



TENDER NOTICE Document Digitizing and Archiving Solution

National Insurance Company Limited invites sealed quotations from well reputed vendors/ companies / software developers having experience in document digitizing and archiving solution bundled with web based software for the archiving of approximately 200,000 pages (+/- 25%).

Scope of Work includes:

- 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. Services are required to be rendered for a period of 6 months
- g. All imaged documents should be able to be printed with or without annotations.

Proposals are invited from only those organizations who are closest to these basic requirements:

- (a) Organizations must have similar experience of at least three projects of this type with at least 1 million documents archived in the past two years.
- (b) Organizations should have proven ability of Quality assurance and its mechanism

Terms & Conditions

- Warranty/support period for the will not be less than 1 years.
- Company profile.
- Major Client List, along with successful implementations (3 at least)
- Firm / Company having established business and representing for over 5 years can only apply.
- Address of head office and branches with phone, fax and e-mail address be mentioned.
- Copy of National Income Tax / of Sales Tax Registration Certificate be attached.
- Incomplete bids will not be entertained.

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 30th November 2011 upto 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.

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