



MIDNAPORE KHARAGPUR DEVELOPMENT AUTHORITY

(A Statutory Authority of the Government of West Bengal)



Sahid Kshudiram Zilla Parikalpana Bhavan (2nd Floor)
Zilla Parishad Complex, Paschim Medinipur – 721101
Phone No. 03222 – 261739, e-Mail ID : mkdamidnapore@gmail.com

NIQ No. 14 / MKDA / 2020-21 (2nd Call)

Memo No. : / A-337 / MKDA / 12

Date: 10 / 08 / 2020

For and on behalf of MKDA (A Statutory Authority of the Government of West Bengal), the EO, MKDA invites offers / rate from the reputed firms / agencies for **Digitization of previous records for issuance of land use compatibility certificate towards development permission during last 10 years** for e-Office initiative by UDMA and for better office management & functioning the development authority.

1. Overview of the Work of Digitization

- I. Digitization includes preparation of documents to be scanned, Conversion of all documents to PDF and TIFF, abstract image to JPEG/ TIFF & verification.
- II. Link up the scan images of old records with the newly made software.
- III. To enter all information of these old files in the newly made software.
- IV. The documents have to be digitized within the premises of MKDA Office and no physical document or digitized material shall be allowed to leave the premises at any point of time.
- V. The selected Firm will have to make all their own - arrangements for digitization of files/records/documents. Department will only provide the files/ records/documents to be digitized.

2. Quantum of Work

- I. Total no. of Pages per file : 30 Pages (Quantity mentioned is based on approximation. It may be increased or decreased as per requirements.)
- II. Period of Completion : 15 Days
- III. Language : English
- IV. Document size : A4/Legal (if require A3/A0/A2/A1)

In the process the MKDA will shortlist a set of firms / Agencies, which will be considered for awarding the service based on the professional competency, execution time, relevant experience and the cost of service.

Credential of Agencies for eligible to participate in the quotation	At least three years of experience in similar nature of work
Last date of receiving Quotation	20-08-2020 upto 3:00 PM
Time and Date of Opening of Quotation	20-08-2020 upto 4:00 PM
Earnest Money	Rs. 25000/- (Rupees Twenty Five Thousand only) (The Accepted Bidder must deposit Earnest Money within 3 (three) days from the issue of intimation letter.)
Execution Time	15 Days
Place of receipt of quotation	MKDA, Sahid Kshudiram Parikalpana Bhavan, 2 nd Floor, Zilla Parishad Complex.

Successful agency will have to execute an agreement with the Executive Officer, MKDA on a Non-Judicial stamped paper of the value of Rs. 100/- (Rupees One hundred) only within the date specified in the letter of intimation. The draft of this agreement is enclosed.

NOTES:

1. The tender documents and relevant particulars may be seen by the intending tendered on all working days during office hours in the office of MKDA at Midnapore.
2. Firms / Agencies shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act, 1961(c) Minimum Wages Act. 1948 or the modification thereof and any other laws relating the rate and the rule made and issued there under from time to time.
3. Intending agencies will have to produce valid certificate of up to date clearance of Income Tax, GST, Professional Tax and labour registration certificate and requisite credentials with application for being entitled to receive tender documents. Self attested Xerox copies of same shall be produced which will not be returned and original certificates must be produced at the time of agreement.
4. The Agencies are requested to visit the office for any enquiry before quoting rates.
5. Authority reserves the right to reject any or all tenders without assigning any reasons and is not bound to accept the lowest tender.
6. If the lowest agency fails to execute agreement within the date mentioned in the letter of intimation is name should be brought into book for taking disciplinary action and his earnest money will stand forfeited.
7. In the event of the quotation being submitted by a firm, it must be signed separately by each members thereof, or in the event of the absence of any partner; it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
8. The Name of the Work with NIQ Number must be written on the envelope containing the tender.
9. This notice inviting quotation will be the part of agreement,
10. This Development Authority reserves the right to terminate the contract with the appointed agency at any point of time before completion of work if this authority finds any reasonable ground.


E.O. MKDA &
ADM, Paschim Medinipur

Memo No. : 1463 /A-337 / MKDA / 12

Date: 10 / 08 / 2020

Copy forwarded to:

1. The Chairman, MKDA for kind information.
2. The District Magistrate, Paschim Medinipur for kind information.
3. Additional Executive Officer, Paschim Medinipur Zilla Parishad for wide publication.
4. The Executive Engineer, Paschim Medinipur Zilla Parishad for wide publication.
5. Chairman/ Midnapore/Kharagpur Municipality for wide publication.
6. All S.D.Os of Paschim Medinipur District.
7. The District Informatics Officer, Paschim Medinipur for wide publication.
8. CA to ADM (Dev), Paschim Medinipur for wide publication.
9. Office Notice Board / Guard File.


E.O. MKDA &
ADM, Paschim Medinipur