



Government of West Bengal  
Directorate Of Forest  
**Office of The Chief Conservator Of Forest and Field Director**  
**Sundarban Tiger Reserve**  
Canning Town, Dist : 24 – Paraganas ( South )  
West Bengal – 743329



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Notice Inviting Quotation No- 1817 /Q/2025-26

Dated: 26 .05.2025

### **NOTICE INVITING QUOTATION**

Sealed quotations are invited from bonafide and experienced Govt. Contractors/ Agency/Companies for **Digitization of office files at the office of Field Director of Sundarban Tiger Reserve.** Quotations should be submitted to the undersigned by name within **09.06.2025** till 2.00 p.m. The Quotations will be opened on the same day at 2.30pm. Quotationers are requested to be present on that day. The quotationers should have a Bank Account having core banking facility, PAN Card in his name/Firm and mobile No.

Sl. No.	Particulars	Estimated amount of the work
1.	<b>Digitization of office files at the office of Field Director of Sundarban Tiger Reserve. (Pilot basis)</b>  <b>Work description:</b> The process of digitization of office files includes converting physical documents of office files into digital formats using scanning techniques. These digital files are then stored and managed electronically, offering benefits like easier access, storage, sharing, searchability and collaboration.	<b>Rs-99,000/-</b>  <b>Including all taxes</b>

**The following terms and conditions will be applicable:**

2. All the works to be done as per the work description and process mentioned below.
3. The taxes (GST, Income Tax, Labour cess etc.) as applicable will be deducted.
4. Payment will be made after successful completion of the works and submission of bills through electronically to the bank account.

**5. Process of digitization of office files will be as follows:**

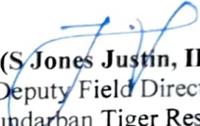
- Files required to be digitized will be provided by this office.
- Scanner to scan the documents of file for each page scan will be brought by the agency.
- Scanned documents will be converted into a digital file format of PDF by the agency.
- Storing of the digital files in a structured manner electronically will be done in a hard disk that will be provided by this office.(Each file size should be less than 1 MB)
- The system should be so developed that this office can search any office file using any specific keyword for file name, file number, subject and gist of the body of any document in the file benefitting an easy access for retrieval of files and documents.
- Pen drive, SSD, mobile or any other recording device will not be allowed while entering the rooms for scanning.
- The work will be strictly under cctv surveillance.
- Any unauthorised disclosure of official information may lead to legal consequences under Official Secrets Act, 1923 and other applicable acts

**Rate for the said work per page may be quoted as per the following table:-**

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Item of works	Reserved Rate in Rs.
Rate of complete work including scanning, converting into pdf and keyword searching etc per page	0.20

This office reserves the right to accept or reject any quotation without assigning any reason thereof and reserve the right not to accept the lowest offer. For any clarification please contact Sri Partha Debnath, WBFS, Assistant Field Director, Sundarban Tiger Reserve (Mobile-6296903602)

  
(S. Jones Justin, IFS)  
Deputy Field Director  
Sundarban Tiger Reserve

No: 1817 (8)/2B-34(Q)

Dated Canning the 26/05/2025

Copy Forwarded for kind information and insertion in their Notice Board for wide circulation to:-

- 1.The Field Director, Sundarban Tiger Reserve.
- 2.The Range Officer, NPE Range
- 3.The Range Officer, SWLS Range
- 4.The Range Officer, Bashirhat Range
- 5.The Range Officer, NPW Range
6. The Range Officer, HQ Range
- 7.Office Notice Board.
- 8.....

  
(S. Jones Justin, IFS)  
Deputy Field Director  
Sundarban Tiger Reserve