



**Directorate of Land Records & Survey
Department of Revenue & Land Reforms
Old Secretariat, Patna - 800 015**

**Notice for
REQUEST FOR PROPOSAL**

(Through e-procurement mode only over
(<https://www.eproc.bihar.gov.in>))

RFP Reference No: LRS/07/DRLR/RFP/SI/2019

Date: 08.03.2019

Directorate of Land Records & Survey invites tender for “Request for Proposal for Selection of Service Provider for Scanning & Digitization of Land Records and Implementation of Document Management System for Directorate of Land Records & Survey, Department of Revenue & Land Reforms, Government of Bihar, Patna”.

Sl. No.	Scope of work	Tender processing Fee(Non Refundable) (Inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)
1	2	3
01.	Request for Proposal (RFP) for “Selection of Service Provider for Scanning & Digitization of Land Records and Implementation of Document Management System for Directorate of Land Records & Survey, Department of Revenue & Land Reforms, Government of Bihar, Patna”	Rs.1180.00

Tender Schedule/Programme:

Start Date & Time for sale of tender document on website	08/03/2019 from 03:00PM onwards https://www.eproc.bihar.gov.in
Email ID to send Pre-bid queries	Email ID: directorlrs@gmail.com
Last date to submit Pre-bid queries (if required)	23/05/2019 till 05:00PM
Date, Time of Pre-bid meeting (if required)	27/05/2019 at 03:00PM
Place for Pre-bid meeting	Directorate of Land Records & Survey, Patna, Bihar
Last date, time for sale of tender document	21/06/2019 till 03:00PM
Last date and time for bid submission	21/06/2019 till 06:00PM https://www.eproc.bihar.gov.in
Date, Time and Place of opening of Pre-Qualification & Technical Qualification	24/06/2019 at 11:00 AM Directorate of Land Records & Survey, Patna, Bihar.
Date, Time and Place of Technical Presentation	To be intimated later
Date, Time and Place of opening of Commercial Bids	To be intimated later
Tender Processing fee	Rs.1180/- (non-refundable) inclusive of GST 18%, through e-payment mode i.e. NEFT/RTGS/Credit Card/ Debit Card on https://www.eproc.bihar.gov.in
RFP document fee (Non- refundable and Not exempted)	Tender fee of Rs.5000/- (Rupees Five Thousand only), including Service Tax, in the form of a Demand Draft issued by a nationalized bank, drawn in favor of “Director, Land Records & Survey, Department of Revenue and Land Reforms, Patna, Bihar” payable at Patna, to be submitted on or before last date & time of bid submission
Earnest Money Deposit	INR 1,00,00,000/- (Rupees One Crore only) The EMD in the form of a Bank Guarantee / Demand draft issued by a Nationalized Bank, in favor of “Director, Land Records & Survey, Department of Revenue and Land Reforms, Patna, Bihar”, payable at Patna, with validity period of 3 months from the bid submission due date, to be submitted on or before last date & time of bid submission

Performance Bank Guarantee	10% of total contract value (to be submitted within 15 working days from date of notification of award) in the form of Bank Guarantee from Nationalized Bank
Tender Inviting Authority and Contact Person	Director, Land Records & Survey, Department of Revenue and Land Reforms, Government of Bihar, Old Secretariat, Bailey Road, Patna – 800 015 Telephone No.: 0612-2283300

Terms:

1. A complete set of tender can be downloaded from <https://www.eproc.bihar.gov.in> only for response purpose.
2. Directorate of Land Records & Survey will not be responsible for any delay in submission of bid in electronic/ physical form.
3. Directorate of Land Records & Survey reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to award of the Contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of Employer's action.
4. The bidder must have the DSC/PKI and user id of the e-procurement website before participated in the e-tendering process. The bidder may use their DSC/PKI if they already have the DSC/PKI. They can also take it from any of the authorized agencies or they may contact on our e-procurement help desk. For user id they can get registered on e-procurement website www.eproc.bihar.gov.in by paying annual registration fee. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
5. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site by uploading scanned copies of all the relevant certificates, documents etc., technical bids in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity.
6. All the required documents will be attached at the proper place as mentioned in the e-forms otherwise the tender will be rejected.
7. Tender Cost to be paid through online prior to the last date of tender submission through e-procurement website. A non-refundable e-procurement charges of INR. 1180 should be paid online using the e-procurement website.
8. Bihar e-Procurement facilitates the e-payment solutions to their bidders. Currently the Tender Fee & EMD may be paid using Internet Payment Gateway (IPG) and Direct Debit (Net Banking) apart from manual mode of payment where bidder used to submit the EMD in the department before tender closing. Internet Payment Gateway (IPG) enables bidders to use their Credit / Debit card issued by Master / Visa. Any Bank card which is issued from Master / Visa will be accepted on the e-Procurement portal. Direct Debit (Net Banking) may be done with the existing Internet Banking user id & password. The payment done through any of the above mentioned modes will automatically be credited to the concerned tendering authority account. In case Bidder has used e-payment facilities then they need not visit to department for submission of Tender Fee / EMD.
9. The tender opening and evaluation will be done online only. Any corrigendum or date extension notice will be given on the e-procurement website only.
10. For support related to e-tendering process, bidders may contact at "e- Procurement HELPPESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at (<https://www.eproc.bihar.gov.in>)

**Director
Land Records & Survey
Department of Revenue &
Land Reforms**