



**ODISHA STATE CO-OPERATIVE MARKETING FEDERATION Ltd.**  
**(MARKFED-ODISHA)**

**Old Station Road, Bhubaneswar-751006**

**E-mail- [odishamarkfed@gmail.com](mailto:odishamarkfed@gmail.com)**

**Notice No. 2932 Date 31.07.2025**

**QUOTATION CALL NOTICE**

**Subject:** *Invitation for Quotation for Selection of Vendor for Scanning and Digitization of Documents for Implementation of FLM Module of SAP at MARKFED, Odisha*

Sealed quotations are invited from experienced and reputed agencies/firms for **scanning and digitization of physical documents** of MARKFED Odisha, at Head Office, Bhubaneswar, for successful implementation of the **FLM module under SAP**.

The quotation with detail terms & conditions can be obtained from the Account Section, Head Office of MARKFED-ODISHA, Bhubaneswar-6 from **01.08.2025** to **07.08.2025** during office hour on payment of Rs.200/- (Rupees two hundred) only (Non-refundable) towards cost of quotation document. The same can also be downloaded from Markfed website ([www.markfedodisha.in](http://www.markfedodisha.in)). In case of the quotations with detail terms & conditions is downloaded, the cost of the quotation paper should be submitted in shape of demand draft drawn on any Nationalized Bank in favour of Managing Director, MARKFED, Odisha Bhubaneswar payable at Bhubaneswar along with the quotation documents

The detailed terms & conditions along with technical and financial bid formats are enclosed. Interested bidders are requested to submit their sealed quotations as per prescribed format in two separate envelopes – one for **Technical Bid** and another for **Financial Bid** – superscripted accordingly, and both kept in a third sealed envelope marked **“Quotation for Document Scanning Work under SAP FLM Implementation”**.

The last date for submission is **07.08.2025 (date) by 5:00 PM**.

The authority reserves the right to accept /reject any or all quotations without assigning any reason thereof.

  
**Managing Director,**  
**MARKFED**

Cc to PS to President/  
PS to Managing Director/  
Notice Board.



### **Scope of Work:**

1. Collection and safe handling of physical files/documents from MARKFED Head Office.
2. Removal of staples/pins and proper indexing before scanning.
3. High-quality scanning (minimum 300 dpi), OCR (Optical Character Recognition) for searchable PDFs.
4. Meta-tagging and classification as per department/file structure.
5. Uploading digitized documents into SAP-compatible format or Document Management System (DMS).
6. Provision for backup in external storage or cloud if required.

### **Eligibility Criteria (Technical):**

Sl. No.	Criteria	Documents Required
1	Registered Firm/Agency	Registration Certificate
2	Minimum 3 years experience in document scanning	Work orders / Completion certificates
3	Experience with Govt./PSUs/Cooperatives	Copies of Work Orders / Performance certificates
4	Technical manpower and scanning equipment	Self-declaration with proof (equipment details, manpower strength)
5	GST Registration	GSTIN Copy
6	PAN	Copy of PAN
7	Not blacklisted by any Govt. entity	Self-declaration

### **Evaluation Process:**

#### **A. Technical Evaluation (Qualifying criteria):**

- Firms meeting all eligibility will be shortlisted.

#### **B. Financial Evaluation:**

- L1 bidder (lowest responsive quote per page or per file) among technically qualified firms will be selected.
- Financial bid should be in the following format:

22



Item	Unit	Rate (INR)	GST %	Total (INR)
Scanning of A4 documents with OCR	Per Page			
Scanning of Legal/Fullscap documents	Per Page			
Indexing and Meta-tagging	Per File			
Uploading into SAP/DMS	Per GB			

### Terms & Conditions:

1. The vendor shall deploy trained personnel and necessary scanning hardware and software.
2. The scanned data must be delivered in searchable PDF format, indexed and tagged as per MARKFED requirements.
3. The vendor must ensure confidentiality of all documents.
4. No document shall be taken outside MARKFED premises without written permission.
5. Scanning should be completed within **30 days** of work order.
6. Payment shall be made on milestone basis after successful completion and verification.
7. Penalty of ₹500/day for delay beyond agreed timeline.
8. MARKFED reserves the right to accept or reject any or all quotations without assigning any reason.
9. Bidders may inspect sample documents with prior appointment before submission of quotes.
10. In the event of a tie between two or more bidders in the financial bid, the final selection of the vendor shall be made through a lottery system conducted in the presence of the concerned vendors or their authorized representatives. The decision taken through this process shall be final and binding on all parties.

### Submission Checklist:

1. Technical Bid (sealed envelope):
  - o Covering letter
  - o All documents supporting eligibility criteria
  - o List of manpower and equipment
  - o Experience certificates
2. Financial Bid (sealed envelope):
  - o As per prescribed format

For any clarification, contact **GM (Finance)**, MARKFED Odisha at Bhubaneswar.

  
**Managing Director**  
**MARKFED, Odisha**