

**U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD.  
9-A, RANA PRATAP MARG, LUCKNOW**

**E-TENDER FOR DIGITIZATION OF DOCUMENTS**

U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. is facing new challenges of preservation and management of documents for longer period. U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. plans to digitize these records for proper up keep of these physical records in a systematic manner. This assignment includes scanning/quality enhancement/cropping of existing Record/digitization i.e. Document Management Solution (DMS) with indexing using software for easy search and retrieval of scanned images.

U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. proposes for complete scanning, digitization and indexing of official records of U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD.LUCKNOW. These are required to be digitally converted with proper indexing for easy retrieval (viz. indexing). The documents would comprise approximately 05 lakhs pages (including pages of varying sizes, Pay Bill Registers etc.) and may be increased/decreased at the time of actual execution of the work.

E-tenders are invited for and on behalf of MANAGING DIRECTOR U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD., reputed agencies/firms with proven competency in providing solution for digitization and Document Management System with web based software in image processing for Digitization of Documents, preferably with quality certification and fulfill the eligibility conditions to digitize records approximately 05 lakhs pages and to develop an application for Document management/storage and retrieval system. The job is to be completed through scanning, converting to PDF format and indexing of records for fast and quick reference and retrieval.

The e-tender forms complete in all respect be submitted in E-tender Portal, <https://etender.up.nic.in>

Start Date of Downloading e-bid	30/09/2023 from 06:55 PM
Corrigendum Last Date and Time	25/10/2023 upto 2:00 PM
Last date for submission of e-bids	25/10/2023 upto 06:55 PM
Opening of technical e-bids	26/10/2023 on 11:00 AM
Presentation by technically short-listed bidders	27/10/2023 at 11:00 AM (Meeting Hall of UP Co-operative Sugar Factories Federation Ltd., 9-A Rana Pratap Marg, Lucknow-226001)
Opening of commercial e-bids	28/10/2023 at 11:00 AM
Correspondence/Clarification	Vinod Kumar, GM (Tech.) - 7880888809

Cost of e-Bid document	Rs 2360.00 (Rupees Two Thousand Three Hundred Sixty Only) (Non-refundable)
E-Bid (Earnest Money Deposit) Exempted for MSME/Stratup	Rs 25000/- (Rupees Twenty Five Thousand Only)
Earnest Money/Tender Fees	<p>Earnest Money &amp; Tender Fee Deposited in Favour of U.P.Coop. Sugar Factories Federation Ltd through RTGS/NEFT/NET BANKING/D.DRAFT. The Details are as under.</p> <p><b><u>Name of Benificary</u></b> :- U.P.Coop. Sugar Factories Federation Ltd  <b><u>Bank Account No</u></b> :- 53012823858  <b><u>IFSC Code No</u></b> :- SBIN0060284  <b><u>Name of Bank Branch</u></b> :- Vidhan Sabha Marg Lucknow.</p>
For Technical Help	<p>Rritvik Saxena - 7880888823  Vipul Srivastava - 7800001845</p>

**UTTAR PRADESH COOPERATIVE SUGAR FACTORIES  
FEDERATION LIMITED**

**9-A, RANA PRATAP MARG,LUCKNOW**

Ph no. 0522-2200183,2628310  
E mail : upsugarfed @ yahoo.co.in

Website www.upsugarfed .org

Ref No-152/COMP/2023-24

Date: 25/09/2023

**E-TENDER NOTICE**

On line e-tenders are invited **FOR DIGITIZATION OF DOCUMENTS** (as per details given in tender documents) for U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. The e-tender documents with detailed specifications make terms and conditions etc. can be downloaded from e- tender portal <http://etender.up.nic.in> & federation website [www.upsugarfed.org](http://www.upsugarfed.org) time to time.

The Managing Director Federation reserves the right to cancel any or all bids/annul e-bidding process without assigning any reason & decision of Federation will be final & binding.

**(RAMAKANT PANDEY)**  
**MANAGING DIRECTOR**

## Scope of Work

U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. is looking for only turnkey solution providers having Document Management Systems experience and must have undertaken and executed project involving digitization of Hard/Print Copies, integrating with born-digital contents and providing post digitization Digital Solution like retrieval of images/records and to capture and integrate new arrival of digital records.

