) 3
35. Type of Aid (Given) 4

- All the 35 data has to be entered for all the beneficiaries in the excel sheets and to be uploaded in the MIS portal after approval from NIEPMD.
- All the details should be entered manually and incase if there is scroll options in the data's it should be chosen in the scroll and should not be typed.
- **THE DETAILS THAT HAS TO BEEN REQUIRED TO BE FILLED UP FOR EACH BENEFICIARIES IN THE MIS PORTAL SOFTWARE (after 2019 beneficiaries):**
 1. Activity place
 2. Activity type
 3. UDID number/disability id
 4. Adhar card number
 5. Mobile number
 6. Salutations
 7. Beneficiaries first name
 8. Beneficiaries middle name
 9. Beneficiaries last name
 10. Father name
 11. Mother name
 12. Gender
 13. Date of birth
 14. Age

15. Category
16. House no
17. Street
18. Village
19. Area
20. Tehsil /block
21. Pin code
22. State
23. District
24. Occupation
25. Family income
26. Type of disability
27. Percentage of disability

Apart from these Four files should be scanned and uploaded in the portal

1. Photo JPG format
2. Disability certificate (pdf format)
3. Income certificate (pdf format)
4. Test Check report (pdf Format)

(The Bidder should ensure that the image quality should be Minimum 300 dpi and up to 600 dpi. All the documents should be scanned in **colour only**. Where documents are very faded or very dark, increase the bit depth to 24 bit to facilitate document(s) clarity

The successful Bidder shall add/replace poor quality scanned images/ documents on its own, for which no extra payment shall be given by the NIEPMD).

TERMS & CONDITIONS FOR PRICE BID

1. Rate should be quoted for each entry. (One beneficiaries complete data uploaded on portal after approval of NIEPMD will counted as one entry).
2. The rates shall be on F.O.R. at NIEPMD, Chennai.
3. The rates shall be exclusive of all taxes, duties as applicable. Applicable taxes and duties should be mentioned separately in the column provided in price bid
4. Prices shall be firm until the completion of work no enhancements of rates will be done / is permitted because of any escalation.
5. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.

6. Once the rate is accepted by the NIEPMD and communicated to the successful tenderer, the same shall remain valid throughout the life of the agreement as may be executed in due course with the approved tenderer and no further price escalation will be allowed during such validity period which shall normally be a period of 12 months from the date of execution of the agreement and may be extended subject to satisfactory performance and if mutually agreed upon by both the parties.
7. The statutory deductions like Income Tax, WCT, TDS etc., as per standard norms will be made from the bills.
8. NIEPMD reserves the right to accept or reject any or part of offers without assigning any reasons.
9. The offers once received will not be returned to the agencies.
10. The work should be completed within 15 days after award of work order.
11. In case of any dispute, the decision of Director NIEPMD shall be final.
12. The rate contract is initially for a period of 1 year, may be extended further as per tender terms and performance audit basis.

13. Non-disclosure

The successful Bidder shall not disclose directly or indirectly any information, materials and details of the Institute infrastructure / systems/ equipment etc., which may come to his / her possession or knowledge during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The successful Bidder shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The successful Bidder shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Institute. The successful Bidder shall indemnify the Institute for any loss suffered by it as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the successful Bidder and the Institute shall be entitled to claim damages and pursue legal remedies. The successful Bidder shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The successful Bidder's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

ACCEPTANCE CERTIFICATE
(FOR TECHNICAL BID)

I.....(designation).
..... of (Name of the Company)
..... hereby accept the above-mentioned
Terms & Conditions for the above contract at NIEPMD, Chennai. I, undertake to abide by the
Terms and Conditions as laid down in the tender document of the NIEPMD, Chennai, and follow the
instructions given by the authorized officer nominated by the Director, NIEPMD, Chennai in
executing the job work.

Signature &
Company Seal

Date:

CHECK LIST

The Technically Bid shall be summarily rejected, if these documents are not uploaded. Documents must be uploaded in following serial order only.

Sl. No.	Particulars	Yes / No
1.	Firm / Company Registration certificate (Copy to be uploaded)	
2.	Address of registered office	
3.	Address of the office at Chennai / Tamilnadu	
4.	Upload an affidavit duly certified by the notary at the location of the Agencies that the bidder has never been black listed or punished by any Central Govt. / State Govt. / PSU agencies or any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	
5.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
6.	PAN / GIR No.(Upload attested copy)	
7.	Copy of Registration with Service Tax/ Sales Tax/ VAT Department.	
8.	Undertaking regarding rates will be firm during contract period.	
9.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 2 financial year.	
10.	Experience of 02 years in providing similar services	
11.	Financial status of Bidders and / or his associates of past 02 years (2019-20, 2020-21) duly authenticated by Chartered Accountant. (please enclose copies), If Available.	
12.	Name of 3 clients wherein similar Services have been provided. (attach copies of work order).	
13.	No financial quotes should be uploaded with technical bid. Financial quotes should be uploaded only in excel sheet provided with bid..	