

Check list

Please check whether following have been enclosed in the respective covers, namely, letter of Pre-qualification, Technical Bid and Commercial Bid:

- | | | |
|--|---------------|--------------------------|
| 1. Bid Security valid up to (date.....)
(Please refer to clause 20.1(i) of Section II Instruction to Tenders) | <i>Yes/No</i> | <input type="checkbox"/> |
| 2. Evidence for experience of at least two years in Scanning, compression of scanned image, data capture from recognized ICR technology and software utility to retrieve images and respective challan data, based on multiple query option etc is mandatory.
(Please refer to clause 20.1(ii) of Section II Instruction to Tenders) | <i>Yes/No</i> | <input type="checkbox"/> |
| 3. Evidence of Turn over of not less than Rs 75 lakhs (Rs Seventy-five Lacs only)
(Please refer to clause 20.1(iv) of Section II Instruction to Tenders) | <i>Yes/No</i> | <input type="checkbox"/> |
| 4. Any accreditation/rating from an internationally reputed third party rating agency.
(Please refer to clause 20.1(vi) of Section II Instruction to Tenders) | <i>Yes/No</i> | <input type="checkbox"/> |
| 5. Vendor Profile
(Please refer to clause 20.1(vii) of Section II Instruction to Tenders) | <i>Yes/No</i> | <input type="checkbox"/> |

Important Note: This list should be duly filled, signed and placed in the cover containing letter of Pre-qualification.

2. Technical Bid

- | | | |
|--|---------------|--------------------------|
| 1. Bid Particulars (Annexe 4.1.1) | <i>Yes/No</i> | <input type="checkbox"/> |
| 2. Bid Letter (Annexe 4.1.2) | <i>Yes/No</i> | <input type="checkbox"/> |
| 3. Proposed Methodology (Annexe 4.1.3) | <i>Yes/No</i> | <input type="checkbox"/> |
| 4. Statement of Deviation(s) from Schedule of Requirements
(Annexe 4.1.4) | <i>Yes/No</i> | <input type="checkbox"/> |
| 5. Statement of Deviation(s) from Tender Terms and Conditions
(Annexe 4.1.5) | <i>Yes/No</i> | <input type="checkbox"/> |
| 6. Vendor Profile (Annexe 4.1.6) | <i>Yes/No</i> | <input type="checkbox"/> |

B. Commercial Bid

- | | | |
|---|---------------|--------------------------|
| 1. Bid Particulars (Annexe 4.2.1) | <i>Yes/No</i> | <input type="checkbox"/> |
| 2. Bid Letter (Annexe 4.2.2) | <i>Yes/No</i> | <input type="checkbox"/> |
| 3. Statement of Commercial Deviation(s) (Annexe 4.2.3) | <i>Yes/No</i> | <input type="checkbox"/> |
| 4. Price Schedule (Annexe 4.2.4) | <i>Yes/No</i> | <input type="checkbox"/> |

CHIEF COMMISSIONER OF INCOME TAX
AAYAKAR BHAWAN, RAJSWA VIHAR, BHUBANESWAR, ORISSA
PIN-751 007

TENDER DOCUMENT

REQUEST FOR PROPOSAL

For

**Scanning, Digitization of Challans/Scrolls along with
software facility for Search and Retrieval of data and
Scanned Images**

Proposed by : Income Tax Department

(Date of publishing of tender document: 28/11/2005)

Date of Issue	Issued To (Name & Address)	Cost of Tender Document	Payment Details				Signature of Issuing person
			DD No.	Name of the Bank	Branch	Date	
		Rs. 1000/-					

SECTION I
SECTION I
Invitation for Bids

1. This invitation for Bids is to :-

Get all the challans/scrolls scanned pertaining to period 01.06.2004 onwards and also to get data of these challans/scrolls converted into digital form so that it could be imported into the existing systems and used for further operations.

2. Tenderers are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
3. Sealed offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be submitted to the Chief Commissioner of Income Tax, Bhubaneswar, not later than the date and time laid down, at his address given in the Schedule **for Invitation for Bids under Clause11**.
4. The Tenderer must be either a firm registered under the Indian Partnership Act or a company registered under the Indian Companies Act, 1956 or a consortium of a firm or a company. In case of consortium the lead entity must satisfy all the Pre-qualifications of Tenderer.
5. The Tender comprises of two bid systems. The Technical Bid and Financial Bid. The Tenderer has to submit a **Bid Security of Rs 50,000/- (Fifty Thousand only)** along with the Technical Bid.
6. Period for completion of work :
- Expected work load for the challans and scrolls pertaining to the period 1.6.2004 to 31.3.2005 would be 224197 challans and 88843 scrolls, and the work is to commence within 10 days of award of work order and be completed within three months from the date of final award of the tender. Thereafter, similar work pertaining to F.Y.2005-06 would be taken up.
7. The bidders would have to quote the rate in Rs / paise for each single challan / scroll, considering the total **scope of work** on end to end solution basis .Expected work load of challan is as per para 6 above. Tender would be only on end to end solution basis. It would not be split
8. Eligible Bidders would be called upon to demonstrate technical qualification with live testing of the complete workflow of expected workload of one day.
9. Tendering authority is not bound to accept the lowest Tender and may reject any part of the Tender without assigning and reason thereof.
10. The Tenders will have to submit authorization certificates for all the selling support upgrade and services under eligible goods and services of the Document Management System DMS

11. Schedule for Invitation for Bids:

- a) Name of the Purchaser:
President of India acting through Chief Commissioner of Income Tax, Bhubaneswar, Orissa
- b) Location where the work of scanning and digitization would take place.
Office of the Zonal Accounts Officer, Zonal Accounts Office, CBDT, Bhubaneswar, 5th Floor, Aayakar Bhawan, Rajswa Vihar, Bhubaneswar – 751007.
- c) Addressee and Address at which Bids to be submitted:
**Commissioner of Income Tax (Computer Operations)
3rd Floor, Aayakar Bhawan, Rajswa Vihar, Bhubaneswar-751007**
- d) Latest time and date for receipt of Bids:
On or before 7TH December, 2005 [upto 16.00 hours]
- e) Place, Time and Date of opening of Letters for pre-qualification of Tenderers:
Place: **Computer Centre, 4th Floor, Aayakar Bhawan, Rajswa Vihar, Bhubaneswar- 751007;**
Time and Date: **11.30 hours; 08/12/2005.**
- f) Place, Time and Date of opening of Technical Bids:
Place: **Computer Centre, 4th Floor, Aayakar Bhawan, Rajswa Vihar, Bhubaneswar- 751007;**
Time and Date: **11.30 hours; 09/12/2005.**
(The date, time and venue for opening financial bids will be intimated to those successful in technical bids)
- g) Date till which the Bids are valid:
120 days from the date of opening of the Technical Bids.
- h) Place, Time and Date of opening of commercial Bid:
Would be intimated separately to successful Bidders of Technical Bid.
- i) Name and designation of the contact person:
Sri Alok Nath, ACIT (OSD), Room No. 403, Aayakar Bhawan, Rajswa Vihar, Bhubaneswar -751007; Phone No. 0674-2585345; Fax: 2582876

Note: The Purchaser shall not be responsible for non-receipt/ no-delivery of the Bid documents due to any reason whatsoever.

SECTION II. INSTRUCTIONS TO TENDERERS
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SECTION II

INSTRUCTION TO TENDERERS

A. Introduction

1. Procedure for Submission of Bids

1.1 It is proposed to have a **Two Cover System** for this tender.

- a) Technical Bid (3 copies) in one cover.
- b) Commercial Bid (3 copies) in one cover.

1.2 Each copy of Technical Bid of the Tender should be covered in a separate sealed cover superscribing the wordings "Technical Bid". Each copy should also be marked as "Original", "First copy" and "Second copy". All the three copies should be put in a single sealed cover superscribing the wordings "Technical Bid".

Please Note that Prices Should Not be Indicated in the Technical Bid.

1.3.1 Each copy of Commercial Bid of the Tender should be covered in a separate sealed cover superscribing the wordings "Commercial Bid". Each copy should also be marked as "Original", "First copy" and "Second copy". All the three copies should be put in a single sealed cover superscribing the wordings "Commercial Bid".

Commercial Bid should only indicate prices (preferably as prescribed at Annexure 4.2.4)

1.4 Both the Technical Bid cover and Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover superscribed with Tender Number, Due Date, Item and the wordings "**DO NOT OPEN BEFORE _____**" (date and time given at **Clause 11(f) of Section I**).

1.5 The cover thus prepared should also indicate clearly the name and address of the tenderer, to enable the Bid to be returned unopened in case it is declared "Late".

1.6 Each copy of the Bids should be a complete document and should be bound as a volume. Different copies must be bound separately.

1.7 A letter, in a separate sealed cover, describing the pre-qualifying technical competence and experience of the Tenderer and also certifying the period of validity of Bids for 120 days from the date of opening of the Technical Bids in accordance with **Clause 7.1(c) and Clause 20**, should also be submitted with the Bid.

2. Cost of Tender

2.1 The Tenderer shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Purchaser and the Purchaser, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

B. The Tender Document

3. Contents of the Tender Document

3.1 The broad specifications of the Services required, Tender procedures and contract terms are prescribed in the Tender Document. In addition to **Section-I** - Invitation for Bids, the Tender Document includes:

- (a) **Section II** - Instructions to Tenderers;
- (b) **Section III** - General Conditions of Contract;
- (c) **Section IV** - Technical Bid / Commercial Bid

Technical Bid comprising of the following :

- i) Bid Particulars (**Annexe 4.1.1**)
- ii) Bid Letter (**Annexe 4.1.2**)
- iii) Proposed Methodology and Technical Details of the Services offered (**Annexe 4.1.3**)
- iv) Statement of Deviation from Schedule of Requirements (**Annexe 4.1.4**)
- v) Statement of Deviation from Tender Terms and Conditions (**Annexe 4.1.5**)
- vi) Vendor Profile (**Annexe 4.1.6**)

Commercial Bid comprising of the following :

- i) Bid Particulars (**Annexe 4.2.1**)
- ii) Bid Letter (**Annexe 4.2.2**)
- iii) Statement of Commercial Deviations (**Annexe 4.2.3**)
- iv) Price Schedule (**Annexe 4.2.4**)

(d) **Section V** –

- i. Background
- ii. Scope of work and workflow
- iii. Schedule of Requirements
- iv. Technical Guidelines for Vendor and validation checks.

(e) **Section VI** - Miscellaneous comprising of the following :

- i) Bid Security Form
- ii) Proforma for Bank Guarantee for Contract Performance Guarantee Bond.
- iii) Contract Form
- iv) Non-Disclosure Agreement

3.2 The Tenderer is expected to examine all instructions, forms, terms and requirements in the Tender Document. **Failure to furnish all information required by the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Tenderer's risk and may result in the rejection of the bid.**

4. Clarification of Tender Document

4.1 A prospective Tenderer requiring any clarification of the Tender Document may notify the Purchaser in writing at the Purchaser's mailing address indicated in **Clause 11 of Section I**. The Purchaser will respond in writing, to any request for clarification of the Tender Document, received not later than 4 days prior to the last date for the receipt of bids prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Tenderers who have received the Tender Document.

5. Amendment of Tender Document

5.1 At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.

5.2 The amendment will be notified in writing or by fax to all prospective Tenderers who have received the Tender Document and will be binding on them.

5.3. In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.

C. Preparation of Bids

6. Language of Bids

6.1 The Bids prepared by the Tenderer and documents relating to the bids exchanged by the Tenderer and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

7. Documents Comprising the Bids

7.1 The bids prepared by the Tenderer shall comprise of the following components:

(a) Technical Bid comprising of the following:

- a. Bid Particulars (**Annexe 4.1.1**)
- b. Bid Letter (**Annexe 4.1.2**)
- c. Proposed Methodology and Technical Details of the Services offered (**Annexe 4.1.3**)
- d. Statement of Deviation from Schedule of Requirements (**Annexe 4.1.4**)
- e. Statement of Deviation from Tender Terms and Conditions (**Annexe 4.1.5**)
- f. Vendor Profile (**Annexe 4.1.6**)

(b) Commercial Bid comprising of the following:

- a. Bid Particulars (**Annexe 4.2.1**)
- b. Bid Letter (**Annexe 4.2.2**)
- c. Statement of Commercial Deviations (**Annexe 4.2.3**)
- d. Price Schedule (**Annexe 4.2.4**)

(c) A letter in a separate sealed cover describing the Pre-qualifying Technical Competence such as proven experience in providing Similar Services, Vendor Profile for determining pre-qualification conditions and Bid Security. (Refer Clause 20 also)

8. **Bid Prices**

8.1 The bidders would have to quote the rate in Rs/paise for each single challan / scroll, considering the total **scope of work** on end to end solution basis.

