Pre-bid Compliance Sheet for "Digitization of Settlement Records and Operationalisation of Digitized Data through web portal" for
Director Land Records & Survey, Odisha.   Tender Ref No OCAC-SEGP-SPD-0010-2020-20017

Sl No	RFP Document Reference(s)		Content requiring clarification (s)	Points of clarification	Response from OCAC
	Section	Pg No			
1	A2	8	Pre-bid Conference	Under the present scenario (COVID 19), physical meeting is not feasible and for companies like us who has to travel for other states (Gurgaon) it more difficult due to Government rules & regulations (mandatory quarantine). Can the conference be online?	Yes. The facility has been ensured through Microsoft Team
2	A2	9	Tentative Date, time and venue for Technical bid opening and presentation	Under the present scenario (COVID 19), physical presentation is not feasible and for companies like us who has to travel for other states (Gurgaon) it more difficult due to Government rules & regulations (mandatory quarantine). It is suggested to take the presentations online or webbased applications.	Yes. The facility has been ensured through Microsoft Team
3	A3	10	The project scope has envisaged developing and deploying an efficient system for scanning the true copies of different types of records with approximately 5 Cr of pages with number of records as mentioned in the Annexure 1.	Exact volume of work to be clarified, at one place its mention 10 cr, other 5cr and in BOQ 3.2cr. Please clarify.	The Director Land Records and Surveys, Board of Revenue, Odisha under Revenue & Disaster Management Department, Government of Odisha invites agency through the tender process for scanning / digitization of approximately 2.4 crore pages The project scope has envisaged developing and deploying an efficient system for scanning the true copies of different types of records with approximately 2.4 Cr of pages with number of records as mentioned in the Annexure 1

4	B2-3.3.2.1	20	ISO 27001:2013 certification should be mandatory for Data Security	As the project also involves portal development & maintenance, so this certifications becomes important to ensure data secrecy.	Provisioned in Technical Evaluation : ISO 9001- 2 Mark CMMi3 or above- 2 Mark ISO 27001:2013 – 1 Mark
5	B2-3.3.2.1	20	Similar project implemented in GOVT/PSU/Reputed Corporate entity from India in India in last 5 years with the scope of data synchronisation from multiple location: More than 10 operation unit @ 10 marks for each project	Please elaborate what does data synchronisation from multiple location is meant in this project and what kind of experience is required under this head?	The same data will be stored in the central repository from various locations .So in the planning phase data synchronisation plan need to be done by looking the data content, data formats and frequency of the updates for proper integration of data to generate the required information
6	D2.9	33	The user will be created to access the dashboard to view the request given by the citizens and with the role to forward to take the action and update to the citizen.	The access to citizens will be in small number or every citizen will get access? If all citizens will get access, what is the total number of citizens?	Citizens are not getting access to the Dashboard.The request of the citizen are going to be accessed by the authority of the concerned DLRS office with access rights from the Dashboard
7	D2.10	33	Online Payment: Citizen can pay online the requisite defined to get the service	Vendor on boarding for payment will part of agencies' scope? We are assuming payment gateway integration will be the responsibility of the agency.	Payment gateway API will be provided by OCAC and the agency need to integrate with the proposed web Portal
8	D4	35	Issues of compatibility	What is the browser compatibility list of the web portal?	The web portal will be compatible with internet explorer, Mozila, Firefox, Safari etc.
9	D10	38	It is the responsibility of the agency to make arrangement for Standard internal electrical wiring with backup power to run data entry and scanning work uninterruptedly.	Does this mean the agency has to deploy generators at all the sites?	Power will be provided by the respective DLRS office.

