

Government of Tripura
Office of the District Registrar
South Tripura, Belonia

No.F. 1(3)/DR/S/2012/02-06

Dated, Belonia, the 6th January, 2013.

**NOTICE INVITING TENDER FOR SCANNING OF OLD RECORDS/DEEDS OF
THE SRO BELONIA & SABROOM UNDER SOUTH TRIPURA DISTRICT.**

Sealed tender-in plain paper are invited for scanning 2010 No's of Volume Books consisting 300 pages (45x35 cm) in each volume in Belonia & Sabroom S.R. office. Place of work is in respective Sub-Division.

The tender will be received up to 3pm on the 22nd Jan. 2013 in the office of the undersigned (D.M & Collector South Tripura, Belonia, Office complex) and the same will be opened on the same date at 5 P.M. in presence of the tenderers.

Each tenderer should accompany with an earnest money amounting to Rs.30.000/- (Rupees thirty thousand) only in the shape of D/Call or cash certificate on any National Bank pledged in favour of the undersigned. No conditional tender will be accepted under any circumstances.

Details information regarding terms and condition are available in the office of the undersigned and website:- www.tripurainfo.com

Sd/-Illegible
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Terms & condition of scanning of legacy Encumbrance Data in the office of the District Registrar South Tripura as follows :-

1. The rate of scanning of legacy Encumbrance Data will have to be mentioned @ per page mentioning in figure and words and the lowest tenderer will be illegible for scanning data entry and binding works etc.
2. The scanning data entry and binding works etc. shall be done from 10AM to 5PM during office working hour.
3. The firm shall submit the daily progress of works to the District Registrar South Tripura, And Sub-Registrar, of the respective Sub-Division.
4. The firm shall submit the work schedule & plan for scanning, data entry and binding works etc. to the District Registrar, South Tripura.
5. The firm shall provide required number of equipment/machineries, UPS, CDs, and manpower etc. at their own arrangement for the said work.
6. The power consumption charges shall be separately borne by the firm.
7. The earnest money of Rs.30.000/- (Rupees thirty thousand) deposited by the firm will be released only after successful completion of the work.
8. The payment for the scanning works will be released by the office to the firm on quarterly basis as per progress of the work.
9. The scanning data entry and binding etc. Works should be completed within a period of 6 (six) months from the date of commencement of the work.
10. Similar nature of work done earlier firm will be given preference.
11. The intending tenderer will have to submit last 3 years audited balance sheet along with the tender and shall have to carry the trade license from the competent authority in the respective business.
12. Altogether 6.03000 (approximately) number of pages are required to be scanned. The size of pages 16.50x14.00 inches. (Year of scanning will be decided by the respective S.R.O. with the instruction of the respective Sub-Divisional Magistrate).
13. The office reserves the right to cancel the Work Order without showing any reason or for violation of above mentioned terms & conditions and to include any new terms & conditions as and when required.

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