9. **Firm Prices**

9.1 Prices quoted must be firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, whatsoever.

10. **Discount**

10.1 The Tenderers are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the Purchaser shall avail such discount at the time of award of contract.

11. **Tenderer Qualification**

11.1 The "Tenderer" as used in the tender documents shall mean the one who has signed the Tender Form. The Tenderer may be either the Principal or his duly **Authorized Representative**, in which case he/she shall submit a certificate of authority. All certificates and documents received hereby, shall, as far as possible, be furnished by the representative and the principal.

11.2 It is further clarified that the individual signing the Bids or other documents in connection with the tender must certify whether he/she signs as :

- (a) Consortium of firm/company and the person signing the Tender is constituted attorney.
- (b) A partner of the firm if it be a partnership, in which case he/she must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners.
- (c) Constituted attorney of the firm, if it is a company.

12. **Bid Security**

12.1 Pursuant to **Clause 7.1(c) of Section II** the Tenderer shall furnish, as part of its bid, **a bid security of the amount mentioned in Clause 5 of Section I.**

12.2 The bid security is required to protect the Purchaser against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to **Clause 12.8.**

12.3 The bid security shall be denominated in Indian Rupees, and shall be in the form of a bank guarantee issued by a **Nationalised / Scheduled Bank**, in the proforma provided at **Appendix A** in the Tender Document and shall be valid for 45 days beyond the validity of the Bid.

12.4 **Any bid not secured in accordance with Clauses 12.1 and 12.3 will be rejected by the Purchaser as non-responsive.**

- 12.5 Unsuccessful Tenderer's bid security will be discharged/ returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser, pursuant to **Clause 13**.
- 12.6 The successful Tenderer's bid security will be discharged upon the Tenderer executing the Contract, pursuant to **Clause 35** and furnishing the performance security, pursuant to **Clause 36**.
- 12.7 No interest will be payable by the Purchaser on the amount of the Bid Security.
- 12.8 The bid security may be forfeited:
- (a) if a Tenderer withdraws its bid during the period of bid validity specified by the Tenderer in the Bid; or
 - (b) in the case of a successful Tenderer, if the Tenderer fails;
 - (i) to sign the Contract in accordance with **Clause 35**; or
 - (ii) to furnish performance security in accordance with **Clause 36**.
13. **Period of Validity of Bids**
- 13.1 Bids shall remain valid for **120 days** after the date of opening of Technical Bids prescribed by the Purchaser. **A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.**
- 13.2 In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The validity of bid security provided under **Clause 12** shall also be suitably extended. A Tenderer may refuse the request without forfeiting its bid security. A Tenderer granting the request will not be required nor permitted to modify its bid.
14. **Format and Signing of Bid**
- 14.1 The Tenderer shall prepare three copies the Bid, clearly marking each "Original", "First Copy" and "Second Copy" as appropriate in accordance with **Clause 1**. In the event of any discrepancy between them, the original shall govern.
- 14.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract in accordance to **Clause 11**. **The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.**
- 14.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the bid.
15. **Revelation of Prices**
- 15.1 **Prices in any form or by any reason before opening the Bid should not be revealed, failing which the offer shall be liable to be rejected.** If price change is envisaged due to any clarification, revised Bid in a separate sealed cover shall be accepted with prior written permission of the Purchaser.

16. **Income Tax Clearance Certificate**

16.1. Deleted

17. **Terms and Conditions of Tendering Firms**

17.1 Printed terms and conditions of the tenderers will not be considered as forming part of their tenders. **In case terms and conditions of the contract applicable to this Invitation of Tender are not acceptable to any Tenderer, he should clearly specify deviation in its tender (Annexe 4.1.5).**

17.2 **Similarly in case the Services being offered has deviations from the specifications laid down in Section V, the tenderer shall describe in what respects and to what extent the Services being offered differ/deviate from the specifications, even though the deviations may not be very material. Tenderer must state categorically whether or not his offer conforms to tender specifications and indicate deviations, if any. (Annexe 4.1.4)**

18. **Local Conditions**

18.1 It will be imperative on each tenderer to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.

19. **Headings**

19.1 The headings of conditions hereto shall not affect the construction thereof.

20. **Conditions for Pre-Qualification of Tenderers**

20.1 Pursuant to **Clause 7.1(c) of Section II**, the Tenderer should clearly indicate, **giving explicit documentary evidence alongwith the letter of pre-qualification**, in respect of the Services offered, the following:

- i) Bid Security of the prescribed amount and validity pursuant to **Clause 12**.
- ii) **Domain Knowledge:** The Tenderer should have requisite experience and domain knowledge in field of Scanning, compression of scanned image, data capture from recognized ICR technology and software utility to retrieve images and respective challan data, based on multiple query option etc. The Tenderer should have proven experience of successfully completing at least two projects with total value of each project being **Rs 15-20 lacs**.
- iii) **Software Integration:** The Tenderer should have the requisite software integration skill to complete end to end solution and facilitate verification of flow of work and submit daily reports.
- iv) **Company Turnover:** The Tenderer should have **a minimum turnover of Rs. 75 lakhs (Rupees Seventy-five lakhs only)** in last two years from scanning, data entry, software development or related activities. Relevant proof in the form of audited annual report or balance sheet should be duly submitted.
- v) The Tenderer must be either a firm registered under the Indian Partnership Act or a company registered under the Indian Companies Act, 1956 or a

consortium of a firm or a company. In case of consortium the lid entity must satisfy all the Pre-qualifications of Tenderers.

- vi) Any accreditation/rating from an internationally reputed third party rating agency will be treated as an added qualification.
- vii) **Vendor Profile for determining pre-qualification conditions, as per Annexe 4.1.6, should be enclosed with the letter of pre-qualification.**

D. Submission of Bids

21. Sealing and Marking of Bids

21.1 The Tenderers shall seal and mark the original and each copy of the Bid strictly in accordance with **Clause 1**.

21.2 **If the outer cover of the bid is not sealed and marked as required by Clause 1, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.**

22. Last Date for Receipt of Bids

22.1 **Bids must be received by the Purchaser at the address specified under Clause 11(c) of Section I not later than the time and date specified in Clause 11(d) of Section I. In the event of the specified date for the receipt of Bids being declared a holiday for the Purchaser, the Bids will be received upto the appointed time on the next working day.**

22.2 The Purchaser may, at its discretion, extend the last date for the receipt of bids by amending the Tender Document in accordance with **Clause 5**, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the last date will thereafter be subject to the last date as extended.

23. Late Bids

23.1 Any bid received by the Purchaser after the last date for receipt of bids prescribed by the Purchaser, pursuant to **Clause 11 Section I, will be rejected and/or returned unopened to the Tenderer.**

24. Modification and Withdrawal of Bids

24.1 The Tenderer may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the last date prescribed for receipt of bids.

24.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of **Clause 1**. A withdrawal notice may also be sent by telex or cable or fax but followed by a signed confirmation copy, post marked not later than the last date for receipt of bids.

24.3 No bid may be modified subsequent to the last date for receipt of bids.

24.4 No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Tenderer in the Bid. **Withdrawal of a bid during this interval may result in the Tenderer's forfeiture of its bid security.**

25. Address for Correspondence

25.1 The Tenderer shall designate the official mailing address, place and fax number to which all correspondence shall be sent by the Purchaser.

26. **Opening of Bids by Purchaser**

26.1 On the basis of information given in the **letter of pre-qualification**, as mentioned at **Clause 20**, Tenderers will be pre-qualified. **The bids of Tenderers not qualified will be returned unopened immediately.**

26.2 **Bids of only pre-qualified tenderers will be opened.**

26.3 The Purchaser will open the Bids, in the presence of the representatives of the Tenderers who choose to attend, at the time and date, as mentioned in **Section I** of this Document.

26.4 **The Tenderers' names, modifications, bid withdrawals and the presence or absence of the requisite Bid Security and such other details as the Purchaser, at its discretion, may consider appropriate will be announced at the bid opening.**

26.5 The Purchaser will prepare minutes of the bid opening.

27. **Clarifications**

27.1 When deemed necessary, the Purchaser may seek clarifications on any aspect from the tenderer. However, that would not entitle the Tenderer to change or cause any change in the substance of the tender submitted or price quoted.

28. **Preliminary Examination**

28.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

28.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. **If the Tenderer does not accept the correction of the errors, its bid will be rejected.** If there is a discrepancy between words and figures, the amount in words will prevail.

28.3 **A bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction of the nonconformity.**

28.4 The Purchaser may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tenderer.

29. **Contacting the Purchaser**

29.1 No Tenderer shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

29.2 Any effort by a Tenderer to influence the Purchaser's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Tenderer's bid.

E. Award of Contract

30. Post Qualification

30.1 The Purchaser will determine to its satisfaction whether the Tenderer selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.

30.2 This determination will take into account the Tenderer's financial, technical, implementation and post-implementation capabilities. It will be based upon an examination of the documentary evidence submitted by the Tenderer as per **Clause 20** as well as such other information as the Purchaser deems necessary and appropriate.

30.3 Evaluation Criteria

Bids will be evaluated on, including but not limited to the content of technical excellence, managerial competence, proposed services and cost. The selection may be made without discussion and/or price negotiation; therefore, the proposal should be submitted complete and on the most favorable terms.

Bids will be evaluated on the basis of the scope of the proposal, skill, and experience of the Tenderer. **The Tenderer has to demonstrate technical qualification with live testing of complete work flow of expected work load of one day.**

30.4 Only successful Tenderers of technical bid would be considered for evaluation of commercial bid.

30.5 **An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's bid, in which event, the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Tenderer's capabilities to perform satisfactorily.**

31. Award Criteria

31.1 Subject to **Clause 30**, the Purchaser will award the Contract to the successful Tenderer whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily. The Purchaser shall however not bind itself to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part.

32. Purchaser's Right to Vary Scope of Contract at the time of Award

32.1 The Purchaser may at any time, by a written order given to the Vendor pursuant to **Clause 10 of Section III**, make changes within the general scope of the Contract.

32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Vendor's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Vendor for adjustment under this Clause must be asserted within thirty (30) days from the date of the Vendor's receipt of the Purchaser's changed order.

33. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids

33.1 The Purchaser reserves the right to accept any bid, and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to

the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Purchaser's action.

34. Notification of Award

- 34.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Tenderer in writing by registered letter or by cable or telex or fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 34.2 The notification of award will constitute the formation of the Contract.
- 34.3 Upon the successful Tenderer's furnishing of performance security pursuant to **Clause 36**, the Purchaser will promptly notify each unsuccessful Tenderer and will discharge its bid security, pursuant to **Clause 12**.

35. Signing of Contract

- 35.1 **At the same time as the Purchaser notifies the successful Tenderer that its bid has been accepted, the Purchaser will send the Tenderer the Contract Form (Appendix C) provided in the Tender Document, incorporating all agreements between the parties.**
- 35.2 Within 7 days of receipt of the Contract Form, the successful Tenderer shall sign and date the Contract and return it to the Purchaser.

36. Performance Security

- 36.1 Within 7 days of the receipt of notification of award from the Purchaser, the successful Tenderer shall furnish the performance security in accordance with the Conditions of Contract (refer Para 6.1 of section III), in the Contract Performance Guarantee Bond prescribed at **Appendix B**.
- 36.2 Failure of the successful Tenderer to comply with the requirement of **Clause 35 or Clause 36** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Tenderer or call for new bids.

37. Confidentiality of the Document

This Tender Document is confidential and the Tenderer is required to furnish an undertaking that anything contained in this Tender Document shall not be disclosed in any manner whatsoever.

