



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय, राजस्व विभाग  
Ministry of Finance, Department of Revenue  
सीमा शुल्क उपायुक्त का कार्यालय (निवारक)  
OFFICE OF THE ASSISTANT COMMISSIONER  
CUSTOMS DIVISION, IMPHAL



Sangakpham, Opposite DAV Public School, Imphal-795010

Phone: 0385-2422188; Fax :0385-2423347; E-mail - [customsmp@gmail.com](mailto:customsmp@gmail.com)

C.No.VIII(48)02/PRO/MISC-CORR/ACI/2020-21/

Date:

**TENDER NOTICE**

**Digitization /Scanning of Files, Records & Documents**

The Office of the Assistant Commissioner, Imphal Customs Division, Sangakpham, Opposite DAV Public School, Imphal-795010, sealed tenders on prescribed forms for the following works, as follows:-

Sl. No	Name of Work	Earnest Money Deposit	Period of Completion	Availability of documents
1.	Digitization Scanning / & Indexing of files /records.	NIL	Three (03) Months	In the Department

1. Digitization includes preparation of documents to be scanned, Scanning, Conversion of all documents to PDF and TIFF, Abstract image to JPEG/TIFF, & verification.

2. Quantum of Work:

S.No.	Description	Detail
1.	Total No. of Pages	5 Lakhs (approx.)
2.	Period of Completion	Three months from the date of LOA
3.	Language	English/Hindi
4.	Document size	A4/Legal

3. Quantity mentioned above is based on approximation. It may increase or decrease as per requirements.

4. Bidders must have at least 2 years experiences of digitization works in Ministries/Departments/Organizations and financial capacity for execution of the work of Digitalization / Scanning & Indexing of files/records/documents.

5. The selected Firm will have to make all their own - arrangements for digitization of

files/records/documents. Department will only provide the files/records/documents to be digitized.

6. Offer shall remain valid at least for 90 days from the date of opening of tender.
7. The Tender have been invited under two bids system i.e. Technical Bid and Financial Bid. The tender shall be submitted in two sealed envelopes. The first sealed envelope should be super-scribed as “**Technical Bids**” and shall contain:-
  - (i) Company profile including previous experience of digitization/scanning in Central / State Govt Departments/ PSUs;
  - (ii) Attested photocopies of relevant documents.
  - (iii) Acceptance of terms and conditions

The above information/documents shall be provided as per Forms I

8. The second sealed envelope super-scribed as “**Financial Bid**” shall contain only rates. The rates are to be quoted per page separately for A4 size & Legal size document. Financial bid shall be submitted as per the proforma given in Form-II.
9. Both the sealed envelopes shall be placed in the main sealed envelope super-scribed as “Tender for digitization/scanning of files /records/documents”. This shall be addressed to the Assistant Commissioner, Imphal Customs Division, Sangakpham, Opposite DAV Public School, Imphal-795010 on or before 14.01.2022 upto 3:00 PM. Bids received after due date & time shall not be considered.
10. Last date for submission of queries: 3 days before the last date of submission of Tender.
11. Tender document can be downloaded from the Department’s website ([www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in)).
12. Time lines mentioned in the tender documents should be strictly followed. Failure to the same will entail 2% penalty of the contract value for every week's delay or part thereof.
13. Conditional bids shall not be considered.
14. The competent authority of this Department reserves the right to annul any or all tenders without assigning any reason and the decision will be final and binding on all bidders.

15. If any bidder withdraws its tender within the validity period or makes any modifications in the tender, this Department shall without prejudice to any other right or remedy, be at liberty to blacklist the firm or take appropriate action as deemed fit.
16. Settlement of disputes, if any, shall be as per the Arbitration and Conciliation Act 1996 by an arbitrator who shall be appointed by Ministry of Law & Justice.
17. Disputes, if any, arising out of the contract shall have exclusive jurisdiction of Courts in Imphal only.
18. It will be the responsibility of the bidder to comply with all statutory obligations on its part arising out of this contract.
19. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Departments/organizations etc. If it is subsequently found that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents etc., the bid/contract shall be rejected/cancelled.
20. The successful bidder will have to deposit a Performance Security Deposit with the Department for a sum of rupees equivalent to 5% of total contract value before entering of contract with the Department. The Performance Security Deposit will be in the form of Account payee Demand Draft or bank guarantee drawn in favor of "DDO" Customs Division, Imphal" payable at Imphal. The Performance Security Deposit should remain valid for a period of 09 months from the date of award of the contract.
21. All pages of the tender shall be signed by the bidder.

  
(T Ruivah)  
Superintendent (PRO)

**C.No.VIII(48)02/PRO/MISC-CORR/ACI/2020-21/447(A)**

**Date: 05.01.2022**

Copy forwarded for information to the Superintendent (Computer)/Systems. O o the Commissioner of Customs, N.E.R. Shillong with a request to upload the same in the Departmental Website [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in)

  
05.01.2022  
(T Ruivah)  
Superintendent (PRO)

### Form-1 (Technical Bid)

S. No.	Name of Work	Digitization of documents i.e. scanning, indexing & verification.
1.	Bidder's name and address	(To be filled in by bidder)
2.	Earnest money Deposit	NIL
3.	Office Address for submission of Tender document	Office of the Assistant Commissioner, Imphal Customs Division, Sangakpham, Opposite DAV Public School, Imphal-795010. #0385-2422188
4.	Last date for submission of queries/clarifications	3 days before the last date of submission of Tender through e-mail.
5.	Last date and time for submission of Tender	14.01.2022, 03:00 PM
6.	Date and time of opening of Tender	14.01.2022, 3:30 PM
7.	Contract Period	6 Months
8.	Firm Registration certificate	
9.	VAT / Service Tax Registration	
	Attested copy of the latest IT return filed.	
10.	Experience details (copy of work orders should be attached)	

We understand that if the required information is not provided or documents submitted are found to be in complete are inadequate then our Technical Offer shall not be considered by your office.

Thanking you.

Yours faithfully,

(Signature of Authorized Person)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Business Address \_\_\_\_\_

Seal \_\_\_\_\_

**Form-II (Financial Bid)**

Schedule of Prices for "Digitization of documents"

S. No.	Description	Quantity	Unit Charges (Rs.)	Total Charges (Rs.)
1.	Digitization of documents i.e scanning, Indexing & verification of documents	5 Lakhs		
2.	Indexing Charges	5 Lakhs		
3.	Telephone/ Fax No. and e-mail of contact person			
4.	Any other cost, if any			
Sub Total:				
VAT/ Service Tax				
Total:				

We quote below the total Work charges including VAT/Service Tax as under:

Rs. (In words) \_\_\_\_\_

Date :

Place :

Signature of the Authorized Person

Name:

Once seal.