



F.No.64/4/NCST/2022-Admn..
Government of India
National Commission for Scheduled Tribes
(Administration Section)

Lok Nayak Bhawan,
Khan Market, New Delhi
Dated:- 18.10.2022.

To,

Subject:- Invitation for fresh open tender for scanning the files in the Commission.

The fresh open tender in sealed cover is invited for scanning of about 6000 files relating to all units/Sections of National Commission for Scheduled Tribe, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

2. General Information about the tender:-

- | | | | |
|-----|---------------------------------------------|---|----------------------------------------------|
| (a) | Office of issue | - | NCST |
| (b) | Tender reference number | - | No.64/4/NCST/2022-Admn. |
| (c) | Date of issue of Bid document | - | 18.10.2022 |
| (d) | Last date & time for receiving the tenders: | | 07.11.2022 at 1.00 P.M. |
| (e) | Time and date for opening the tenders: | | 07.11.2022 at 5.00 P.M. |
| (f) | Place of opening the tender | | Conference Room, 2 nd floor, NCST |

SUBMISSION/OPENING OF TENDERS:

- The envelope containing the quotation must be marked as "Quotation for scanning of files" and it should be submitted in a sealed cover, the quotation address to the Under Secretary(Admn.), National Commission for Scheduled Tribes, 2nd floor, "A" Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
- The envelope should be sent by speed post or by hand or may be dropped in tender box at Room No.205, NCST, "A" Wing, Lok Nayak Bhawan, Khan Market, New Delhi by the due date and time.
- Sealed quotations will be opened by a Committee duly constituted by NCST on earmarked date and time.
- Financial status:- Documentary evidences in respect of financial status should be submitted the following documents –
(a) GST Number (b) PAN Number (proof to be enclosed)
- Contract can be cancelled at any point of time without assigning the reason by the National Commission for Scheduled Tribes (NCST).
- PRICE BID WILL CONTAIN THE PRICES AND OTHER DETAILS GIVEN BELOW:-
A) Price per page/each page in figures and words.
B) Price quoted should be exclusive of taxes.
C) Rates should be indicated clearly.
- Commission reserves the right to accept/reject any or all the tenders without any reasons.
- Mode of Selection:** The selection of firm for awarding the contract, will be made solely on the basis of lowest rates

(Rajesh Kumar Verma)
Under Secretary(Admn.)
Tel:24657271

PROFORMA FOR FINANCIAL BID

Sl.No.	No. of files for scanning	Rate quoted (in Rs.)	Taxes extra as per applicable
1.	6000 (Six thousand approx.) (Rate per page/each page)		-
3.	File stitching cost per file		-
-			-

Certificate

I, hereby certify that I have read all the terms and conditions of the tender very carefully and agree to abide by the same.

(Signature of authorized signatory with seal)