SECTION III.**GENERAL CONDITIONS OF CONTRACT****TABLE OF CLAUSES**

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SECTION III

GENERAL CONDITIONS OF CONTRACT

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Client" or "The Purchaser" means the President of India acting through the Chief Commissioner of Income tax.
- (b) "Purchase Officer" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Client.
- (c) The "Contract" means the agreement entered into between the Client and the Service Provider as recorded in the Contract Form signed by the Client and the Service Provider, including all attachments and annexes thereto and all documents incorporated by reference therein.
- (d) The "Service Provider " or "Vendor" means the firm or the company or consortium with whom the order for Services viz. Scanning, Digitization of Challans/Scrolls along with software facility for Search and Retrieval of data and Scanned Images is placed and shall be deemed to include the Service Provider's successors, representatives (approved by the Client), heirs, executors, administrators and permitted assigns, as the case may be, unless excluded by the terms of the contract.
- (f) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;
- (g) "Service" means services to be provided by the Service Provider as per the requirements specified in Schedule V of this document and any other incidental services, such as setting up of necessary infrastructure, implementation, provision of technical assistance, training and other such obligations of the Service Provider covered under the Contract;
- (h) "Acceptance of Tender" means the letter/telex/telegram/ fax or any memorandum communicating to the Tenderer the acceptance of his tender and includes an advance acceptance of his tender.
- (i) "ITD" means the Income-Tax Department.
- (j) "Nodal or Summary Scroll" means a tabular chart prepared by Nodal branch of the bank containing major head wise collection of taxes from all the branches of the bank operating in the jurisdiction of the Zonal Account Office(ZAO) of the area.
- (k) "Main Scroll" means a tabular chart prepared by Nodal branch of the bank containing branch wise and major head wise collection of taxes from all the branches of the bank operating in the jurisdiction of the Zonal Account Office(ZAO) of the area.
- (l) "Branch Scroll" means a tabular chart prepared by tax collecting branch and sent to Nodal branch of the bank along with the hard copy of challan containing major head wise and taxpayer wise collection of taxes of the branch of the bank.
- (m) "Bundle" means aggregation of following documents sent by each nodal branch of the bank to the respective ZAO for a particular nodal scroll date which are tagged together:

- a. Nodal/Summary Scroll
 - b. Main Scroll
 - c. Branch Scroll
 - d. Hard copy of challans corresponding to the branch scroll..
- (n) "Nodal or Summary Scroll Date" means date of preparation of nodal scroll by the nodal bank branch appearing on the summary scroll.
- (o) "BSR" means a 7 digit unique number allotted by RBI to each bank branch
- (p) "Challan Deposit Date) means date on which taxpayer submits challan along with the payment to the bank branch.
- (q) "Challan Sequence Number" means a serial number allotted by the bank branch on a particular challan for the purpose of digitization of challan data.

1.2 Acronyms and Abbreviations

The following table gives a description of all the abbreviations and acronyms used in this document.

Abbreviation/Acronym	Description
AO	Assessing Officer
BSR	Basic Statistical Return
CCIT	Chief Commissioner of Income Tax
CIN	Challan Identification Number
CIT(CO)	Commissioner of Income Tax(Computer Operation)
DIT(S)	Directorate of Income Tax (Systems)
DMS	Document Management System
DO	Designated Officer
ICR	Intelligent Character Recognition
ITD	Income Tax Department
LOV	List of Values
NCC	National Computer Center
NSDL	National Securities Depository Limited
OCR	Optical Character Recognition
OLTAS	On-Line Tax Accounting Systems
PAN	Permanent Account Number
RCC	Regional Computer Centre
RT	Record Type
TAN	Tax Deduction Account Number
TIN	Tax Information Network
ZAO	Zonal Accounts Office

2. Application

- 2.1 These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

3. Standards of Performance

- 3.1 The Service Provider shall perform the Services and carry out it's obligations under the Contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, engineering practices. It shall employ technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Service Provider shall always act, in respect of any matter relating to this Contract, as faithful advisors to the Client and shall, at all times, support and safeguard the Client's legitimate interests in any dealings with Third Parties.

4. Use of Contract Documents and Information

- 4.1 The Service Provider shall not, without the Client's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Client in connection therewith, to any person other than a person employed by the Service Provider in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.

4.2 The Service Provider shall not, without the Client's prior written consent, make use of any document or information enumerated in **Clause 3 of Section II** except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, enumerated in **Clause 3 of Section II** shall remain the property of the Client and shall be returned (in all copies) to the Client on completion of the Service Provider's performance under the Contract, if so required by the Client.

5. Intellectual Property Rights

5.1 The Service Provider shall indemnify the Client against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied Software and related services or any part thereof.

5.2 Software Utility to be used for Retrieval of data and scanned image and other software for generating reports shall become intellectual property of the Client and Service Provider shall not have any claim on software on expiry of Contract.

5.3 The Service Provider will not use Client's information for any activity outside of providing agreed services on behalf of the Client.

5.4. All information provided by the Client or data collected by the Service Provider executing the work will be considered confidential and will be handled by the Service Provider as Client's Confidential Information. The Client will be the owner of such confidential information.

5.5 All the information transacted between the Client and the Service Provider, belonging to each other, should be duly handed over to each other in the event of separation.

5.6.1 The Service Provider shall maintain full confidentiality of the data obtained while answering queries/complaints of Client's customers. Under no circumstances the Service Provider shall divulge/reveal/share such data. Service provider shall execute appropriate confidentiality agreements with their employees to maintain confidentiality of such data. Such data collected, if any shall be the property of the client and shall be handed over to the client on expiry of the contract or when asked for during the currency of the contract. The facility should have appropriate electronic access control systems to ensure only authorized personnel have access.

6. Performance Security

6.1 Within 7 days after the receipt of notification of award of the Contract from the Client, the successful Tenderer shall furnish Performance Security to the Client, which shall be equal to 10% of the value of the Contract and shall be in the form of a Guarantee Bond from a Nationalised / Scheduled Bank in the Performa given at **Appendix B**.

7. Training

7.1 The Service Provider shall provide necessary training to the persons authorized by the client for using the software utility delivered by the service provider.

8. Loss of Revenue to the Client

8.1 The Service Provider shall be vicariously liable to indemnify the Client in case of any misuse of data / information by the Service Provider, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.

9. Currency of Payment

9.1 Payment shall be made in Indian Rupees only.

10. Change Orders

10.1 The Client may at any time, by a written order given to the Service Provider pursuant to **Clause 32 of Section II**, make changes within the general scope of the Contract.

10.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Vendor's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this Clause must be asserted within thirty (30) days from the date of the Vendor's receipt of the Purchaser's changed order.

11. Contract Amendments

11.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the Service Provider and the Client.

12. Assignment

12.1 The Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract.

13. Terms of Payment

13.1 The payment to the vendor shall be made as under:

S No	% of Payments	Conditions/Events
1.	70%	On delivery of Acceptable/validated images, data and successful installation and User Acceptance Testing DMS.
2.	15%	Successful import and testing of 70% of all challans data in ITD application.
3.	15%	After success completion of all the challans scanning and data import in ITD application.

13.2 No Advance payment will be made.

13.3 Payment will be made only after proof of delivery, installation and acceptance is obtained from the purchaser.

13.4 No amount would accrue to the service provider in case of failure to furnish Performance Security as per clause 6 above.

14. Delays in the Service Provider's Performance

14.1 An unexcused delay by the Service Provider in the performance of its Contract obligations shall render the Service Provider liable to any or all of the following sanctions:

- (i) Forfeiture of its performance security;
- (ii) Imposition of Liquidated Damages
- (iii) Termination of the Contract for default.

14.2 If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely completion of the services under the contract and performance of

the services, the Service Provider shall promptly notify the Client in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Vendor's notice, the Client shall evaluate the situation and may at its discretion extend the Vendor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

14.3 Liquidated Damages

Subject to clause 16, if the service provider fails to perform the services within the time period specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% per week (seven days) or part there of the contract price of unperformed services for each week (seven days) or part thereof of delay until actual performance, up to maximum deduction of 10% of the contract price. Once the maximum is reached, the purchaser may consider termination of the contract pursuant to clause 15.

15. Termination for Default

15.1 The Client may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or in part if:

- (a) the Service Provider fails to deliver any or all of the obligations within the time period(s) specified in the Contract, or any extension thereof granted by the Client pursuant to **Clause 14**; or
- (b) the Service Provider fails to perform any other obligation(s) under the contract.

16. Force Majeure

16.1 Notwithstanding the provisions of **Clauses 14 and 15**, the Service Provider shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

16.2 For Purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

16.3 If a force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such conditions and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all prevented by the Force Majeure event.

16.4 The Client may terminate this contract, by giving a written notice of minimum 30 days to the Service Provider, if written notice of minimum 30 days to the Service Provider being unable to perform a material portion of the services for a period of more than 60 days.

17. Termination for Insolvency

17.1 The Client may at any time terminate the Contract by giving written notice to the Service Provider, without compensation to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Client.

18. Termination for Convenience

18.1 The Client, may, by written notice sent to the Service Provider, terminate the Contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

19. Arbitration

19.1 The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract.

19.2 If, after Thirty (30) days from the commencement of such direct informal negotiations, the Client and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified in **Clauses 19.3 and 19.4.**

19.3 In the case of a dispute or difference arising between the Client and the Service Provider relating to any matter arising out of or connected with this Contract, such dispute or difference shall be referred to the award of two Arbitrators, one Arbitrator to be nominated by the Client and the other to be nominated by the Service Provider or in case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing before proceeding with the reference, and in case the Arbitrators cannot agree to the Umpire, he may be nominated by the **Secretary, Indian Council of Arbitration, New Delhi.** The award of the Arbitrators, and in the event of their not agreeing, of the Umpire appointed by them or by the **Secretary, Indian Council of Arbitration, New Delhi** shall be final and binding on the parties.

19.4 **The Arbitration & Conciliation Act 1996**, the rules there under and any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings.

19.5 The venue of arbitration shall be the city from where the Contract is issued.

19.6 The Client may terminate this contract, by giving a written notice of termination of minimum 30 days, to the Service Provider, if the Service Provider fails to comply with any decision reached consequent upon arbitration proceedings pursuant to **Clause 19.**

20. Governing Language.

20.1 The Agreement shall be written in English and Hindi language. Subject to **Clause 21**, such language versions of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in either English or Hindi language. In the event of a conflict between the two versions, the English version shall prevail.

21. Applicable Law

21.1 The contract shall be interpreted in accordance with the Indian laws.

22. Notices

22.1 Any notice by one party to the other pursuant to the Contract shall be sent in writing or by telegram or by telex and confirmed in writing to the address specified for that purpose in the contract.

22.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

23. Deductions

23.1 Payments, as envisaged in **Clause 13**, shall be subject to deductions of any amount, for which the Service Provider is liable under the agreement against this tender.

24. "No Claim" Certificate

24.1 The Service Provider shall not be entitled to make any claim, whatsoever against the Client, under or by virtue of or arising out of, this contract, nor shall the Client entertain or consider any such claim, if made by the Service Provider after he shall have signed a "No claim" certificate in favour of the Client in such forms as shall be required by the Client after the works are finally accepted.

25. Satisfactory complimentary Performance

25.1 The Service Provider shall, notwithstanding any thing stated in other Clauses of this Document, guarantee satisfactory performance of the Services enumerated in the contract and in future undertake to reimburse the Client or any agency nominated by the Client, all payments made in pursuance of this contract and such other costs as may be decided by mutual consent or by an arbitrator as envisaged in **Clause 19**.

26. Suspension

26.1 The Client may, by a written notice of suspension to the Service Provider, suspend all payments to the Service Provider under the Contract, if the Service Provider fails to perform any of its obligations under this Contract, (including the carrying out of the Services) provided that such notice of suspension:

- (i) shall specify the nature of the failure; and
- (ii) shall request the Service Provider to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Service Provider.

27. Cessation of Rights and Obligations

27.1 Upon termination of the Contract pursuant to any of the **Clauses 14.3, 15, 16.4, 17, 18 and 19.6** above or upon expiration of this Contract pursuant to **Clause 34**, all rights and obligations of the Parties hereunder shall cease, except;

- (i) such rights and obligations as may have accrued on the date of termination or expiration.
- (ii) the obligation of confidentiality set forth in Clause 30 below:
- (iii) any right which a Party may have under the Applicable Law.

28. Cessation of Services Upon Termination

28.1 Upon termination of this Contract pursuant to any of the **Clauses 14.3, 15, 16.4, 17, 18 and 19.6**, above, the Service Provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep the expenditure thereof to a minimum. As regards the documents prepared by the Service Provider the same shall be in accordance with **Clause 31**.

29. Payment Upon Termination

29.1 Upon termination of this Contract pursuant to any of the **Clauses 14.3, 15, 16.4, 17, 18 and 19.6**, the Client shall decide the quantum of payment to be made to the Service Provider consequent upon termination of Contract. The decision of Client under this Clause shall not be challenge able in any court of law.

30. Confidentiality

30.1 The Service Provider and their personnel shall not, either during the term or after expiration of this Contract, disclose any proprietary or confidential information relating to the Services, Contract, Clients's business or operations without the prior written consent of the Client.

30.2 The Service Provider and their personnel shall not, either during the term or after expiration of this Contract, use the name or the logo of the Client or the Income Tax Department except and to the extent authorized by client.

30.3 The Service Provider and their personnel shall not misuse or disclose any confidential information, which they come to know during the currency of this contract. The Service Provider shall be liable to fully recompense the Client for any loss of revenue arising from breach of confidentiality.

30.4 The Service Provider shall abide with the ITD Information Confidentiality Agreement (ICA), and shall be sign a separate Non Disclosure Agreement (NDA) with the Client. A sample NDA is given in **Appendix-D**.

