



सीमा शुल्क प्रधान आयुक्त कार्यालय: निर्यात

अंतर्देशीय कन्टेनर डिपो: तुगलकाबाद: नई दिल्ली, ११००२०

सी. सं.-VIII/आईसीडी/टीकेडी/निर्यात/प्रशासन/104/2019/896-99 दिनांक: 21/01.2021

Tender Notice for Digitization/Scanning & Indexing of files/Records

Office of the Principal Commissioner of Customs, Inland Container Depot (Export), Tughlakabad, New Delhi invites sealed tenders on prescribed forms for the following work, as follows:-

- Digitization includes preparation of documents to be Scanned, Scanning, Conversion of all documents to PDF and TIFF, Abstract images to JPEG/TIFF & verification. Scanned Documents should be searchable and in legible form. Resolution should be 150 dpi minimum.

➤ **Quantum of work:**

S. No.	Description	Details
1.	Document size	A4 & Legal
2.	Language	English/Hindi
3.	Period of Completion of work	Within 01 Year

- The Scanned files will be named as per heads provided by this office. The scanning of the files will have to be done in office hours i.e. 09:30AM to 6.00 PM. The scanned copy of the files should be handed over to this office in pen drives branch wise.
- Bidders must have at least one year experience of digitization work in Ministries/Departments/Organizations and financial capacity for execution of the work of Digitization/Scanning & Indexing of Files/records/Documents.
- The selected firm will have to make all their own arrangements for digitization of files/records/documents. Department will only provide the files/records/documents to be digitized.
- Offer shall be remain valid for one year from the date of work order.
- The tender has been invited under two bids system i.e. Technical Bid and Financial Bid. The first should be super-scribed as "Technical Bid" and shall contain:-
 - (i) Company profile including previous experience of Digitization/Scanning & Indexing of Files/Records/Documents in Central Govt. /State Govt. Departments and PSUs.
 - (ii)- Attested photocopies of relevant documents.
 - (iii)- Acceptance of terms and conditions.
 - (iv)- MSME Certificate (If you have)
 - (v)- ISO Standard Certificate.
 - (vi)- Form-I (Technical Bid Proforma)
- The Second should be super-scribed as "Financial Bid" shall contain only rates. The rates are to be quoted per page for A4 size, Legal size documents. Financial bid shall be submitted as per the Proforma given in Form-II.

All bidders are required to submit a bank draft of Rs. 10,000/- in favour of the Commissioner of Customs, ICD (Export), TKD, New Delhi with their bid as Earnest Money.

During the Contract period, Non- performance of the contract and Non-Compliance of any terms and conditions of the tender notice shall be liable for the forfeiture of Performance Security deposited by the successful bidder and other legal actions may also be initiated by the Competent Authority as per law.

- i- The letter should be addressed to the Commissioner of Customs (Export), ICD, TKD, New Delhi and should reach at the earliest, but not later than 11:00 Hrs on 12.02.2021. The quotations will be opened on 12.02.2021 at 12:30 Hrs. Bidders are welcome to attend opening of technical bids. The financial bids shall be opened only in respect of those bidders who are found to be technically qualified. Bids received after the stipulated time on the last date of submission will not be accepted
- ii- Payment will be done on monthly basis.
- iii- Time lines mentioned in the tender documents should be strictly followed. Failure to the same will liable 2% penalty of the contract value for every week's delay or part thereof.
- iv- Conditional bids shall not be considered.
- v- The competent authority of this office reserves the right to annul any or all tenders without assigning any reason and the decision will be final and binding on all bidders.
- vi- If any bidder withdraws its tender within the validity period or makes any modifications in the tender, this office shall without prejudice to any other right or remedy, be at liberty to forfeit at the EMD absolutely or blacklist the firm.
- vii- It will be the responsibility of the bidder to comply with all statutory obligations on its part arising out of this contract.
- viii- The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Departments/organizations etc.
- ix- All pages of the tender shall be signed by the bidder.

Encl: Form I & II

Assistant Commissioner (Admin)
ICD- Export, Tughlakabad

1. PA to Pr. Commissioner, ICD- Export, TKD for information please.
2. AC (Technical/EDI) for uploading on the Official website.
3. Superintendent (Hqrs.), ICD, TKD (Export) for display on notice board.
4. Web-manger, CBIC website, Dte. of System, New Delhi with requested to upload of CBIC website (www.cbic.gov.in) at the earliest.

Assistant Commissioner (Admin)

FORM-I
(TECHNICAL BID PROFORMA)

Items	Description
Name of Company	
Firm/Registration Certificate (copy enclosed)	
GST Registration Certificate (copy enclosed)	
Copy of ITR (Two Year)	
Acceptance of terms and conditions.	
ISO Standard Certificate (copy enclosed)	
Proof of at least one year of Experience in Digitization/Scanning & Indexing of files/records in any Govt. organization.(work order should be attached)	
MSME Certificate / NSIC Certificate or EMD of Rs. 10,000/-	
Self-Declaration effect that they have not been blacklisted by any Government Agency/ Organization	

We understand that if required information is not provided or documents submitted are found to be in complete or inadequate then our Technical offer shall not be considered by your office.

Thanking You,

Yours faithfully,

(Seal & Signature of Authorized Person)

FORM-II
(FINANCIAL BID PROFORMA)

S. No.	Description	Total Charges Per Page (In Rs.) (inclusive all taxes)
1.	Digitization/Scanning & Indexing of files/records	

Rs. (in words): _____

Date:

Place:

Signature of the Authorized Person

Name & Office Seal