



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026
Website: www.icmai.in

Ref. No.: LPC/Membership/02/2019

Date: 06/02/2019

TENDER NOTICE

SUB: INVITATION FOR SCANNING OF DOCUMENTS, ACCUMULATION OF OLD AND CURRENT DATA AND FACILITY TO ACCESS THE DATA BASED ON KEY (MEMBERSHIP NUMBER)

Offers in sealed envelope are invited from reputed firms/companies as per following details:-

Specification of Work:

Scanning of documents (of Membership Department) [Approximately 70,000+/-10% documents] periodically – during a Period of One year.

Scope of Work:

Transformation of existing documents from physical Hard Copy to Electronic Format by Scanning, Organizing and Storing these scanned documents along with old existing scanned documents on Hard Disks for easy, fast and comprehensive search and access over network 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 job.
- The Documents have to be scanned, arranged and transformed into readable electronic format so as to be accessed through software.
- The documents are to be scanned in **TIF/JPG/JPEG/PDF format**.
- The specified documents are to be taken out from each file and again to be kept in the file after completion of the scanning job.
- **All above jobs are strictly to be done at the specified place, within the Office Premises of the Institute, 12, Sudder Street, Kolkata – 700 016 and during the time, as instructed by the authority.**

Terms & Conditions:

1. Tenderer should have office at Kolkata for performing the job.
2. **Intending Tenderers should contact – [i] Membership, and [ii] IT Department for any IT related clarification, of the Institute at 12, Sudder Street, Kolkata- 700016 during Office Hours on any Working Day (Mon – Friday), prior to submission of the Tender for the Job.**
3. Scanning of documents are to be made periodically – during a period of 1 year for a total volume of approx. 70,000+/-10% documents under Contract, starting from the date of acceptance of the 1st Work Order.
4. The offer should be inclusive of all, i.e. Taxes, Duties and Delivery and other charges, if any.
5. Tender not in specified format is liable to be cancelled.
6. Tenders also liable to be cancelled for uncertainty/absurdity/inconsistency in the offer.
7. Tenderers are not allowed to subletting any part of the job.
8. Institute will conduct tendering as per its own Tender Guidelines and on completion of the total tendering process, only Selected Tenderer will be contacted for awarding the Work Order.
9. The Institute reserves the right to cancel any or all Tenders without assigning any reason thereof.

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Terms of Payment:

1. No advance will be given. Payment will be released only upon satisfactory completion of the job in each phase.
2. All payment(s) is/are to be given to the Bank A/c. of the Tenderer through Electronic Mode and hence Bank A/c. details [(1) Name of the A/c., (2) Bank A/c. No., (3) Type of the A/c., (4) Name of the Bank, (5) Branch Name with Address, and (5) IFSC Code] are to be provided along with the Tender.

Tender Submission Procedure:

1. Tender should be submitted in the Letter Head of the Tenderer and within a Sealed Envelope.
2. The Tenderer should enclose documents in support of performing similar jobs of same volume as well as their credential.
3. 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. along with PAN, Details of GSTN (If exempted separate declaration must be attached), S.T. Regn. No., Trade License No. and other relevant documents.
4. Envelope should be superscribed with - "SCANNING OF DOCUMENTS, ACCUMULATION OF OLD AND CURRENT DATA AND FACILITY TO ACCESS THE DATA BASED ON KEY (MEMBERSHIP NUMBER)"
5. Tender is to be submitted to Ms. Mounita Das/Shri Bhavesh Kumar Sinha at CMA Bhawan, The Institute of Cost Accountants of India, at 12, Sudder Street, Kolkata – 700 016.
8. Offer should be submitted on or before 2.00 pm of 12th February'2019.
9. Specified Format for offering Price and in case of non-adherence, Tender will stand cancelled :

Job (Onsite Execution)	Quoted Rate [Inclusive of all Taxes, duties and Charges]
Scanning (in TIF/JPG/JPEG/PDF format) of Membership Department's Documents, approximately 70,000+/-10% documents, accumulation with old scanned data along with the facility to access. Validity :: Periodically - during a period of one year.	Rate per page - Rs.

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LPC