

Maharashtra State Electricity Transmission Co. Ltd
(CIN No.U40109MH2005SGC153646)

From
Office of the Chief Engineer
EHV Project Cum O&M Zone, Pune
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No. CE/EHV PC O&M Zone/P/IT/ **No 30 -** Date: **10 5 JAN 2026**

TO WHOM SO EVER IT MAY CONCERN

Subject: Calling 'Budgetary offer' for 'Hiring an agency to carry out the work of document scanning' of offices in Admin Building Rasta Peth MSETCL Pune.

The Budgetary offers are hereby invited on **e-mail** (on itadmin6000@mahatransco.in) for the above work as per Schedule-A & Annexure-A ('Scope of Work') enclosed herewith. Concerns are requested to quote your best reasonable rates for above work as per Annexure-A ('Scope of Work').

The Terms and conditions are as below:

1. The rate quoted should be valid for One year as per '**Schedule-A**' format.
2. Quotation is shall be in accordance with '**Annexure-A**' ('Scope of Work')
3. You are requested to submit your best reasonable budgetary offer as per **Schedule-A** for above works on E-mail ID: itadmin6000@mahatransco.in up to **dtd. 12.01.2026 up to 12.00 Hrs.**
4. For detail scope or query can be raised with 9322948870 & budgetary offer should be on E-mail ID: **itadmin6000@mahatransco.in** in PDF format.
5. 'Scope of work' for this work is mentioned in 'Annexure-A'. This budgetary offer is invited only for estimation purpose only and same will not be considered for any bidding OR other activity & No 'work order' will be given against this 'Budgetary Offer'.


(Anil Kolapji)
Chief Engineer
EHV PC O&M Zone, Pune

Scope of Work (Annexure-A)

Subject: 'Scanning of documents for eOffice system' of offices in Admin Building Rasta Peth MSETCL Pune.

- i. Hiring an agency to carry out the work of document scanning for Office under Admin Building Rasta Peth MSETCL Pune.
- ii. Service Period: For 1(One) Year or till completion of work order from the date of issuance of work order.
- iii. **Prepare Document:**
 - a. Scanning of Closed / Recorder/ Active physical files provided by MSETCL Offices.
 - b. Scanning in 200 DPI (format TIFF/PDF)
 - c. Unpin / unstapled documents, if any. (The staple pins and other pins that are binding the document set will be removed at this Step and each set will be examined for the same at least twice).
 - d. Stick Photographs with glue (in case there are any stapled Photographs, remove them and stick them with glue. This needs to be done very neatly).
 - e. Removing of dust of the document: Removing any unwanted dust which may affect the quality of the image, from the documents.
 - f. Ironing & Smoothening of the document (This is done in case of documents that are folded at the edges).
 - g. Page Numbering: Each page of the document is numbered on the corner. — This helps in maintaining the count and also in avoiding any misplaced sheets of any document during the course of file movement etc.
 - h. Clip/Staple/Pin the document set after scanning as it is before scanning.
 - i. Any Laptop/Computer/Scanner/Stapler/Pins/Glue will be arranged by agency at their own cost.

Important Points to take Care:

- i. Make sure that the scanned documents are readable.

- ii. Collect the originals from the scanner collate and clip/Pin the documents once again as it is.
- iii. All the physical records (per connection) shall be bound in a file. The file should have details of the content and a barcode on the top to help faster retrieval.
- iv. If DPI (Dots Per Inch) is more, photo is sharp but the size of the file is more.
- v. If DPI is less, photo is dull but the size of the file is less.
- vi. Agency shall unpin/unclip before scanning & pin/clip as it is after scanning. This cost will be borne by agency.

How to select files to be scanned:

This section outlines the guidelines to be followed by the assistant who will be responsible for scanning the files that are in processing and for files that are closed.

1. **Current files:** Current files are those which are currently in circulation/ in use. They deal with cases that are open and decisions on the issues being considered in them are yet to be finalized. An active file may contain many documents or a few documents depending on its use.
2. **Closed/Recorded files** - Files are marked as closed/recorded once all actions are complete on the file and the Section Officer gives his approval for closing the file. Closed files have no outstanding communications to be issued and no further action due.
3. Closed/Recorded files may be scanned more selectively with only relevant correspondences and notes being captured. As these files require no further action, versioning and change tracking is not a significant requirement and hence linking/referencing can be minimized to the documents which directly feed into the actions taken.
4. Closed files/Recorded files will be scanned as and when they are referenced.

All pages in the file will be scanned except the following:

- i. Extra Copies of G.O.s/ D.O. letters issued in the file
- ii. Copies of other, older G.O.s referred to in the file. Digitization of knowledge (G.O.s, acts etc.) is a separate activity. The knowledge bank will be populated after digitization, that

digitization of acts, rules,
etc. is not related to the file scanning activity.

- iii. Copies of vouchers, tickets etc. which have been billed already.
- iv. O.Cs, rough drafts etc. of letters/G.Os/ Project Reports - fair copies of which have been scanned earlier.
- v. Any correspondence/ noting/ issue etc. for which soft copy is already available.

How to scan the selected file:

Depending on the contents and complexity of the file we can scan the file as a single pdf or we can scan each page in the file as a separate pdf. The following guidelines are to be followed for scanning active and closed files:

i. **Active**

Files:

- 1) All noting's will be scanned page by page and stored as separate pdf files.
- 2) All correspondences will be scanned as single pdf file and logical groups will be created for different sets of correspondences.

ii. **Closed files:** All noting's and correspondences will be scanned and stored as a single pdf file.

Scanning and Digitization:

- i. Scanning of all documents in A4 & Legal size paper : Black/White/Gray scale in 200 dpi. (Image will be in TIFF/PDF) of various departments at Corporate Office, MSETCL.
- ii. Ensure all pages are scanned clearly, in color/grayscale/black-and-white as required.
- iii. Perform duplex scanning wherever applicable.
- iv. Maintain the correct sequence of pages.
- v. Re-scan documents that are unclear or incomplete.

Indexing and Metadata Tagging:

- i. Index each document based on predefined parameters (e.g., file number, subject, department name, date, etc.).
- ii. Create file-wise folders and maintain digital hierarchy as per MSETCL instructions.

- iii. MSETCL has different offices like Zone Office, O&M Circle Office, Projects Circle etc. Accordingly indexing shall be done.
- iv. Service Location will be Admin Building Rasta Peth Pune.

Data Storage and Submission:

- i. Convert scanned files into searchable PDF (OCR-enabled) format.
- ii. Organize and hand. over scanned data in external hard drives or as per department-specified storage format.
- iii. Submit a proper digital log/report of scanned files with index details.

Confidentiality and Security:

- i. Maintain strict confidentiality of all documents.
- ii. Ensure data security during handling, scanning, and transfer.

Schedule-'A'

'Hiring an agency to carry out the work of document scanning' of offices in Admin Building Rasta Peth MSETCL Pune.

Sr.No.	Description (As per Scope of Work)	Quantity	Per Page Scanning amount	Total amount (without GST)	GST @ 18%	Total amount including GST
A	B	C	D	E = D*C	F = (E*18%)	G = E + F
1	Scanning of A4 & Legal size paper in 200 DPI (format TIFF/PDF) in Black & White/Gray Scale.	1800000 (Eighteen Lac Pages)				
	Total					



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