



**OFFICE OF THE COLLECTOR &
DISTRICT MAGISTRATE, SAMBALPUR
(REVENUE SECTION)**

E-mail: revenue-sambalpur@gov.in

No. 22004 /

Date: 20.12.2025

Short Tender Call Notice

Sealed tender in the prescribed format are invited from interested, reputed firms/ agency/ organisations having valid GST/ PAN and having successful similar work experience for scanning and digital preservation of Revenue Case Records of Sambalpur, Rengali, Maneswar, Jujomura, Kuchinda, Jamankira, Bamra, Rairakhhol and Naktideul Tahasil of Sambalpur District.

The Prescribed Tender paper containing the details of specification of scanning, terms and conditions etc. can be obtained from the office of the Nizarat Officer, Collectorate, Sambalpur at the cost of Rs.500.00 (Rupees Five Hundred) only in shape of cash only on working days between 10:00 A.M. to 5:30 P.M. from **dt.20.12.2025 to dt.09.01.2026** or else can be downloaded from the district website www.sambalpur.odisha.gov.in. If downloaded from the district website, then the tender should be accompanied with a Demand Draft of Rs.500.00 (Rupees Five hundred) only in favour of Collector, Sambalpur payable at SBI, Sambalpur. The Cost of Tender paper is non-refundable. Further, EMD of Rs.15,000.00 (Rupees Fifteen Thousand) only in shape of D.D drawn in favour of Collector, Sambalpur payable at SBI, Sambalpur is to be submitted.

The evaluation forms & format of quotation complete in all respect should reach the "**Office of the Collector & District Magistrate, Collectorate (Revenue Section), Sambalpur - 768001**" on or before **dt.09.01.2026 by 4:00 P.M.** through speed post only and shall be opened on the same day at 4:30 PM in presence of bidders or their authorized representatives.

Any tender received beyond the due time of the specified date due to postal delay will not be entertained/considered in any circumstance.

The undersigned reserves the right to accept or reject the tender without assigning reasons thereon.

1. Detail description of the work:-

The Tahasil wise details of pages of Revenue Case Records to be scanned are given below.

Sl.No.	Name of the Tahasil	No. of Pages to be scanned (approximately)
1	Sambalpur	20,00,000
2	Rengali	1,04,500
3	Maneswar	5,58,000
4	Jujomura	2,31,265
5	Rairakhhol	2,74,490
6	Naktideul	62,385
7	Kuchinda	56,000
8	Jamankira	97,500
9	Bamra	1,35,000
Total		35,19,140

Scanning Specifications: - 300 DPI

Scanner Specifications: - High Speed Scanner/ Click-Scan

Storage: - Both in SSD / HDD

2. **Bid Price:-**

- a) All duties, taxes and other levies payable by the firm/bidder shall be included in the rate per page to be quoted.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The rates should be quoted in Indian Rupees only.

3. **Term & Condition:-**

Each bidder shall submit only one quotation.

There are **two parts** of this Tender document namely, **Technical Bid** and **Financial Bid**. The bidder is required to fill out all the two parts of Tender Document and place them in **two** separate sealed envelopes, which should be super scribed as "**Tender for Scanning of Revenue Case Records – Technical Bid**" and "**Tender for Scanning of Revenue Case Records – Financial Bid**". These inner envelopes should be placed in another outer sealed envelope and addressed to **Collector & District Magistrate, Sambalpur**. The outer envelope must show the name of the Bidder, address and should be super scribed as "**Tender for scanning of Revenue Case Records**" on top of the envelope.

Technical BID: (Documents to be furnished along with Technical Bid)

In support of eligibility, a bidder must submit the EMD of Rs.15,000.00 (Rupees Fifteen Thousand) only in shape of D.D drawn in favour of Collector, Sambalpur payable at SBI, Sambalpur which will be returned to the unsuccessful bidders & the following documents, original copies or attested copies, as the case may be, along with Technical Bid.

1. Details of valid GST and PAN.
2. Details of payment of Cost of Tender Paper.
3. Income Tax return for last 3 years
4. GST return for last 3 years
5. Successful Completion of similar work of digitization of Case Records in time, preferably Govt. Offices. (Recent past 2-3 years of experience Certificate to be attached).
6. The annual turnover of the firm should be more than 75 lakhs (Balance sheet from Chartered Accountant or Bank statement to be attached).
7. Detail list of employees with educational details.
8. Detail list of equipments available with the firms.
9. Details of office location (Registered Office)

Financial BID: (Documents to be furnished along with Price Bid)

A bidder must submit the following forms in the Price Bid.

1. Price Format: **Financial Bid**

EVALUATION AND THE SELECTION CRITERIA

The envelopes containing Technical Bids will be opened first and evaluated based on the documents and forms submitted in the technical bid.

The financial bid of only those bidders whose technical bid is found to be responsive as per the tender requirement will be opened. All other price bids will be ignored.

