

**OFFICE OF INSPECTOR GENERAL OF REGISTRATION & SUPERINTENDENT OF STAMPS,**  
**MADHYA PRADESH, BHOPAL**

**Invitation of Bid for Appointment of Agency for Digitization of Old Records of  
Registration and Stamps Department.**

BID No.:- 1/2013

Dated 29.05.2013

Inspector General of Registration and Superintendent of Stamps, M.P., invites sealed Technical and Commercial Bids for Appointment of Agency for Digitization of Old Records of Registration and Stamps Department.

**1. PRINCIPAL ELIGIBILITY CRITERIA:-**

- (i) The Bidder must be a Company / Firm registered under Indian Company Act, 1956/Partnership Act, 1932.
- (ii) Bidder should have executed at least three contracts for digitization/soft copying of a total of at least 15 Lakhs (Fifteen Lakhs) no. of documents for a government department/PSU/firm/corporate house of the country in the last five years (Minimum 3 Lakhs documents in one project).The Bidder should submit documentary evidence to this effect in the form of copy of purchase orders/contracts and satisfactory execution/completion certificates from clients towards satisfactory completion of the services .Of the above at least one project should have been successfully completed while the rest may be ongoing.
- (iii) Bidder must have Minimum number of 50 permanent employees in its employ.
- (iv) Bidder must have on its rolls at least 100 Data Entry Operators, each operator must have the following mandatory credentials:
  - Proficiency in Hindi typing
  - Qualification should be as minimum Sr. Secondary (12<sup>th</sup> Standard) pass
  - One year Computers Basic Diploma Training Certificate
- (v) The Bidder/ lead partner must have annual turnover averaged over the last three financial years of more than Indian Rs. 2 Crores (Rupees Two Crores). Certified audited copies of balance sheets/profit & loss accounts/annual reports of last three financial years (up to 31-Mar-2012) should be enclosed.
- (vi) Other eligibility criteria in detail may be seen in RFP.

In case of consortium, the Prime Bidders will have to satisfy all the above conditions.

2. Interested Bidders may obtain complete set of Bid document on submission of a written application to the Inspector General of Registration and Superintendent of Stamps, Panjiyan Bhawan, Opposite Old Vidhan Sabha, Malviya Nagar, Bhopal-462003, along with payment of a non-refundable fee of Rs. 5000/- (Rupees Five thousand only) in cash or in the form of Demand Draft in favour of Accounts Officer, Office of the Inspector General of Registration and Superintendent of Stamps, payable at Bhopal. The Bid Document may be

purchased personally during office hours on all working days from 29.05.2013 to 2:00 p.m. of 25.06.2013. 2:00 pm In case the Bid Document is required to be procured by post, additional charges of Rs. 100/- (Rupees One Hundred) only must be tendered along with the written application. Prospective bidders may also download the Bid Document from Website <http://www.igrs.mp.gov.in>. In that case the non-refundable fee in the form of Demand Draft shall be enclosed with the Bid document at the time of submission of Bid.

3. A Pre-Bid meeting of prospective Bidders will be held on 04.06.2013 at 3.00 p.m. in the Office of Inspector General of Registration and Superintendent of Stamps, Panjiyan Bhawan, Opposite Old Vidhan Sabha, Malviya Nagar, Bhopal-462003.
4. Address for communication:- Inspector General of Registration, Office of Inspector General of Registration and Superintendent of Stamps, Panjiyan Bhawan, Opposite Old Vidhan Sabha, Malviya Nagar, Bhopal-462003, M.P. Telephone No. – 0755 – 2441953, Fax No. – 0755 – 2441941, e-mail ID [igrebpl@mp.nic.in](mailto:igrebpl@mp.nic.in) .
5. Bids may be submitted in the Office of Inspector General of Registration and Superintendent of Stamps, M.P., Bhopal by 2:00 p.m. on 25.06.2013.

I.G. Registration

Madhya Pradesh