

Government of Tripura
Office of the Sub-Registrar
Amarpur, Gomati Tripura
E mail ID-sroamarpur@gmail.com

No.F.1(16)-SRO/AMP/COM-DEED/2019-20/92

Dated, the 19/07/2021

NOTICE INVITING TENDER

On behalf of Governor of Tripura undersigned invites sealed cover rate Tender from the Central and State public sector undertaking /enterprise and eligible Firms /Agencies for scanning of approx 16,930 no pages of legacy encumbrance data of old deed records along with binding and preparing soft copy per pasting page of Sub-Registry office, Amarpur Gomati Tripura. Bidders should quote the rate both in figures & words in plain paper and submit required documents along with the tender. Without required documents tender will be rejected.

Tender should only be dropped in the specific tender box kept in the office chamber of the Sub-Divisional Magistrate, Amarpur Gomati Tripura on or before 27/07/2021 at 11-00 AM and the same will be opened on the same day if possible at 11-30 AM in presence of tendered or his/her representative if remain present. If last day of receiving tender or the day of tender opening becomes paralyzed due to any unforeseen reason (s) /holiday then the next Government working day will be the last day of receiving tender or the day of tender opening.

Details about the terms and conditions may be collected from the office of the undersigned/Sub-Divisional Magistrate, Amarpur during office hours only and the same may also be seen in the district website <https://gomati.nic.in> or office Notice Board.


-: Terms & Conditions :-

1. The undersigned shall reserve right for cancelation of the tender including the lowest one without any reason at anytime.
2. The incomplete tender will not be allowed.
3. The firm should be deputed and have experience of data archiving for 3 (three) years.
4. The firm should have office established in Tripura, having Registration.
5. The bidder should be registered firm having PAN of the Income Tax Department. The bidder should have service tax registration (GST) (self attested photo copy to be enclosed along with the tender and original to be produced when asked for after opening the tender).
Tender without this enclosure will be rejected.
6. The bidder should have had and average net profit of at least Rs. 300,000/- (Rupees three Lacks) only during the last 3 (three) financial year each.
7. The bidder should have EPF Registration.

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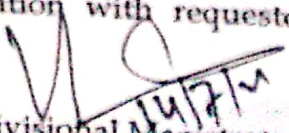


8. The bidder should have been engaged in any Government Sector on similar nature job within last 2 (two) years and Performance Certificate required from not below the rank of Director/District Magistrate & Collector, Addl. District Magistrate & Collector, Assistant Director/ GM/ AGM.
9. The firm shall submit a certificate stating that it has not been black listed by any Government Department/ Agency.
10. Rate should be quoted distinctly both in figures and words separately including all taxes and it cannot be changed after dropping the tender. No overwriting or erasing will be allowed.
11. No advance payment shall be made.
12. The work will be completed 1 (one) month from the date of issue of work order. For that all essential equipments like computers, printers, scanners & others required machineries will be brought by the tendered within 3(three) days after receiving the work order and the work will be done in the office of the Sub-Registrar, Amarpur.
13. Necessary tax will be deducted from the bill as per norms.
14. The sealed quotation to be dropped in the office of the Sub-Divisional Magistrate, Amarpur, Gomati Tripura up to 11 AM of 27/07/2021.


(Sri Bijoy Sinha, TCS)
Sub-Divisional Magistrate
Amarpur, Gomati Tripura

Copy to,-

1. The District Magistrate & Collector, Gomati Tripura District Udaipur for his kind information please.
2. The Director of Information & Cultural Affairs, Government of Tripura, Agartala for kind information. He is requested to kindly publish the same in 3(three) daily news paper for general information.
3. The District Registrar, Gomati District Udaipur for kind information please.
4. The Sub-Registrar, Amarpur Gomati Tripura for information and necessary action.
5. The DIA, NIC, Gomati Tripura Udaipur for information with requested to upload the same in the district website.


Sub-Divisional Magistrate
Amarpur, Gomati Tripura