



Ph.No.24698655/24610148

Fax No. 24693229

**GOVERNMENT OF INDIA**  
**O/o Chief Controller of Accounts**  
**Principal Accounts Office**  
**M/o Law & Justice, Supreme Court of India**  
**3<sup>rd</sup> Floor, C Wing, Lok Nayak Bhawan,**  
**Khan Market, New Delhi-110 003**  
Email ID: [prao-law@nic.in](mailto:prao-law@nic.in)

**No.418/Pr.A.O.-LAW/ 13-14/1552**

**Dated: 19.03.14**

**QUOTATION NOTICE**

**Subject:** The Record Retention in e-filing mode in the office of the Chief Controller of Accounts, Lok Nayak Bhawan – regarding.

Sealed quotation for undertaking digitization work (Searchable) is invited as per specification enclosed, so as to reach this office latest by 24.03.2014 (12.00 Noon). The quotation shall be opened on the same day at 3 p.m in the presence of the contractors or their authorized representatives. It may be noted that the work must be completed by 31<sup>st</sup> March, 2014 positively. The Chief Controller of Accounts reserves the right to accept or reject any or all of the quotation(s) without assigning any reason.

( Tej Ram )  
Sr. Accounts Officer

To  
As per mailing list (enclosed)

**Mailing list for quotation notice for Digitization work in the office of the Chief Controller of Accounts, Lok Nayak Bhawan, New Delhi:-**

1.	<b>M/s E-Centric Solution Pvt Ltd.</b> N-161A, 2 <sup>nd</sup> Floor, Saira Tower, Gulmohar Enclave Yusuf Sarai, Near Green Park, New Delhi-110049 Contract@paradigmit.com
2.	M/s IAP Company Pvt. Ltd. Palam Triangle, A Block Main Road Palam Vihar, Gurgaon 122017, +91124-4133500 info@iapcorp.com
3.	M/s Strategic Outsourcing Services. LTD 110, First Floor Leelaram Market, South Extension Part-1 New Delhi-110049 Contact No. 9899957823
4.	<b>M/s N code Solutions</b> D "GNFC" House, E-223, East of Kailsh New Delhi-110065, 26452279/80
5.	<b>M/s Luminous Infoways Pvt. Ltd</b> Flat No. 2021, Rockview Apartment, Sector-B, Pocket-2 Vasant Kunj New Delhi-110070 infor@lipl.in
6.	Administrator Website Ministry of Law and Justice, Shashtri Bhawan, New Delhi
7.	Notice Board
8.	Purchase committee for office of the Chief Controller of Accounts, Ministry of Law & Justice, Lok Nayak Bhawan, New Delhi.

**THE FOLLOWING RECORDS REQUIRED TO BE DIGITIZED**

<b>S.No</b>	<b>Name of Record</b>	<b>Retention Period</b>	<b>Paper size</b>	<b>Aprox No. of records to be (e-file)</b>	<b>Approx. No. of Pages</b>
1.	Service Book	35 years	Legal	25Nos.	5000
2.	Pay Bill Register	35 years	A3	25Nos.	1250
3.	ACR / APAR	More than 10 years	A4	80 folders	8000

( Tej Ram )  
Sr. Accounts Officer