10	D12 1		40	90% payment will be done in every two months on the basis of actual records scanned and digitized certified by the DLR&S. Rest 10% will be paid after completion and successful up-dation in the DLR&S System	90% payment will be done in every month on the basis of actual records scanned and digitized certified by the DLR&S within 15 days. Rest 10% will be paid after completion and successful up-dation in the DLR&S System.	Only after approval of the DLRS , the payment will be released. OCAC may ensure the approval on earliest. Since this is a regular process of verification of the digitized records, there will be no issue of payment. The suggestion of payment on monthly basis has been considered and payment of Rest 10% will be paid after successful completion of the project within 15 days from the date of submission of the invoice.
11	E1.2 7		47	The Bidder should have scanned minimum cumulative number of pages of one Crore over the last 3 financial years (FY 2018-19, 2017-18, 2016-17) from the agencies of Govt /PSU in India.	Documents required against this clause is not clear.	It has been proposed to consider project experience in the last 5 financial years. Relevant work order with the information about the volume of pages to be scanned and its completion is required.
12	E3.2 Part B		58	Page size wise quantity	Clarify the volume of pages size wise and also the age of documents	It has been defined in the annexure about the volume of pages to be scanned . Plot index pages are in A3 and other records are in the page size of A4
13	E3.2 Part B		58	Metadata Entry	Whether metadata entry will be page wise or file wise? If metadata is to be done document level then whether it's typed or handwritten? If it is mixed? What percentage is typed?	Maximum documents are hand written and in odia language. Meta data will be entered on page wise and every page will have more than 2 records to digitize as per the metadata field defined in the RFP.
14				General Query	Can the agency see a randomized sample set of document? Do gauge the condition and the nature of the documents.	In pre-bid meeting we have displayed the sample copy of the documents to be scanned.

15			General Query	Since land record are valuable. Block chain technology has provided a successful use case for land record storage. Is block chain implementation on the cards?	No Scope for Block Chain Integration
16	B1. (iii)Eligibility Criteria	11	The Bidder should deposit Earnest money of Rs 10, 00,000 and Tender fees of Rs5,000 in DD/BG format from the scheduled and nationalised bank along with the prequalification bid. The bid received without the same will be summarily rejected	in whose name or favor the DD/BG is required is missing	The Bidder should deposit Earnest money of Rs 10, 00,000 and Tender fees of Rs 5,000 in DD/BG/RTGS format in favour of "Odisha Computer Application Centre" payable at Bhubaneswar from the scheduled and nationalised bank along with the pre-qualification bid. The bid received without the same will be summarily rejected
17	B2-3.3.2.1 (1.1)	20	Average turnover - in last 3 years: INR 10 Cr -14 Cr Greater than INR 10 cr, For every 5 crore, 2 Mark till 25 crores of turnover.	we feel, 14 Cr is a typo error and it should be 14 Marks	Average turnover - in last 5 financial years INR 10 Cr -14 marks Greater than INR 10 cr, For every 5 crore, 2 Mark till 25 crores of turnover.
18	B2-3.3.2.1 (2.1)	20	Experience in Document Scanning & Digitization project within last 5 years in Central Government / State Government / PSU in India / Reputed Corporate entity from India with minimum Order value of INR 1 Crore. The work order should have been issued within the last 5 years.	We have done similar project (document scanning and digitization) for many libraries and archives(government) globally. So, Bidders past experience anywhere in the world, should be given weightage and we request, not to restrict the place of execution. We will be submitting the required invoices and completion certificates, as a proof of completion of the order with value. Please consider this and amend the clause accordingly.	The projects experience from India will only be considered

19	B2-3.3.2.1 (2.2)		20	Similar project implemented in GOVT/PSU/Reputed Corporate entity from India in India in last 5 years with the scope of data synchronisation from multiple location: More than 10 operation unit @ 10 marks for each project. Note – one project can be counted only under **2.1 or 2.2(not both)**	Please refer the **Note** – "one project can be counted only under 2.1 or 2.2(not both)". please clarify the reason of imposing this. **There is a possibility of a bidder executing a single project of multi crore value in more than 200 locations.** So, we request you give more weightage to "number of locations" rather "no. of projects" [OR] consider number of locations and number of projects, for allotting the marks. We also request you to delete this **"Note"**, so that more bidders will qualify in the Technical Bid and hence the bidding will be highly competitive.	We have considered for the number of projects in similar nature as more important .We have considered the project experience in Scanning and Meta Data entry for 3 projects and Similar project with web based DMS and Citizen Centric Services for three projects. In both category we can not consider one project for two options.
20	D6 and D13	35-41			In page no. 35, it is mentioned as "The successful bidder should complete the work in whole as per the scope and to deliver the deliverables **within 12 months** of award of work.". Where as in Page no. 41 "Completion of Project" is mentioned as "**T+30 Weeks**"	We have defined the project completion period as 12 months by keeping on some contingency in maximum but our project completion should be within 30 weeks as per the timeline in normal condition. Readiness of web based DMS and completion of digitization work should be completed within 21 weeks of time.