The activities involved shall be

- **Scanning/ quality enhancement/ cropping of existing Record/digitization:**
    - The documents/pages/ maps/affidavits etc of different sizes (A5/A4/A3/A2/A1/A0 etc) are required to be transformed / converted into digital format (both images and/or pdf) and archived with proper indexing for easy retrieval.
    - This digitization is a time bound initiative to be accomplished with in a period of 3 to 4 months.
    - The documents have to be digitized within the premises of Sugar Federation and no physical document or digitized material shall be allowed to leave the premises at any point of time.
    - The original document is fragile and likely to be lost in the near future, extremely valuable documents where re digitization is problematic, requires high quality prints 1:1 - we need as perfect copy as possible -> usually 600 dpi or better 1200 dpi, with lighting and colour calibration (ICC profile), lossless compression
  
  - **Application software for – Document Management System:**
    - The vendor should have to provide, test, implement and provide a web based application software to be run on intra-net / multi user/ multi-distributed environment with proper security provisions and audit trail for storage and retrieval of records on keys as specified by the U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD.
    - The software should also be able to capture and integrate new arrival of digital /non-digital (after scanning) records.
- 1. Eligibility Criteria (Please provide documentary proof for following with technical ebid)**
- a. E-Tender is open to all firms/companies in India, engaged in providing Digitization and Digital Archiving Solution.
  - b. The vendor should submit the details of registration of their firm/company, ITR & copy of PAN Card, GST.

- c. The vendor should have been certified ISO 9001:2008.
- d. The vendor should have executed similar assignment for a total volume of 10 lakhs pages with at least 2 lakhs pages in a single assignment of Digitization and Digital Archiving Solution. These orders should be from any of the Government Departments / Autonomous Bodies / Examining bodies / Corporate bodies / Private Firms. (Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.)
- e. The vendor should provide similar web/LAN - GUI based application software on intra-net /multi user/ multi-distributed for any of the Government Departments / Autonomous Bodies / Examining bodies/ Corporate bodies / Private Firms.
- f. **i)** The vendor should have average annual turnover of at least Rs. 25 Lakhs (Twenty five Lakhs) during last three financial years (Enclose proof of the audited balance sheets during last 3 Years) duly certified by Chartered Accountant and UDIN number.  
  
**ii)** As per circular of Govt. of India dated 10.03.2016 to encourage the small firm registered in MSME/startup, a relaxation in annual turnover may be granted in the above reference firm registered with MSME/startup with the annual turnover 10.00 Lacs minimum. Turnover certificate duly certified by Chartered Accountant and UDIN number.  
  
**iii)** As per the circular of Govt. of India dated 10-03-2016, 20-09-2016 & 25-07-2016 to encourage the small firm registered in M.S.M.E/Startup, a relaxation in annual turnover may be granted in the above reference firm registered with M.S.M.E./Startup with annual turnover for one year only for the amount mentioned in the above para.
- g. The bidder shall submit the copies of LAST AUDIT balance sheet (certified by C.A.).
- h. The vendor should have at least 2 high speed, high performance, high definition/resolution page scanners of its own – to scan at least 5000 pages at 600 dpi per day. (Please provide documentary proof of ownership).
- i. Joint bids or outsourcing or subletting of any nature / third party would not be acceptable.
- j. The vendor should give an undertaking that it has not been black listed by any Government /Autonomous / Examining Bodies/ Private Firms.
- k. **a)** The bidder shall submit the documentary proof of the Status of the company along with names of Directors/Partners/Proprietor along with documents.  
  
**b)** The bidder/supplier shall submit the copy of Aadhaar Card of all partners and authorized person if any.

## 2. Technical Requirements

### Scanning /digitizing / archiving:

- a. The pages to be converted in requisite format will have to be cleaned before scanning.
- b. Numbering of pages has to be done before scanning.
- c. The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format. The PDF files should be compressed.
- d. The output should be provided in set of two DVDs/HD i.e. one will contain Raw TIFF Images and other enhanced, searchable PDF-A.
- e. The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.
- f. The scanner should have minimum of 600 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
- g. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping& hole removal etc. shall have to be carried out on each images for optimum images clarity.
- h. No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
- i. The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, even the smallest significant character should be legible).
- j. Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many documents tend to be dirty and will leave dirt in the work area and on scanning equipment.
- k. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- l. Digital images should be created up to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
- m. A file-naming scheme database - should be established prior to capture. The same shall be done in consultation with U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. officials in charge of the project.
- n. The vendor shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of documents; remove dust, taking them out of shelves and putting them back at its place etc.
- o. In case of any damage to content, same should be informed to Federation without delay by the vendor.

### **3. Application / Software**

- a. **Provide a software**
  - To implement a web/LAN - GUI based application software on intra-net/ multi user/ multi-

distributed / compatible with DRI's Network environment with proper security provisions for retrieval of records on keys as specified by the Federation.

- To integrate the software with web based application for affiliation being operational on-line
- Platform independent

**b. The software should be capable of :**

- Software must be compatible with E-Office software of NIC.
- Easy storage and retrieval of documents.
- To capture and integrate new arrival of digital / non-digital (after scanning) records
- To index and categorise documents for easy access
- Managing multiple user accounts for access control

**c. The software should have the following feature**

- Scanning
- Storage
- Indexing
- Search & Retrieval
- User access
- Admin Control – creation of Users & Groups
- Adequate Security Features with ability to set access controls at multiple levels
- Data Security and unauthorized access protection
- Built-in back up and data recovery features
- Scope for future enhancement

**d. The software should have the facilities:**

- Independent of hardware
- Ability to access multiple applications concurrently being run by the customer using standard interfaces
- Ability to print reports direct to PC networked printers
- Ability to attach notes / annotations to documents
- Ability to capture digital records – Images, OCR Documents, Emails and attachment
- Custom report capabilities
- Online help and printer User Manuals
- User access

This includes all type of technical support for smooth running of the software. No extra charges will be provided for any other reasons.

Following is application support plan covered :-

- e. Trouble shoot/ fix simple application user interface related queries.
- f. Assist application users in understanding application usage.
- g. Perforating standard base services such as application health check and preventive

maintenance.

- h. Critical issues will be addressed and fixed within 48 hours.
- i. Non show stoppers and non-critical issues will be fixed within 10 working days.
- j. Support will be provided on all working days (Monday to Saturday) from 10.00 AM to 5.00 PM except Public holidays
- k. Any modification in the software after acceptance shall be done free of cost.



## TERMS AND CONDITIONS

- a. The technical details may please be submitted in e-bid.
- b. The vendor shall have to execute an agreement on non-judicial stamp paper of Rs. 10/- if considered for allotment of the work with terms and conditions enumerated in the tender form.
- c. The vendor to which the work is allotted will be required to deposit 10 percent of the total likely amount payable to it for the work as a performance guarantee.
- d. The time schedule may be required to be adjusted as per requirements of the U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. and is to be observed strictly as per directions of the U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. from time to time, as the work of scanning and software development is time bound and sensitive.
- e. Forfeiture of Performance guarantee:
  1. In case the vendor is not able to execute the job in time or to the entire satisfaction of the U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD., may allot the work to any other vendor at any time. The difference between the rates agreed to between the Federation and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the MANAGING DIRECTOR U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD.
  2. In case of non-retrieval of documents/records/ images and the vendor is not able to retrieve the same, it shall be treated as mistake.

In the above cases, the performance/Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Managing Director of the Sugar Federation, which shall be binding on the vendor.
- f. The performance/bank guarantee shall be released after one year of successful completion of the project and contract.
- g. The vendor shall be required to undertake full responsibility of the safe custody and to maintain secrecy / proper care of documents/ data supplied by the Federation. Each document and data given by the Federation will have to be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Federation. In case of lapse, the vendor will be fully responsible for the consequences.
- h. The Sugar Federation reserves the right to reject any or all the e-tender without assigning any reasons.
- i. The decision of the MANAGING DIRECTOR, U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. shall be final and binding upon in the event of any dispute arising out of the terms of the contract.

- j. The order may be awarded in full or part. The decision of the MANAGING DIRECTOR may be final and binding upon the vendor.
- k. The payment will be made after satisfactory completion of work only on monthly basis. No payment shall be made for the documents not scanned, indexed, merged or uploaded, retrieved upto the satisfaction of U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. The vendor has to produce a certificate duly signed on this and the nodal officer in U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. shall certify the quantity and quality of the work. However, no payment shall be made for system study, analysis and designing.
- l. The data/ images shall be the property of the U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. and the vendor will have to supply two copies of the same on DVD/hard drive. (Hard drive/DVD shall be supplied by the Federation) Data/images will not be erased without written permission of the U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD.
- m. The vendor shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of pages; remove dust, taking them out of shelves and putting them back at its place, paging etc. In case of any damage to content, same should be informed to nodal officer, U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. without delay by the vendor.
- n. In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone. No extra payment shall be made for this.
- o. The proposed Application solution should provide for automatic correction of parameters like format/ compression not proper, skew, wrong orientation, error in automatic cropping, punch hole marks etc. during scanning.
- p. There should be an independent software quality check service available as part of overall scanning solution which can be used to audit scanned documents for resolution, format/ compression, orientation etc
- q. The scanning solution should provide support for automatic document quality analysis so that any bad quality document doesn't get uploaded to the repository.
- r. Errors, Delays and Deductions:
  - 1. In case of any delay in supplying the desired output in digitization & archiving and software development, on the part of the vendor, the following deductions shall be applicable:
    - Penalty @ 2.5% per month delay shall be charged.
    - In case of delay beyond 4 months no payment shall be made.

