पटना महानगर क्षेत्र प्राधिकार

पंत भवन, सातवां तल्ला, नेहरू पथ, पटना–800001
Email: ceo.pmaa@gmail.com

पत्रांक–प०महा०क्षे०प्रा० / स्था०–04 / 2026 – 1149 – पटना, दिनांक– 05.11.2026

आम–सूचना

एतद् द्वारा सूचित किया जाता है कि पटना महानगर क्षेत्र प्राधिकार, बिहार, पटना के पत्रांक–1066, दिनांक–09.10.2026 द्वारा Request for Quotation (RFQ) for Scanning, Digitization, and Indexing of Office Records for Implementation of e-Office in PMAA under e-Governance कोटेशन आमंत्रित किया गया था, को अपरिहार्य कारण वश रद्द किया जाता है।

2. इस आशय संबंधी कार्य हेतु पुनः सूचना प्रकाशन होने के 07 (सात) दिनों तक उक्त कार्य संबंधी कोटेशन समर्पित किया जाना होगा।

3. पूर्व में प्रकाशित आम–सूचना का पत्रांक–1066, दिनांक–09.10.2026 में अंकित नियम एवं शर्ते यथावत रहेगी।

05/11/26
अधीक्षण अभियंता
पटना महानगर क्षेत्र प्राधिकार।

PATNA METROPOLITAN AREA AUTHORITY (PMAA)

Pant Bhawan, 7th Floor, Nehru Road, Patna – 800001
Email: ceo.pmaa@gmail.com

Ref No: PMAA/2026/-1149- Date: 05:11:2026

Request for Quotation (RFQ) for Scanning, Digitization, and Indexing of Office Records for Implementation of e-Office in PMAA under e-Governance.

Name of the Company:	
Address:	
Contact Person:	
Mobile No.	
Email ID:	

Financial Proposal

Bidders must submit their financial bid strictly in the prescribed tabular format below. All rates must be quoted in Indian Rupees (INR):

S.No.	Service Description	Unit	Rate per Page (INR)	Total Cost per Page (Incl. All Taxs.) (INR)
1	**Document Preparation & Unstapling**	Per Page		
2	**High-Resolution Scanning & Processing**			
a.	A4 Size	Per Page		
b.	A3 Size	Per Page		
c.	A2 Size	Per Page		
d.	A0 Size	Per Page		
3	**OCR & Metadata Indexing**	Per Page		
4	Re-assembly & File Restructuring	Per Page		
5	**Total**			

1. **Scope of Work**

- The selected vendor will be responsible for end to end scanning and digitization of approximately estimated number of pages, e.g.. 1,00,000 physical documents. Key tasks include:
- Pre-Scanning Prep: Unstapling, de-duplication, repair of torn pages, and sorting of physical files.
- Scanning: High-speed color/gray scale scanning at e.g., 300 DPI optical resolution.
- Image Optimization: Cropping, contrast adjustment, and automated removal of blank pages.
- OCR & Metadata Indexing: Optical Character Recognition (OCR) to enable text searching and metadata indexing (e.g., File Number, Date, Department).
- Output Format: Conversion and compilation into standardized, searchable PDF format.
- Data Delivery: Transfer of final digital files via encrypted external hard drive or secure enterprise cloud storage.
- Post-Scanning Operations: Re-stapling, re-binding, and restoring physical files to their original order and condition.
- The Selected Vender must have AO Size table top Scanner for digitization of approved Building Plan Layouts.

2. Eligibility & Mandatory Documents

- Valid GST registration and PAN in India.
- Enclosures required: PAN, GST Certificate, 3-Year Audited Balance Sheets.
- Strict compliance with data privacy, confidentiality, and organizational security protocols.
- Experience Similar Natural of Work one year under to Government office /PSU/ University/Undertaking Bihar Govt.

3. Terms & Conditions

- Bid Validity: Quotations must remain valid for 90 days from the date of submission.
- Work Location: On-site at premises under any circumstances. No physical files will be permitted outside the company
- Timeline: Project completion within 60 days from the date of Work Order issuance.
- In case of mishandling of file/Document fine will be imposed.
- Payment Terms Payment will be processed based on actual verified page count upon successful handover.
- The quotation should reach to our office on or before dt. 19/11/26 Till... 2:00 PM at the following Address:

To,

Patna Metropolitan Area Authority (PMAA)

Pant Bhawan, 7th Floor, Nehru Road, Patna – 800001

Email: ceo.pmaa@gmail.com

- The quotations received will be opened on the same day, i.e. 19/11/26 at ....4:.00 PM in presence of Quotationer.
- PMAA reserves right to negotiate with all the bidders if they feel that the quotes are high.
- Authority Rights: PMAA reserves the right to accept or reject any quotation without assigning any reason.

03/11/26

Superintending Engineer

Patna Metropolitan Area Authority.