| 21 | Annexure 1 | 60 | Yadasta
i. Every Mouza will have the Yadasta that is the record of history of a plot. Pages needs to be scanned which may be around 200 pages per village.
ii. 80 lakh Number of Pages to be scanned
iii. Number of Metadata to be entered on Plot wise which may be approximately
around 4 cr.
iv. The scanned pages will be stored with unique system generated code by taking the following metadata:
a. khata number (Both Sabik and Hal)
b. Plot No (Both Sabik and Hall)
c. Page No
Scanned Copy linking with Khata number | We do not know what would be the percentage of mixed up Khata numbers in one document. Doubt here is, while linking the scanned image to a particular Khata number, should the information present about other Khata numbers in a page are required to be hidden or cropped?. If it should be hidden or cropped it involves human effort. | Every scanned page will have the information as per the meta data field for the particular record which may be more than one in a page. The requirement is not necessary to crop the images out of the page but to link the scanned pages with the metadata entry entered in the system at the time of uploading the records for verification. So during verification the verifier will verify the meta data entered from the scanned pages by view the scanned page in one panel and in another panel the meta data entered. |
| 22 | D.2.3.iii | 29 | Verifying the order of the pages in the documents, noting the number of pages and sorting if required to make in the correct order. | 1. Do we need a MIS for noted physical page count?
2. Sorting in correct order would not be technically correct in terms of flow of content. Will there be a checkpoint from the customer on this? | The Agency must have to submit system generated report on number of pages scanned and number of meta data entry on type of record wise. Before initiation of the digitization, the respective office will help in preparing a checkpoint of records to be scanned with number of pages to be digitized. |

23	D.2.3.iiv	29	If required same can be typed and stored with approval from the concerned nodal officer.	1. What would be the preferred treatment for illegible text in such cases? 2. What will be the language of the content to be typed?	If it is required then the mode of language may be in Odia or in english as per the decision of DLRS but our solution should be for both odia and english language.
25	D.2.4.iii	30	In case the documents are not legible, it will be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.	Restrictions on size of scanned image should not be considered for such cases. Need a confirmation.	The documents/pages shall be scanned on a min. 300 DPI resolution, black and white/Grey Scale with digitized file size not exceeding 75Kb for one side of the page. However in case of scanning in high resolution (600 DPI), the page size may be up to maximum 150 kb. A committee of DLR&S and OCAC officials shall certify the scanner models before deployment.
26	D.2.4.vi	30	The agency must be able to carry out cropping and cleaning of images like removing black noises around the text, and providing equal margins all around the text.	This will call for insertion of canvas size for each scanned image while doing image QC. Size and effort will further increase for this. Please specify standard canvas size for A4, A3, A2, A1 and others.	This is the requirement where necessary. For plot index, it is A3 and for other records it is A4.
27	D.2.5.ii	31	Designated officials from concerned settlement offices and district offices will verify the scanned records 5% randomly offline through the software developed by the vendor. In case scanning is found not proper, the same will be reverted for re-doing.	Please specify frequency of data checking, minimum and maximum turnaround time for checking and giving feedback from the customer.	Mentioned in the explanation for D.2.7.iv

