

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I
MADHYA PRADESH, GWALIOR**

No. VLC/Scanning S.B./F-129/Tenders/2021-22/D- 87

Date: 26.11.2021



**OFFICE OF THE PRINCIPAL ACCOUNTANT
GENERAL (A&E)-I MADHYA PRADESH, GWALIOR**

Lekha Bhawan, Jhansi Road

Gwalior – 474 002

Website: <https://cag.gov.in/ae/gwalior-i/en>

**Tender for Scanning of
Service Books**

TENDER NOTICE

Tenders for "SCANNING OF SERVICE BOOKS" are hereby invited from the vendors by O/o the Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior through the tendering process. The tender documents can be downloaded from this office's

Website: <https://cag.gov.in/ae/gwalior-i/en>

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-'A'**. Format of Technical Bid mentioned at **Annexure-'B'**, format of financial bid mentioned at **Annexure-'C'**. The detailed scope of work is specified below.

The tender document containing "Technical bid" and "Financial bid", complete in all respect should be by hand on or before 20/12/2021 up to 3:00 PM which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid.

This office reserves the right to reject all or any of the bids/tenders without assigning any reason thereof. The bid which is conditional/ incomplete/ belated will not be entertained.

TENDER DOCUMENT

- 1. Name and Address of the party** : **O/o the Pr.AG (A&E)-I Madhya Pradesh, Gwalior, Lekha Bhawan, Jhansi Road, Gwalior -474002**

- 2. Tender Document for** : **Scanning of Service Books**

- 3. Last Date & Time for submission of Tenders** : **20/12/2021 up to 3:00 PM**

- 4. Technical bid to be opened on** : **21/12/2021 at 11:00 AM**

- 5. Financial bid to be opened on** : **21/12/2021 at 12:00 PM**

- 6. Place of submission of Tender** : **In a drop-box placed in Sr. Dy. Accountant General (Admn.) Secretariat, 1st Floor, Block-A, O/o the PAG (A&E)-I Madhya Pradesh, Gwalior, Lekha Bhawan, Jhansi Road, PIN - 474002**

SCOPE OF THE SCANNING OF SERVICE BOOKS

The Service records of the Gazetted employees and Non-Gazetted employees working in this office have to be scanned. There are about 350 service books kept in this Office involving work of scanning of about 31,000 A4 size pages and 4500 A3 size pages. The scanning is to be done at this office. The duration of the agreement is for single time.

1 Pre-Scanning Activities

- i. Documents are kept at this office.
- ii. Documents are to be collected from the Sr. AO, DDO and entered into the log register (format should be prepared by the successful vendor during document signing) before taking to the scanning area on which both, officer/section/in-charge concerned and contractor supervisor should sign.
- iii. The documents are required to be scanned at the specific location within the office.
- iv. Since most of the 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.
- v. It shall be the responsibility of vendor to take care of the protection and security of documents. In case of loss of any documents, appropriate remedy including penalty may be imposed on the vendor for the loss suffered. Decision on assessing the damages and finalizing the appropriate remedial measures shall be taken by this office.
- vi. The vendor will make arrangement for proper scanning being carried out and shall be reporting to the in charge officer concerned. The progress of scanning on **daily basis**.
- vii. Scanning agency should also ensure that there is no data breach at their end.

2 Scanning of Files:

The vendor will collect all documents mentioned in the scope of work from the concerned section and return them to the concerned section after successful scanning of the same.

Scanning-

- i. Receiving service books by the contractor from staff of this office after counting and entering details in the log register.
- ii. Preparing the service books for scanning purpose, i.e. removal of tags, pins, etc.
- iii. The documents/pages etc. of different sizes (A4/A3/Legal etc.) are required to be transformed/converted into digital format (both images and pdf) and archived with proper indexing for easy retrieval.
- iv. The pages to be converted in requisite format will have to be cleaned before scanning.