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Accts/CCU (Tel.) : EPABX with Extension 378 / 252		Email : caocexcco@gmail.com
केंद्रीय कर प्रधान मुख्य आयुक्त का कार्यालय : बेंगलूर (संवर्ग नियंत्रण प्राधिकार) डाक बक्सा सं-5400, केंद्रीय राजस्व भवन, क्वींस मार्ग, बेंगलूर-560001 OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX : BENGALURU P.B.NO.5400, CENTRAL REVENUE BUILDING, QUEEN'S ROAD, BENGALURU-560001		

सी.सं. II/ 39 / 01/2019 Admn. PCCO

दिनांक/Dated: 27/02/2019

LIMITED TENDER ENQUIRY

The Office of the, Principal Chief Commissioner of Central Tax Bangalore Zone, Bengaluru invites limited tenders from reputed service providers for digitization and cataloguing of employee records, viz APAR dossiers for 2278 employees of Central Tax Bengaluru Zone for a period of 10 years i.e. prior to Assessment Year 2018-19. The work includes the following components:

- i) Removing papers from binding such as staples, file clips or paper clips
- ii) Managing loose items in ways that ensure the original order of the records is maintained
- iii) Aligning pages to enable automatic feeding into high-speed scanners
- iv) Dealing with adhesive notes, white out, blank pages, faded, torn or illegible pages and reverse pages not relevant to the file
- v) Order of digitisation: front to back
- vi) Scanning of documents with a resolution to enable readable rendering of the document in physical form, preferably form(pdf).
- vii) Making scanned images of dossiers pages available according to requirement as image (jpeg, bmp, tiff, png) or document form(pdf).
- viii) Creation of dedicated database with specific user access as per requirements specified in Annexure-III, Entering the data in the documents as per requirements specified in Annexure-III and linking of scanned documents with corresponding data entry fields in the created database i.e. individual-wise.
- ix) Providing intranet access and internet access to the database for the purpose of hassle free sharing with concerned departments of the office.

The above mentioned work has to be under taken in the office premises of Principal Chief Commissioner of Central Tax Queen's Road, C.R. Building, Annex located in 3rd floor , Bengaluru -1.

Service provider shall make arrangement for the computers, operators and scanners required for scanning and the storage device will be provided by the Department. Required work space , electricity and any assistance in sorting out the APAR folders will be provided by the office. Work should be completed in all respects preferably 31/03/2019.

Interested parties may download the contents along with terms and conditions from the website – gstkarnataka.gov.in or can be had from the Administrative Officer, PCCO 2nd floor Annex CR Building Bangalore.

Preference will be accorded to those service providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertaking and Government Autonomous Organisations. The tenders should be super scribed "Tender for scanning APARS" and shall be submitted in two sealed covers i.e., Technical bid and Financial bid addressed to the Assistant Commissioner of Central Tax, Office of the Principal Chief Commissioner of Central Tax 3rd Floor, Annex, CR Building Queens Road, Bangalore – 560 001. The completed sealed tender documents should reach the office by 11 AM on 04.03.2019. Bids beyond the specific date / time will not be accepted. **The Technical bids will be opened on 04.03.19 at 16.00 hrs and the Financial bids will be opened on 04-03-2019 at 14.30 hrs.** If the bidders like to participate in tender opening process, they may be present at the above address at the aforesaid time. The office reserves the right to reject any application without assigning any reasons. If any information furnished by the agency is found to be incorrect at any stage, the agency shall be liable to be debarred from providing the services.


(आर. हरीशकुमार / R. HARISH KUMAR)
सहयक आयुक् / ASSISTANT COMMISSIONER

Copy for uploading in website.

PROFORMA FOR TECHNICAL BID

1. Status of the Firm: Whether Proprietary/Partnership Company
2. Whether registered under the relevant law? Yes/ No
3. Whether office located in Commercial area? If so such a certificate from the Competent authority in State Govt.
4. Distance of the firm from C.R. Building:
5. Whether the office operates round the clock Yes/ No
6. Contact Telephone Number:
(a) During Working hours
(b) Beyond Working hours
7. Can the firm digitalize around 2,30,000 documents within stipulated time of one month? Yes/No
8. Does the firm possess GST Registration Number?
9. If yes, GST Regn. No.

Name

Address:

Phone No.

Seal of the firm

Proforma for Financial Bid

	Name & Address of the Agency	
2	Details of rate quoted for scanning	Rs. per page
3	Details of rate quoted for cleaning	Rs. Per page
4	GST applicable	Rate
5	Total Cost for around 4,50,000 documents (approximate)	

Date :
Bengaluru

Signature of the Authorized person

Name :

Designation :

Annexure - III

S.No.	Assessment Year *Should be in YYYY-YYYY Format(2017- 2018)	Unique Employee Code *This is unique Identifier across Services and same as available in SPARROW	Officer/Employee Name	Designation *At time of Filing of PAR	Work Status *Can be out of Working/NRC/ Traning/Leave	Form Type	Apar From date *Starting date of PAR for AY	Apar To date *Ending date of PAR for AY	Apar closed date *closing date of PAR for AY	Final Grading * Final grading of the PAR	Reporting officer Name	Reporting officer Designation	Reporting officer Grade * Grade given by the Reporting officer	Reviewing officer Name	Reviewing officer Designation	Reviewing officer Grade * Grade given by the Reviewing officer
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Accepting officer Name	Accepting officer Grade *Grade given by the Reporting officer	Reporting officer Grade text * like Outstanding/Good/Average	Reviewing officer Grade text * like Outstanding/ Good/Average	Accepting officer Grade text * like Outstanding/Go od/Average	Post held * Post holding by the officer at that Period of PAR	Acr Status * Status of PAR like Received/Time barred/Awaited /NRC/Not Graded etc..	Officer Reported upon Date *The date on which the ORU has filled his section.	Reporting level submission Date *The date on which the Reporting officer has filled his section.	Reporting time Barred * Whether the officer has filled his section within stipulated time frame: YES/NO	Reviewing level submissionDate *The date on which the Reporting officer has filled his section.	Reviewing Time Barred * Whether the officer has filled his section within stipulated time frame: YES/NO	Accepting level submission Date *The date on which the Reporting officer has filled his section.	Accepting Time Barred * Whether the officer has filled his section within stipulated time frame: YES/NO	Remarks * Additonal comments provided over the PAR	Place posting * Details of place where officer is posted : Centre/State/ot her	File Path * Directory PATH/File name.pdf
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