

Telephone : 25221918		Grams : customs
FAX : 25220093		www.chennaicustoms.gov.in

OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI VIII COMM'TE
CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI-600 001.

F. No. HAC/04/2019- CHE- VIII

Date: 08.02.19

To whomsoever it may concern

Sub.: - Invitation of quotation for scanning and related work- reg.

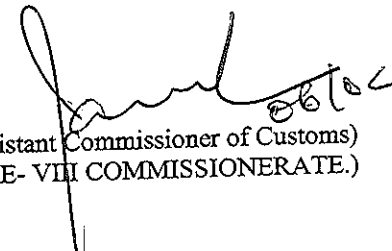
This office is in the process of implementing e- office lite for all officers from year 2018-19. Accordingly, scanning of all old documents needs to be done. Further, the documents are to be scanned and stored in the hard – drive and subsequently must be recorded in the excel file. The format will be provided when the work is awarded. Approximately 1,50,000 A4/legal pages have to be scanned and the work has to be completed by 26.02.19.

This office would provide the space for keeping the scanner and computer. Manpower and machine has to be arranged by the service provider.

The service provider must have performed work/service in Government/PSU for similar type of service. A certificate of work completion issued by the authority concerned may be submitted to the undersigned as proof.

The offer of quotation may be sent to the undersigned on or before 08.02.19. The quotation can be sent to customhac@gmail.com.

The general terms and conditions are attached as Annexure.


 (Assistant Commissioner of Customs)
 (HAC- CHE- VIII COMMISSIONERATE.)

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Annexure

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- a) The contractor shall scan and digitize at least that many page as, in the opinion of competent authority can be conveniently scanned/ digitized every day, in the space made available to the contractor for the purpose of scanning and digitization.
- b) The interested person or contractor can inspect the files, record and also the place to be provided for the purpose during working days of the department within office hours.
- c) The contractor must have scanning/digitization experience, facility setup under its ownership for at least one year. The contractor must be able to carry out cropping and cleaning of images (removing black noises around the text), skew correction to make the images straight and providing equal margins all around the text.
- d) The contractor must have at least one year experience of scanning/ digitization with Government/PSU entities.
- e) Documentary evidence in terms of latest completion certificate given by Government./PSUs entities needs to be attached in support of experience.
- f) The contractor should be registered for GST (Copy to be enclosed). Participating companies should be registered with PF & ESIC.
- h) The contractor shall ensure compliance with all labour law provisions, including the payments of minimum wages as declared by central Government or state government whichever is higher.
- g) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- h) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- i) The successful contractor, having been communicated about acceptance of his offer and award of the tender, shall have to enter into an agreement with the Department.
- j) The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- k) The manpower, scanners & computers for conducting the Scanning/ Digitization activity shall be provided by the contractor. l) No advance shall be provided for executing the work.
- m) Payment against Bill/Invoice shall be released after the submission of satisfactory completion certificate (SCC) by the officer/ section/in-charge concerned. No interest shall be paid for the delayed payment. All payments shall be made by Electronic Transfer of Fund through RTGS/ NEFT as per Mandate Form submitted by successful contractor.

n) The rates so quoted should be all inclusive (hardware/ software/ manpower/ taxes) including discount if any. The space, furniture and electricity shall be provided by the Department free of charges.

o) The contractors qualifying the eligibility criteria shall be required to give a live demonstration of the work.

p) All Scanned/ Digitized files will be stamped and duly signed by the users including that the "FILE IS SCANNED/ DIGITIZED AND DULY RECONSTRUCTED" and the contractor will be fully responsible for any loss/damage of any document.

q) Documents are to be collected from rooms/shelves and required to be counted and entered into the log register (format would be provided to successful contractor during contact signing) before taking to the scanning area on which both, officer/section/in-charge concerned and contractor supervisor should sign.

r) Since some documents are old and are not in good physical condition, 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.

s) It shall be the responsibility of vendor to take care of the protection and security of documents. In case of loss of any document's appropriate remedy including penalty may be imposed on the vendor for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.

t) The scanning of the records of A4/Legal/A3 sizes at minimum 300 dpi resolution in B/w or Grey-scale or color. Also, the scanning of note sheet would be conducted with due care using flatbed of scanner in color.

x) The output i.e Scanned pages to be given in Searchable PDF format with metadata as prescribed by the Department. The pdf data should be of size of 20 MB at max.

y) Vendor should ensure that qualities of scanned images are enhanced upto the optimum level and required image enhancement activities have been done on the documents. In case the documents are not legible it shall be the contractor's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.

u) Vendor should take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.

v) It is absolute responsibility of the vendor to ensure that the contents of the digitized 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 digitized documents.

w) Authority may direct to get all the documents scanned and digitized afresh by any other vendor, if it is found that the vendor has not performed the task of scanning digitization satisfactorily and the images are of poor quality and expenditure in doing so incurred by authority shall be deducted from the vendor's bill.

x) Invitation for bids through the limited tender Notice is for selection of the firm (also called the 'contractor') capable of Scanning/ digitization of Record/ physical documents as specified in the scope of work and in accordance with the terms and conditions.

y) The contractor is expected to examine all instructions, forms, terms and conditions in the Tender Notice.

z) Contractors may send the quotation also on E-mail id - customhac@gmail.com

