



भारत सरकार

Government of India

आयुक्त कार्यालय( निबारक), पश्चिम बंगाल, कोलकता  
**Office of the Commissioner of Customs (Prev.), West Bengal, Kolkata**  
कस्टम हाउस, ( तृतीय तल्ला), 15/1, स्ट्रैंड रोड, कोलकता-700001  
**Custom House(3<sup>rd</sup> Floor) : 15/1, Strand Road : Kolkata - 700 001.**


**Sub : e-Tender for making individual APAR file by scanning of old APARs – Reg.**

(1). This office has decided to convert the hardcopy of the APAR Dossiers of Govt. Officers to softcopy by scanning the old APARs and uploading of the same in SPARROW module. Details below.

Sl. No.	Location for work	Description of work	Remarks
1	HQ. Vigilance Branch, CCP,W.B., Customs House,15/1, Strand Road, Kolkata-I.	425x10x10=42500(approx) copies to be scanned & stored in digital format.	The no. of copies may be more or less.
2	Vigilance Wing, Siliguri Mini Headquarter, Hakimpara, H.M. Road, Siliguri-734001.	375x10x10=37500(approx)copies to be scanned & stored in digital format.	The no. of copies may be more or less.

(2). The scanning work is to be completed by 25.04.2019 & uploading of the same by 30.04.19 positively under the supervision of the Custodian, CC(P), W.B. The data shall be uploaded in the Departmental portal as per the direction to be issued afterward. The documents to be scanned are in manually stored folder which have to be converted to digital form, folderwise and then stored as electric data of each officer.

(3). Quotation is invited from the experienced service provider having GST No. positively by 15.04.19 to the undersigned.

  
(Ramesh Shivaram)  
Asstt. Commissioner (Vig)  
CC(P), West Bengal, Kolkata.

C.No. II(10)A-04/VIG/CCP/WB/18/ 347 (c)

Dated : 08.04.2019.

Copy forwarded to:-

1. the Asstt. Commissioner, EDI, Port Commissionerate, Custom House, Kolkata for uploading of the above on the website.
2. the Superintendent of Hdqrs. Pool, CC(P), W.B., Kolkata for pasting the same in the Notice Board.

  
(Ramesh Shivaram)  
Asstt. Commissioner (Vig)  
CC(P), West Bengal, Kolkata.