

SECTION - 1
NOTICE INVITING TENDER (NIT) (Online)

Sealed bids in a single packet system are invited from reputed, experienced and financially sound Companies/Firms/Agencies for Digitization of Documents including Scanning, Indexing and Verification at DFCCIL Corporate Office, New Delhi as per the following schedule:-

1.1	Tender No.	HQ/AD/Tender/Digitization/2019
1.2	Name Of Work	Digitization of Documents including Scanning, Indexing and Verification at DFCCIL Corporate Office, New Delhi
1.3	Type of Tender	E-Open Tender, Single Packet System
1.4	Duration of Contract	One Year and further extendable by another One Year at the same Rates, Terms and Conditions at the discretion of DFCCIL from the date as specified in the Letter of Acceptance.
1.5	Estimated Cost of Work	Rs. 17,06,700/- excluding GST
1.6.	Cost of Tender Document (Non- Refundable)	Rs. 2,000/- Plus GST@ 18% = Rs. 2360/- in the form of Demand Draft/Banker's Cheque issued by any Nationalized Bank of India or any Scheduled Bank of India in favour of DFCCIL, New Delhi, payable at New Delhi.
1.7	Tender Processing Fee(Non Refundable)	Rs.1,707/- Plus GST (0.1% of the Estimated Cost of Work Plus GST, Minimum Rs. 750/- Plus GST and Maximum Rs. 7,500 Plus GST) (Payable to M/s ITIL Online) (Non- Refundable).
1.8	Earnest Money Deposit (EMD) (Tender Security)	Rs.34,134/- (Rs. Thirty Four Thousand One Hundred and Thirty Four only) by a Demand Draft/Banker's Cheque issued by any Nationalized Bank of India or any Scheduled Bank of India in favour of DFCCIL, New Delhi, payable at New Delhi. Tenders received without Earnest Money Deposit shall be summarily rejected.
1.9	Uploading of NIT and Tender Document i.e. Time of Sale of Tender (Online)	From 30/07/2019 at 18:00 hrs. on www.tenderwizard.com/DFCCIL .
1.10	Last Date and Time of Submission of Tender (Online)	29/08/2019 upto 15.00 hrs. on www.tenderwizard.com/DFCCIL .
1.11	Last Date and Time of Submission of Documents in Physical Form.	29/08/2019 upto 15.00hrs.
1.12	Date of Time of Opening of Tender (Online)	29/08/2019 at 15.30 hrs. on www.tenderwizard.com/DFCCIL .
1.13	Tender Validity	120 days from the Date of Opening of Tender.

1.14	Address for Communication	Deputy General Manager/Administration-I, Dedicated Freight Corridor Corporation of India Limited (DFCCIL), 3 rd Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001. Mobile: 9717637537, Centralized Fax 011-23454701.
1.15	Help Desk for E- Tendering	For any clarification, help and registration for E-Tendering & for obtaining Digital Signature contact at www.tenderwizard.com/DFCCIL and on Telephone No. 011-49424365 or Mob. No. 9599653865.
1.16	Availability of Tender Documents	The Tender documents can be downloaded from www.tenderwizard.com/DFCCIL , Tenderer who wishes to view free Notification and Tender Documents can visit www.tenderwizard.com/DFCCIL , DFCCIL's website www.dfccil.gov.in & Central Procurement Portal, www.eprocure.gov.in ; DFCCIL may issue Addendum(s)/Corrigendum(s) to the Tender document, if any, which shall be issued at least three days in advance of date of opening of tenders and placed on website www.tenderwizard.com/DFCCIL only.

2.0 General

- 2.1 Tender document is non-transferable. Tender received from Tenderer in whose name Tender Document has been issued, shall only be considered.
- 2.2 No extension in the Tender Due Date shall be considered on account of delay in receipt of Tender document by post/online. Late/Delayed Tender shall not be considered for evaluation.
- 2.3 The Offer shall be valid for 120 days from the date of opening of the tender, and extend further if required from time to time. The Bidder cannot withdraw their offer within the period of validity/extended validity lest liable for forfeiture of Earnest Money Deposit (Tender Security).
- 2.4 Notice Inviting Tender (NIT), Tender Document and Corrigendum/Addendum if any, will be posted on the E Tendering website www.tenderwizard.com/dfccil. Tenderers are advised to complete all submission related work well before Time and Date for Submission of Tender Online. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit his offer, will not be accepted.