

Scanning and Record Keeping of documents at Scooters India Limited

1) Introduction:

SIL seeks response from firms for Scanning and Record Keeping of documents at Scooters India Limited.

About SIL

Scooters India Limited (SIL) is Govt. of India Enterprise under Ministry of Heavy Industries & Public Enterprises situated at Lucknow.

2) Scope of work:

- Collection and sorting of documents from SIL on need basis.
- Scanning and computerization of the documents and related work.
- Upon completion of work delivery of the documents at the specified location by the company.

3) Price Bid

Name of Asset Valuer:-

Sl. No.	Description	Per Page Scanning Rate inclusive collection/ transportation/delivery		To be filled by the Party (if applicable)	Total (A+B)
		(A)		(B)	
		In digits	In words	GST (%)	
1.	Scanning and computerization of the documents including collection, sorting and delivery.				

Date:

Signature & Seal

4) Other Special Terms and Conditions:

1. Files will be provided to firm as and when required and it would be the responsibility of the firm to collect/deliver the same. No extra payment shall be done for that.
2. The quantum of work may be varied as per the discretion of SIL (approx. 2500 pages/lot, 6 lots). The work may be increased/decreased as per requirement.
3. The payment will be done only after completion of work on lot basis.
4. Work to be completed within 15 days from the date of award of Order placing per lot.
5. 100% of bill amount will be paid within 45 days after completion of work and submission of bill.
6. The validity of priced offer & order shall be 90 days from the date of opening of tender.
7. The work will be awarded to L1 bidder on the basis of lowest premium quoted and fulfilling all the conditions of tender.

5) Brief Description of EoI Process:

The interested Prospective Bidder(s) shall ensure that their response along with acceptance of following are received by SIL on or before 01.09.2022

- i. Scope of Work
- ii. Special Terms and Conditions

6) Schedule of EOI & contact details:

6.1. Schedule of EOI:

The schedule of EOI shall be as follows –

Sl No	Description	Date
1	Date Issue of EoI document	10.09.2022
2	Date for Submission of EoI response	17.09.2022

Please submit your quotation in sealed cover in your letter head. The sealed envelope should be super scribed with EOI name and Due Date. The quotation shall reach us on or before the due date by 2.00 PM. The EOI will be opened at 3.00 P.M on the same day. This is open ended EOI. After getting sufficient responses, SIL reserve right to close the EOI. The review of the proposal shall be on first come first serve basis.

6.2 Contact Details:

The respondent shall submit their response with all annexures duly signed to the following official:

Consultant(Administration),
Scooters India Limited, P.O.Bag No:
23, Sarojini Nagar, Lucknow-226008.
Mobile: 9935772550

Mail Id : admscootersindialimited@gmail.com

7.Miscellaneous:

7.1 Right to accept or reject any or all applications:

- Notwithstanding anything contained in this EoI, SIL reserves the right to accept or reject any application and to annul the EoI process and reject all applications, at any time without any liability or any obligation for such acceptance, rejection or Annulment and without assigning any reasons, thereof. In the event that SIL rejects or annuls all the applications, it may at its discretion, invite all eligible Prospective Bidders to submit fresh applications.
- SIL reserves the right to disqualify any applicant during or after completion of EoI process, if it is found there was a material misrepresentation by any such applicant or the applicant fails to provide within the specified time, supplemental information sought by SIL.
- SIL reserves the right to verify all statements, information and documents submitted by the applicant in response to the EoI. Any such verification or lack of such verification by SIL shall not relieve the applicant of his obligations or liabilities hereunder nor will it affect any rights of SIL.

7.2 Governing Laws & Jurisdiction:

The EoI process shall be governed by, and construed in accordance with, the laws of India and the Courts at Lucknow (India) shall have exclusive jurisdiction over all disputes arising under, pursuant to and / or in connection with the EoI process.