31. Documents Prepared by the Service Provider to be the Property of the Client

31.1 All plans, drawings, specifications, designs, reports and other documents prepared by the Service Provider in the execution of the Contract shall become and remain the property of the Client, and before termination or expiration of this Contract the Service Provider shall deliver all such documents, prepared under this contract along with a detailed inventory thereof, to the Client.

32. Service Provider's Personnel

32.1 The Service Provider shall employ and provide such qualified and experienced personnel as are required to perform the Services under the Contract.

33. Project Manager

33.1 The Service Provider shall ensure that at all times during the currency of the Contract a Project Manager, acceptable to the Client shall take charge of the Performance of the Contract.

34. Completion of Contract

34.1 Unless terminated earlier, pursuant to **Clauses 14.3, 15, 16.4, 17, 18 and 19.6**, the Contract shall terminate on the completion of services as specified in the Contract.

35. Deliverables and Reports:

The following items are required to delivered by vendor :

35.1 Stage - I

- Project Plan and schedule

- Installation Report
- Software Configuration and Policy Document
- Commissioning and Integration Report
- Acceptance Testing Report
- Relevant Manual Literature

35.2 Stage - II

- Daily report of number of challans scanned and data digitized in the format given by purchaser.
- Daily report in the format given by purchaser of mismatch between number of challans mentioned on Nodal Scroll of a Bank on a particular date and number of challans physically found in the bundle. This report should be prepared before Untagging of bundle.
- Daily report in the format given by purchaser of number of challans found in the Nodal Scroll of each bank for a particular date where Banks seal with BSR, Challan deposit date and Challan serial number is not appearing.
- Daily report in the format given by purchaser regarding failure of validation and CDs rejection
- Delivery of clear compressed images of challans /scrolls on CDs and data of challans /scroll in the flat file format and in the manner as given in clause 4 of section V.
- A facility to generate report on missing CIN challans (Bank Branch wise) along with scanned challans images which can be printed and sent to banks for OLTAS data entry for a range of Nodal Scroll Date.
- A software utility for fast retrieval of scanned images based on multiple query option based on digitized challan/scroll data.

36. Taxes

- 36.1 The Service Provider shall be entirely responsible for all taxes, duties, octroi, license fees, demurrage charges etc., incurred until delivery of the contracted Services to the Purchaser. However, Service tax in respect of the services provided to the Client shall be payable extra by the Client. If there is any increase/decrease in Service tax due to any reason whatsoever, after Notification of Award, the same shall be passed on to the Client. The provisions of Income tax Act regarding deduction of tax at source shall apply.

SECTION IV. CONTENTS OF BIDS

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4	Statement of Deviation(s) from Schedule of Requirements (Annexe 4.1.4)	31
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Annexe 4.1.1
(Please see Clause 7 of
Instructions to Tenderers)

A. TECHNICAL BID

BID PARTICULARS FOR TENDER No.

Tender No:

1. Name of the Tenderer -----
 2. Full Address of the Tenderer -----
 3. Name of the actual signatory
of the Product(s) offered -----
 4. Tenderer's proposal number and date -----
 5. Name & address of the officer
to whom all references shall be
made regarding this tender -----
- Telex -----
- Telephone -----
- Fax No. -----

Witness :

Tenderer :

Signature -----
Name -----
Address -----

Date -----

Signature -----
Name -----
Designation -----
Company -----
Date -----

Company Seal

Annexe 4.1.2
(Please see Clause 7 of
Instructions to Tenderers)

Bid Letter
(Technical Bid)

To

The Chief Commissioner of Income-tax, Bhubaneswar,
Aayakar Bhawan, Rajswa Vihar, Bhubaneswar, Orissa.

Sir,

Ref : Tender No: CIT(CO)/BBSR/OLTAS/4/SCANNING/2005-06

We declare:

- i) that we are an established Service Provider in the area of scanning, data capturing and retrieval of image and data under the name and style of -----

 - ii) that we/our principals are equipped with adequate machinery/technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live demonstration of our capability and preparedness before the representatives of The Chief Commissioner of Income-tax.
2. We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid at Annexe 4.2.1 to 4.2.4.
- 3. Schedule for providing Services**
- We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
4. We enclose herewith the complete Technical Bid as required by you. This includes :
- i) Bid Particulars (**Annexe 4.1.1**)
 - ii) Bid Letter (**Annexe 4.1.2**)
 - iii) Proposed Methodology (**Annexe 4.1.3**)
 - iv) Statement of Deviation from Schedule of Requirements (**Annexe 4.1.4**)
 - v) Statement of Deviation from Tender Terms and Conditions (**Annexe 4.1.5**)
 - vi) Vendor Profile (**Annexe 4.1.6**)
5. We agree to abide by our offer for a period of **120 days** from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.
6. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the Schedule of Requirements are only those mentioned in **Annexure 4.1.4**. The deviations from the above terms and conditions are only those mentioned in **Annexure 4.1.5**.

7. Certified that the tenderer is:

a company and the person signing the tender is the constituted attorney.

or

a partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

consortium of firm/company and the person signing the Tender is constituted attorney.

(NOTE : Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorised to sign the tender document.)

8. Bid Security (Earnest Money) for an amount equal to **Rs. 50,000/- (Fifty Thousand only)** is enclosed in the Cover containing the letter for Pre-qualifying Requirements in the form specified in **Clause 12 of Section II.**

9. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this day of 200

Signature of Tenderer

Details of
enclosures.

Full Address:

Telephone No.

Telegraphic Address:

Telex No.

Fax No.

Annexe 4.1.3

(Please see Clause 7 of Section II and
Section V -Schedule of Requirements)

PROPOSED METHODOLOGY

\

Signature of witness

Dated

Place

Signature of the Tenderer

Dated

Place

Annexe 4.1.4
(Please see Clause 17 of
Instructions to Tenderers)

STATEMENT OF DEVIATIONS FROM SCHEDULE OF REQUIREMENTS

Dear Sirs,

Following are the Technical deviations and variations from the Schedule of Requirements. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specifications and documents.

S. No.	Section No.	Clause No.	Page No.	Statement of deviations and variations from Schedule of Requirements

Signature of witness

Dated

Place

Signature of the Tenderer

Dated

Place

Annexure 4.1.5
(Please see Clause 17 of
Instructions to Tenderers)

STATEMENT OF DEVIATIONS FROM TENDER TERMS AND CONDITIONS

Dear Sirs,

Following are the deviations from the Terms and Conditions of the Tender. These deviations and variations are exhaustive. Except these deviations and variations, all other Terms and Conditions of the Tender are acceptable to us.

S. No.	Section No.	Clause No.	Page No.	Statement of deviations and variations from Tender Terms and Conditions

Signature of witness

Dated

Place

Signature of the Tenderer

Dated

Place

Annexe 4.1.6
(Please see Clause 34 of the
General Conditions of Contract)

VENDOR PROFILE

1	Name of the Firm/Company/Consortium		
2	Year Established		
3	Address of Office		
4	Telephone No.		
5	Fax No.		
6	E-mail Address		
7	Website		
8	Sectors' in which the company/firm/consortium has provided similar services to Govt./Public Sector/Pvt. Sector/International clients.	(i) (ii) (iii) (iv) (v)	
9	No. of full time personnel currently under employment (Department wise)	Total in India (i) (ii) (iii)	Total in Delhi/NCR
10	Name of the affiliated Firms	(i) (ii) (iii)	
11	No. of years of Proven experience of providing similar Services in India.		
12	Infrastructure facilities in India so as to serve all over India		
13	Annual turnover Audited Annual Turnover in last two years	Annual turnover of the company in Rs.	
		F.Y.	Turn Over
		2004-2005	
		2003-2004	
14	Paid up capital as on 1.4.2005		
15	List of customers in India and also international customers, as on date, to whom the Tenderer is currently providing similar		

16	Any accreditation / rating from an internationally reputed third party rating agency.			
17	Various Ceritifications (ISO Certificaton/Six Sigma/Nasscom/DOT Registered)			

Signature of witness

Dated
Place

Signature of the Tenderer

Dated
Place

Annexe 4.2.1
(Please see Clause 7 of
Instructions to Tenderers)

B. COMMERCIAL BID

BID PARTICULARS FOR TENDER No. Tender No:

- 1. Name of the Tenderer -----
- 2. Full Address of the Tenderer -----
- 3. Name of the actual signatory
of the Product(s) offered -----
- 4. Tenderer's proposal number and date -----
- 5. Name & address of the officer
to whom all references shall be
made regarding this tender -----

- Telex -----
- Telephone -----
- Fax No. -----

Witness :

- Signature -----
- Name -----
- Address -----

- Date -----

Tenderer :

- Signature -----
- Name -----
- Designation -----
- Company -----

- Date -----

Company Seal

Annexe 4.2.2
(Please see Clause 7 of
Instructions to Tenderers)

Bid Letter
(COMMERCIAL BID)

To

The Chief Commissioner of Income-tax, Bhubaneswar,
Aayakar Bhawan, Rajswa Vihar, Bhubaneswar, Orissa.

Ref : Tender No: CIT(CO)/BBSR/OLTAS/4/SCANNING/2005-06

Sir,

We declare:

- i) that we are an established Service Provider in the area of scanning, data capturing and retrieval of image and data under the name and style of -----

 - ii) that we/our principals are equipped with adequate machinery/technology for providing the services as per the parameters laid down in the Tender Document.
2. We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid at **Annexures 4.2.1 to 4.2.4.**
- 3. Schedule for providing Services**
- We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
4. We enclose herewith the complete Commercial Bid as required by you. This includes:
- i) Bid Particulars (**Annexe 4.2.1**)
 - ii) Bid Letter (**Annexe 4.2.2**)
 - iii) Statement of Commercial Deviation(s) (**Annexe 4.2.3**)
 - iv) Price Schedule (**Annexe 4.2.4**)
5. We agree to abide by our offer for a period of **180 days** from the date fixed for opening of the Technical Bid and that we shall remain bound by a communication of acceptance within that time.
6. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The Commercial Deviations are only those mentioned in **Annexure 4.2.3.**

7. Certified that the tenderer is:

a company and the person signing the tender is the constituted attorney.

or

a partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

consortium of firm/company and the person signing the Tender is constituted attorney.

(NOTE : Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorised to sign the tender document.)

8. **Bid Security (Earnest Money)** for an amount equal to **Rs 50,000/- (Fifty Thousand only)** is enclosed in the Cover containing the letter for Pre-qualifying Requirements in the form specified in **Clause 12 of Section II**.

9. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this day of 2005

Signature of Tenderer

Details of
enclosures.

Full Address:

Telephone No.

Telegraphic Address:

Telex No.

Fax No.

Annexe 4.2.3
(Please see Clause 7 of
Instructions to Tenderers)

STATEMENT OF COMMERCIAL DEVIATION(S)

Dear Sirs,

Following are the Commercial deviation(s) and variation(s) from the exceptions to the specifications and documents for the Tender. These deviation(s) and variation(s) are exhaustive. Except these deviation(s) and variation(s), the entire work shall be performed as per your specifications and documents.

S. No.	Section No.	Clause No.	Page No.	Statement of commercial deviations and variations

Signature of witness
Dated
Place

Signature of the Tenderer
Dated
Place

Annexe 4.2.4
(Please See Clause 8 & 9 of the
"Instructions to Tenderers)

PRICE SCHEDULE

We/ M/s _____ offer the following
price:

Note:

1. The bidders would have to quote the rate in Rs/paise for each single challan / scroll, considering the total **scope of work** on end to end solution basis .Expected work load of challan is as per clause 6 section I of the document. Tender would be only on end to end solution basis.
2. The bidders would quote basic unit rate and service tax payable separately.

Signature of witness
Dated
Place

Signature of the Tenderer
Dated
Place

SECTION V.

