



भारत सरकार/ Government of India
 वित्त मंत्रालय / Ministry of Finance
 कार्यालय/ Office of
 प्रधान आयुक्त सीमाशुल्क
Pr. Commissioner of Customs
 CSM International Airport
 Mumbai – 400 099



NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from reputed, experienced and eligible vendors for providing services for scanning and digitisation of office records pertaining to various sections of Mumbai Customs, Zone-III, as per the details given below:

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Description of Service	Quantity/Scope
Scanning and digitisation of office records/files including indexing, PDF creation, and submission in digital format as per departmental requirement.	As per actual requirement

Indicative Scope of Work:

- Scanning of records/files using suitable resolution scanners.
- Proper handling and safe return of all documents.
- Creation of searchable PDF files.
- Indexing and folder-wise arrangement as per instructions of the Department.
- Submission of digitised records in storage media as specified.
- Deployment of adequate manpower and equipment at site.

Quoted rates should be inclusive of all taxes, duties, labour, equipment, transportation and other incidental charges. The quotation should clearly mention:

- Rate per page and total estimated cost.
- GST details.
- Experience in similar work.
- Time required for completion of work.
- ❖ Lowest (L1) compliant quotation will be considered. The Department reserves the right to accept or reject any or all quotations without assigning any reason.
- ❖ Payment shall be made after satisfactory completion of work and certification by the concerned section.

- ❖ Quotations must be submitted in sealed cover superscribed as “Quotation for Scanning and Digitisation of Records” addressed to:

The Joint Commissioner of Customs
Mumbai Customs, Zone-III
Terminal-2, CSMIA, Sahar, Andheri (East), Mumbai – 400 099

- ❖ Last date and time for submission of quotations shall be 07 days from the date of issuance of this notice. Quotations received after the due date and time will not be considered.

This issues with the approval of the Competent Authority.

Superintendent of Customs
Mumbai Customs, Zone-III
CSMIA, Terminal-2