Re e-Tender Notice for Scanning and Digitization of Files of Custom House, Visakhapatnam with respect to Implementation of e-office.

Sealed tenders are invited from reputed Service Providers for the award of Scanning and Digitization of files in view of implementation of E-Office in this office, addressed - Port Area, Custom House, Visakhapatnam – 530035.

2. The interested firm with experience of having provided the Scanning and Digitization of files services in any Government offices/Semi Government offices, Public Sector Undertaking and reputed Private Ltd Companies may submit their Tender/Bid. Further, the interested bidders may download the contents along with terms and conditions and other particulars from the Departmental website www.cbec.gov.in/ www.vizagcustoms.gov.in

3. The Tenders/Bids have to be submitted at the address indicated supra either in person or through Register post only.

4. The interested Service Providers are requested to indicate the rates for scanning and digitization of each pages/files and submit two Tender/Bid system in a sealed envelope-I containing Technical Bid and sealed envelope-II containing Financial Bid and both the envelopes placed in a third sealed envelope bearing the words “Scanning and Digitization of files” and should reach the Asst. Commissioner (Admin), O/o the Principal Commissioner of Customs, Custom House, Visakhapatnam – 530035 by 17.00 hrs on or before the closing date.

5. Interested firm may take a note that, this Office shall provide 02 Nos. of High Speed Scanning Machine for scanning of the documents. Accordingly, Company/ Firm has to provide only technician for Scanning and Digitization of documents.

6. Local Company/ Firm will be preferred for this tender as the same Company has to provide immediate technical support if required in future also.

7. Tender/Bid publication date: 23.07.2020 at 11.00 hrs.

8. Last date for submission of Tender/ Bid: 17.00 hrs on 02.08.2020.

9. Tender/ Bid Opening date: 03.08.2020 at 11.00 hrs.
ANNEXURE – I

Eligibility criteria for bidding for Scanning and Digitization of files:

1. The service providers should have been in existence for not less than 02 years in the trade of Scanning and Digitization.
2. The service providers must have previous experience of Scanning and Digitization in Govt. organization/ PSU/ Reputed Private Ltd Company.
3. The service providers should provide testimonials of experience of providing services to any Govt. organization/ PSU/ Reputed Private Ltd Company.
4. Scanning and Digitization of the files has to be done in Custom House only. Under no circumstances files will be allowed to taken out from Custom House. The Company may take a note of the same before filling the Tender.
5. Preference will be given for the firm which belongs to local area of Visakhapatnam or has local branch Office and must have to provide immediate technical support if required in future also.
6. The copies of registration of the firms with other government departments’ viz. GST Registration, PAN No. VAT No., Trade License etc. should be provided.
7. Failure to submit any of the documental evidence for Registrations, Experience etc. as above shall result in disqualification of the bidder at the Technical Stage itself.
8. If the service provider meets the above technical requirements, they may apply in the proforma placed at Annexure V and VI, each in a separate envelope and both shall be kept in third sealed envelope.
9. The payment shall be made through e-payment only and hence, the service provider should provide the details of Bank Account held by them.
ANNEXURE – II

Conditions Governing Scanning and Digitization service:

1. The office does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed conditions are not fulfilled are liable to be rejected.

2. The service provider shall be responsible for the Scanning and Digitization of files and in case of any technical issue arising with the scanned files are to be attended free of charge up to two years from the date of completion of the job.

3. The service provider shall complete the task in 60 days maximum.

4. The service provider shall raise an invoice in triplicate immediately after the completion of the task for initiating payment.

5. The Principal Commissioner of Customs, Visakhapatnam reserves the right to terminate the contract at any time during the job if the Scanning and Digitization of files, found not up to mark.
ANNEXURE – III

Details of job to be carried out;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Job/ Requirements</th>
<th>Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scanning of Documents</td>
<td>2,44,800 pages (3051 files) approx.</td>
</tr>
</tbody>
</table>

Job Conditions;

1. The scanned document has to be stored file wise/ Section wise in the storage device provided by this Office.
2. The scanned documents should be stored in PDF/ Searchable format.
3. This Office shall provide 02 Nos of Scanning Machine for the above task. Accordingly, Company/ Firm has to provide only technician/manpower for Scanning and Digitization. Company should take a note of the same while filling financial bid.
4. The no of pages to be scanned and digitized may vary as per requirement of this Office.
5. The payment shall be made for the actual No. of pages Scanned/ Digitized only, at the rate which has been quoted and approved in this financial bid.
ANNEXURE – IV

DECLARATIONS BY TENDERER

1) It is certified that to the best of my/our knowledge none of my/our relatives are serving in Customs & CGST Department, Visakhapatnam in any capacity. In case statement found incorrect, I/We shall be liable for penal and legal actions as warranted under rules.

2) I/We hereby certify that the information furnished is full and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

3) This is to certify that I/We have before signing this tender read carefully and understood all the terms and conditions in the Tender Document and undertake myself/ ourselves to abide by them.

(Signature of Tenderer with date & seal)

Name:

Seal:

Address:

Phone No.
ANNEXURE - V

Tender Document

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS,
PORT AREA, VISAKHAPATNAM.

QUOTATION FOR CONTRACT OF SCANNING AND DIGITISATION OF FILES
IN THE OFFICE OF PRINCIPAL COMMISSIONER OF CUSTOMS,
CUSTOM HOUSE, VISAKHAPATNAM - 530035.

TECHNICAL BID
(In Separate Sealed Cover - 1 Super Scribed as Technical Bid)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>(i) Name &amp; address of the Tenderer Company/ agency with phone No, e-mail or local Branch address</td>
</tr>
<tr>
<td></td>
<td>(ii) Name &amp; Telephone/ mobile no of contract person</td>
</tr>
<tr>
<td>2</td>
<td>Experience in the field of scanning and digitization. Particulars (testimonials), this shall cover the details of works of similar nature carried out</td>
</tr>
<tr>
<td>3</td>
<td>Experience in scanning and digitization of files in Government/ Public Sector/ Reputed Pvt. Ltd Company (attach certificate)</td>
</tr>
<tr>
<td>4</td>
<td>Name of the organization with complete details to whom service has been provided</td>
</tr>
<tr>
<td>5</td>
<td>Whether the firm/ company is registered with government, documents/ evidence to be attached.</td>
</tr>
<tr>
<td>6</td>
<td>GST No. (please attach copy)</td>
</tr>
<tr>
<td>7</td>
<td>Pan No. (please attach copy)</td>
</tr>
<tr>
<td>8</td>
<td>Trade License No. (please attach copy)</td>
</tr>
<tr>
<td>9</td>
<td>Any other government registered document(please attach copy)</td>
</tr>
</tbody>
</table>

*It may be taken on note that, if firm is unable to provide any documentary proof of above submission shall be disqualified at the Technical stage itself.

Date:  

Signature of the Head of the Firm with stamp/seal
ANNEXURE – VI

Tender Document

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS,
PORT AREA, VISAKHAPATNAM

QUOTATION FOR CONTRACT OF SCANNING AND DIGITISATION OF FILES
IN THE OFFICE OF PRINCIPAL COMMISSIONER OF CUSTOMS,
CUSTOM HOUSE, VISAKHAPATNAM – 530035.

FINANCIAL BID DOCUMENT

(In Separate Sealed Cover – 2 Super Scribed as Financial Bid)

1. Name of the Firm/ Company:

2. Address (with telephone No. & Fax No):

3. Name & Address of the Partners/ Directors (with mobile no)

4. Financial Bid Details:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Rates of scanning per page (in Rs.)</th>
<th>Total charge for entire job (in Rs.)</th>
</tr>
</thead>
</table>

(Signature of Authorized Signatory with Stamp / Seal)

Date: