



**RE-TENDER FOR DOCUMENT DIGITIZING AND ARCHIVING SOLUTION**

National Insurance Company Limited invites sealed quotations from well reputed vendors/ companies having experience in document digitizing and archiving solution bundled with web based software for the archiving of approximately 600,000 pages.

- a. Acquiring, Scanning and Archiving of Documents (of Core Business & Back Office), implementation of scanning solution and training of the acquired solution.
  - i. Documents in A-4, A-3 to Legal size with page weight/condition variation. All files need to be digitized and made available for use in soft (PDF searchable) and picture in JPG Format separately with registration number.
- b. Indexing of both alpha and numeric characters.
  - i. Provision of Data management software with indexing & searching options.
- c. Quality Assurance of both images and keypunch data.
- d. Archiving Solution must be bundled with web based software for document searching and printing.
- e. Training to administration personal and end users for scanning onward regular basis.
- f. All imaged documents should be able to be printed with or without annotations

Project needs to be carried out on NICL's allocated location (i.e. NICL Head Office Karachi). As part of services, all the hardware which includes scanners, computers and network required carrying out the scanning and digitization is vendor's responsibility and will remain vendor's property. NICL will only provide server for storage purposes

Tender document containing all details can be obtained from IT Department, 5th floor, NIC Building, Abbasi Shaheed Road, Karachi during working hours on any working day, Monday through Friday on written request on company's letter-head along with a pay order of RS 200/= only in favour of NICL (non refundable). Sealed Bids along with an Earnest Money of 2% of the total bid amount (refundable) in the shape of Pay Order or Bank Draft in favour of the Company (NICL) should reach IT Department till 20 February 2012 up to 11.00 a.m. The bids shall be opened on the same day at 11.30 a.m. in presence of the representatives of the bidders.

NICL reserves the right to accept or reject any or all the tenders as per PPRA rule.

5th Floor, Information Technology Department  
National Insurance Company Ltd  
Head Office, NICL Building  
Abbasi Shaheed Road  
Karachi –Pakistan  
Phone#: 92-21-99202741-50  
Ext. 1511, 1512