

Annexure-B

Eligibility Criteria

Applicants meeting the following criteria are eligible to submit their application along with supporting documents. If the application is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

S. No	Eligibility Criteria	Compliance (Yes/No)	Documents to be Submitted with the application
1	The Applicant should be a Government Organization / PSU / PSE / Private / Public Limited Indian Company/ Partnership firms/proprietorship concern under Indian Laws.		Copy of the Partnership deed/Bye Laws/ Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office.
2	In the last three financial years i.e.2022-23,2023-24 and 2024-25 the Applicant should have achieved minimum average annual financial turnover as mentioned in Annexure C (Evaluation criteria) from physical segregation of loan files/documents, Scanning and Digitization Services and should have positive net worth in each of the last three financial years. The applicant shall submit audited annual accounts of all three years in respect of this requirement.		Copy of the Audited Balance Sheet for preceding three years. Certificate from CA to be enclosed stating turnover from Electronic document Management services (sorting, scanning and digitization) if same is not mentioned in balance sheet specifically.
3	The Applicant should have minimum 3 years of experience as on 31.03.2025 in India in scanning and digitization at PSU / Scheduled commercial Banks / Govt. Departments/NBFCs/MNCs. Copies		Copy of the order and Certificate of completion of the work / reference from PSU / PSB / SCB / Govt. department/NBFC/MNC for satisfactory work done to be enclosed.

	of work orders/Completion certificate to be attached.		
4	Subcontracting of the work is not permitted. An undertaking would be required to be submitted		Affidavit as per Annexure-O
5	The Applicant should have GST registration certificate, E.S.I.C., P.F. and applicable Labour Law registration/ Licenses. Photocopies of valid registration certificates/ licensees should be furnished along with the technical application.		Compliance self-certificate along with Photocopies of valid registrations and license should be furnished with the Technical Application.
6	Applicant to give compliance certificate adhering to all the provisions viz. fire safety; pest, rodents, termite control; fumigation norms in the facility in beginning and thereafter every 6 months' interval. No complaint against applicant / or its supervisor / staff of breach of data privacy, confidentiality, proliferation, misuse.		Vendor to provide compliance certificate for the same.
7	Applicant should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority.		Affidavit as per Annexure-O
8	Applicant should have sufficient trained Manpower, High speed scanners, Lamp scanners, Flatbed scanner and any other scanner as may be required to provide scanning and digitization service at multiple centers in the Circle.		A certificate confirming availability to be enclosed with the technical application along with site wise details.
9	Certificate of compliance with Rule 144 (XI) of General Financial Rules, 2017		Applicant to give an undertaking for compliance in Annexure P.