



WEST BENGAL ELECTRICITY REGULATORY COMMISSION



Notice Inviting Quotation for Scanning & Digitization of the Records of West Bengal Electricity Regulatory Commission

Ref No. WBERC/C-46/1(Part)/ 0324

Dated, Kolkata, the 29th May, 2017

Quotations are invited for the job of scanning & Digitization of Records of the Commission as mentioned below :-

Description of Job : Scanning/Digitization of Documents/files, cleaning cropping and creation of data base. Diarisation, Indexing of stored data-base for its systematic retrieval. The data so created would also be stored in State Data Centre; hence, the digitized data must be compatible with e-office software of NIC.

Terms & Conditions :

1. Supply of Electricity, Working furniture/space will be provided by the Commission at Poura Bhawan, FD-415A, 3rd Floor, Sector-III, Bidhannagar, Kolkata-700106.
2. The agency/firm should arrange all sorts of L.T. Equipment/Machines, hardware/ software and manpower required for the purpose.
3. This office will hand over the records for scanning/digitization on day to day basis, and the same have to be returned to this office at the end of day after scanning/digitization etc.
4. The agency/firm will also maintain inward and outward Register for all documents/files for receipt and return of the documents/files to the office along with stored data in CD/DVDs, if any.
5. The agency/firm should be responsible to bear all sorts of costs involved in connection with repairing of any damage to any property either of Government or Public caused during the execution period.
6. The estimated documents to be scanned/digitized are approx 100000 (one lakh) in number. The entire work is to be completed **within 45 (forty five) days.**
7. The agency has to arrange all sorts of safety measures as per norms for its entire work before to be engaged for the purpose.
8. The security/confidentiality of the documents must be maintained and any lapses in this regard would be viewed seriously.
9. **The agency is required to submit a Security Deposit of Rs 5000.00 (Rupees Five thousand only) in the form of Bank Guarantee/Demand Draft which will be drawn in favour of West Bengal Electricity Regulatory Commission from any Nationalized Bank before execution of the job and same will be valid for entire working period & will be released after payment of final bill.**
10. The agency will do their allotted work under the over all supervision of the Dy. Director (Admin), WBERC.
11. Payment will be made within 10 working days of submission of bill on satisfactory completion of the entire work as certified by the Controlling Officer of the work through e.mode. For this purpose, the qualified agency has to submit this bank details.
12. The bidder must submit the following :-
 - (a) Photo copy of PAN Card.
 - (b) Copy of Service Tax Registration Certificate.
 - (c) Documents of past experience, if any, or nil standing of.

Tel : (033) 2359 3397 , 2189
Fax: (033) 2359 3397 , 9720

FD-415A, Poura Bhawan , 3rd Floor, Sector - III
Bidhannagar, Kolkata - 700106

Email : cp-wberc@gov.in
Website: www.wberc.net



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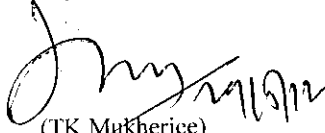
13. The Commission reserves the right to place order on suitable bidder or divide among bidders as per its discretion and or foreclose the contract after payment on prorata basis without citing any clause.

Quotation as per below format should reach in sealed envelope superscribing "Scanning/Digitization of Document".

| Description of Job | Rate in Rs inclusive of all charges but excluding taxes. Taxes will be paid extra, as per norms |
|---|--|
| Scanning/Digitization of documents/files cleaning cropping and creation of data base, Diarisation, Indexing of stored Data base for its systematic retrieval. The data so created would also be stored in State Data Centre, hence the digitized data must be compatible to e-office software of NIC. | |

14. Validity period of the offer should be allowed at least 3 months.
15. Quotation should be submitted by **16 June 2017 (3.00 PM)** in sealed envelope superscribing "Quotation for Supply of Manpower" on it at the following address :
West Bengal Electricity Regulatory Commission, FD 415A, Poura Bhawan, 3rd Floor, Sector-III, Bidhannagar, Kolkata-700106
16. All the quotations will be opened at 3.30 PM of the same date.
17. West Bengal Electricity Regulatory Commission reserves all the rights to accept or reject any or the entire tender without assigning any reason whatsoever. West Bengal Electricity Regulatory Commission may not accept the lowest or any offer and is not bound to assign reasons whatsoever.

For and on behalf of the Secretary, WBERC


(TK Mukherjee)
Dy. Director (Administration)

Scanning & digitization

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