

कार्यालय प्रधान महालेखाकार  
(लेखापरीक्षा-II), पश्चिम बंगाल

3rd एम.एस.ओ. बिल्डिंग 5वीं मंजिल  
सी.जी.ओ. कॉम्प्लेक्स डीएफ ब्लॉक  
साल्ट लेक कोलकाता- 700 064



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL  
(AUDIT-II), WEST BENGAL

3rd MSO Building, 5<sup>th</sup> Floor,  
CGO Complex, DF Block, Salt  
Lake, Kolkata- 700 064

### TENDER DETAILS

|   |   |
|---|---|
| Tender Reference No:                      | EDPSC/4-18/ScanningService/Vol.I/139  |
| Date of Issue of Tender Document          | 24/07/2025  |
| Last Date for receipt of Tender Document: | 2 PM on 04/08/2025  |
| Time and Date of opening the Tenders:     | 4 PM on 04/08/2025  |
| Place of opening of the Tenders:          | O/o the PAG (Audit-II), West Bengal, 3 <sup>rd</sup> MSO Building (5 <sup>th</sup> Floor), CGO Complex, Salt Lake, Kolkata - 700064 |
| Estimated value (in ₹)                    | 2.5 Lakh  |

### NOTICE INVITING TENDER

Office of the PAG (Audit-II), West Bengal invites quotations for hiring suitable proficient vendor for executing the scanning/digitization of service books.

The aforesaid service will have to be provide in the premises of Office O/o the PAG (Audit-II), West Bengal, 3<sup>rd</sup> MSO Building, DF Block, Salt Lake, Kolkata -700064 as per detailed terms and conditions (**Annexure-I**).

### ANNEXURE-I

#### ESSENTIAL ELIGIBILITY CRITERIA:

1. The Bidding firm should be registered with the Income Tax Department and possess a valid **PAN Card**. Copy of the same should be provided.
2. The Bidding Firm should be registered with GST Department and possess a **Valid GST Registration Certificate**. Copy of the same should be provided.
3. The Bidding Firm should have a **Registered Office in Kolkata** and the office address must be mentioned either in the Trade license/GST certificate/MSME certificate otherwise it will be treated as if the bidder doesn't have any registered office in Kolkata. **Bidders failing to establish their office address in Kolkata will be disqualified.**
4. The Bidding Firm should not have blacklisted by any Central Government Ministry/Department. **A signed certificate must be given as provided in Annexure-II.**
5. The bidding firm should have an annual turnover of **Rs. 5.00 Lakh** (Rupees Five Lakh only) in the last **three** financial years. **Start-Ups/MSME** firms are exempted under this category

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subject to submission of relevant Start-Up/MSME Certificate. The ITRs of the last three financial years must be provided.

6. Bidder Must have Registered Office within 50km for better service and support.
7. Authority may ask on site Demonstration of successful bidders, before placing the order.
8. Partial Bidding is not Valid.

### **SCOPE OF WORK:**

Scanning/Digitization of all service books of Office of the PAG (Audit-II) WB:

1. Nature of Documents: Service Books.
2. Volume of Documents: 400 Nos. (Approx.).
3. Size of Documents: Length (32 cm approx.), Breadth (22 cm approx.) & Height (3 cm approx).
4. Approx No. of pages per Service Book: 100-200.
5. Place of Scanning: Inside the Office Premises.
6. The written pages of each Service Books need to be scanned.
7. The scanned images should not be too dark/too light and not to be captured under improper lighting. No cropping will be allowed from any side while scanning.
8. The image orientation of the scanned documents should be proper, upright and in correct colour mode as per the actual records.
9. The colour of the scanned images should be consistent and not patchy.
10. The scanned images should not be skewed, blurred and extra dark at the edges.
11. Unbinding of the Service Books, if needed, may be done with due care.
12. Scanning resolution with high quality images/ output shall be maintained during the entire scanning process.
13. While scanning there should not be any data loss due to folds, tight binding and bulge at the centre of the original documents.
14. The Vendor shall handle all the physical documents cautiously so that the chronology is not disturbed. Extra care shall be taken especially on the condition/nature of the paper found torn and not in good condition.
15. The scanned images should be legible in sequential mode as per the original physical documents in .jpg/.jpeg file format indicating the Name & Designation of the respective employees as a file name with proper indexation for easy retrieval.
16. For the first instance, the scanning activities shall be undertaken by the Vendor as a one-time measure (single time) and thereafter it will be done only on updated page(s), wherever applicable on quarterly basis.
17. The Vendor shall deploy skilled human resources with suitable hardware devices on his own arrangement during the entire process of Scanning activities.

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18. Well before the commencement of scanning activities, the Vendor shall receive the physical documents/ Service Books from the Section-in-charge (Assistant Audit Officer)/designated officials of Admn.II Section of this office and kept the physical documents in the designated office premises.

19. The Vendor is required to maintain necessary records of the day-to-day progress of scanning activities in a Log Register prescribed for the purpose and shall submit a Report to its effect to the Section-in-charge (Assistant Audit Officer)/ designated officials of Admn.II Section on daily basis.

