



OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL OF SYSTEMS & DATA MANAGEMENT

प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालयके प्रमुख अतिरिक्त महानिदेशक का कार्यालय

GST & CENTRAL EXCISE, GST BHAVAN,

जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन

NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34

26/1 महात्मा गांधी रोड, नुंगंबकम, चेन्नई-34

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LIMITED TENDER NOTICE FOR DIGITISATION OF OFFICE RECORDS / 1864

Directorate General of Systems, Chennai, invites Limited tender from professionally competent and experienced firms / organizations for the scanning/digitization of records during this financial year commencing from the date of signing of agreement. Digitization should be done as per actual requirement. The agency selected as a result of bid process shall sign a contract with office of the Pr. ADG, DG Systems, Chennai, to carry out the scanning/ digitization of filed records. Prices quoted should be, inclusive of all levies and taxes etc.

1. The interested firms / service providers are required to submit tenders in a sealed cover which should be submitted by 4 P.M. on 04.12.2019 or before.

2. The scope of the work and the terms and conditions are provided in Annexure of this document.

- i) Date of Publication of Tender 21.11.2019
- ii) Last date & time for submission of tender document 04.12.2019 / 4 P.M.
- iii) Date & time for opening of tender 04.12.2019 at 5 P.M.

R.A. Praveen Kumar
(R.A. Praveen Kumar)
Joint Director

Copy to:

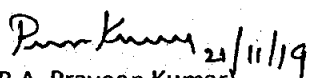
1. The PRO, Chennai North & South Commissionerate
2. The Superintendent of CGST & CE, Computers, Chennai North & South Commissionerate to upload in their Website
3. The PRO Chennai North & South /Outer CGST & CE, Audit I/Audit II Commissionerate for putting in the Notice Board in their respective Commissionerate

ANNEXURE-A GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- a) The bidder shall scan and digitize at least that many page as, in the opinion of competent authority can be conveniently scanned/digitized every day, in the space made available to the bidder for the purpose of scanning and digitization.
- b) The bidder must have scanning/ digitization experience, facility setup under its ownership for at least one year. The bidder must be able to carry out cropping and cleaning of images (removing black noises around the text), skew correction to make the images straight and providing equal margins all around the text.
- c) The manpower & scanners for conducting the Scanning/ Digitization activity shall be provided by the bidder. The office will provide the computers for storing the scanned copy of the files. Finally on completion of Scanning, entire data need to be transferred to HDD in triplicate. Original new HDD of required capacity need to be provided by vendor.
- d) All Scanned/ Digitized files will be stamped and duly signed by the users including that the "FILE IS SCANNED/ DIGITIZED AND DULY RECONSTRUCTED" and the bidder will be fully responsible for any loss/damage of any document.
- e) Documents are to be collected from designated person and required to be counted and entered into the log register (format would be provided to successful bidder during contact signing) before taking to the scanning area on which both, officer/section/in-charge concerned and contractor supervisor should sign.
- f) Since some documents are old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning. Vendor is required to handle these documents carefully preferably scan such documents using flat bed of scanner.
- g) It shall be the responsibility of vendor to take care of the protection and security of documents. In case of loss of any document" appropriate remedy including penalty may be imposed on the vendor for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.
- h) The scanning of the records of A4/Legal/A3 sizes at minimum 300 dpi resolution in B / w or Grey— scale or color i.e. "AS PER SOURCE". Also, the scanning of note sheet would be conducted with due care using flatbed of scanner in color.
- i) The output i.e. Scanned combined Note sheet pages/ Scanned combined Correspondence pages of a file have to be given in Searchable PDF format, Indexed for easy search, with metadata as prescribed by the Department.
- j) Vendor should ensure that qualities of scanned images are enhanced up to the optimum level and required image enhancement activities have been done on the documents. In case the documents are not legible it shall be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
- k) Vendor should take precautions with documents in an orderly manner without disturbing the Chronology of the documents and without mixing pages between different documents.
- l) It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.
- m) Authority may direct to get all the documents scanned and digitized afresh by any other vendor, if it is found that the vendor has not performed the task of scanning digitization satisfactorily and the

images are of poor quality and expenditure in doing so expenses incurred by authority shall be deducted from the vendor's bill.

- n) Invitation for bids is for selection of the firm (also called the "bidder") capable of Scanning/ digitization of Record/ physical documents as specified in the scope of work and in accordance with the terms and conditions commencing from the date of signing of agreement till the end of financial year 2019-20, size of page may vary as in physical file. The Tender can be extended if agreed by the department same rates as well as same terms and conditions. Prices quoted should be firm and inclusive of all.
- o) The bidder should be registered for GST (Copy to be enclosed).
- p) The contractor shall ensure compliance with all labour law provisions, including the payments of minimum wages as declared by central Government or state government whichever is higher.
- q) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the Limited tender and all other related documents must be signed by all partners of the firm.
- r) A person signing the Limited tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, this office may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- s) The successful bidder, having been communicated about acceptance of his offer and awarded of the tender, shall have to enter into an agreement with the Department.
- t) The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- u) No advance shall be provided for executing the work.
- v) No interest shall be paid for the delayed payment. All payments shall be made by Electronic Transfer of Fund through RTGS/ NEFT as per Mandate Form submitted by successful bidder.
- w) The rates so quoted should be all inclusive (hardware/ software/manpower/ taxes) including discount if any. The space, furniture and electricity shall be provided by the Department free of charges.
- x) The bidders qualifying the eligibility criteria shall be required to give a live demonstration of the work.
- y) The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages of bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder's risk and may result in rejection of the bid.
- z) Bidders are required to submit Bid in envelope in the name of The Principal Additional Director General, DG Systems, Chennai. Annexure are to be filled as attached.


(R.A. Praveen Kumar) 21/11/19
Joint Director

LIMITED TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

To,

Sub: Acceptance of Terms: Conditions of Limited Tender.

Work: -

Dear Sir,

I/We have obtained the tender document for the above mentioned 'Tender/Work' from the web site(s) namely: as per our advertisement, given in the above mentioned website(s).

2. We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned limited tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure

Name of the Bidder					
Year of Establishment					
Type of Entity (public limited/Private Limited/ Partnership/ Proprietary)					
Contact Person					
Contact Number					
E-mail address					
Registered office Address					
Registration certificate No (enclose copies)					
a)Pan card.					
b)GST					
List of Department/Ministries/State department where similar work carried out.					
Successful completion certificate of Scanning/Digitization work executed during last five years					
Details of Hardware Equipments :(Computer & Scanner specification and make etc.)					
Details of Software					
Details of Manpower					
Cost of Scanning/ Digitization of Documents or pages of A4/ Legal/ A3 sizes at minimum 300 DPI resolution in B/W, Grey Scale or Color in searchable PDF format including pre- scanning & Post—scanning activities.	Quantity	Rate per page:	Total Price:	Taxes	Total Price (including taxes)
	Minimum 100000 pages to as much possible.		according to the number of pages scanned.	As applicable	To be obtained