



THE PRAKASAM DISTRICT COOPERATIVE
CENTRAL BANK LTD., NO. J. 551
(Post Box No. 38) Central Office: GOVERNOR ROAD,
ONGOLE -523001 ,
(A.P.)

Email : ceo_pksm@apcob.org



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PPP Section/F.No:1 /2025-26

Dt: 05.08.2025.

Sealed Quotations are invited for scanning of
Manual Documents convert to Digital/Soft Format

Sub:-The PDCC Bank Ltd., “PPP” (Premises Purchases Procurement) Section – Quotation for scanning of physical bank files into digital format.-Call for Quotations- Request-Reg.

Ref: IT/Digitalization of Records F.No-1/2025-26 Dt:29.07.2025.

Through the above ref Cited, This is to inform that, The Bank going to digitalize physical records by scanning and converting them into digital format for ease of access and long-term preservation.

You are requested to submit your best quotation for the following services Details are given below.

Details of Specification of Tender:

Document Size/Particulars	Cost
Pages Approximately 2,00,000 Pages It was increased/decreased As per Bank Required.	
One Side of paper =1Page (A4 ,Legal, Registers, Ledgers)	
Scanning Quality Requirement:- Minimum 300 dpi(dots per inch) or Higher.	

Terms & Conditions:-

1. The Quotation can be downloaded from the official website of the Prakasam District Cooperative Central Bank Ltd., Ongole at <http://www.prakasamdccb.com>.
2. If your firm is interested in participation and having with AP GST No. & rates quoted should include all taxes &Transportation charges Etc.
3. The Scanning Quality required shall be as per the

specifications. For further details and specifications, please contact PPP Department during the working hours. Contact Details are given below.

Department	Name and Designation of the Officer
Managing Department	<p>“PPP” (Premises Purchases Procurement) Section Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No:8886332012</p>
User Departments	<p>Banking, Information Technology, Digitalization of Records. Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No:7331178467</p>
	<p>HRD and Vigilance, GAD (Premises Management). Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No:8886332012</p>
	<p>P&D, L&A, PIO, Govt Meetings Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No:9000553880</p>
	<p>Audit and DOS, PACS HR Policy, PACS Audit & PACS Inspection Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No:9000553879</p>
	<p>PDC Loans (PACS), PACS Computerization Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No: 9000553881</p>
	<p>RMC & Legal Assistant General Manager Head Office, PDCC Bank, Ongole. Ph No:9000553878</p>

4. No advance payment will be made.
5. TDS will be debited as per Terms & Conditions.
6. Bank reserves the right to cancel/reject any or all the

quotations without assigning any reason thereof.

2. Quotation Schedule:

Starting date:05.08.2025.,

Last date for receipt of bids:08.08.2025,04:00PM.

For details, please contact the Chief Executive Officer of the Bank at the address mentioned below.

Please submit your Quotation in a sealed cover to:

Y.Prakash
Chief Executive
Officer
ThePrakasam District Cooperative Central Bank Ltd.,
Governor Road HO: Ongole.
Phone:7331164833
Mail: ceo_pksm@apcob.org

Chief Executive Officer(I/C)