TABLE OF CLAUSES

CLAUSE NUMBER	TOPIC	PAGE No.
1.	Background and Work Flow of OLTAS	41
2.	Scope of Work	43
3.	Technical Specifications	46
4.	Technical Guidelines for vendors and Validations Checks	49

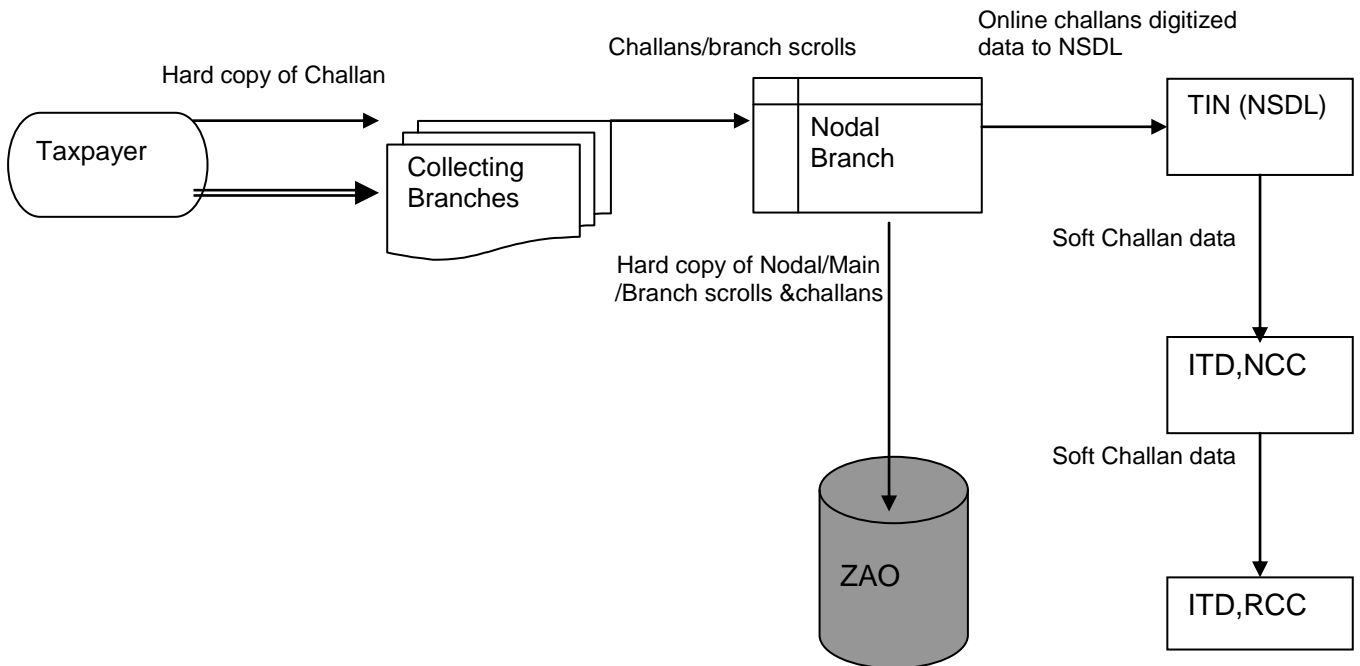
SECTION V

SECTION V - SCHEDULE OF REQUIREMENTS

1. Background and Work Flow of OLTAS

In the current Online Tax Accounting System (OLTAS), the taxpayers will fill up only one copy of the Challan. This Challan will have a taxpayer counterfoil at the bottom. After the payment is realized at the bank, the taxpayer counterfoil will be stamped by the bank and returned to the taxpayer. The receipt will have the BSR code of the branch, the date of deposit of cash/ cheque and the unique serial number of the Challan which will uniquely identify the Challan in the system. The taxpayer will need to mention these Challan details in the tax return but will not be required to attach a copy of Challan. The bank will capture the entire Challan data and transmit it to the NCC of ITD through the department's Tax Information Network (TIN). The flow physical challans as well as OLTAS data is shown below:

Flow of physical challans/scrolls and OLTAS data in the current environment



The receiving branch of the bank bundles all the Challans received on any single day and prepares a branch scroll. The branch scroll is prepared on a daily basis, separately for each Major Head. The branch scroll contains -

- Name of branch and bank
- The date of branch scroll
- The serial number of branch scroll
- The branch code number
- The ZAO code number
- The DO code number
- The major head of tax
- Names of all the persons whose Challans were collected on that day
- The corresponding amounts of the Challans
- The sum total amount of all the Challans

This lot consisting of Challans & branch scroll is then sent to the nodal branch of the bank. The nodal branch receives such lots from all its associated branches. The nodal branch then prepares a main scroll containing summary details of the lots received from all its associated branches. The main scroll is also prepared on daily basis, separately for each Major Head. The main scroll contains -

- Name of the bank
- The date of main scroll
- The serial number of main scroll
- The branch code number
- The ZAO code number
- The DO code number
- The major head of tax
- Name of the receiving branch
- Code no.
- Date of receiving branch scroll
- The total amount collected by each branch
- The sum total amount of all the Challans of all the branches

The nodal branch also prepares a daily summary of receipts and payments for all the major heads. This summary contains the figures of -

- Receipts, i.e. collections made, under each major head, by all the associated branches of the nodal branch of the bank
- Payments, i.e. Refunds made, under each major head, by all the associated branches of the nodal branch of the bank
- Sum total of the receipts and payments, under all major heads, by all the associated branches of the nodal branch of the bank

The nodal branch then sends the bundle containing challans along with scrolls to the ZAO. The contents of the bundle are -

- Challans received on a day
- Branch scrolls of all the associated branches
- Main scroll
- Daily summary of receipts and payments for all major heads

2. SCOPE OF WORK

Vendor providing the scanning solution of challans and scrolls would have the following responsibilities:

- i. Collection of all the challans and scrolls which are to be scanned and digitized at the office of respective ZAO with the help of Income Tax Department. The work of scanning and digitization would be carried out by the vendor in presence of the representative of the Purchaser. Space and electricity would be provided by local ZAO/CCIT. All Hardware/Software including furniture, electrical fitting and networking will be the responsibility of vendor.
- ii. Before untagging a challan bundle, count the number of challans. In case of any discrepancy bring it to the notice of respective CIT(CO) and ZAO.
- iii. Untagging of scrolls and challans.
- iv. Scanning of scrolls and challans in the same sequence as in the bundle; creation of compressed and clear images of scrolls and challans. Level of compression should be such that on the same screen scanned image of challans and Data Entry screen should be available.
- v. On Line verification of image with regard to
 - Clarity of Images.
 - Missing Images if any
 - Inverted Images
 - Tilted Images
 - Association of image with proper file name as specified in the clause 4 (vi) to (ix) of section V of the document.
 - Whether challans/scrolls are scanned in the specified image format.
 - Noise in the image
 - Black Bands
- vi. Data capturing with help of Intelligent Character Recognition Technology (ICR) Technology. In case of any errors in ICR, Data Entry should be made from paper scrolls and challans to ensure that the data is strictly the same as in the paper challan and scroll.
- vii. After scanning and creation of satisfactory image and accurate data capture, challans are to be tagged in the original sequence.
- viii. Creation of flat file of the above Data as per the record structure prescribed in the clauses 4.1 to 4.4 of section V of the document.
- ix. Vendor must supply digitally signed read only CD containing challan/scroll data along with the corresponding scanned images of the

bundles scanned and digitized during the day for applying validation checks by CIT (CO).

- x. Once the validation checks are successfully applied on the challan data file of the CD then all such bundles are to be returned to the ZAO. In case of discrepancies /rejection of CD, Vendor will have to do necessary rectification and redeliver the data file and images

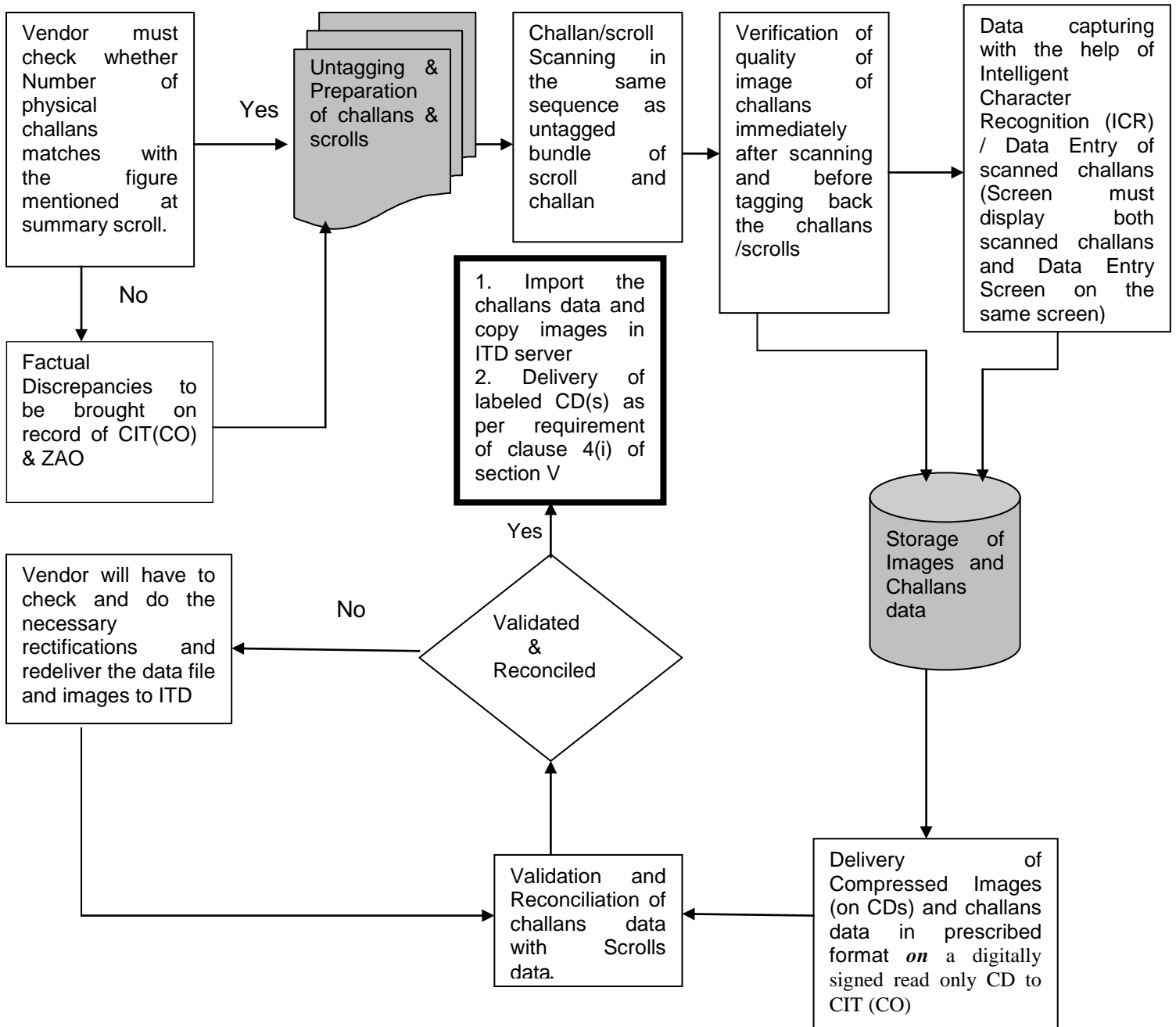
- xi. A software utility to be delivered for retrieval of particular challan /scroll and its scanned image on the basis of multiple query option eg.TAN/PAN, BSR, CIN,Range of Amount and Range of Nodal Scroll Date. Once query is executed and records appear on the query result screen there should be a facility to retrieve image of a particular challans by clicking respective button appearing on the screen.

- xii. Delivery of clear and compressed images of challans /scrolls on CDs and correct/accurate extracted data of the challans /scrolls in the flat file format in the manner given in clause 4 (i) of section V of the document.

- xiii. Vendor has to ensure security and full confidentiality of data contained in scrolls and challans. Whenever any hard disk or floppy/CD is removed from the work site, the data should be erased in presence of representative of the purchaser and a certificate to this effect is also be issued by the vendor.

- xiv. Responsibility for unauthorized use or leakage of images and data by the vendor or by its franchise or by its employees or by its hired personnel would lie upon the vendor.

Flow of Work is Illustrated in below given diagram :



3. TECHNICAL SPECIFICATIONS

3.1. Information Technology Hardware Requirements:

Scanner (Automatic Document Feeder)	Xerox Multifunction Device	2 Numbers(One as standby)
Admin Station	Service	1 Numbers
Image Distribution	Services (1+Mirror)	2 Numbers
Image Quality	Workstations	2 Numbers
Data Capturing	Workstations	10 to 20 Numbers depending on volume
Verifications	Workstations	2 Numbers
Backup	Service	1 Number
Query(Master)	High end Server	1 Number
CD/DVD Writer		2 Number
Networking and Other necessary switches and electrical fittings		

Above workstation is to be operated from the space provided by the Income-tax Department. Apart from space and power supply, all other requirements of furniture/ electrical fittings are to be met by the Bidder.

