

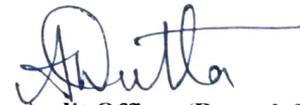
GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL
TREASURY BUILDINGS (1ST FLOOR), 2, GOVT. PLACE (WEST), KOLKATA- 700 001
(INDIAN AUDIT & ACCOUNTS DEPARTMENT)

Dated: 06/03/2026

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed, experienced and technologically sound for digitization of office records in O/o the Principal Accountant General (Audit-I), West Bengal, Treasury Buildings (1st Floor), Kolkata 700 001.

1. The general and technical terms & conditions are enclosed in Annexure A.
2. The bid filled in the specified format (Annexure B) along with required documents packed in an envelope super-scribed “Digitization of office records in O/o the Pr. AG(Audit-I), WB, Treasury Buildings, Kolkata – 700 001” should be sent to the Sr. Deputy Accountant General (Admn), Office of the Pr. AG (Audit-I), WB, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700 001 should reach **on or before 12 p.m. on 20/03/2026**. Bids received after the stipulated time should not be entertained.
3. Bids shall be opened at **12:30 p.m. on 20/03/2026** by **Purchase Committee** of this office in which Participatory vendors may attend. If, due to any exigency, the due date for opening of bids declared “Holidays”, the bids shall be opened on the next working day at the same time or any other date and time as decided by the office.
4. Last Date and Time of Receipt of Quotations : **20/03/2026 up to 12 p.m.**
5. Date and Time of Opening of Quotations : **20/03/2026 at 12:30 p.m.**



Sr. Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. Accounts Officer (Rec.), O/o the Pr. A.G. (A&E), W.B., Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001.
2. Sr. Audit Officer (Rec.), O/o the DGA, Central, Kolkata, 8, K.S. Roy Road, Kolkata – 700 001.
3. Sr. Audit Officer (Rec.), O/o the A.G.(Audit-II),W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata – 700 064.
4. Sr. Audit Officer (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700 001.
5. Sr. Audit Officer (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G Building, Old Strand Road, Kolkata-700 001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

Annexure-A

Intending bidders should fulfil the following general & technical terms and conditions:

I. General conditions:

1. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidder.
5. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
6. The quoted rate will be inclusive of all taxes & charges. TDS (Tax Deducted at Source) and other deductions (if any) as per Government Order will be deducted from the bills.
7. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
8. The Agency may inspect the said premises on any working day between 11 am to 2 pm prior to bidding and shall be deemed (whether or not such inspection have in fact taken place) to have acquainted with site condition. Any enquiry after submission of the quotations will not be entertained.
9. No minor shall be engaged at work.
10. No advance payment is permissible under the provisions of GFR of Government of India. The firm should submit bills in triplicate. Normally payment procedure is expected to take two to three week time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment.
11. Successful bidder shall have to furnish Mandate Form regarding banking detail, duly endorsed by the respective Bank. Payment will be made through Electronic Mode only after one month after the completion of the work.
12. Any firm that has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
13. All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
14. Any additions/modifications of the NIQ will be uploaded in the office website <https://agwb.cag.gov.in/> Interested bidders may look the website for further updates, if any.

II. Technical Specification:

1. Quality of Scanning

- The scanned copies of Service Books should be clear, complete, and fully legible.
- All pages, including blank, damaged, or stitched pages, must be scanned without omission.
- Scanning should be carried out at a minimum resolution of 300 DPI in colour/greyscale, as applicable.

2. OCR Compliance

- All scanned documents must be **OCR-enabled (searchable PDF)** to facilitate text search and easy retrieval.

3. Soft Copy Requirement

- Two soft copies of each Service Book shall be prepared:
 - (i) One master copy for office record and long-term storage.
 - (ii) One compressed copy suitable for uploading to **eHRMS**, ensuring that the total data size remains within the prescribed limit (approximately **5MB**, as applicable).

4. File Format and Naming

- All files should be provided in **PDF format**.
- A uniform file naming convention (e.g., *Employee Name/Emp. ID_Service Book*) should be followed for easy identification.

5. Arrangement and Indexing

- Pages must be arranged in proper chronological order.
- Wherever feasible, PDFs should contain bookmarks/indexing for major sections.

6. Provision for Future Addition

- The digitization system should provide the facility to add newly scanned pages/documents to existing Service Book PDF at a later stage of Serving Employee, without disturbing the earlier scanned records. Since, this office currently has 600 numbers of Serving Employees, only these features is applicable to those employee.

7. Data Security and Confidentiality

- The confidentiality of official records must be strictly maintained.
- No data shall be copied, retained, or shared by the executing agency after completion of the work.

8. Quality Check and Re-scanning

- Any blurred, incomplete, or defective scanned pages identified during verification shall be re-scanned without any additional cost.

9. Submission of Final Output

- The final soft copies shall be submitted in external storage media (Hard Disk/Pen Drive) and must be compatible with office systems and eHRMS requirements.

10. After scanning Service book must be returned in bounded condition for long lasting of pages and cover page.

The work shall be treated as complete only after verification and acceptance by the competent authority.

Annexure-B

To,

Sr. Deputy Accountant General (Admn.),

O/o the Principal Accountant General (Audit-I), W.B,

Treasury Buildings, 2, Government Place (West),

1st Floor, Kolkata – 700 001

Subject: Digitization of office records in O/o the Pr. AG(Audit-I), WB, Treasury Buildings,
Kolkata – 700 001

With reference to your tender notice No.Pr.AG(Audit-I)/Rec./Retention & Digitization/
2025/69/349 dated 06.03.2026, I am to submit my quotations as follows:

LOCATION OF WORK : Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001

SI No.	Particular of Items	Price Criteria (in ₹)	Quote Price (in ₹)
01.	Scanning of Service Books (Approx 1500 Nos)	Per Page	
02.	Scanning of other records	Per Page	
03.	Binding of Service records/Book after scanning	Per Book/File	

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein.

Yours faithfully,

Place : _____

Date : _____

Signature with seal
of the authorized person