

PUNE CANTONMENT BOARD
SHORT TERM TENDER NOTICE

Tenders are invited from eligible firms carrying out the work of data digitization and archival in CD / DVD. The data to be digitized are old registers, lease documents in legal size. EMD of Rs.5000/- in cash / DD should be drawn in favour of Chief Executive Officer, Pune. The tenders should be submitted in the office on 30th, July, 2010 before 1200 and will be opened on the same day at 1215 hours. The details can be obtained from the Office or on the website at www.punecantonmentboard.com.

Date : 22-07-2010

Sd/xxx
CHIEF EXECUTIVE OFFICER
PUNE CANTONMENT BOARD
(RACHEL KOSHY)

DETAILS OF TENDER

1. This office is having 20 registers of GLR (General Land records) each containing 504 pages each of A3 size the pages have to be scanned, cleaned and digitized.
2. There are data pertaining to lease records which are of legal size 266 packets each of 12-13 pages. The same also has to be scanned, cleaned and digitized.
3. The data should be given on CD and DVD alongwith external hard disk storage for preservation of the same.
4. The date of commencement of work along with the time limit for completion should be specified in the tender document along with experience certificate.
5. The rates should be mentioned clearly stating the rate for scanning, cleaning and digitization for each page.
6. The successful tenderer should deposit 10% of the tender amount as security deposit within 07 days after communication of acceptance of the tender .
7. The firms with more experience i.e. who have carried out such works alongwith proper infrastructure will be given preference.
8. CEO of Pune Cantonment Board reserves the rights to assess the capacity / capability of the applicants in the overall interest of the Pune Cantonment Board without assigning any reason.
9. Any tender received after the expiry date and time shall not be considered.

Date : 22.07.2010

Sd/xxx
Chief Executive Officer
Pune Cantonment Board
(Rachel Koshy)