

# Hindustan Paper Corporation Ltd.

(A Govt of India Enterprise)

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Website : [www.hindpaper.in](http://www.hindpaper.in)

## NOTICE INVITING EXPRESSIONS OF INTEREST

Dated: 22.04.2017

**Description: Implementation of Digitization of office documents and Total Document Management Systems**

1. **Hindustan Paper Corporation Limited (HPC)**, a Schedule-A Miniratna Category-I CPSE, with its Headquarters at Kolkata and 4 manufacturing units - two directly managed mills in Assam and one each in Kerala and Nagaland managed through Subsidiaries - with an annual installed capacity of 2 lakh tonnes of writing and printing paper and 1 lakh tonne of newsprint.
2. Hindustan Paper Corporation Ltd. (HPC) is planning to digitise most of its vital documents generated/ received since its inception available at Kolkata office and continue to do so on regular basis. In addition to digitisation, it would also like to use Total Document Management Systems.
3. HPC invites Expression of Interest (EOI) from interested parties interested in providing Digitization of office documents & Total Document management System.
4. HPC is inviting proposal from interested parties meeting the estimated requirement of scanning and uploading (storing), managing and accessing documents (1 lakh approx, but likely to scale-up in future) with associated storage of these documents. The solution should also be flexible to integrate with existing Oracle E-Business suite (ERP) software.
5. HPC is also looking for the detailed inputs regarding the support infrastructure/broad requirements that have to met for running the digitization & Total Document Management Systems facility as a non-stop computing environment without any disruption
6. The system may be implemented in modular basis to provide for further system upgrade in future.
7. Sealed **Bids (EOI)** are invited from reputable and resourceful parties for above. Bids will be submitted in sealed covers clearly marked **EOI for Digitization of Office Documents & Total Document Management System** addressed to the undersigned and deposited by **3 PM on 05.05.2017** at the above address.
8. Pre-bid meeting is scheduled on **08.05.2017 (3.30 PM)** for which a separate communication shall also be sent by mail.

9. Each page of all documents should be signed under seal by a person competent to do so.
10. Full details of the above must be furnished in the EOI bids application and enclosed format.

Thanking you,

For Hindustan Paper Corporation Ltd

Sd/-  
DGM(Commercial)

GENERAL INFORMATION TO BE SUBMITTED IN THE FOLLOWING FORMAT  
ALONGWITH EXPRESSION OF INTEREST

SI No	Particulars	Details
1.	Name of the firm	
2.	Address	
3.	Whether Partnership/Limited company/others	
4.	Name of the person to be contacted.	
5.	Telephone No	
6.	Fax No	
7.	E-mail ID	
8.	PAN	
9.	Sales Tax/Service Tax No	
10.	Company profile and profitability	
11.	Details of annual turnover for last three financial year, certified by CA	
12.	Other information, if any	

Signature of the Authorized person

Office Seal

Date: