

# TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

## Tender Notice

### Document Digitization and Archival Solution

Trade Development Authority of Pakistan invites sealed quotations from well reputed vendors/companies having experience in document digitizing and archiving for archiving of approximate 600,000 pages with web based software.

#### Scope of work includes:

- a. Acquiring, Scanning and Archiving of Documents (of Core Business & Back Office), implementation of scanning solution and training of the acquired solution.
- b. Documents in A-4 to Legal size with page weight/condition variation. All files need to be digitized and made available for use in soft (PDF) or JPG Format.
- c. Indexing of both alpha and numeric characters. Provision of Data management software with indexing & searching options,
- d. Quality Assurance of both images and keypunch data,
- e. Services are required to be rendered for a period of 6 months,
- f. All imaged documents should be printable with or without annotations.

Further detail is available in RFP, which can be obtained from the office of Project Coordinator (IT) from November 14, 2011 to November 25, 2011 on written request on company's letter-head along with a pay order of RS 1,000/- (One Thousand) in favor of Accounts Officer TDAP (non refundable).

Sealed Bids along with an Earnest Money of 2% of the total bid amount (refundable) in the shape of Pay Order or Bank Draft in favor of the Accounts Officer TDAP should reach till 29<sup>th</sup> November 2011 up to 11.00 a.m. The bids shall be opened on the same day at 11.30 a.m. in presence of the representatives of the bidders.

TDAP reserves the right to accept or reject any or all the tenders as per PPRA rule.

Asadullah Qureshi  
Project Coordinator (IT)  
Trade Development Authority of Pakistan HQ, Karachi  
3<sup>rd</sup> Floor, Block A, FTC Building, Shahrah-Faisal, Karachi  
111-444-111 ext-230