3.1.1 Scanner Specifications:

- i. For Low Volume Model (LVM) i.e. if scanning pick load is 20000 challans per day recommended technical specification of image scanner is as below :

The unit shall be capable of duplex color, grayscale, and bitonal output at the same rated speed. Each scanning side shall be independently configured to be bitonal- or color-only. Each scanning side shall also be independently configured to output simultaneous color and bitonal images.
The unit shall be capable of dual-stream color scanning.
The unit shall be capable of scanning up to 40 pages per minute (ppm).
The unit shall be capable of a sustained volume of up to 4,500 + pages per day feeding new, 75 g (20 lb.), 21.6 x 28.0 cm (8.5 x 11 in.), portrait-oriented paper.
The unit shall have an IEEE-1394 (FireWire) computer interface.
The unit shall be capable of color and bitonal scanning at 75 to 600 dpi.
The unit shall have an automatic document feeder (ADF) that is capable of feeding paper which varies in length from 6.4 to 43.2 cm (2.5 to 17 in.) and in width from 8.9 to 29.7 cm (3.5 to 11.7 in.), landscape-oriented, with image quality maintained over the entire range of paper sizes.
The unit shall be capable of transporting mixed paper sets (batches) consisting of both varying paper weights (50 to 200 g [13 to 110 lb.]) and paper sizes in a standalone manner with no required operator intervention other than initial loading.
The unit shall have an automatic document feeder (ADF) with a 100-sheet (new 20 lb. bond paper) capacity.

The unit shall have an automatic feeder (ADF) that can handle mixed-document scanning.
The unit shall have an automatic document feeder (ADF) that allows for continuous mode feeding where an operator can add to the paper stack while paper scanning is in progress, effectively feeding in a continuous fashion.
The unit shall have a paper output tray capable of holding a paper stack of approximately 200 sheets of new, 75 g (20 lb.) paper after being passed through the scanner.
The unit shall support a single-page, manual feed mode to allow for the feeding of extremely thin, excessively thick, or damaged originals.
The unit shall have lifetime wear parts; specifically, transport rollers and lamps.

- ii. For High Volume Model (MVM) i.e. if scanning pick load is 40000 challans per day recommended technical specification of image scanner is as below

The unit shall be capable of duplex color, grayscale, and bitonal output at the same rated speed. Each scanning side shall be independently configured to be bitonal- or color-only. Each scanning side shall also be independently configured to output simultaneous color and bitonal images.
The unit shall be capable of dual-stream color scanning.
The unit shall be capable of scanning up to 62 pages per minute (ppm).
The unit shall be capable of a sustained volume of up to 7,500 + pages per day feeding new, 75 g (20 lb.), 21.6 x 28.0 cm (8.5 x 11 in.), portrait-oriented paper.
The unit shall have an IEEE-1394 (FireWire) computer interface.
The unit shall be capable of color and bitonal scanning at 75 to 600 dpi.
The unit shall have an automatic document feeder (ADF) that is capable of feeding paper which varies in length from 6.4 to 43.2 cm (2.5 to 17 in.) and in width from 8.9 to 29.7 cm (3.5 to 11.7 in.), landscape-oriented, with image quality maintained over the entire range of paper sizes.
The unit shall be capable of transporting mixed paper sets (batches) consisting of both varying paper weights (50 to 200 g [13 to 110 lb.]) and paper sizes in a standalone manner with no required operator intervention other than initial loading.
The unit shall have an automatic document feeder (ADF) with a 100-sheet (new 20 lb. bond paper) capacity.
The unit shall have an automatic feeder (ADF) that can handle mixed-document scanning.
The unit shall have an automatic document feeder (ADF) that allows for continuous mode feeding where an operator can add to the paper stack while paper scanning is in progress, effectively feeding in a continuous fashion.
The unit shall have a paper output tray capable of holding a paper stack of approximately 200 sheets of new, 75 g (20 lb.) paper after being passed through the scanner.
The unit shall support a single-page, manual feed mode to allow for the feeding of extremely thin, excessively thick, or damaged originals.
The unit shall have lifetime wear parts; specifically, transport rollers and lamps.

3.2. Required Software support : For

- i. Image enhancement options like de-skewing, de-speckling, removal of horizontal and vertical lines, removal of shading, repair of broken character segments for increasing recognition_rates.
- ii. Recognition engines like ICR with a proven recognition success and industry level .
- iii. Data correction in page mode, field mode and character mode for correcting errors in the captured data.
- iv. Software to include security features for access and handling by authorized persons only
- v. Necessary Document Management Software Utility for fast retrieval of scanned images based on multiple query option.
- vi. Vendor will have to indemnify the Purchaser for any matter arising from improper use copy rights

4. Technical Guidelines for Vendors

- i. Vendor must provide 4 copies of labeled CDs containing data and images of challan/scroll for each Nodal Bank separately at the end of scanning digitization and validation of all the challans/scrolls for the period 01-06-04 to 31-03-05. Labeling on CD may be either by name or logo or signature of authorized person of the Vendor along with name of the Nodal Bank. This would ensure authenticity and identification that the CD(s) has been genuinely supplied by vendor concerned.
- ii. These CDs must contain scanned image of challans and scrolls (in TIFF format) along with challans and scrolls data in the given record structure. One copy of CD will be given to Computer Centre. One copy each of Digitally Signed CD is to be given to CCIT, DIT(S), New Delhi and ZAO along with decryption software. Copies for DIT(S) and ZAO are to be submitted through the office of CCIT.
- iii. File naming convention for the flat files containing challan/scroll data would be as under :

BCDDMMYY.RCC where BC is the bank code of a nodal bank and DDMMYY is nodal scroll date and RCC is the RCC code. List of Bank code and RCC codes. to be used are available Annexure 'E' of section vi of this document.
- iv. According to this file naming convention, scroll/challan data of each nodal bank and its branches for a particular nodal scroll date would be stored in a separate file. In no case a file should contain data of two different nodal scroll date. As mentioned in clause (i) above at the time of delivery CD(s) would be prepared separately for each Nodal Bank containing scanned images & data of all the scrolls/challans for the period 01-06-04 to 31-03-05
- v. In no circumstances data of two different Nodal Banks be combined in one CD
- vi. Scanned copies of Nodal Scroll or Summary Scroll will be named based on Bank code and Nodal/Summary scroll Date i.e. Nodal Scroll or Summary Scroll of 04-07-04 of RBI will be named as 693(Bank code) 040704 (Nodal Scroll date).TIFF.
- vii. Scanned copies of Main Scroll will be named based on Bank code, Nodal/Summary Scroll date and Major Head Code i.e. Main Scroll of 04-07-04 of Corporation Tax (Major Head Code : 20) of RBI will be named as 693(Bank code) 040704(Nodal Scroll date)20(Major Head Code).TIFF.
- viii. Scanned copies of Branch Scroll will be named based on Bank code, Branch Code, Nodal Scroll or Summary Scroll Date, Branch Scroll Date and Major Head Code i.e. Branch Scroll of 02-07-04 of bank with code '693' of branch with code '1065' under Nodal Scroll 04-07-04 of Corporation Tax (Major Head 20) will be named as 693(Bank code)1065(Branch code)020704(Branch Scroll date) 040704(Nodal Scroll date)20(Major Head).TIFF.
- ix. Scanned copies of challans should be named on the basis of CIN (challan Identification number which comprises of Bank code, Branch code, Challan Deposit Date and Challan Sequence Number) plus major head code.

i.e. scan of the challan having Bank code : '693'
Branch Code: '1065'
Challan Deposit Date: '01-07-04'
Challan Sequence Number: 1
Major Head Code: 20

should be named as 693(i.e Bank code)1065(i.e. Branch code)010704(i.e. Challan Deposit date)1(i.e. challan Sequence Number)20(i.e Major Head Code).TIFF.

For the purpose of naming scanned images as per clause (vi) to (ix) above, BSR codes of banks and branches would be available in form of bank's stamp on the challan. However, in case of difficulty a complete list Bank's BSR codes may be obtained from CIT (CO). Bank's 2 character Code given at Annexure 'E' of Section vi of this document are only to be used for naming flat files of challan/scroll data.

- x. Before performing any scanning or data entry of challans or scroll :-
- a. Challans should be counted manually, documented against that bank for that nodal scroll date and noted by both vendor and person authorized by CIT (CO)ZAO I in the prescribed register.
 - b. If after manual counting of challan the total number tallies with the branch scroll/main scroll the vendor can proceed to untagg the bundle and proceed with the work as described in the scope of work.
 - c. In case of any discrepancy in number of challan found with that mentioned in branch scroll or main scroll, the vendor will note the number of challan as per branch or main scroll and that actually found and then obtain the signature of person authorized by CIT(CO)ZAO in the prescribed register. Vendor will then commence scanning and data entry work as per scope of work.
- xi. Vendor must ensure that once a nodal scroll is opened/untagged, the work of scanning and data entry be completed before the end of the working day. At the end of each working day vendor is required to supply a read only CD digitally signed containing data and scanned images of the nodal scrolls, main scrolls, branch scrolls and corresponding challans for the bundle(s), completed during the day.
- xii. The CD(s) so supplied would be subjected to validation checks for accuracy of data and quality of scanned images by RCC personal and in case any defect/error is noticed, the CD would be returned to the vendor for necessary rectification and resubmission. Only Data from daily accepted CD's would from the part of final deliverables of the vendor.
- xiii. At the end of the work when the data for complete financial year i.e. 01-JUN-04 to 31-MAR-05 is scanned, digitized and validated by RCC the vendor would then prepare and deliver 4 copies of labeled CDs and in the manner laid down in clause (i) above.

Record Structure for challan/scroll data

Vendor is required to submit challans data in the following record structure to ITD along with the CD(s) of the respective scanned challans images.

4.1 Record Structure for Summary Scroll

Record Type: 15 SUMMARY DETAIL OF SUMMARY SCROLL FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
1.	RECORD_TYP	Character	15	Char	2	M
2.	BANK_CD	First 3 digits of BSR code assigned by RBI	(Present in the Summary Scroll)	Char	3	M
3.	NOD_BR_COL_S C_DT	Summary date	Format :DDMMYY (Present in the Summary Scroll)	Date	6	M
4.	ZAO_CD	ZAO code linked to banks branch . This to be filled up by the nodal(focal)branch.	(Present in the Summary Scroll)	Number	6	M
5.	DTL_FLG	For record containing summary details of Summary scroll, flag will be 'Y' else 'N'	Default is 'N'.	Char	1	M
6.	MAJ_HD_CD	Major head code	(Present in the Summary Scroll). Mandatory if DTL_FLG='N'	Number	4	O
7.	TOT_AMT	Total collection by the bank under the above mentioned Major Head	(Present in the Summary Scroll). Mandatory if DTL_FLG='N'	Number	18	O
8.	TOT_NO_MN_SCROLL	Total Number of Main Scroll	(Count the number of major heads for which amount is mentioned in Summary Scroll). Mandatory if DTL_FLG='Y'	Number	2	O
9.	TOT_AMT_SS	Total amount	(Present in the Summary Scroll). Mandatory if DTL_FLG='Y'	Number	20	O

10.	IMAGE_NAME	Name of the Summary Scroll Image containing the above mentioned details	Bank_cd To_char (nod_br_col_sc_dt, 'ddmmyy'). Mandatory if DTL_FLG='Y'	Char	9	O
-----	------------	---	---	------	---	---

Total Field Length : 71
 Total Field Separators/Delimiters : 9
 Max. Record Length : 80

For each bank, there will be as many RT15 as the number of major heads against which collection exists +1(for Summary information i.e. TOT_AMT_SS, TOT_NO_MN_SCR, IMAGE_NAME).

SBI Bank will have following Summary Scroll:

```
15^000^020405^722029^Y^^2^40000^000020405
15^000^020405^722029^N^0020^20000^^^
15^000^020405^722029^N^0021^20000^^^
i.e. Three RT15 records for One Summary Scroll.
```

4.2 Record Structure for Main Scroll

Record Type: 14 MAIN SCROLL FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
1.	RECORD_TYP	character	14	Char	2	M
2.	BANK_CD	First 3 Digits Of BSR Code Assigned By RBI	Unique for each Bank (Present in the Main Scroll)	Char	3	M
3.	NOD_BR_COL_SC_DT	The Date Mentioned By The Bank On The Nodal Branch Scroll For Collections.	Format: DDMMYY (Present in the Main Scroll)	Date	6	M
4.	MAJ_HD_CD	Major Head Code	(Present in the Main Scroll)	Number	4	M
5.	DTL_FLG	For record containing summary details of main scroll, flag will be 'Y' else 'N'	Default is 'N'.	Char	1	M
6.	BRANCH_CD	Last 4 Digits Of BSR Code Of Branch	Unique for each Bank Branch(Present in the Main Scroll). Mandatory only when DTL_FLG is 'N'	Char	4	O
7.	TOT_AMT	Collection done by Bank Branch under the above mentioned Major Head	(Present in the Main Scroll). Mandatory only when DTL_FLG is 'N'	Number	16	O
8.	TOT_AMT_MS	Total Amount for all Branches	(Present in the Main Scroll). Mandatory only when DTL_FLG is 'Y'	Number	18	O
9.	TOT_NO_BR_SCR	Total Number of Branch Scroll	(Count the number of Branches against which collection is received for this Major Head code according to the main scroll.) Mandatory only when DTL_FLG is	Number	5	O

Record Type: 14 MAIN SCROLL FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
			'Y'			
10.	IMAGE_NAME	Name of the Main Scroll Image containing the above mentioned details	Bank_cd to_char(od_br_col_sc_dt, 'ddmmy') to_char(maj_hd_cd) Mandatory only when DTL_FLG is 'Y'	Char	13	O

Total Field Length : 72
 Total Field Separators/Delimiters : 9
 Max. Record Length : 81

For each bank's nodal branch, there will be as many RT14 as the number of major heads (list of values given in Annexure) against which collection exists * number of branches+1 (for Summary information i.e. TOT_AMT_MS, TOT_NO_BR_SCR, IMAGE_NAME).