28	D.2.7.iv	32	100% verification of digitized metadata will be done by the officer from the settlement & District Offices and 5% of the scanned document will be verified on random.	Please confirm the bandwidth of the customer team that will work on verification and maximum timeline to achieve approval / WCC for billing.	This is a continuing process and the team from DLRS may be engaged from day one to perform their role which is well defined. This depend on the plan of the agency on number of resources deployed with the role of Data entry operator and Prove reader.
29	Annexure 1	60	-	Please specify the average age of documents for	Records from the period of 1950 onwards.
30	Eligibility Criteria Point.i	**11**	The Bidder should be a company registered under the Companies Act, 1956/2013 and in operation in India for at least 5 years as on 31.05.2020 and should have their registered office in India.	The Bidder should be a company registered under the Companies Act, 1956/2013 and in operation in India for at least 10 years as on 31.05.2020 and should have their registered office in India.	No change
31	Eligibility Criteria Point.vi	12	Bidder should have at least implemented 3 similar projects in India in Govt/PSU/Reputed Corporate Entity **(Annual Turnover of 1000 crore or more)** in the last 3 financial years	Kindly clarify that the Annual Turnover of 1000 crore or more is applicable for only Reputed Corporate Entity or for all Govt/PSU Organizations	Bidder should have at least implemented 3 similar projects in India in Govt/PSU/Reputed Corporate Entity in the last 5 financial years. In case of work done for reputed corporate entity, the average annual turnover in past of five years of such reputed corporate entity must be at least Rs 1000 crore. One of the projects should be a project value of 2.4 crores or two projects with value not less than 1.8 crore for each project or three projects with a value not less than 1.2 crore for each project. One of the projects should have the requirement of deploying with the setup of at least 5 operation sites with infrastructure support for scanning, metadata entry and integration of the data with central repository.

32	Eligibility Criteria Point.vi	12	Bidder should have at least implemented 3 similar projects in India in Govt/PSU/Reputed Corporate Entity **(Annual Turnover of 1000 crore or more)** in the last 3 financial years	Bidder should have at least implemented 3 similar projects in India in Govt/PSU/Reputed Corporate Entity (Annual Turnover of 1000 crore or more) in the last 10 years	It has been decided to consider the project experience in the last 5 financial years instead of 3 financial years
34	Technical evaluation Criteria Sl no.2.1	20	Completion Certificates from the client; OR Work Order copy with 75% or more payment received	Completion Certificates from the client; OR Work Order copy with 75% or more payment received OR Phase Completion certificate from the client	Phase Completion Certificate from the client is not allowed. If completion certificate has not been provided then a certificated from the client with minimum relapse of 75% of the project value is required.
35	Technical evaluation Criteria Sl no.2.2	20	Similar project implemented in GOVT/PSU/Reputed Corporate entity from India in India in last 5 years with the scope of data synchronisation from multiple location: More than 10 operation unit @ 10 marks for each project.	We request OCAC to kindly consider a single or multi project where the bidder has covered 30 operation units in INDIA as per the below marking criteria 1 to 10 operation unit - 10 marks 10 to 20 operation unit - 20 marks 20 to 30 operation unit - 30 marks the reason behind the modification is some bidders do have experience of same work in	We have asked for three projects with similar experience with scope and deployment in 10 or more location
36	Technical evaluation Criteria Sl no.3.2	21	Capability of deployment of required qualified Manpower resources and project completion on time-**Key profile of the resource,**	Do we need to submit CV for this point for the Key Profile mentioned in this clause or just we need to provide the name , designation & experience	HR Statement with name, designation and experience need to be submitted