2. Delay in providing documents to the vendor by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the nodal officer in writing.
3. Any variation in mis-match/linking of documents with the desired data while scanning of documents (OR) wrong retrieval of records/ images (OR) non-retrieval of records/images shall be treated as errors and shall be the responsibility of the vendor. In case of such errors,

% of error in pages	Deduction of Amount
Upto 0.5%	Nil
Greater than 0.5% and upto 1%	5%
Greater than 1.0% and upto 2%	10%
Greater than 2.0% and upto 5%	20%
Greater than 5.0%	No payment

- The Security Deposit submitted by the vendor shall be liable to be forfeited in whole or part as per decision of the MANAGING DIRECTOR, U.P. COOPERATIVE SUGAR FACTORIES FEDERATION LTD. which shall be final. Excessive deduction on account of penalty shall be made from the Bill.
  - Excessive payment, if any, have already been made to the vendor shall be re-paid to the Federation by the vendor
- s. The entire work shall be carried out under vendor's custody and the vendor should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the Federation.

**ARBITRATION :**

Solely for the purposes of settlement of any dispute arising between the parties out of this agreement, the contractor shall be treated as an agent of the mill and any dispute arising out and between the parties to this agreement shall be referred to arbitration to the Registrar in accordance with Section 70 of the U.P. Cooperative Societies Act, 1965.

NOTE :Bidder must read the instructions/terms & conditions carefully before filling up through Annexure.

1 ABOUT THE FIRM

a	Year of establishment	:	
b	Type of firm /organization (Proprietary/Private/Public/Govt.)	:	
c	Copy of Registration, (Attach Copy)	:	
d	ISO 9001:2008 certification	:	
d	Total Annual Turnover during : 2020-21	:	
	2021-22	:	
	2022-23 (Attach photocopies of Audited Balance Sheet)	:	
e	Income Tax No. (PAN No. /TIN No.) Service Tax Registration No. (Attach photocopies of both) (Attach photocopies of Income Tax Return)	:	
f	Quality Certification No, if any	:	
	Details of Issuing Authority	:	
	Validity of Quality Certificate	:	From To
g	Since when engaged in	:	
	Image Processing ICR/OCR	:	
	Digitisation of documents	:	
	Software related DMS/with image processing	:	
h	The bidder/supplier shall submit the copy of Aadhaar Card of all partners and authorized person if any.		
i	Authorisation Letter by the Competent authority for the authorised person		
j	Affidavit in relation to the E-tender for debar and integrity (IP) as per attach performa on Rs.100 non judicial Stamp Paper		
k	Firm's bank details to arrange EMD refund,if required. RTGS details 1. Name of the bank 2. Account number 3. IFSC Code		

Seal and signature of the bidder \_\_\_\_\_  
With Name of Authorized

Official signing the Bid

- j. Past experience in software/ application for DMS: (Copy of work order to be enclosed. Use separate sheet for details)

Year	Name of Organisation and contact person along with T.phone No.,	Technology used	Nature of Application	Duration for completion of job	Value Of the Job.
2020-21					
2021-22					
2022-23					

Note:- Attach performance Certificate from the organisation to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

- k. Past experience in handling Digitization of records and Document management System with the name of the organisation(s), nature of jobs, volume of work in terms of documents, duration for completion of job and since when: (Copy of work order to be enclosed. Use separate sheet for details)

Year	Name of Organisation and contact person along with T.phone No.,	Nature of work	No.of Documents involved	Duration for completion of job	Value of Job.
2020-21					
2021-22					
2022-23					

Note:- Attach performance Certificate from the organisation to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

2. PROFESSIONAL SUPPORT AVAILABLE:

- a) Manpower:- Number of persons available at different level on regular roll and their experience in relevant field i.e in Scanning of Images and DMS software development.  
 b) Image Scanners

Image scanners - make and specifications	No. Available	Dpi / Resolution	Year of Manufacture	speed of each scanner (per hour)

3. DETAILS OF BACK-UP FACILITIES AVAILABLE: In the event of any emergency / break down in:
- i) Computer system
  - ii) Power
  - iii Software Personnels
  - iv) Image scanners/ hybrid image scanners
4. Have you ever been debarred by any Organisation for scanning job / software : If Yes, Please mention why and when were you debarred. If No, Pl, attach a certificate declaring the same.

Certified that all the terms and conditions of this E-TENDER are accepted by us.

