

AREA	Description of scope of work	Pre-Qualification Criteria	Supporting Documents
Document Scanning , Indexing , migration to Database	<p>Scanning of documents , Indexing At Mumbai, Surat. Delhi. Jaipur, Kolkata ,Chennai regions</p> <p>Scanning Infra structure as Computer systems, Scanner, resource to be provided by agency.</p> <p>Scanning to be done in Council's Premises.</p> <p>Data backup to be maintained</p>	<p>1. Bidder should be in operation for a minimum of 3 years.</p> <p>2. Bidder should able to provide support at all councils locations</p> <p>3. Bidder should have implemented at least three DMS on Cloud platform</p>	<p>1. Certificate of Incorporation.</p> <p>2. Copy of audited financial statements for last 3 consecutive financial years.</p> <p>3. Copy of Order from client clearly stating the Scope of Work and the total value of the project. <b><u>(Other than GJEPC)</u></b></p> <p>4. List of Clientele with Key person contact detail</p> <p>5. Direct or Indirect manpower employed with documentary proof</p> <p>6. Pf Registration Certificate</p> <p>7. Pf Challan (At The Time Of Making Payment)</p> <p>8. Service Tax Registration</p> <p>9. Esic Registration Certificate</p> <p>And Registration Number</p> <p>10. Letter Of The Company(Expression Of Interest)</p>
DMS On Cloud Platform	<p>Document Management system With Cloud storage</p> <p>Scanning of documents , Indexing At Mumbai, Surat. Delhi. Jaipur, Kolkata, Chennai regions</p> <p>Scanning Infra structure as Computer systems, Scanner, resource to be provided by agency.</p>	<p>1. Bidder should be in operation for a minimum of 3 years.</p> <p>2. Bidder should able to provide support at all councils locations</p> <p>3. Bidder should have implemented at least three DMS on Cloud platform</p>	<p>1. Certificate of Incorporation.</p> <p>2. Copy of audited financial statements for last 3 consecutive financial years.</p> <p>3. Copy of Order from client clearly stating the Scope of Work and the total value of the project. <b><u>(Other than GJEPC)</u></b></p> <p>4. List of Clientele with Key person contact detail</p> <p>5. Direct or Indirect manpower employed with documentary proof</p>

	Scanning to be done in Council's Premises.  Data backup to be maintained		6. Pf Registration Certificate 7. Pf Challan (At The Time Of Making Payment) 8. Service Tax Registration 9. Esic Registration Certificate And Registration Number 10. Letter Of The Company(Expression Of Interest)
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On fulfilment of the criteria set by the council, empanelment will be valid till March 2015, Please visit our website <http://www.gjepc.org/tender.php> to download the parameters for pre-qualification.

In case of any query mail us at [maresh@gjepcindia.com](mailto:maresh@gjepcindia.com)

Your application should reach us in a sealed envelope, marked "Expression of Interest – Scanning Documents" (within 10 days) to the following address:

The Executive Director,

**THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL**

Office No. AW 1010, 1st Floor, Tower A, G- Block, Bharat Diamond Bourse, Next to ICICI bank,BKC, Bandra (E) Mumbai - 400 051