



**GOVERNEMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CUSTOMS (PORT)
CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA**

OPEN TENDER NOTICE NO - 15 /2019 (SCH)

F.No.: S.39-16/2018P (SCH)pt-I

Date : 28/05/2019

**TENDER NOTICE INVITING QUOTATION FROM REPUTED
AGENCIES/PARTIES FOR DIGITIZATION OF OFFICIAL RECORDS OF PORT
COMMISSIONERATE UNDER SWACHHTA ACTION PLAN**

Sealed quotations are invited from experienced and eligible Parties/Firms/Agencies for Digitization of official records of assorted dimension of various sections/ units within Kolkata Customs Port Commissionerate under the Swachhta Action Plan of Govt. of India. The quotation should be addressed to Assistant Commissioner of Customs (SCH), Custom House, 15/1 Strand Road, Kolkata – 700 001 with the subject heading mentioned on the envelope.

The rate contract for providing service of digitization will be valid up to 31.03.2020, on as and when required basis. The initial volume of the digitization will be for 2,00,000 (approx) copies of documents having different dimensions such as A4, A3 etc. The output should be stored in pdf format and the soft copies should be handed over in a CD with proper backup facility.

General Conditions

1. The bidder shall scan and digitize at least that many pages as, in the opinion of competent authority, can be conveniently scanned/digitized every day, within the space made available to the bidder for the purpose of scanning and digitizing.
2. The interested persons/bidders can inspect the files, records for the said purpose during working days of the office within 10 am to 5 pm under an prior intimation to the Superintendent of Customs, SCH, Custom House, Kolkata – 700 001.

3. The bidder must have (i) at least three years experience of Scanning/digitization, indexing, storing and providing retrieval facility of records; and (ii) must have scanned/digitized at least 1 lakh documents in Central/State Government Offices/ Courts of Law/ PSUs, out of which at least 2 projects of 50000 documents each should have been scanned using standard scanning technology. Documentary evidence by way of completion certificate should be produced in support of experience and performance. The bidder must be able to carry out cropping and cleaning of images (removing black noises around the text), skew correction etc. to make the images straight with equal margins all around the text.
4. The bidder must have valid Trade License (Self-attested copy to be enclosed).
5. The bidder should be registered for GST (Self-attested copy to be enclosed).
6. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961 (Self-attested copy to be enclosed).
7. The bidder should sign and affix his/her firm's stamp on each page of the tender notice and all its pages as the token of having read and understood the terms and conditions of the tender notice.
8. Rate should be quoted per page and dimension wise.
9. The successful bidder will be communicated about acceptance of his offer and award of the contract.
10. Documents are kept at different floors of Custom House. Documents are to be collected from Sections/ departments and required to be counted, serially numbered and entered into the log register before taking from the section/departments and at the time of handing over to the concerned sections/departments after the completion of scanning of the documents.
11. Since some documents are very old and are not in good shape, documents are required to be repaired if not in fit condition for scanning. Vendor is required to handle those documents carefully.
12. It will be the responsibility of vendor to take care of document's safety and security. In case of loss of any document / damage caused to the document, appropriate remedial action including penalty may be imposed on the vendor for the loss suffered. Decision of the competent authority of this office will be firm and final.

13. The files /documents will not be allowed to be taken out from space allotted / office premises. Suitable hardware infrastructure/facilities have to be established onsite by the vendor itself at the space allocated by the authority.
14. Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.
15. **Indexing/ Metadata Entry**
Vendor has to do the metadata entry as per the requirement of the Authority. Indexing parameters shall be decided by the Authority at the time of award of contract.

TERMS AND CONDITIONS

1. The rate of the services should be quoted inclusive of all taxes, GST and all other applicable charges
2. The services should be completed within 30 (thirty) days of receiving the Work Order.
3. Parties/ Firms must mention their GST registration number, PAN details, trade license in their quotation.
4. Parties/ Firms should inspect the nature/ place of work before submitting the quotations and for inspection, query or clarification they may approach Superintendent of Customs (Prev.), SCH Department, Custom House, Kolkata.
5. The quoted amount should be mentioned in both numbers and words. Any bid with illegible, incorrect, incomplete or inconsistent particulars, figures and words will be summarily rejected.
6. The contract will be valid up to 31.03.2020. No escalation of price whatsoever would be allowed during the pendency of the contract, for reasons whatsoever. Individual Work Order will be issued as and when the services are required by this office.
7. Quotation should be signed stamped by the authorized person of the bidding firm.
8. No advance payment will be provided to the service provider. Payment against Bill/ Invoice shall be released only after completion of work and getting the satisfactory work completion report from the concerned sectional heads.
9. The authority reserves the right to cancel or postpone the tender notice without assigning any reason thereof. The authority's decision will be final.
10. The tender should be addressed to the Assistant Commissioner of Custom (SCH), 15/1, Strand Road, Kolkata – 700001.

11. Sealed quotations should be submitted in the Tender Box kept in SCH Unit, Ground Floor, Custom House, 15/1, Strand Road, Kolkata – 700001 before **3:00 PM on 19.06.19**
12. Sealed tender shall be opened before the Tender Committee at **3:30 PM on 19.06.19**
13. This issues with the approval of the competent authority.

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28/05/19

Deputy Commissioner of Custom(SCH)
Custom House: Kolkata

- Copy to :
1. Hindi Cell to translate the same.
 - ✓ 2. Computer Cell for uploading in Kolkata Customs & CBIC website.
 3. Notice Board