20. The Vendor shall be held responsible for any losses/ damages of any physical documents. Any damage to the physical documents shall make the Vendor liable for penalty and the competent authority shall have the right to impose penalty upon the Vendor based on the assessment of the damages, if any.

21. The Vendor should check/verify that all the physical documents obtained from the department have been scanned and no document has been left unscanned.

22. Before handing over the final deliverables, the vendor shall be responsible for quality check of all the scanned images.

23. Vendor shall be responsible for the proper binding of the Service Books, after completion of scanning work, maintaining proper sequence.

24. At the end of the process of scanning activities, the vendor shall be responsible for handing over all the deliverables i.e., scanned images indicating the Name & Designation of the respective employees as a file name under a Folder in a External Hard Disk for easy retrieval. A list of the employee database (Name and Designation - wise) shall also be provided by the Vendor preferably in .xls file format and in hard copy as well.

25. The documents/data/images are the property of this office and the vendor shall be held responsible for maintaining confidentiality about the entire work.

26. After completion of scanning and digitization works in every respect, the agency should arrange a suitable training programme in this office to familiarize the using process of the digital records

### **INSTRUCTION TO THE BIDDERS:**

#### **TENDER DOCUMENTS**

1. The Tenderer shall submit along with the tender, the tender form, duly completed as per the tender Schedule together with prices as per the format in Schedule of Prices and Quantities. **No deviation is allowed.**

#### **EARNEST MONEY**

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1. The tenderer shall be required to deposit a sum of ₹ 5,000/- (**Rupees Five Thousand Only**) with the tender as an Earnest money in a Separate envelope superscribed as "Earnest Money for the work of **executing the scanning/digitization of service books** " for the due performance of the stipulation to keep the offer open till such date as might be specified in the tender. The Earnest Money Deposit (EMD) shall be accepted only in the form of Demand Draft/Banker's Cheque/Pay Order/**Bank Guarantee** of any Scheduled Bank at Kolkata, West Bengal. **Start-Ups/MSME** firms are exempted from the submission of EMD subject to submission of relevant Start-Up/MSME Certificate.

2. The tender without Earnest Money deposit as defined above shall not be considered at all and shall be summarily rejected. The tenderer shall hold the offer open till such date as may be specified in the tender without any condition. Earnest Money shall be forfeited in the event of any of the following situations:

- a) If the tenderer withdraws or amends his tender or increases the rates after the deadline for submission of the tender but before the expiry of validity of the tender.
- b) On refusal to enter into contract after award of contract.
- c) On failure to furnish the required performance guarantee
- d) If the work does not commence on the date of starting the work after the work is awarded to the contractor.

3. No interest is payable on the Earnest Money Deposit under any circumstances and will be returned to the unsuccessful bidder, on completion of tendering process. EMD of the successful bidder will be refunded after furnishing 3% Performance Guarantee of the tendered amount in the form pay order or Fixed Deposit Receipt or Bank Guarantee having validity up to 12 months after completion of the work and will be retained as security deposit.

4. If the Tenderer who is awarded the contract either do not start the work within **10 (Ten)** days of formal Acceptance Letter or Letter of Intent, or fails in signing the contract agreement, then this office shall forfeit the EMD amounting to 100% i.e. ₹ 5,000/- (**Rupees Five Thousand Only**).

5. The tenderer shall keep the offer open for a minimum period of **one hundred and twenty (120)** days from the date of opening of tender. Within that period, the tenderer cannot withdraw his offer subject to the period being extended further if required by mutual agreement from time to time. Any contravention of the above condition will make the tenderer liable for forfeiture of his Earnest Money.

#### **RIGHT TO ACCEPT OR REJECT THE TENDERS:**

1. The Office of PAG (Audit-II), WB reserves the right to accept any or reject all the tenders without assigning any reason whatsoever.

#### **PERFORMANCE GUARANTEE**

1. The successful tenderer(s) shall furnish **3%** of the tendered amount as interest free security deposit, in the form of pay order or Fixed Deposit Receipt or Bank Guarantee valid for a period of **12** months from the scheduled date of completion. The firm shall furnish the performance guarantee **within 07** days from the date of issue of award letter and such deposit will be liable to forfeiture in whole or in part in the event of any breach or non-performance of the contract. If the tenderer (s) fail(s) to furnish such security deposit within the aforesaid time, his earnest

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money will be forfeited, and the contract shall stand terminated. In such particular case, this office is free to award the work to other contractor/firm. The performance security shall be released **after 2 months** of completion of the work.

### **CONDITION OF TENDER**

1. Tender containing erasures and alterations in the tender documents are liable to be rejected. Any correction made by the tenderer must be signed and authenticated by him.
2. Original Documents which are relevant in determining Tenderer's previous experience and financial status should be produced when desired by this office.
3. If the Tenderer deliberately submits wrong information in his tender, which leads to acceptance of his tender, this office reserves the right to reject such tender at any stage.

