

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BALANGIR

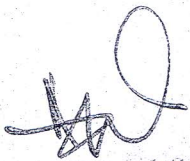
No. 242 /Dt. 01.10.2018

SHORT CALL QUOTATION NOTICE

Sealed quotation are invited from reputed and experienced computer firms/agencies by the Collector, Balangir for Indexing and uploading of revenue case record in document management system (DMS) Software at Tahasil offices of Balangir District (approximate worth of Rs.20 lakhs) subject to term and conditions as stipulated bellow. Such quotation shall be received by undersigned on or before 23/10/2018 up to 2 PM through registered/speed post/courier service. The quotation shall be opened on 23/10/2018 at 5 PM in the conference hall of Collectorate, Balangir in presence of the quotationers or their authorized representatives. The quotation shall ensure that the envelope Containing quotation and requisite documents is subscribed as "QUOTATION FOR INDEXING AND UPLODING OF REVENUE CASE RECORD IN DOCUMENT MANAGEENT SYSTEM(DMS) SOFTWARE"

Term and Conditions

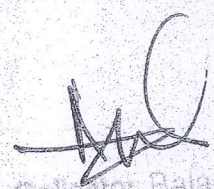
1. The Bidder has to submit separate sealed envelope for Technical proposal and Financial proposal with all the supportive documents by mentioning Technical/Financial proposal for indexing and uploading of revenue case record in document management system software on top of the envelope and both the sealed envelope will be placed inside a third main envelope with proper labeling of following information in bold on the top of the envelope. in Financial proposal the rate shall be quoted in respect of Indexing and uploading work of one revenue case record in document management system (DMS) Software inclusive all taxes.
2. The quotationer has to deposite non refundable amount of Rs.2,000/-(Two thousand)only towards the Bid processing fees and refundable amount of Rs.10,000/-(Ten thousand) only towards the Earnest Money Deposite (EMD) in shape of Demand Draft/Banker's Cheque in favour of Collector, Balangir drawn in any scheduled commercial bank and payable at Balangir for participating in the tender process. The EMD will be returned to the unsuccessful Bidder after the process of tender is over.
3. The EMD of the successful bidder will released only after furnishing of the required performance Bank guarantee i.e. 10% of the contract value. The performance bank guarantee will be issued from a scheduled commercial bank in favour of Collector, Balangir.

  
Collector, Balangir


(Confidential)

4. The sealed quotation should be accompanied by the photo copies of the following documents self attested by the proprietor of the firm:-
  - I. Copy of PAN Card.
  - II. Copy of Registration Certificate.
  - III. Copy of Service Tax Registration Certificate.
  - IV. Work experience details and proof, particularly with regards to uploading work of scanned data in DMS Software during the last 3 years.(Proforma enclosed)
  - V. The bidder has to submit undertaking for not being been black-listed during the recent past.(Proforma enclosed)
  - VI Copy of the GST/Income Tax return of last three years
  - VII. General Details of the firm/agencies(Performa enclosed).
5. The Original certificates is to be produced at the time of signing of Agreement in case of selection.
6. The firm shall engage personnel, install desktop, computer and other computer peripherals and ensure their maintenance/up keeping/security at its own cost till the completion of work. The space and electricity will be provided by the Tahasildars.
7. The firm is to submit the detail specifications of equipment to be installed for uploading work.
8. The indexing and uploading work has to be completed within the timeline of three months from the date of the signing of the agreement.
9. The firm shall have to put in place mechanism for data backup/security of uploading work in DMS software under the guidance of D.I.O,NIC, Collectorate, Balangir.
10. The firm shall maintain a register on day to day basis and to obtained a signature from the Tahasildar/ Head Clerk/Record Keeper on each day that the uploading work is being done with 100% accuracy and the data stored in DMS software.
11. The firm shall be criminally liable for any damage of scanned data of Govt. case record and also for any data left out of case record in uploading work or deleting of the scanned data.
12. the firm shall obtained a certificate from the Tahasildar on completion of each month and to submit the same in the office of the Collector, Balangir

(Contd. ---)

  
Collector, Balangir

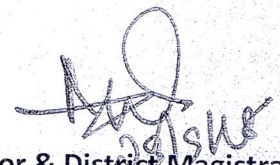
13. Payment shall be made to the firm on each month at District Office on the basis of the monthly certificate of the Tahasildar.
14. Quotation received beyond stipulated date and time and without required documents shall be liable for rejection.
15. The undersigned reserves the right to reject or cancel any or all the quotation without assigning any reason thereof.
16. The successful quotationer will be required to execute an agreement with ADM Balangir for completion of indexing and uploading work of scanned data in DMS software with in the stipulated time.
17. Dispute if any should be decided within the jurisdiction of Balangir court.

  
Collector & District Magistrate,  
Balangir.

Memo No. 243 /Dt. 01-10-2018

Copy to Notice Board of Collectorate, Balangir/Sub-Collector Office, Balangir/Project Director, DRDA, Balangir for wide publication.

Copy forwarded to District Informatics Officer, NIC Collectorate, Balangir for information and necessary action. He is requested to upload the quotation call notice in official website of Balangir District for wide publication.

