

NORTH EASTERN RAILWAY

Office of the
Divisional Railway Manager(P)
Izatnagar Dated- 08-2-2018

L.No.- E/IT Cell/SR Digitization/izn

M/S.....

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Sub- Calling quotations for Scanning & Digitization of Service Record of Employees.

Sealed quotations are invited for scanning and digitization of service records as per details given below—

S.No	Name of the work	Minimum Volume	Rate Per Page	Per	Total Value	Remarks if any
1	(i) Scanning of service Record and leave account of on Roll staff.	2,57,670 Page Approx.	-	-	-	
2	Indexing of scanned documents using the following fields- (i) Name of employee (ii) D.O.B. (iii) Father's/Husband Name (iv) Employee id (v) Date Of Appointment (vi) Bill Unit (vii) Place of posting Search result would context the SR scanned image with the page of individual employee which could be seen/displayed if required.	-	-	-	-	
3	Conversion of scanned documents into PDF file.	-	-	-	-	
4	Training of staff to use the programme for further addition/ alteration of digitalized records.	-	-	-	-	
5	Suitable backup in the electronic media format of digitized data to be handed over.	-	-	-	-	
	Total	2,57,670				

Please offer your quote latest by 15.00 hrs of 19-02-2018 and quotations will be open on same day 16.00 hrs..


Asstt. Personnel Officer-I
N.E.R., Izatnagar