### **TECHNICAL BID**

1. The Technical Bid contains Experience Certificates of bidder, Performance Certificates of bidder, Years of experience of bidder (min. **3 years**), Average annual turnover of bidder of last **three years (more than 5 Lakh)** may be submitted as Technical Bid.
2. There is relaxation regarding year of experience & Annual turnover for. **Start-Ups /MSE enterprises**. Hence, to seek this relaxation, the particular company needs to submit. **Start-Ups / MSE** certificate issued by Ministry of Micro Small & medium enterprise (Government of India).

### **FINANCIAL BID**

1. The schedule of Prices indicated rates may be kept separately as a Financial Bid. The Financial Bid should be submitted as per prescribed format in Annexure-III.

### **INSTRUMENTS TO BE ARRANGED BY THE CONTRACTOR**

1. All the tools/machineries and accessories required to be carried out the service to be arranged by contractor at his own cost.

### **PRICES**

1. The price should be quoted by the contractor after taking all the relevant factors into consideration without any variation clauses. The price shall be quoted in rupees.
2. All other miscellaneous expenses necessary for the execution of the work and fulfillment of the contractual obligations shall be borne by the contractor.

### **DEDUCTION OF GST AND INCOME TAX ETC:**

1. GST, Income tax and labour cess or any other statutory taxes as per the Central/State Govt. rules will be deducted from the bills.

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### CARE OF STAFF

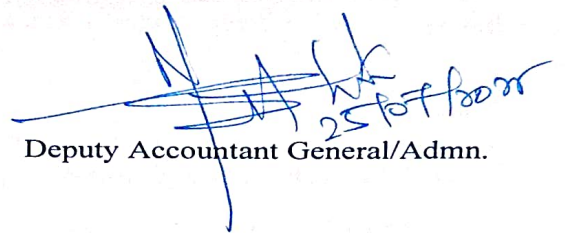
1. The Contractor has to make arrangements for the Boarding and Lodging of his staff at his own cost and this office shall not entertain any request in this regard.

### DAMAGE BY ACCIDENT

1. The contractor shall take all precautions against damage from accident. No compensation will be allowed to the contractor on any account by this office. However, any damage made by the Contractor or his authorized staff to the buildings or structures or documents of this office, has to be made good by the Contractor **at his own cost**. Further, if the Contractor fails to rectify the damages or defects, this office shall make the building or structures rectified at the Cost of the Contractor and such expenditure shall be recovered from the due payments of the Contractor.

### ARBITRATION

1. All disputes and differences arising out *or in connection* with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

  
Deputy Accountant General/Admn.

*24/07/15*

**Annexure-II**  
**Tender Format**

To  
The Deputy Accountant General (Administration)  
O/o the Principal Accountant General (Audit-II), West Bengal  
3rd MSO Building, 5<sup>th</sup> Floor, CGO Complex, DF Block,  
Salt Lake, Kolkata - 700 064, West Bengal

Sir,

With reference to your tender Notice /Bid No. \_\_\_\_\_ dated \_\_\_\_\_, I/We am/are to submit tender for executing the scanning/digitization of service books in your Office.i.e, O/o Principal Accountant General (Audit-II), West Bengal and I hereby declare that:-

- i. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.
- ii. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes.
- iii. I undertake that I have carefully studied all terms and conditions of the tender and shall abide by them, which are being signed in token of my acceptance. Further, it is certified that I/We have never been blacklisted by any Central Government/State Government/PSU Department.
- iv. I/We have no criminal case registered/ pending against any of the Owners/ Partners/ Directors of the Bidding Firm at anywhere in India.
- v. I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage or I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions. Further, I shall be black listed and will not have any dealing with the department in future.

**Enclosures:**

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copies of registration certificate of Goods & Service Tax (GST).
5. Copies of PAN card.
6. Start up/MSME certificate (if required)
7. EMD in the form of Demand Draft/Banker's  
Cheque/Pay Order/Bank Guarantee

Signature \_\_\_\_\_

Name of Tenderer \_\_\_\_\_

M/s \_\_\_\_\_

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**Annexure-III (Quotation)**

TO

THE SENIOR AUDIT OFFICER (EDP SC),  
INDIAN AUDIT & ACCOUNTS DEPARTMENT,  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II) W.B.  
3RD MSO BUILDING, CGO COMPLEX, 5TH FLOOR,  
SECTOR-1, KOLKATA – 700064

Date :- .07.2025

| SL. NO.           | HSN CODE | DESCRIPTION  | RATE (PER PAGE) (in Rs.) (Price inclusive of all taxes) | No of Pages/ Service books      | Total Amount (in Rs.) |
|-------------------|----------|--|---|---------------------------------|-----------------------|
| 01.               |          | SCANNING & DIGITIZATION WORK FOR BINDED SERVICE BOOKS WITH SIMPLE INDEXING AND PDF |   | 40000 Nos. of pages (Approx.)   |                       |
| 02.               |          | RE-BINDING CHARGES PER SERVICE BOOK  |   | 400 Nos. (Approx) Service Books |                       |
| TOTAL (In Rupees) |          |  |   |                                 |                       |

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