

Department of Planning and Development, Government of Assam

**Notice Inviting Tender
for a Digital Record Room**

The Department of Planning and Development, Assam requires the services of reputed IT firms/ company/ agency having at least 3 years of experience in Open-Source Software Customization and preparation of a digital Record room. **The work involves scanning of all the files of the department and stored in an open source software for access to the officers and staff of the department with proper server security.**

The purpose of this advertisement is to identify high quality conscious IT firms/ company/ agencies who will measure up to the expectation of the Departments in terms of design, delivery and execution of the work. It is expected that Department of Planning and Development would shortlist a set of firms/ Company/ Agencies, which will be considered for awarding the service based on the professional competency, speed of execution, relevant experience and the cost of service.

General Conditions:

- 1) The Department is interested in identifying agencies, which are innovative, responsive and professionally oriented. In order to provide an opportunity to a large number of intended firms/ Company/ Agencies, the minimum requirements (technical & financial) have been kept open ended. However, appropriate Committee from the Department would evolve the criteria to shortlist the agencies to provide the service. Those who are interested may please send their willingness to the Department along with non-refundable processing fee of Rs 2000/- (Rupees Two Thousand) only in the form of Bank Draft from any nationalized Bank and payable at Guwahati at the following address on or before **30th September, 2011.**

**The Secretary
Department of Planning and Development
Assam Secretariat, Block 'F'
Guwahati-6.**

The top of the envelope must be super scribed with word "Notice Inviting Tender (NIT) for a Digital Record Room". Applicants are also requested to mention their Contact Telephone No along with E mail ID for easy communication.

- 2) The Applicants are encouraged to provide as much information and description as possible about their organization, profile of the technical manpower in the Organization, client profile and their demonstrated professional competency in providing the service.
- 3) The agency selected must provide the manpower and other necessary support for at least one and half year on completion of the project till the staff of the department are properly and adequately trained on use of the software.
- 4) All things being equal, those agencies who have worked with public sector organizations, government agencies and educational institutions would be given higher priority.
- 5) All things being equal, preference will be given to those agencies that have representative office in Guwahati.
- 6) The reputation of the institution, duration of its existence, client profile would be considered in short listing the agencies.
- 7) Department of Planning and Development, Assam reserves the right to reject any or all the proposals without assigning any reasons whatsoever.
- 8) Department reserves the right to allot the entire work or part thereof.
- 9) Tenders will be accepted at the office of the undersigned till 2.00 p.m. of 30 and the technical bid shall be opened on 14-10-2011 at 3.30 p.m. in front of the Bidder(s) or their authorized representative(s). P&D reserves the right to amend or cancel the tender without assigning any notice or reason thereof. Technically qualified bidders will be requested to make presentations/demos on the basis of which the final selection will be made by the bid evaluation committee.

Approx. value of works : Rs.10.00 lakh.