



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
12, SUDDER STREET, KOLKATA – 700 016

WEBSITE : www.icmai.in
TELEPHONE : 2252-1031/34/35
2252-1602/1492
2252-1619/7373
FAX 91-33-22522872/22521026

Ref. No.: TC /08/2017

Date: August 11 ,2017

TENDER NOTICE

Sub: INVITATION OF RATE FOR DIGITISATION OF DOCUMENTS.

Offers in sealed envelope are invited from reputed firms/companies dealing in computer enabled services for Digitisation of **1, 00,000 Student Registration Leaf (both side)** in the format and terms & conditions given below.

Scope of Work

Transformation of existing Students Leaf from Physical Hardcopy to Electronic format. The Scanned Document File (Student Registration Leaf) has to be provided by the Vendor in a CD/DVD for easy, fast and comprehensive search along with following :

- The specified documents have to be collected from the concerned department, scanned and returned back to the same department after completion of the job in same manner as received.
- The Documents have to be scanned, arranged and transformed into readable Electronic Format so as to be accessed easily through student registration number (search option).
- The documents are to be scanned in **TIF/JPG/PDF Format**
- **All above jobs are strictly to be done at the specified place, within the Office Premises of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 during Office Hours of the Working Days (Monday) and within the stipulated date (45 days).**

Terms & Conditions:

1. The Tenderer should have office at Kolkata for performing the job.
2. **Samples of documents may be inspected prior to the offer from Shri P. Nandy, Asstt. Director (S), Directorate of Studies, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.**
3. Student Registration Leafs are to be taken out from each file and again to be kept in the same order in the file after completion of the job.
4. No expenses will be borne by the Institute for carrying out the machine and other appliances etc. to and from the Institute as specified in the premises (CMA Bhawan, 12, Sudder Street, Kolkata-700016).
5. The offer should be inclusive of all taxes and duties, if any, and delivery and other charges.
6. Prices not offered in the specified format are liable to be cancelled.
7. Tenders are also liable to be cancelled for uncertainty/absurdity/inconsistency in the offer.
8. Payment will be released upon satisfactory completion of the job.
9. Offer in the specified format should be submitted in Sealed Envelope (Name of the Tenderer, Address, Telephone & Mobile No. and E-mail ID should be mentioned at the bottom of the Envelope) , superscribed with **“TENDER FOR DIGITISATION OF STUDENTS REGISTRATION LEAF”** and dropped in the Tender Box of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before the Last Date and Time for submission of Tender.
10. The Tenderer should enclose documents in support of performing similar jobs of same volume as well as their credential.

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11. The tenderer should also enclose documents in support of nature of ownership (Partnership Firm, Private/Public Limited Company, State/Central Government Undertaking or Joint Sector Organization etc.) with PAN No., S.T. Regn. No., Trade License No. , GST Registration and other relevant documents.
12. Rates as per the specified format should be quoted in the business letter-head of the Tenderer, containing address, telephone/mobile no./E-mail id/fax no. etc. and signed and stamped by the appropriate authority.
13. All payments will be given through Electronic Mode. Tenderers must provide Bank Details [(1) Name of the A/c, (2) A/c. No. (3) Type of the A/c. – Savings/Current, (4) Name of the Bank, (5) Name of the Branch with Address, (6) IFS Code No. (7) MICR Code No.] for receiving payments of their Bill(s).

14. **Specified Format for quoting rate –**

Item	Specification	Quantity	Rate/Leaf (Without Tax)	Applicable Tax Per Leaf	Total Price per Leaf with Tax & Delivery
Digitization of Students' Registration Leaf (both sides)	A4 size (As per sample)	1,00,000 Approx.)	Rs.	Rs.	Rs.

N.B. :

1. **Rate per Leaf considering both sides should be quoted (As per sample- A4 size).**
 2. **Quoted Rate will remain valid for ONE YEAR for future Digitization work, if any.**
15. **Last date of submission of tender is September 1, 2017 (upto 4.00 p.m.)**

The Institute is not bound to accept the lowest quotation. If thought fit, the Institute may also divide the job among several parties or take away any segment of the job from the ambit of quotation and undertake/process separately. The Institute reserves the right to cancel any or all quotations without assigning any reason.

CONVENER
TENDER COMMITTEE
(UPTO RS. 5 LAKHS)