37	Earnest Money Deposit	15	A Bid security of INR 10,00,000 (INR Ten Lakh Only) must be submitted with the Bid in the form of a bank draft/bank guarantee issued by any Nationalised / Scheduled Bank and shall be valid for 120 days beyond the validity of the Bid.	We request to provide NSIC exemption for the bidder's who all are registered in NSIC as MSME vendor. OR Kindly accept A Bid security of INR 5,00,000 (INR Five Lakh Only) with the Bid in the form of a bank draft/bank guarantee issued by any Nationalised / Scheduled Bank and shall be valid for 120 days beyond the validity of the Bid.	With reference to the clarification from Finance Deptt vide Letter 21926 dated 12.06.2015 to extend support to local MSEs in marketing their **products** to various Government Departments, the EMT amount will be exempted at the time of participating in the bid process and if selected 25% of the prescribed amount will be paid by the agency to ensure due performance of the contract.
38	B1.i. Eligibility	11	The Bidder should be a company registered under the Companies Act, 1956/2013 and in operation in India for at least 5 years as on 31.05.2020 and should have their registered office in India.	Allow the organisations which are registered under Indian Partnership Act 1932.	The Bidder should be a company registered under the Companies Act, 1956/2013 and registered under Indian Partnership Act 1932.The organisation must be in operation in India for at least 5 years as on 31.05.2020 and should have their registered office in India.
39	B1. (iii)Eligibility Criteria	11	The Bidder should deposit Earnest money of Rs 10, 00,000 and Tender fees of Rs 5,000 in DD/BG format from the scheduled and nationalised bank along with the pre-qualification bid. The bid received without the same will be summarily rejected.	Request to allow RTGS facility for transferring the EMD and tender fees. Tender fees is 5000 + 18%	The Bidder should deposit Earnest money of Rs 10, 00,000 and Tender fees of Rs 5,000 in DD/BG/RTGS format in favour of "Odisha Computer Application Centre" payable at Bhubaneswar from the scheduled and nationalised bank along with the pre-qualification bid. The bid received without the same will be summarily rejected.

40	B1.v		11	i. The Bidder should have average annual turnover of at least INR 10 Crores for the last three immediate past fiscal years as on March 31, 2019 and out of which annual average turnover of INR 5 Crores in last three financial years from the business of data digitization, scanning and software deployment and maintenance.	Request for reducing turnover to 5 Crore	As per the MeITY guidelines, the turnover should be fixed up with 5 times of the project value. The clause remained same.
41			11	Bidder should have at least implemented 3 similar projects in India in Govt/PSU/Reputed Corporate Entity (Annual Turnover of 1000 crore or more) in the last 3 financial years. One of the projects should be a project value of 2.4 crores or two projects with value not less than 1.8 crore for each project or three projects with a value not less than 1.2 crore for each project. One of the projects should have the requirement of deploying with the setup of at least 5 operation sites with infrastructure support for scanning, metadata entry and integration of the data with central repository.	The limitation of 3 years must be removed .This is restricting completion. Kindly check if this figure of 2.4 crore/1.8 crore and 1.2 crore is inline with CVC guideline stated above.	Bidder should have at least implemented 3 similar projects in India in Govt/PSU/Reputed Corporate Entity in the last 5 financial years. The average annual turnover of the Corporate entity should be more than 1000 crore. One of the projects should be a project value of 2.4 crores or two projects with value not less than 1.8 crore for each project or three projects with a value not less than 1.2 crore for each project. One of the projects should have the requirement of deploying with the setup of at least 5 operation sites with infrastructure support for scanning, metadata entry and integration of the data with central repository.
	B1.vi					
42	D10.			Intelligent book scanner with minimum 300 DPI to be used for the scanning purpose by the vendor.	Please clarify for the documents bidder need to use book scanner only or depending on document condition bidder can choose scanner like flat bed or ADF?	By looking the nature and condition of paper, book scanner is preferable

43	D13. Timelines	41	Timelines: Digitization (Scanning and Metadata Entry) T + 21 Weeks	Considering 10 crore pages , Please increase the project time lines : Digitization, Scanning & Meta Data Entry: T+48 Weeks Completion of Project : T+60 Weeks As time line is very short, Can we work in two shifts, please clarify office hours time	Office time is 10 am to 5.30 am. By looking the volume of the records , the agency has to deploy the resources to complete the assignment with in the time line.
44	E3.3: Total Quoted Cost. B2-4.1 Award Criteria, Page 22	59	The bid may also be evaluated on separately for Part A and Part B by taking the LI quoted price.	We request that evaluation should be on total cost quoted for Part1 and Part2. Over all L1 Bidder should not be asked to match L1 price of other bidder in case the other bidder price is low in part1 or part2.	The Bidder quoting lowest finance bid in Part - A (E3.1.6) would be declared as the successful Bidder for design and development of the web portal. In case of Bidders having the same quoted amount, the Bidder with the higher total Technical Evaluation Score would be declared as the successful bidder and may be awarded to execute the project for the "Scope of Work as laid out in this RFP".