TOT_AMT_SS (RT15 i.e. Summary scroll) should match with sum of TOT_AMT_MS (RT14 i.e. Main scroll) for a bank.

TOT_NO_MN_SCR (RT15 i.e. Summary scroll) should match with the number of Main Scroll (i.e. number of RT14 records of the bank with DTL_FLG='Y').

SBI Bank will have following Main scroll:

```
14^000^020405^0020^Y^^20000^1^0000204050020
14^000^020405^0021^Y^^20000^1^0000204050021
14^000^020405^0020^N^1065^20000^^^
14^000^020405^0021^N^1065^20000^^^
```

Two RT14 records for one main scroll of scroll date 02-04-05 for Major head 0020 having challans of total amount 20000 and consisting of 1 branch scroll.

Two RT14 records for one main scroll of scroll date 02-04-05 for Major head 0021 having challans of total amount 20000 and consisting of 1 branch scroll.

Now TOT_AMT_MS of main scroll (RT14) for major head 0020 should be sum of TOT_AMT_BR of all RT13 (Branch Scroll) for 02-04-05 Nodal scroll of SBI bank (bank code '000') and of Major Head 0020.

4.3 Record Structure for Branch Scroll

The structure of the record type 13 for Branch Scroll for vendor is given in the table below:

Record Type: 13 BRANCH SCROLL FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
1.	RECORD_TYP	Character	13	Char	2	M
2.	BANK_CD	First 3 Digits Of BSR Code Assigned By RBI	Unique for each Bank(Present in the Branch Scroll)	Char	3	M
3.	BRANCH_CD	Last 4 Digits Of BSR Code Of Branch	Unique for each Bank Branch(Present in the Branch Scroll)	Char	4	M
4.	MAJ_HD_CD	Major Head Code	(Present in the Branch Scroll)	Number	4	M
5.	NOD_BR_COL_S C_DT	The Date Mentioned By The Bank On The Nodal Branch Scroll For Collections.	Format: DDMMYY (Present in the Main Scroll)	Date	6	M
6.	BR_SCR_HDR_ DT	The Date On The Collecting Branch Scroll Header (BR_SCR_HDR) in which the challan is reflected.	(Present in the Branch Scroll)	Date	6	M
7.	TOT_NO_CHLN	Total Number of challans	(Present in the Branch Scroll)	Number	7	M
8.	TOT_AMT_BS	Total Amount	(Present in the Branch Scroll)	Number	16	M
9.	IMAGE_NAME	Name of the Branch Scroll Image containing the above mentioned details	Bank_cd Branch_cd to_char(nod_br_col_sc_dt,'ddmmyy') to_char(br_scr_hdr_dt,'ddmmyy') to_char(maj_hd_cd)	Char	23	M

Total Field Length : 71
 Total Field Separators/Delimiters : 8
 Max. Record Length : 79

For each bank's branch, there will be as many RT13 records as the number of major heads (list of values given in Annexure).

TOT_AMT_MS (RT14) of a bank on a particular nodal scroll date for a particular major head should match with the sum of TOT_AMT_BS (from RT13) of all the branches of that bank, on that nodal scroll date for that major head.

If in case, the challan is missing or is in excess from the scroll, vendor should inform ITD and ITD will then write a letter to ZAO. ZAO will in turn write letter to banks. In case of missing challans bank will issue a certificate of payment which will be uploaded as challan (i.e. RT12).

SBI bank Green Park Branch Scroll will be as follows:

13^000^1065^0020^020405^010405^20^20000^00010650204050104050020
13^000^1065^0021^020405^010405^20^20000^00010650204050104050021

i.e. one Branch scroll of date 01-04-05 of Nodal scroll date 02-04-05 for Major head 0020 containing 20 challans of total amount 20000

one branch scroll of date 01-04-05 of Nodal scroll date 02-04-05 for Major head 0021 containing 20 challans of total amount 20000

Now count and sum of TOT_AMT of all the challans, of nodal scroll 02-04-05 of SBI bank (bank code 000) of branch scroll 01-04-05 of Green Park branch (branch code 1065) of Corporation TAX (major head 0020), should be 20 and 20,000 respectively i.e. the value present in branch scroll of Corporation tax of SBI bank Green Park branch of 01-04-05 branch scroll date and 02-04-05 Nodal Scroll Date.

4.4 Record Structure for Challans

The structure of the record type 12 for Challan details for vendor is given in the table below:

Record Type: 12 CHALLAN DETAILS FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
1.	RECORD_TYP	character	12	Char	2	M
2.	BANK_CD	First 3 Digits Of BSR Code Assigned By RBI	Unique for each Bank(Present in the bank Seal)	Char	3	M
3.	BRANCH_CD	Last 4 Digits Of BSR Code Of Branch	Unique for each Bank Branch(Present in the bank Seal)	Char	4	M
4.	YR_CD	Year Code Of "Cheque Tendered/Cash Received Date"	(Year of Challan Deposit Date present in the bank Seal)	Number	2	M
5.	MNTH_CD	Month Code Of "Cheque Tendered/Cash Received Date"	(Month of Challan Deposit Date present in the bank Seal)	Number	2	M
6.	DY_CD	Day Code Of "Cheque Tendered/Cash Received Date"	(Day of Challan Deposit Date present in the bank Seal)	Number	2	M
7.	CHLN_SEQ_NO*	Unique Identifier For A Challan In Banks Branch For A Single Day	(Present in the Bank Seal Space)	Number	7	M
8.	AST_YR	Assessment Year	Format: YYYY (The first Year of Assessment Year should be captured)	Number	4	M
9.	MAJ_HD_CD	Major Head Code	(Present in the Challan)	Number	4	M
10.	MINR_HD_CD	Minor Head/Type Of Payment	(Present in the Challan)	Number	3	M
11.	TAN_PAN	Tax Deduction Account Number/Permanent Account Number	(Present in the Challan. PAN for form Nos. 282 and 280 and TAN for form Number 281)	Char	10	M
12.	NAME	Name Of The Tax Payer	(Present in the Challan)	Char	75	M

Record Type: 12 CHALLAN DETAILS FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
13.	ADDRESS	Flat/Door/Block No.	Address(Present in the challan)	Char	125	O
14.	ADD_PIN	Pincode		Number	6	O
15.	NATURE_PYMNT	Code Of Nature Of Payment Received	For TDS Challan only. Has 25 Sections/Values. (Present in the Challan in form 281)	Char	3	M
16.	BAS_TAX***	Income Tax	(Present in the Challan)	Number	12	O
17.	SUR***	Surcharge	(Present in the Challan)	Number	12	O
18.	EDU_CESS***	Education Cess	(Present in the Challan form Number 280,281)	Number	12	O
19.	PYMT_CD(1)	Interest	'INTE'	Char	4	O
20.	AMT(1) ***	Amount For Pymt_Cd(1)	Amount for Interest (Present in the Challan)	Number	12	O
21.	PYMT_CD(2)	Penalty	11C is for u/s 271(1) (c) and N11C is for Other than 271(1) (c).	Char	4	O
22.	AMT(2) ***	Amount For Pymt_Cd(2)	Amount for Penalty (Present in the Challan)	Number	12	O
23.	PYMT_CD(3)	Others	'OTHE'	Char	4	O
24.	AMT(3) ***	Amount For Pymt_Cd(3)	Amount under other Codes (Present in the Challan)	Number	12	O
25.	RESERVED_AM T1	Field For Future Use	Reserved for Future use	Number	12	O
26.	RESERVED_AM T2	Field For Future Use	Reserved for Future use	Number	12	O
27.	TOT_AMT	Total Amount	Should be greater than or equal to 1 (Present in the Challan)	Number	13	M
28.	BR_SCR_HDR	Header Detail Of A Challan Based On Major Head.	Format: DDMMYY (Present in the Branch Scroll)	Char	5	M

Record Type: 12 CHALLAN DETAILS FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
29.	CGT_FLG	This Flag Should Indicate C For Cash,G For Clearing, T For Transfer and 'I' for E-Tax Payment	G	Char	1	M
30.	CHQ_CRDT_DT	Cheque Credited On(Realized On)/Cash Received On Date of Realization of Cheque/Date of Deposit of Cash.	Format: DDMMYY (Present in the Challan)	Date	6	M
31.	BR_SCR_HDR_DT	The Date On The Collecting Branch Scroll Header(Br_Scr_Hdr) In Which The Challan Is Reflected	Format: DDMMYY (Present in the Branch Scroll)	Date	6	M
32.	ZAO_CD	Zao Code Linked To Banks Branch . This To Be Filled Up By The Nodal(Focal)Branch.	(Present in the Branch Scroll)	Number	6	M
33.	NOD_BR_COL_SC	The Nodal Branch Scroll For Collection (Main Scroll) In Which The Branch Scrol Is Reflected	(Present in the Main Scroll)	Char	5	M
34.	NOD_BR_COL_SC_DT	The Date Mentioned By The Bank On The Nodal Branch Scroll For Collections.	Format: DDMMYY (Present in the Main Scroll)	Date	6	M
35.	RCC_CODE	RCC Code	List of Values will be supplied to Vendors by ITD.	Char	3	M
36.	IMAGE_NAME	Name of the scanned Image.	Bank_cd Branch_cd To_char(Chln_seq_no) To_char(chln_ Dpst_dt,	Char	24	M

Record Type: 12 CHALLAN DETAILS FROM VENDOR						
S. No.	Field Name	Description	Default Values/ Comments	Data Type	Field Length	Field Type
			'DDMMYY') To_char(maj_hd _cd)			

Total Field Length : 435
Total Field Separators/Delimiters : 35
Max. Record Length : 470

M – Mandatory Fields, O – Optional Fields

* If a challan does not contain challan sequence number than a system generated sequence number starting from 100001 will be used as challan sequence number for a particular nodal scroll date, bank code and branch code.

i.e. if both Green Park branch (1065 branch code) and South Extension branch (0730 branch code) of SBI (000 bank code) has sent two challans after '01-06-04' which doesn't have challan sequence number then first scanned challan of both green park and south extension branch will have challan sequence number as 100001 and second one having 100002.

*** Total of these Fields should be equal to Total Amount Paid (TOT_AMT) Field.

TOT_AMT_BS value of an RT13 (Branch Scroll) should match with the sum of TOT_AMT of all the challans (RT12) for the particular major head, nodal scroll, bank and branch code present in the RT13.

TOT_CHLN (RT13) value should match with the count of challans (RT12) for the particular major head, bank code, branch code and nodal scroll date otherwise file will be rejected.

4.5 File Naming Convention

File send by vendor will have following naming convention as per clauses 4(iii) , 4(vi) to 4(ix) of section V.

4.6 Validations to be implemented while uploading file from Vendor.

Vendor is required to incorporate all the validation checks in data entry , data file creation softwares.

4.6.1 Check for File Names

The filename should follow the filename naming convention as stated in clauses 4(iii) , 4(vi) to 4(ix) of section V The record in the file will be validated as per the record structure specified in clauses 4.1 to 4.4 of the section V.

4.6.2 Check for Mandatory Fields

In case a mandatory field is null, an error with description as “Mandatory Field Missing” along with the line number of the error record is inserted into the error table and file will be rejected.

4.6.3 Check for Data Type

In case the data type of a field is incorrect, an error with description as “Invalid Data Type” along with the line number of the error record is inserted into the error table and file will be rejected.

4.6.4 Check for field length

In case the value of field exceeds the specified maximum length for a field, an error with description as “Max Length Exceeded” along with the line number of the error record is inserted into the error table and file will be rejected.

4.6.5 Check for Amount Mismatch

- TOT_AMT_SS (RT15) should match with sum of TOT_AMT_MS (RT14) for a bank.
- TOT_AMT_MS (RT14) of a particular bank, major head should match with the sum of TOT_AMT_BR of all the branch scroll of the bank and major head on a file(from RT13).
- TOT_AMT_BS value of an RT13 (Branch Scroll) should match with the sum of TOT_AMT of all the RT12 (challans) for the major head, nodal scroll, bank and branch code present in the RT13.

In all the above cases an entry will be inserted in the error table and file will be rejected.

