

वस्तुऔरसेवाकरएवंकेन्द्रीयउत्पादशुल्कआयुक्तकाकार्यालय (अपील-1)

OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE (APPEALS-I)

26/1, महात्मागांधीमार्ग, तुंगम्बाक्कम, चेन्नै-600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

दूरभाष /Telephone : 044-28331140

फेक्स /Fax : 044-28331150

No: II/39/01/2021-22

Dated: 30 -11-2021

**LIMITED TENDER NOTICE**

Office, of the Commissioner of GST & Central Excise, Appeals I Commissionerate, Chennai 600034, is in the process of scanning and digitising all the office files/records. In this regard sealed quotations are invited from the service provider possessing the requisite infrastructure.

**Scope of Work:**

Scanning and Digitisation of office files/records in pdf format pertaining to Appeals I Commissionerate, Chennai.

**Inspection:**

1. The service Provider possessing the necessary infrastructure for scanning and digitisation work mentioned above may visit our Official Web-Site [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) for details. The Parties may visit the Office of the Commissioner of GST & Central Excise, Appeals I Commissionerate, GST Bhavan, II Floor, Nungambakkam, Chennai-600034 and inspect the files/records for digitisation on any working day under intimation to the Assistant Commissioner (GST & Central Excise), Administration wing, Appeals I Commissionerate, Chennai-600034.

**Quotation:**

The Quotation should include a detailed report with the cost of the scanning & digitization work including GST applicable. The quote should be for the scanning & digitization of office records with price quoted as per scanned image.

1. Scanning should be as per the department's required format and resolution typically upto 200 dpi resolution in Black & white or Grey and 300 dpi for colour mode.
2. Naming of the file should be as per the department's requirement.
3. Output should be in searchable PDF format. Page size A4/Legal. Paper Range: About 1,00,000 pages.
4. Work should be undertaken in the office premises only. Department will provide space & power supply.
5. Service provider must arrange for High end Scanners & Manpower to undertake the scanning job. The Job should be completed within one month from the date of execution of work order.

6. Data back up as per the department's requirements. Data burning charges are inclusive.

Interested parties should possess the following eligibility criteria.

- (i) They should be registered with GST department, with PAN number and have experience in similar nature of work.
- (ii) No advance shall be paid and hundred percent of the amount will be paid only on completion of the work.

II. The envelope containing the quotation should be superscribed as

**"QUOTATION FOR SCANNING & DIGITISATION OF OFFICE FILES/RECORDS"**

and the same should be addressed to The Commissioner, Commissioner of GST and Central Excise, Appeals I Commissionerate, Chennai -34. The quotation should be submitted in a sealed cover and dropped in the drop box placed at the following address "Office of the Commissioner of GST & Central Excise, Appeals I Commissionerate, II Floor, GST Bhavan, 26/1, Uttamar Gandhi Salai, Nungambakkam, Chennai- 600034 on or before 08.12.2021 by 18.00 hrs.

- (i) For Clarification if any, the following Officer may be contacted. Shri. A. Jebastin, Superintendent, Appeals I Commissionerate, Chennai. Mob: 9444300700
- (ii) The sealed quotation will be opened on the next day. The intending firm who would be allotted the tender must be in a position to complete the work within one month from the date of receipt of the work order.
- (iii) The Commissioner of GST & Central Excise, Appeals I Commissionerate has the power to accept / reject any tender without assigning any reason whatsoever and his decision will be final.

(RAJNI S. MENON)

ASSISTANT COMMISSIONER  
GST&CENTRAL EXCISE, APPEALS I  
COMMISSIONERATE.

रजनी एस. मेनन / RAJNI S. MENON  
सहायक आयुक्त / ASSISTANT COMMISSIONER

To  
The Prospective Service Providers

Copy to:

1. Superintendent (Computers), - for uploading on Official Web Site.
2. Notice Board, CCO/Chennai North and Appeals I, Chennai