

GOVERNMENT OF ASSAM  
DIRECTOR OF LAND RECORDS & SURVEYS ETC., ASSAM.RUPNAGAR, GUWAHATI-32  
Tender Ref No: IGR/SCAN-9/2023/7 Dated 06 / 01 / 2024

**TENDER NOTICE**

The Director of Land Records & Surveys etc., Assam invites bids from eligible & reputed firms/agencies/suppliers for bid “**Scanning and digitization of documents at sub registrar offices under DLR&S, Assam**”. More such as scope of work, General Terms & Conditions are provided in the bidding document which can be seen & downloaded from the website [assamtenders.gov.in](http://assamtenders.gov.in)

**Detailed Schedule of the bidding process/Data Sheet-**

Sl.	IMPORTANT INFORMATION	
2	Publication of Tender/RFB on Website	09 / 01 / 2024
3	Download Start Date	09 / 01 / 2024
4	Last Date and time for submission of bid (Proposal due date)	29/ 01 /2024, up to 14:00 Hours.
5	Opening of technical proposal Venue: Conference Hall, DLR&S, Assam, Rupnagar, Guwahati – 32	29 / 01 / 2024, at 16:30 Hours.
6	Opening of Financial Bid Venue: Conference Hall, DLR&S, Assam, Rupnagar, Guwahati - 32	09 / 02 / 2024, at 14:30 Hours. (tentative)
7	Clarification Start Date	10 / 01 / 2024
8	Pre-bid meeting	19/01/2024 (01:00 pm)
9	Earnest money deposit (EMD)	INR 9,00,000.00
10	Cost of Bid document	Rs. 1,000.00/- (Rupees one Thousand)
11	Validity of Proposal	90 Days from the end date of submission of proposal
12	Name and address where queries/correspondence concerning this request for proposal is to be sent	Director of Land Records & Surveys etc., Assam.Rupnagar, Guwahati-32 Email: <a href="mailto:tender.dlrsassam@gmail.com">tender.dlrsassam@gmail.com</a>
13	Address where bidders must submit proposal	Online mode ( <a href="http://assamtenders.gov.in">assamtenders.gov.in</a> )

N.B. :-

1. Any Corrigendum or Addenda issued shall be deemed to be part of the RFB Document and shall be published only on the e-procurement portal, i.e., [www.assamtenders.gov.in](http://www.assamtenders.gov.in)
2. All correspondences and contact regarding tender will be on working days only. In the event of any holidays, same time on the next working day shall be taken into account.

Sd/-  
Director of Land Records & Surveys etc., Assam  
Rupnagar, Guwahati-32