  
Collector & District Magistrate,  
Balangir.

## TECH -2

Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Bid Processing Fee Details Amount : DD / BC No. Date: Name of the Bank:	
6	EMD Details Amount : DD / BC No.: Date: Name of the Bank:	
7	PAN Number	
8	Service Tax Registration Number	
9	Bank Account Details: Bank Name & Address: Account No:	
10	Confirm to carry out assignments as per the scope of work of the RFP	YES
11	Confirm to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: \_\_\_\_\_  
 Name and Designation with Date and Seal: \_\_\_\_\_

TECH - 4(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 Details of the similar nature services performed by the bidder during last 3 years in Odisha)

Sl. no.	Period	Details of the services performed	Name of the Client	Contract Value (in INR)	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							

Authorized Signatory [In full and initials]: \_\_\_\_\_  
 Name and Designation with Date and Seal: \_\_\_\_\_

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (17-18, 16-17 & 15-16) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Paper/ Completion Certificate from the previous Clients need to be furnished along with the above information.*

TECH - 6

Undertaking for Not Blacklisted

To:

[Name and Address of the  
Bid Inviting Authority]

Sir,

In response to the RFP No. \_\_\_\_\_, Dated: \_\_\_\_\_, I /

We hereby declare that our company [Name of the Bidder]  
is having unblemished past record and have not been blacklisted by any Central/State  
Government Institutions in the recent past and there has been no pending litigations  
with any government departments on any consequence.

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**ANNEXURE- III**

**META DATA CAPTURED FOR DOCUMENT MANAGEMENT SYSTEM**

**Case Details**

Case Type : (Selection from Combo)  
 Case No. : Text to Be Entered  
 Case Year : (Selection from Combo)  
 Revenue Circle : (Selection from Combo)  
 Village : (Selection from Combo)  
 Case Initiation Mode : (Selection from Combo)  
 Case Initiation Date : Date  
 Case Final Decision : (Selection from Combo)  
 Case Disposal Date : Date  
 Description : Text to Be Entered  
 No of Pages : Number to Be Entered

**Case Details**

» All fields with (\*) are mandatory !

Case Type : * <input type="text" value="Select Case Type"/>	Case No. * <input type="text"/>
RI : * <input type="text" value="Select RI Name"/>	Case Year : * <input type="text" value="Select Year"/>
Case Initiation Mode : * <input type="text" value="Select Case Initiation Moc"/>	Village : * <input type="text" value="Select Village Name"/>
Case Final Decision : * <input type="text"/>	Case Initiation Date : * <input type="text"/>
Description : * <input type="text"/>	Case Disposal Date : * <input type="text"/>
	No. of Pages : * <input type="text"/>

**List of Documents Attached**

Document Type : Check Box (To be ticked)  
 Start Page : Number to be entered  
 End Page : Number to be entered

List of Documents Attached					
SI No.	Document Types	Start Page	End Page	No. of Pages	
<input type="checkbox"/>	1 Title Page	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	2 Application Form	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	3 Order Sheet	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	4 Copy of RSD with Interim Deed(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	5 Enquiry Report	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	6 Show Cause	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	7 Amin Report	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	8 Citation(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	9 Trace Map	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	10 Notice(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	11 Hazira(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	12 Written Argument(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	13 Memo(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	14 Spot Visit Memorandum	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	15 Site Selection Committee Report	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	16 Letter of Authorization	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	17 Affidavit(s)	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	18 Others	<input type="text"/>	<input type="text"/>		

**Party Details**

Party Name : Text to Be Entered

Father/Husband's Name : Text to Be Entered

Relationship : (Selection from Combo)

Address : Text to Be Entered

Party Details				
Party Name	Father/Husband Name	Relationship	Address	Delete
<input type="text"/>	<input type="text"/>	Father ▼	<input type="text"/>	X
<input type="button" value="Add New"/>				

**Land Schedule Details**

- Khata No. : Text to Be Entered
- Plot No. : Text to Be Entered
- Area (Acre)/ (Hectare) : Decimal to Be Entered
- Kisam : (Selection from Combo)

Land Schedule Details					
Khata No.	Plot No.	Area(in Acres)	Area(in Hectares)	Kisam	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Kisam ▼	X
Add New					

**Storage Details**

- Compactor No : (Selection from Combo)
- Rack No : (Selection from Combo)
- Bundle No. : (Selection from Combo)

Storage Details			
Compactor : *	Select Compactor No. ▼	Rack : *	Bundle : *

**Upload Details**

- Document click : Browse the corresponding pdf from local drive and click "Upload"

Upload details	
Uploaded Your Document : *	Choose File No file chosen Upload
No. of pages available in scanned document :	

- If Case Initiation Mode is Court Order selected in **Case Detail**, then **Court Details** to be entered.

**Court Details**

Types of Court : (Selection from Combo)

Court Name : Text to Be Entered

Court Order No. / Year : Text to Be Entered

Court Order Date : Date

Court Details	
Types of Court : *	Select Court Type ▼
Court Order No./Year : *	
Court Name : *	
Court Order Date : *	

DRAFT

①  
D/OMC. 13/10/10