Authorised Signatory  
 (With full name, Designation and stamp)  
 Contact Person : .....  
 Off: Telephone No.: .....  
 Email Address:  
 Mobile No.: .....

**TO WHOM IT MAY CONCERN**  
**AFFIDAVIT IN RELATION TO THE E-TENDER FOR DEBAR &**  
**INTEGRITY PACT(IP)**

I ..... (Full Name), aged about, ..... S/O Shri ..... (Full Name), is resident of ..... (Permanent address/present address), is the director/representative/partner of M/s ..... (address of registered office), do hereby solemnly affirm and state on oath as under;

1- I/We state and confirm that I/we or our holding company/subsidiary company have not been convicted by any court of law or indicated or adverse orders passed by a Regulatory Authority or Government of India/State Governments/ Undertakings or any FIR related to economic or criminal offence has been lodged against the directors/senior officials of the Company/Firm/me which would cast a doubt on our ability to manage/deal with the public sector unit or which relates to grave offence that outrages the moral sense of the community.

2 -I/We further state and confirm that in regard to matters relating to security and integrity of the country, I/we have not been charge-sheeted/Black-Listed by any agency of the Government of India/State Governments/Undertakings and/or not been convicted for any offence by any court of law by me/us or by any of our holding/subsidiary company.

3. I/We undertake that in case of any change in the facts and circumstances during the agreement period, such change would attract the provisions of disqualification mentioned in tender document.

4. I/We state and confirm that I/we have not been debarred/disqualified from participating in the tender process of Government of India or State Governments or their instrumentalities.

5- I/We state and confirm that the applicant or in case of a Consortium, any member of the Consortium has made, incorrect, misleading or false misrepresentation in the forms, statements and attachments submitted, whether intentionally or unintentionally be dropped from further consideration.

6- Party has been agreed, accepted and undertaken to use, practice and observe all the best, clean, ethical, honest and legal means and behaviour maintaining complete transparency and fairness in all activities concerning Bidding, Contracting/Rate Contracting and performance thereto.

7. Party shall not use any corrupt practices including fraud, misrepresentation, misleading or forged/false documents, concealing/suppressing facts, undue pressures or influences from anyone (written or verbal/telephonic), bribery, rigging, cartelisation, collusion, collusive bidding, cover bidding, Bid suppression and Market allocation

8. The party hereby agrees that he will not indulge in any such activity and will inform Managing Director, UP Cooperative Sugar Factories Federation Ltd/General Manager of relevant Sugar Mill if any such activity is on.

9. In case of failure or default in terms of this affidavit the officers of Federation/Public Authority will be subjected to actions prescribed under the relevant Servant Conduct Rules/Discipline and Appeal Rules etc. including penal actions and prosecution, while the Supplier will bear any or a combination of following penalties:

- (a) Cancellation of Contract/Rate Contracts (RCs)
- (b) Cancellation of Registration
- (c) Forfeiture of all securities and performance Bank Guarantees
- (d) Refusal to grant Registration and contracts/RCs for further period of 3 (three) years
- (e) Suspension and/or banning the business dealings for period upto 3 (three) years
- (f) Any other administrative or penal actions as deemed fit.
- (g) Action under IPC/PC Act and other relevant laws of the country.

10. It has been further agreed that the actions as aforesaid except that at 4(g) above will not require any criminal conviction from any court of law or arbitration but will be based on 'No-contest' basis, upon satisfaction of the MD, UPCSFFL, who will be the competent authority to finally decide the matter on strength of such materials/evidence of default/breach of the terms under this IP.

**Deponent**

Verification

I ..... above named (authorized signatory), do hereby verify the contents of para 1-5 are true to my personal knowledge.

Signed and verified on .....

**Deponent**

I identify the deponent who has signed before me.  
Advocate



# BOQ - Financial Bid



Tender Inviting Authority: U.P. CO-operative Sugar Factories Federation LTd. Lucknow

Name of Work: COMPETITIVE e-bidding FOR E-TENDER FOR DIGITIZATION OF DOCUMENTS

152/COMP/2023-24

Bidder Name :							
<b>PRICE SCHEDULE</b>							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Particulars	Quantity	Basic Price /100 sheets (in. Rs.)	GST (in Rs.)	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT in Rs.	TOTAL AMOUNT In Words
1	2	5	13	17	53	54	55
1.00	Digitization of Documents (Including Cleaning, Scanning, Conversion to PDF, ting, Indexing for Retrieval and application software						
1.01	Paper Size (A4)	100 sheets			0.00	0.00	INR Zero Only
1.02	Paper Size (A3)	100 sheets			0.00	0.00	INR Zero Only
1.03	Paper Size (Legal)	100 sheets			0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

