

GOVERNMENT OF TRIPURA  
OFFICE OF THE SUB-REGISTRAR  
KHOWAI : TRIPURA

No.F.1(13)/SR/KH/Tender/2021/162-166

Dated, Khowai the 14/07/2021

**Short Notice Inviting Tender (2<sup>nd</sup> Call)**

In reference to direction from Addl. Secretary, Revenue Department, Govt. of Tripura in the video Conference on 28/06/2021 at 11:00 AM with all SROs; whereby it was instructed to start digitization of legacy deeds of left out years, and as per direction of District Magistrate & Collector, Khowai District, Tripura in the Revenue Meeting on 28/06/2021 in connection with calling of Short Notice Inviting Tender for Digitization (Scanning & data entry) of legacy deeds, the undersigned invites sealed Cover Quotation from resourceful bonafide Indian Citizen as Individual, Society or SHG, Agencies, Corporate Body having good experience in data entry work as required to Digitize old deeds.

The intending parties shall submit their Sealed Cover Quotation within 3:00 PM in the Office of the undersigned on or before 26/07/2021.

The rate to be quoted as per the format:

Sl No.	Item	Rate (Per Page)	Remarks (if any)
1.	Scanning + Data Entry + Binding + Soft Copy		

The Sealed Cover Quotation will be opened in the same day, i.e 26/07/2021 at 4:00 PM, if possible.

For the same work, the approved rate as per LPC in February 2012; was Rs 4.87/- per page (inclusive of Scanning, date entry, binding work, & soft Copy).

The rate should be quoted as per prevailing market rate with 2012 rate as reference.

**The Terms & Conditions are as follows:**

- 1) The firm shall provide required number of equipments/ machineries, Scanner, UPS, CDs, & manpower, etc at their own arrangement for the said work.
- 2) Size of deed (pages) to scan = 16.50 X 14.00 inches.
- 3) Estimated No. of Pages to scan = 20,186 (twenty thousand one hundred eighty six).
- 4) The rate should be inclusive of Scanning, Date Entry, Binding works & Soft Copy.
- 5) The Data Entry work shall be performed at Office premises under supervision of Officials of undersigned.
- 6) The firm shall maintain register for recording number of Deeds Digitized & Report to the undersigned on daily basis.



- 7) Estimated time of completion is 1 month, so firm should provide manpower accordingly.
- 8) Earnest Money in the form of D-Call @ Rs. 3,000/- Shall be submitted with the quotation to qualify.
- 9) 5% bill amount shall be kept as Security Money, to be released upon successful completion of work.
- 10) PAN/Aadhaar/Trade Licence to be submitted with quotation.
- 11) The undersigned reserves the rights to cancel the Tender/Supply Order at any point of time without assigning any reason thereof.

  
Sub-Registrar  
Khowai, Tripura

Copy to -

1. The District Magistrate & Collector, Khowai District Tripura for favour of kind information.
2. The District Registrar (Addl. District Magistrate & Collector), Khowai District Tripura for favour of kind information.
3. The Sub-Divisional Magistrate, Khowai for favour of kind information with a request to display it in the Notice Board.
4. Notice Board of this Office.

Copy also forwarded to -

1. The Director, Land records & Settlement, Govt. of Tripura, Agartala, West Tripura for favour of kind information.

  
Sub-Registrar  
Khowai, Tripura