4. Validity of Quotation:-

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

5. Award of Contract:-

- The District Administration will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- The bidder whose bid is accepted will be notified of the award of contract by the authority prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

- The selected firm has to deposit security money of Rs.75,000.00 (Rupees Seventy Five Thousand) only in shape of DD in favour of Collector, Sambalpur payable at SBI, Sambalpur, which will be refunded to the vendor after successful completion of the work without any interest. The successful bidder has to deposit the differential amount by adjusting the EMD amount of Rs.15, 000.00 (Rupees Fifteen Thousand) only.

- The selected firm has to do the scanning at respective Tahasil Office and hand over the data in a Hard Disk with indexing.

- The selected firm has to arrange all the required machineries for scanning of his own at concerned Tahasil office of Sambalpur district.

- The work should be completed within 45 days from the date of issue of work to the firm for the purpose. In case of delay of work from 45 days to 75 days a penalty of 2% will be imposed on the whole amount to the Vendor and if the duration exceeds more than 75 days the work order will be deemed cancelled without any refund.

- The bill to be submitted before the undersigned along with the certificate of completion of scanning and digitally preserved the said records of the concerned Tahasildars.

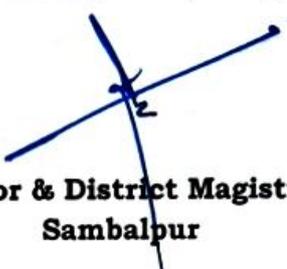
- 90% of the payment will be made within 10 days after submitting the Bill along with the certificate from the concerned Tahasildars and the rest 10% will be paid after proper verification and TDS if any.

- The undersigned reserves the right to scan the required number of record either in colour or black & white form.

- Any effort by a bidder to influence the office in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.

- Any legal dispute arising out of this is subject to Sambalpur district jurisdiction only.

- The District Administration, Sambalpur reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of the quotations as per the date and time fixed.



**Collector & District Magistrate,
Sambalpur**

T-BID

FORMAT FOR TECHNICAL BID

For Scanning & Digitization of Case records of Tahasils of Sambalpur District. (Odisha)

[TO BE RETURNED WITH THE TENDER]

ANNEXURE-A

General Information of the Bidder

1	Name of the Bidder (Company/Firm) :	
2	Address :	
	Telephone Number(s) :	Phone: Mob:- FAX:-
3	Email :	
4	Web-site :	
5	Legal Status:	Public Ltd. Company/ Private/ Partnership firm
6	Quality Certifications attained by the firm:	
7	GST Registration Number:	
8	PAN Number:	
9	Name of the contact person Details for	Correspondence : Name: Designation: e-mail: Phone/Mobile: Fax
10	Local Presence Company Address	Correspondence Name: Designation: e-mail: Phone/Mobile: Fax

Place:

Date:

Bidder's signature
and seal.

ANNEXURE-B

Name of the Bidder (Company/ Firm):

Sl. No.	Particulars	Remarks
1	ISO certification (If any)	
2	Income Tax return for last 3 years	
3	GST return for last 3 years	
4	No. of Technical staff in scanning work available for this work	
5	Capacity of scanning A4 pages per day	
6	Capacity of scanning A3 pages per day	
7	No. of high end systems and scanners at least available for deployment for the said work.	
8	Work experience for such volume of work, the vendor should have adequate experience in implementing the projects in the field of scanning, digitization and GIS	
9	Company infrastructure and existing in Odisha	
10	Details of project executed in government sector, if any.	
11	Bid Document Price (details of DD Enclosed)	
12	Details of EMD	
13	Self - Declaration Certificate in Annexure - D	

NOTE:

1. Attested Photo copies of above for proof should be attached.
2. Original copies should be provided at the time of opening tender.

Place:

Date:

Bidder's signature
and seal

ANNEXURE-C

Name of the Bidder (Company/ Firm) :

Project wise details

(In case of Scanning & Digitalization works under taken if any)

Sl No.	Name of the Client	Project Duration		No of pages scanned	Value of project (Rs. In lakhs)	Brief Description of the Project
		Start Date	Completion Date			

Place:
Date:

Bidder's Signature
and seal

F-BID

Financial Bid

(The format should be kept in separate sealed cover)

Name of the Bidder (Company/Firm):

A. For Scanning:

Sl. No.	Paper Size	Unit Price Per page in Rs. for Scanning of Case Record			
		Colour		Black & White	
		<i>In Figure</i>	<i>In Word</i>	<i>In Figure</i>	<i>In Word</i>
1	A0				
2	A1				
3	A2				
4	A3				
5	A4				

Note: - The Bidders should specify in all inclusive prices.

Place:
Date:

Bidder's signature
and seal

Self-Declaration Certificate

I/We confirm that our company _____ is not blacklisted as on Bid calling date in any manner whatsoever by any of the State/UT and/or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Further, it is hereby declared that the undersigned have read and examined all the Terms and Conditions etc. of the tender documents for which I have signed and submitted the bid on behalf of my firm. It is also certified that all the Terms and conditions of the tender documents are fully acceptable to me and I will abide by the terms and conditions. No material facts or information has been suppressed or manipulated for the purpose. Also, in the event of any information supplied found to be false or incorrect, I agree to rejection of the offer at any stage without claims whatsoever.

Also, I/we confirm physical documents will be handled carefully and there should not be degradation in quality of the papers.

Place:
Date:

Bidder's signature
and seal