

NOTICE INVITING e-TENDER

Tenders are invited by the Managing Director, on behalf of the Kannur International Airport Ltd., from competent and experienced firms / organizations for Scanning / Digitization of Records at Kannur International Airport Ltd.,

Name of Work	SCANNING / DIGITIZATION OF RECORDS for KANNUR INTERNATIONAL AIRPORT LTD.	
Tender File Number	No: KIAL / ITD / 60 / Digitization of Records / 01/ 2016	
Completion Period	120 Days	
Estimated Amount	Rs. 7.2 lakhs (Rupees seven lakhs twenty thousand only) Inclusive of all Taxes/duties/transportation of machineries required for scanning to the work location etc.,)	
Material Quantity	The Scanning / Digitization of approx 3.6 lakh papers to be done	
Earnest Money Deposit	Rs. 18,000/- (Rupees Eighteen Thousand only) to be submitted online.	
Cost of Tender Document	Rs. 1512/- (Rupees one thousand five hundred twelve only), inclusive of VAT (to be submitted online)	
Document Download sale	Start Date : 06/08 /2016 1000 hrs	End date : 05/09/2016 up to 1400 hrs
Clarification	Start Date : 06/08 /2016 1000 hrs	End date : 02/09/2016 up to 1700 hrs
Pre Bid Meeting	11/08/2016, at 1000 Hrs, Venue : Project office, KIAL, Mattanur, kannur, Kerala State	
Bid Submission	Start Date : 12/08/2016 1000 hrs	End date : 05/09/2016 up to 1400 hrs
Pre-Qualification & Technical Bid Opening Date & Time	08/09/2016 at 1400 Hrs	
Financial Bid Opening Date	Will be notified after the Technical Bid opening process	
Agency/company/firm/ bidder having experience and capable of Scanning/digitization, indexing, storing and providing retrieval facility of records; and must have scanned/digitized at least 1 lakh documents in Central/State Government Offices/ Courts/ PSU and meeting the eligibility criteria may submit their application forms online along with necessary supporting documents at https://www.etenders.kerala.gov.in on or before 05/09/2016, 1400 Hrs for pre-qualification / Technical Bid.		

Eligibility Criteria:

- i) The Bidder shall be an Agency/company/firm/bidder and should have a minimum turnover of Rs. 2 lakh in each of the past three financial years, from scanning/digitization work only. Document to be submitted : details as per (Annexure- 13) format
- ii) Shall have at least three years experience of Scanning/digitization, indexing, storing and providing retrieval facility of records; and must have scanned/digitized at least 1 lakh documents in Central/State Government Offices/ Courts/ PSUs. Documentary evidence by way of completion certificate should be produced in support of experience and performance. Document to be submitted: Declaration in (Annexure- 12) format.
- iii) The bidder must have Scanning / digitizing, indexing, storing and retrieval facility setup under its ownership since last 2 years, i.e., current Financial Year and preceding 1 year. The bidder must be able to carry out cropping and cleaning of images (removing black noises around the text), skew correction to make the images straight and providing the equal margins all around the text. Document to be submitted: Details in (Annexure 3 & 4) Format.
- iv) The bidder should be registered for Service Tax. Document to be submitted: details in (Annexure - 6) format.
- v) The tenderer should not have been blacklisted either by KIAL or any of the reputed organization in India. Document to be submitted: declaration in (Annexure-8) format.

Tender documents can be downloaded and submitted on line through the e-Procurement portal through www.etenders.kerala.gov.in. as per the guidelines, Terms and conditions etc., stated in the Tender document.

Kannur International Airport Ltd reserves the right to accept or reject any or all tenders without assigning any reason thereof.

MANAGING DIRECTOR