In case where physical number of challans in a bundle is at variance with number of challans mentioned on the summary scroll then this validation check would not be applicable for that data file

4.6.6 Check for Challan Count Mismatch

In case the total number of Challans does not match with the total number of Challans given in the branch scroll, in branch scroll with main scroll and in main scroll with branch scroll an error with description as “Records Count Mismatch” along with the line number of the error record is inserted into the error table. In case of failure in validations, file will be rejected.

In case where physical number of challans in a bundle is at variance with number of challans mentioned on the summary scroll then modified validation check would be applied where number of data and scanned images must match the physical number of challans in that particular bundle.

4.6.7 Validate bank and branch code

The bank branch codes in the file will be validated against the master of bank branch codes in the database. In case the bank branch code does not match, an error with description as “Bank Branch Code Mismatch” along with the line number of the error record is inserted into the error table and file will be rejected.

4.6.8 Validate uniqueness of record

The bank code, branch code, challan deposit date, major head code and OLTAS challan serial number must be unique. In case it is not unique, an error with description as “Unique Key Mismatch” along with the line number of the error record is inserted into the error table and file will be rejected.

4.6.9 Validation for uniqueness of nodal branch scroll and nodal branch scroll date (P1.10)

The combination of Major Head and nodal branch scroll date will be validated for its uniqueness against the uploaded data in the database for RT14 (Main Scroll). In case of mismatch, an error with description as “Unique Nodal Branch Scroll

Mismatch” along with the line number of the error record is inserted into the error table and file will be rejected.

4.6.10 Validation for Valid List of Values

The record will be validated for the values as per the valid list of values for Major head code, minor head code, OLTAS bank BSR code, OLTAS branch BSR code, nature of payment, ZAO code and RCC code. In case any list of value validations fails, an error with description as “Invalid LOV Value” along with the line number of the error record is inserted into the error table.

SECTION VI : ANNEXURES

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BID SECURITY FORM

Whereas ----- (hereinafter called 'the Tenderer') has submitted its bid dated ----- for the **Scanning, Digitization of Challans/Scrolls along with software facility for Search and Retrieval of data and Scanned Images of the Income Tax Department** (hereinafter called "the Bid").

KNOW ALL MEN by these presents that WE ----- of ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the Chief Commissioner of Income tax, -----, (hereinafter called "the Purchaser") in the sum of **Rs.**/- for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of -----2005.

THE CONDITIONS of this obligation are:

1. If the Bidder, having its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity.
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Authorized Signatory of the Bank)

**PROFORMA OF BANK GUARANTEE FOR
CONTRACT PERFORMANCE GUARANTEE BOND**

Ref : _____

Date _____

Bank Guarantee NO. _____

To

The Chief Commissioner of Income-tax, Bhubaneswar,
Aayakar Bhawan, Rajsua Vihar, Bhubaneswar, Orissa.

1. Against contract vide Advance Acceptance of the **Tender No :** CIT(CO)/BBSR/OLTAS/4/SCANNING/2005-06 covering **Scanning, Digitization of Challans/Scrolls along with software facility for Search and Retrieval of data and Scanned Images of the Income Tax Department (hereinafter called the said 'contract')** entered into between the President of India acting through The Chief Commissioner of Income tax (hereinafter called the Client) and _____ (hereinafter called the Vendor) this is to certify that at the request of the Vendor we ----- Bank Ltd., are holding in trust in favour of the Purchaser, the amount of _____ (write the sum here in words) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Vendor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Vendor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.
2. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Vendor i.e till _____ hereinafter called the said date and that if any claim accrues or arises against us _____ Bank Ltd, by virtue of this guarantee before the said date, the same shall be enforceable against us _____ Bank Ltd, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us _____ Bank Ltd, by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we _____ Bank Ltd, undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.
4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Vendor in any suit or proceeding pending before any

court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Vendor shall have no claim against us for making such payment.

5. We _____ Bank Ltd, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Vendor from time to time or to postpone for any time of from time to time any of the powers exercisable by the Purchaser against the said Vendor and to forbear or enforce any of the terms and conditions relating tot he said contract and we, _____ Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Vendor or for any forbearance by the Purchaser to the said Vendor or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor.

Date _____

Place _____

Witness _____

Signature _____

Printed name _____

(Bank's common seal)

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2005 between the President of India acting through The Chief Commissioner of Income tax(hereinafter "the Client") of one part and (Name of Vendor) (hereinafter "the Service Provider") of the other part:

WHEREAS the Client is desirous that certain Services should be provided by the Vendor, viz, namely **Scanning, Digitization of Challans/Scrolls along with software facility for Search and Retrieval of data and Scanned Images of the Income Tax Department** and has accepted a bid by the Service Provider for the supply of those Services in the sum of (Contract Price in Words and Figures) (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) Invitation for Bids.
 - (b) the Schedule of Requirements
 - (c) the General Conditions of Contract.
 - (d) the Client's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the Purchaser to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Client hereby covenants to pay the Vendor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

DELIVERY SCHEDULE :

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said _____ (For the Client)

in the presence of : _____

Tender No: **CIT(CO)/BBSR/OLTAS/4/SCANNING/2005-06**

Signed, Sealed and Delivered by the

said _____ (For the Service Provider)

in the presence of : _____

NON-DISCLOSURE AGREEMENT

AGREEMENT, made effective this
day of, XXXXXXXX between The Chief Commissioner of Income tax, Income Tax
Department (hereinafter "CCIT") and _____

(hereinafter "THE SERVICE PROVIDER").

With respect to CONFIDENTIAL INFORMATION furnished by the parties to each
other, the parties agree as follows:

1. That CONFIDENTIAL INFORMATION is received by each party for purposes of
Scanning, Digitization of Challans/Scrolls along with software facility for Search and
Retrieval of data and Scanned Images of the Income Tax Department. CONFIDENTIAL INFORMATION is defined as meaning information of The Chief
Commissioner of Income tax or THE SERVICE PROVIDER identified as or relating to
its activities, data made available or accessible, data generated during operations,
business strategies, business arrangements, computer and network operations,
functions and systems architecture which may be disclosed in oral, written, graphic,
machine-recognizable, and/or sample form, which is exchanged between the parties
and which is clearly designated, labeled, or marked as confidential and/or proprietary
or its equivalent. The disclosing party will confirm CONFIDENTIAL INFORMATION,
which is disclosed orally, in writing within thirty (30) days after such oral disclosure.
Each party shall limit dissemination of CONFIDENTIAL INFORMATION to only those
The Chief Commissioner of Income tax or THE SERVICE PROVIDER employees
and consultants, demonstrating and requiring a need to know.

2. That for a period of three (3) years after the execution date of this Agreement,
each party shall (1) restrict dissemination of CONFIDENTIAL INFORMATION to only
those employees who must be directly involved in

evaluation of the CONFIDENTIAL INFORMATION (2) use the same degree of care as for its own information of like importance and at least use reasonable care, in safeguarding against disclosure of CONFIDENTIAL INFORMATION.

3. That each party shall not copy, transmit or otherwise communicate the CONFIDENTIAL INFORMATION, in any form to anyone not having a need to know, without the prior written approval of the other party.

4. That each party will promptly return such CONFIDENTIAL INFORMATION at the request of the other or certify to the destruction of such CONFIDENTIAL INFORMATION.

5. The Service Provider shall maintain full confidentiality of the data obtained while answering queries/complaints of Client's customers. Under no circumstances the Service Provider shall divulge/reveal/share such data. Service provider shall execute appropriate confidentiality agreements with their employees to maintain confidentiality of such data. Such data collected, if any shall be the property of the client and shall be handed over to the client on expiry of the contract or when asked for during the currency of the contract. The facility should have appropriate electronic access control systems to ensure only authorized personnel has access.

6. That nothing contained in this Agreement shall be construed as granting or conferring any rights by license or otherwise, expressly or implied, or otherwise for any patents, copyrights, trademarks, know-how or other proprietary rights of either party acquired prior to or after the date of this Agreement.

7. That during the term of this Agreement and notwithstanding the other provisions of this Agreement, nothing received by either party shall be construed as CONFIDENTIAL INFORMATION which is now available or becomes available to the public without breach of this Agreement, is released in writing by the disclosing party, is lawfully obtained from a third party or parties, is known to receiving party prior to such disclosure, or is at any time developed by receiving party independently of any such disclosure or disclosures from the disclosing party, is disclosed pursuant to the lawful requirement or request of a

Governmental Agency or disclosure is permitted by operation of law, provided that the party making the disclosure has given prior notice to the other party and has made a reasonable attempt to obtain a protective order limiting disclosure and use of the information so disclosed.

8. A waiver of any provision or breach of this Agreement must be in writing and signed by an authorized official of the Party executing the same. No such waiver shall be construed to affect or imply a subsequent waiver of the same provision or subsequent breach of this Agreement.

9. This Agreement shall be governed by and construed in accordance with the laws of India.

10. It is understood that this Agreement does not obligate either of the Parties to enter into further or continued discussions and assumes no commitment, financial or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives and to become effective as of the date first written above.

AGREED:

The Chief Commissioner of Income tax, Income Tax Department

By: _____
(Authorized Signature)

By: _____
(Authorized Signature)

Title: _____

Title: _____

Date: _____

Date: _____

Appendix E

Valid OLTAS Bank Code	
Bank Name	Bank_cd
ANDHRA BANK	AB
ALLAHABAD BANK	AL
BANK OF BARODA	BB
BANK OF INDIA	BI
STATE BANK OF BIKANER AND JAIPUR	BJ
BANK OF MAHARASHTRA	BM
CENTRAL BANK OF INDIA	CB
CANARA BANK	CN
CORPORATION BANK	CO
DENA BANK	DB
HDFC BANK	HD
INDIAN BANK	IB
ICICI BANK	IC
IDBI LTD	ID
INDIAN OVERSEAS BANK	IO
J&K BANK	JK
ORIENTAL BANK OF COMMERCE	OB
PUNJAB NATIONAL BANK	PN
PUNJAB & SIND BANK	PS
RESERVE BANK OF INDIA	RB
STATE BANK OF INDIA	SB
STATE BANK OF HYDERABAD	SH
STATE BANK OF INDORE	SI
STATE BANK OF MYSORE	SM
STATE BANK OF PATIALA	SP
STATE BANK OF SAURASHTRA	SS
STATE BANK OF TRAVANCORE	ST
SYNDICATE BANK	SY
UNITED BANK OF INDIA	UB
UNION BANK OF INDIA	UI
UCO BANK	UO
UTI BANK	UT
VIJAYA BANK	VB

ONLY FOR THE PURPOSE OF NAMING FLAT FILES as per clause 4(iii) of section V. Not to be used for naming scanning images as per clause 4 (vi) to (ix) of section V for naming scanned images BSR codes available with CIT(CO) are to be used.

Valid RCC Code	
RCC Code	RCC Description
AGR	AGRA
AHM	AHMEDABAD
ALD	ALLAHABAD
AMR	AMRITSAR
BBN	BHUBANESWAR
BLR	BANGALORE
BPL	BHOPAL
BRD	BARODA
CAL	CALCUTTA
CHE	CHENNAI
CHN	COCHIN
CMB	COIMBATORE
DEL	DELHI
HYD	HYDERABAD
JBP	JABALPUR
JDH	JODHPUR
JLD	JALANDHAR
JPR	JAIPUR
KLP	KOLHAPUR
KNP	KANPUR
LKN	LUCKNOW
MRI	MADURAI
MRT	MEERUT
MUM	MUMBAI
NGP	NAGPUR
NSK	NASIK
PNE	PUNE
PTL	PATIALA
PTN	PATNA
RCH	RANCHI
RKT	RAJKOT
RTK	ROHTAK
SHL	SHILLONG
SRT	SURAT
TVD	TRIVANDRUM
VPN	VISHAKHAPATNAM

Appendix F

Valid Major Head Codes	
Major Head Description	Major Head Code
CORPORATION TAX	20
INCOME TAX	21
HOTEL RECEIPTS TAX	23
INTEREST TAX	24
SECURITIES TXN TAX	25
FRINGE BENEFIT TAX	26
EXPENDITURE/OTH TAX	28
ESTATE DUTY	31
WEALTH TAX	32
GIFT TAX	33
SECURITIES TXN TAX	34
BANKING CASH TXN TAX	36

Valid Minor Head Codes	
Minor Head Description	Minor Head Code
ADVANCE TAX	100
SURTAX	102
TAX ON DISTRIBUTED PROFITS OF DOMESTIC COMPANIES	106
TAX ON DISTRIBUTED PROFITS TO UNIT HOLDERS	107
V. D. I. S	110
TDS	200
SELF ASSESSMENT TAX	300
REGULAR ASSESSMENT	400
OTHER RECEIPTS	500
PRESUMPTIVE TAX	600
K.V.S.S.	700