



भारत सरकार / Government of India

प्रधानआयुक्त का कार्यालय / Office of the Principal Commissioner  
केन्द्रीय वस्तु एवं सेवाकर अहमदाबाद साउथ / Central GST, Ahmedabad South,  
पोलिटेक्निक के पास, आंबावाडी / Near Poly technic, Ambawadi,

अहमदाबाद- ३८००१५/Ahmedabad -380 015.

Phone: 079-26303612

Fax: 079-26303607

F.No. I/22-29/18-19/Adm

Date : 28.02.2019

**Subject: Notice Inviting Tender for scanning and storing of old documents.**

Sealed quotations are invited from reputed Agencies for providing the service of scanning of approximately 50000(Fifty Thousand) pages of old office documents (A4, FS or legal size papers) and storing the scanned files securely.

**Condition of work:-**

- a) Agency is directed to bring branded scanner/scanners in the vigilance section at 2<sup>nd</sup> floor of this office for the purpose of scanning documents. Brand name and model of the scanner(s) are required to be mentioned in the quotation.
- b) The agency is required to provide trained technicians
- c) Scanning work is to be carry out at vigilance section of this office in presence of the officer of the vigilance/Confidential section of this office.
- d) The scanned files must be of good quality resolution for future use including printing of the same.
- e) Scanned files have to be securely stored in hard drive/Computer/Pen Drive as directed by the officer of Vigilance Section of this office.
- f) The agency should quote their rate on per page basis. The quoted rates should be inclusive of all taxes and other charges.
- g) Number of the pages may increase or decrease at the time of scanning and same may be charged on proportional basis.
- h) Agency should submit self-attested photocopies of valid registration of the firm like Shops and Establishment registration, Pan Card and GST registration, etc..
- i) After receiving the work order the agency should complete the whole work within 09 (nine) working days.
- j) This office reserves the right to cancel any/all the quotations or tender notice without assigning any reason whatsoever and no correspondence in this regard will be entertained.

Reputed agencies may submit their quotations in a sealed envelope super scribed with caption "Quotation for providing service- scanning and storing of old documents for Office of the Principal Commissioner CGST Ahmedabad South" on or before 18.00 hrs of 07.03.2019 in the following format.

**Quotation**

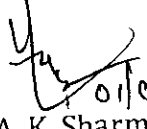
SL. NO.	No. of Page	Rate per page inclusive of all taxes and charges
1.	Approx 50000 Nos.	

- Number of the pages may increase or decrease at the time of scanning and same may be charged on proportional basis.

The sealed quotation is to be sent at below mentioned address :

**"Joint Commissioner (Adm),  
Office of the Principal Commissioner of CGST Ahmedabad South, GST Bhawan, Near,  
Govt. Polytechnic, Ambawadi Ahmedabad - 380015.**

No quotations will be entertained after expiry of the due date and time. Details of the tender notice are also available in the website [www.cbec.gov.in](http://www.cbec.gov.in).

  
(A. K. Sharma) 01/03/2019  
Assistant Commissioner (P&E)

**Copy to :-**

1. The Superintendent (Systems) CGST Ahmedabad South with request to upload the tender notice on the official website.
2. Notice Board.