



सत्यमेव जयते

**CONSULATE GENERAL OF INDIA
DUBAI**

Tender

for

Digitization of Documents

in Consulate General of India , Dubai

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CHAPTER I. SCHEDULE AND PROCESS

No. Duba/Cons/815/01/2024		
IMPORTANT DATES		
01	Release of Request for Tender	May 21, 2024 (Tuesday)
02	Submission of Tender Starts	May 22, 2024 (Wednesday)
03	Site Visit	May 27-31, 2024
04	Last date for submission of Tender*	June 12, 2024 (Wednesday)
05	Date of opening of Tender*	June 13, 2024 (Thursday)

*Subject to change due to administrative / logistic reasons

2. All queries from the firms relating to this tender must be submitted by email only exclusively to email id : cons1.dubai@mea.gov.in. The queries must be in an attached file in word format only. The Consulate will endeavour to provide answers to all questions raised by the firms. The decision of the Consulate on pre-qualification of the quotations shall be final.

3. Site Visit: The bidders shall visit the Consulate, understand the scope thoroughly (even if it is not mentioned in this tender) and then quote. The bidder shall contact Vice Consul (Consular & PBSK) at cons3.dubai@mea.gov.in, Consulate General of India, Dubai for visiting the site from 27.05.2024 to 31.05.2024.

CHAPTER II. INSTRUCTIONS & ELIGIBILITY CRITERIA FOR BIDDERS

1. The Bidding Company must provide documentation to show that it has personnel (preferably Indian nationals) of adequate qualifications for scanning and they have not been convicted of any criminal offense or on charges of bribery, corruption or fraud.

2. The Bidding company shall adhere to all local laws applicable, including on employment of staff, banking operations, insurance, payment of local taxes, etc.

3. The Bidding Company should be directly involved in providing scanning services and should not leave it to the local partner on a royalty or commission basis or any other such arrangement. If such an arrangement is noticed, the Consulate has the right to terminate the Contract.

4. The Bidding Company must certify that the company is not involved in any unlawful or illegal activity. The bidder must also certify that the company has not come to the adverse notice of law enforcement agencies in the UAE or elsewhere.

5. The Bidding Company should indicate the quote price inclusive of VAT and local taxes in local currency.

6. Consulate reserves the right to amend the terms at any time prior to the deadline for receipt of bids. Any such amendment will be intimated to the Bidding Companies.

7. Consulate has the right to terminate the tender process at any stage before awarding the work without assigning any reasons.

8. Consulate, at its own discretion, accept or reject any bid / quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.

9. Consulate has the right to terminate the contract if during the review process, it is found by Mission that the services rendered by the company did not meet the standards of quality and efficiency of the services expected of the bidding company.

CHAPTER III. SCOPE OF WORK

1. The project is taking over documents, re-arranging, stapling-destapling, scanning, naming and finally supplying the contents in the CD/DVD & Portable media, rearranging of the documents in original forms etc.

2. Scanning/ Digitization work has to be carried out at CGI Dubai. All infrastructure/ manpower shall be provided by the vendor. No hardware shall be provided by the Consulate.

CHAPTER IV. TECHNICAL SPECIFICATIONS FOR DIGITIZATION

1. The work involves in-house scanning of Documents, with necessary formatting and conversion of scanned pages into PDF. The data is to be stored in hard drive & CD/DVD.

2. The bidding company has to scan the documents which may be in the form of loose sheets, files, of A3, A4, legal etc. At the end of the job, the vendor needs to return the document in their original shape. Bound documents, if any, unless otherwise permitted should never be unbound. Such document would be scanned by the vendor using appropriate Book-Scanning devices. The final PDF output created by the service provider should have the pages in the order as per original document.

CHAPTER IV(A). PARAMETERS FOR NAMING & RETRIEVAL OF DOCUMENT

Each document is made of approx. 10-15 pages and has to be named as per registration number, name & passport number. These details will be available in the document to be scanned. The documents needs to be scanned in such a way that it could be retrieved with any of the above mentioned parameter. Each document has to be scanned in PDF format with 200 DPI specification. *(For Example : Registration No. : DUBA/DC/100/2023, Name : Alex Rose, Passport No. : A1234567. Here the PDF file will be named as : DC_100_2023_A1234567_AlexRose)*

CHAPTER V: CONFIDENTIALITY AND PRIVACY

The Service Provider (SP) is required to comply with all national laws of the country of its operation related to privacy and data security. The SP is solely responsible for any breach/violation of the local laws and would in no way seek the involvement of the Consulate in any form, whatsoever. The information in this tender, or otherwise supplied by the Consulate or any of its representatives, is to be treated as ,‘CONFIDENTIAL’, and kept so, except to the extent already available publicly or authorized by the Consulate. The SP will after the completion of the work will return all the Confidential data and documents and its copies to the Consulate. The SP shall not retain any data in any form of the Consulate, after the completion of the work.

CHAPTER VI. SENDING BIDS TO THE CONSULATE

The bids should be sent in sealed cover, superscribed in bold letters, ‘Tender For Digitization of Documents, Consulate General of India, Dubai’ addressed to: Consul (Consular & MADAD), *Consulate General of India, Plot no. 314, Al Hamriya, Diplomatic Enclave, Post Box no.737, Dubai, U.A.E*, so as to reach the Consulate latest by 1600 hrs of 12 June, 2024. All quotations shall be opened simultaneously at 1100 hrs on 13 June, 2024 at the Consulate.

CHAPTER VII. SELECTION OF BIDDERS

The Financial Bid (Annex-B) will be evaluated on L1 basis, by the Tender Evaluation Committee (TEC) at the Consulate. The selection will be on the amount quoted by the service provider (SP) which will be based on the scope of work & other eligibility criteria mentioned in this tender document. The SP should quote the amount inclusive of VAT, local government levies, charges for labour, transportation etc. The selected SP have to start the work within 07 (seven) days of the award of work.

CHAPTER VIII : TERMS OF PAYMENT

The payment shall be made upon successful completion of work and upon submission of original invoices in the Consulate. Work shall be completed within 50 working days from the commencement date as mentioned in the letter of award. The daily working hours will be synchronous to the working hours of the Consulate i.e. 0800-1630 hours.

CHAPTER IX : LIST OF ANNEXES

Annexure - A

Part-I:

Firm's description format summary

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no. / TRN No.	
Registered Office & Address	
Branch offices in UAE (with address and Contact details) if any	

Part-II: Quotation Format

To:
Consul (Consular & MADAD)
Consulate General of India
P.O. Box No. 737
Dubai
PHONE NO : 00971-4-3971222, 3971333

Dear Sir,

Sub: Tender For Digitization of Documents in Consulate General of India, Dubai

As part of the tender, we hereby make the following price offer to the Consulate General of India, Dubai towards providing the digitization (scanning) of documents.

Sr.	Description	Quote
1.	Scanning Charges per hundred document	
2.	Any Other Charges	

We agree to bind by this quotation, if we are selected.

For and on Behalf of:

Signature (Authorized Signatory)

Designation: