



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

TENDER NOTICE

LTC-SCANNING-2022-LOT

September 2, 2022

Tender for scanning and digitalization of documents

Reputed and reliable service provider are invited to offer their Rate for scanning and digitalization of documents of The Institute as per details given below -

Instructions for bidders :

- The rates to be offered should include all mentioned in below para Scope of Work. No other additional payments would be made.
- Taxes as applicable will be paid extra.
- Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The Institute shall provide adequate space, electric supply point, working table and access to the authorized personnel of the Service Provider to work in the specified area for scanning & digitization facility.
- Bidder, before submitting quotations, should clearly understand the Institute's requirements and in case any information/clarification is required may contact. The Institute office during working days (Monday to Friday between 09.30 a.m to 6.00 p.m). It may be noted that no clarification/information, after closure of the last date of receipt of quotation, would be entertained.

Eligibility :

- The Vendor should have average **annual turnover of at least Rs. 50 lakhs** (Rs. Fifty Lakhs) during last three financial years.
- Must have performed at least two similar work for (CPSEs) or State (PSEs) or autonomous body or Central Govt Depts or State Govt. Depts.

1. SCOPE OF WORK

1.1. Collection of Documents

- 1.1.1. Documents are kept at different floors/section of The Institute in the premises at 12, Sudder Street, Kolkata – 700 016 and 4th floor, 84 Harish Mukherjee, Kolkata – 700 025. Vendor will be required to handle these documents carefully. Documents are to be collected from rooms/shelves and required to be counted and entered into the log register before taking to the scanning area.
- 1.1.2. Documents may require to be scanned at the warehouse of The Institute' engaged vendor.



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1.2. Pre Scanning

- 1.2.1. The Agency will perform all the pre scanning activities which may include (but not limited to) collection of documents from different department / directorate of The Institute, taking them out of shelves/almirah/etc., removal of unwanted dust, removal of tags, pins, threads, rubber bands, bindings, application of curative techniques to biologically infected or otherwise damaged documents etc., sorting of pages in the document file in correct order counting and entering details in the log register.
- 1.2.2. The Agency will carefully unfold and flatten the documents to eliminate creases and wrinkles and ensure that document maintain its original form without any damage. Any damage to the documents shall make the Agency liable for penalty.
- 1.2.3. The pages to be converted will have to be cleaned before scanning.
- 1.2.4. The Agency shall be required to install and maintain adequate IT infrastructures of hardware and software such as computers, scanners, ups, network setup etc. at his own cost.

1.3. Indexing and Cataloguing

- 1.3.1. The Agency will maintain a record of the document details in a log register while collecting these documents. Contents of log register will be as per the direction of end user department / directorate.
- 1.3.2. The scanning of the records of different sizes (A5/A4/A3/Legal/Notesheet etc) are required to be transformed / converted into digital format at minimum 300 dpi resolution in B/W or Grayscale/or colour as decided by end user department/directorate and archived with proper indexing for easy retrieval.
- 1.3.3. The Agency will create metadata fields required for indexing as per the requirement of the Institute. Scanned documents / images stored in digital form shall be indexed in the metadata fields using manual entry.
- 1.3.4. The Agency will create nomenclature of the digitized file should be in accordance with the End user Department / Directorate.

1.4. Scanning & Digitization Activities' instruction and conditions –

- 1.4.1. The scanned documents/material shall be stored in PDF/Image or as per end user directed Format.
- 1.4.2. A unique number (as directed by the user department) has to be put as <FILENAME> of the scanned document, so that it can be easily searched.
- 1.4.3. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a standard format as per end user requirement
- 1.4.4. The Agency shall ensure that the quality of scanned images is enhance to the optimum level and shall perform all such activities required to bring the scanned image to optimal level such as skew, de-skew to make the image straight, cropping and cleaning of images like removal of black noises around the text and providing equal margins around the text etc.



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- 1.4.5. In case the documents are not legible, it will be the bidder's responsibility to scan the documents in high resolution to improve legibility to maximum extent possible.
 - 1.4.6. The final scanned copy should be legible, with completeness image quality and the ability to reproduce pages in their correct sequences
 - 1.4.7. Some documents are old and may not in good physical conditions documents are required to be repaired if not in condition fit for scanning vendor is required to handle these documents carefully preferably scan such documents using flat bed of scanner or book scanner.
 - 1.4.8. The Agency will take special care in preparing the documents which are too old and that may not be in good physical condition or are very delicate and may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some old documents may require flat-bed scanners too. Agency may use ironing process to straighten them. Documents should be prepared such that normal scanner can scan it.
 - 1.4.9. Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
 - 1.4.10. Blank pages should not be scanned, if not numbered.
 - 1.4.11. It is absolute responsibility of the vendor to ensure that the contents of the scanned documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the scanned documents.
- 1.5. Post Scanning, Storage, Backup, & Handover**
- 1.5.1. After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.
 - 1.5.2. Each page shall be serially arranged and shall be counted while giving the documents back to the department.
 - 1.5.3. Copies of the scanned data (and metadata) shall be provided in hard disk free from anti-virus. Agency will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department.
 - 1.5.4. Cleanliness of work area, digitization equipment, and originals like scanners, platens, and service records will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many documents tend to be dirty and will leave dirt in the work area and on scanning equipment
 - 1.5.5. The Agency shall maintain and return the documents in their original form to the end user department / directorate. Document shall be handled with extreme care so that their chronology is not disturbed.



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2. Other terms and conditions

- 2.1. The Agency shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved. In case such retrieval of data or repair of record is not feasible the Agency will compensate for the same by making payment to the Institute towards the value of the damaged or lost data/document/record as valued by the Institute.
- 2.2. Safe handling of files used for scanning. While handling files, proper care is to be taken, so vendor should deploy only experienced scanning operators.
- 2.3. All the scanned and digitized data and documents shall be the property of the Institute and Agency shall have no right, title or interest in it. The Institute shall have the exclusive right to use it anywhere and in any manner.
- 2.4. The Agency shall ensure that all information, data and or documents given to them by The Institute are kept confidential. The entire work of scanning/ digitization/ repairing of old records are entrusted to the Agency under trust and hence any leakage of information or passing of the information for any commercial purpose/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.
- 2.5. No documents shall be allowed to be taken or transmitted outside The Institute premises without written permission from The Institute, in any manner whatsoever. Proper confidentiality will be maintained by selected agency and workers deployed by them for The Institute records management being scanned & digitized. No employee of the Agency shall share any documents or information relating to it to any outside unauthorized person. Violation of the will render immediate termination of contract and no payments will be made to the Agency. The Agency shall be wholly responsible in case of failure and will be liable to be prosecuted under the jurisdiction of the local court.
- 2.6. The Agency shall obtain prior permission from The Institute to work on holidays or on off office hours/ odd hours.
- 2.7. All consumables required in digitization process shall viz. SS pins, tapes, print-out, cartridges etc. shall be arranged by the Agency.
- 2.8. The Agency shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by buyer, out of Buyer premises without prior written permission from THE INSTITUTE.
- 2.9. It will be the responsibility of vendor to take care of security and safety of documents. In case of loss of any document, appropriate remedy including penalty may be imposed on the vendor for the loss suffered.
- 2.10. The Agency will deploy its own human resources for all the mentioned activities in this tender documents. The Agency will deploy adequately skilled manpower



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- resources to complete the job within the specified time and of specified quality
- 2.11. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.
 - 2.12. No use of ink or felt tip pens or markers, colored pencils, crayons etc.
 - 2.13. Close files and cover collection items when leaving work area.
 - 2.14. The price quoted by the bidder should remain valid for 90 days.
 - 2.15. Period of Contract – till obtaining job completion certificate from all end user directorate / department.
 - 2.16. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
 - 2.17. Canvassing in any form in connection with the contract is strictly prohibited.
 - 2.18. **L1 will be decided based on the lowest rate quoted by a bidder.**
 - 2.19. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
 - 2.20. Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
 - 2.21. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of The Institute
 - 2.22. The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
 - 2.23. Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable The Institute arrive at its own decision about such bids.
 - 2.24. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
 - 2.25. Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by The Institute from time to time.
 - 2.26. The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
 - 2.27. The order will be placed for the best interest of The Institute.
3. **Work Order Cancellation**
- 3.1. The Institute reserves its right to cancel the order in the event of one or more of the following situations that are not occasioned due to reasons solely and directly attributable to The Institute along:-



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- 3.1.1. Serious discrepancy observed during performance as per the scope of project.
 - 3.1.2. If the bidder makes any statement or encloses any form which turns out to be false, incorrect and / or misleading or information submitted by the Bidder turns out to be incorrect and / or conceals or suppresses material information.
4. **Payments :**
- 4.1. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
 - 4.2. The payment will be made in electronic mode only within 30 days of submission of bills.
5. **E.M.D. & Performance Security :**
- 5.1. Submission of earnest money deposit (EMD) of Rs. 5,000/- DD in favour of "The Institute of Cost Accountants of India", payable at Kolkata is one of the compulsory conditions for the qualification of technical bid. The bidders who are registered with Micro and Small Enterprises (MSES) as defined in MSE procurement policy issued by the department of micro, small and medium enterprises (MSME) are exempted from the submission of earnest money.
 - 5.2. The DD towards EMD submitted by the unsuccessful bidders will be returned on or before 30 days after the award of the contract. No interest on EMD & on Performance Security will be paid by the Institute. The EMD of the successful bidder will be converted into Performance Security as mentioned in below point.
 - 5.3. Performance Security – to ensure due performance of the contract, performance security of Rs. 25,000/- (rupees twenty five thousand only) in Demand Draft in favour of "The Institute of Cost Accountants of India", payable at Kolkata to be paid by the successful bidder to whom the contract was awarded. The bidder, if deposited EMD will deposit a sum of Rs. 20,000/- as deposited EMD will be converted in Performance Security and total deposit will be Rs. 25,000/-.
 - 5.4. The Institute reserves the right to deduct appropriate amount from the performance security or may or forfeit the performance security in lieu of any deficiency in service / breach of contract.

Submission of Bids :

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing 'Technical bid' and 'Financial bid'. Both the envelopes should be put into a third envelope superscribing with **LTC-SCANNING-2022-LOT** to be dropped in tender box "**Limited Tender Box**" at the ground floor of The Institute on or before 04:00p.m., **September 23, 2022** or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

CONVENER – Limited Tender Committee



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INFORMATION SHEET / TECHNICAL BID

(To be filled in and submitted by the Applicant along with copies of documents in support of the information furnished by the applicant)

(To be kept in a Separate Envelope Super-scribing Technical Bid)

INFORMATION SHEET		
Sl.	Particulars	Information to be furnished by the applicant
01	Name of the Company (Tenderer/Applicant)	
02	Name & contact no. of authorized person to deal with queries & information etc.	
03	Year of Incorporation	
04	Address of Head Office/Regd. Office with telephone no. Fax no. E-Mail. etc.	
05	Turnover in any last three financial year as per audited Profit & Loss Account	
06	Similar work performed in (CPSEs) or State (PSEs) or autonomous body or Central Govt/Depts or State Govt. Depts.	
07	Details of PAN	
08	GST No.	
09	Details of EMD	

DOCUMENTS TO BE SUBMITTED ALONG WITH

- Incorporation Certificate.
- Last three years Audited Profit & Loss A/c and Balance Sheet
- Last three Service tax/GST return
- EMD exemption letter, if exempted.



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Commercial Bid

(To be kept in a Separate envelope Super-scribing Commercial Bid)

Job	Rate / page (of any size) (File format should be as per the end user department's requirement)	Taxes
All above mentioned in tender documents /- In words/-	As applicable

Place:

Signature of the authorized signatory of the Tenderer with seal of the Firm

Date:

CONVENER – Limited Tender Committee