In case L1 bidder refuses to execute the work then L2 bidder may be negotiable to execute the work in L1 price. In such case the EMD of L1 bidder shall be forfeited. The price quoted in E3.2.1 for Scanning and Data Digitization will be evaluated separately. The L1 bidder will be awarded to execute the work. However if the authority decides, the work can be allocated to L2 and L3 bidder besides L1 Bidder subject to condition that L2 & L3 bidders agree to execute the work in L1 price. In such case L1 bidders will get 60% work, and L2 & L3 bidder will get 20% of work each. In case any of the L2 & L3 bidder does not agree to execute the work, in such case entire 40% work will be allocated to the bidder, who agrees to execute the work at L1 price. All the bidders will agree to digitize the records by accessing the web portal developed for DLR&S. |

45	Annexure I & II	62	Annexure II Number of records meta data entered	Please clarify the data provided here represents number of fields/ number of characters or what exactly it refers to	Each type of records , the metadata entry forms need to be designed with the meta data field. The form will be filled up as per the meta data field from the scanned page of the type of records. Their are six type of records, the volume which with tentative figure has been mentioned in the annexure II.
46	Annexure I & II	60	Annexure 1 ,Yadasta Number of Metadata to be entered on Plot wise which may be approximately around 4 cr	In Annexure- 1 number of meta data under Yadasta document is given as 4 crore & in Annexure 2 table it is given as 2.5 crore .Plese clarify	Annexure 1 ,Yadasta Number of Metdata to be entered on Plot wise which may be approximately around 2.5 cr
47	Annexure I & II	60-62	Anexure1 & Annexure2	• Please share list of meta data entry fields per file. • File will be in English /Odiya/ or any other language. • Meta Data entry required in English only or English + Odiya. • Please clarify who will provide required internet connectivity to Server for accessing DMS and digitized data. • What is approximate number of pages per file	Data Entry will be done in English. Provision of Odia language is also essential. Internet will be provided by Settlement offices and DLRS.Per Volume, it will be 200 pages. Files are maintained in Odia Language.Meta data entry fields per record has been provided in the RFP, which will be finalised at the time of requirement gathering.
48	Annexure I & II	60-62	Anexure1 & Annexure2	Can we unbind the binded files?	Yes, We can unbind if required but after completion of the scanning, it should be in proper order.
49	B2.1.12	15	Consortium is not allowed	Please allow consortium bids	Consortium is not allowed
50	D2.6	31	Metadata Entry	Data Entry will be done offline or online	Data Entry will be done online.

51	A5	11	Broad Scope of work	Infrastructure setup, scanning of records and Meta Data digitization through deployment of Document Management Solution at 5 Settlement and 6 sub collector offices at the District.	The scope can be modified as: "Infrastructure setup at respective operational location, scanning of records and Meta Data digitization shall be done through online portal with the functionality of Document Management Solution from 5 Settlement and 6 sub collector offices at the District."
52	A5	11	Broad Scope of work	The work flow software for scanning digitization and the web portal for citizen centric services are two separate softwares.Please Clarify	Yes , Function wise separate but will be accessed from one URL with different workflow based access rights for DMS and to manage the request of Citizen & CMS
53	A5	11	Broad Scope of work	To configure our existing software according to the RFP, we need the detailed data structure and master data if any. Who will provide the same and when.	Data fields name we have defined in the RFP which will be finalised at the time of requirement gathering. The master data will be provided by the DLRS office which will be list of Districts mapped with the Tahsil and Mouza.
54	A5	11	Deployment of Adequate data entry operator and proof readers	Is the developers also be deployed at the Site.	Since we have asked for web based solution, deployment of developers are not required at site. This is the responsibility of the Agency to ensure deployment of proper ICT infrastructure and their look after for uninterrupted flow of work.
55	D4 (Support & Maintenance)	35	Service provider to provide technical support to the Data Center Team as and when required to keep the data centre up & running 24X7 till end of project period if the server will be collocated in the data center	Do the service provider will keep the data center up & running?	Service provider will support for the web portal and its database hosted at Data Center to run 24x7 .The team has no role to provide the support on hardware deployed at Data Center.