



Request for Proposal (RFP)

Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of Odisha

RFP Reference No : OCAC-SEGP-MISC-0007-2021-21013

ODISHA COMPUTER APPLICATION CENTRE

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This RFP is not an agreement and is neither an offer nor invitation by OCAC to the Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the bidder in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations, studies and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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OCAC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project and reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

OCAC reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the RFP, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

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1. Critical Information

Bidders are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.1. Critical Information regarding the Bidding

S. N	Information	Details
1.	RFP Reference No	OCAC-SEGP-MISC-0007-2021-21013
2.	Last date and Time for submission of written queries for clarifications	12.04.2021 by 5 PM
3.	e-mail ID for submission of queries	Gm_ocac@ocac.in with a copy to Subrat.mohanty@ocac.in
4.	Date of Pre-Bid Meeting	13.04.2021 at 4:00 PM
5.	Last date for submission of Bid	22.04.2021 by 12 Noon
6.	Opening of Bid General Bid	22.04.2021 at 12:30 PM
7.	Addressee and Address at which proposal in response to RFP notice is to be submitted:	<i>The proposal must be submitted to:</i> The General Manager (Admn) Odisha Computer Application Centre (OCAC) OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751013 (INDIA)
8.	Opening of Price Bid	Will be intimated later

2. About Empanelment

As an established electronics and information technology technical directorate of Government of Odisha, Odisha Computer Application Centre (OCAC) is taking up projects for implementing various types of ICT projects for the departments of Government of Odisha. With the intention to utilize e-governance as a tool for bringing better transparency, responsiveness and accountability in governance, the Government of Odisha has mandated that all government departments will earmark two per cent (2%) of their Annual Plan budget or one per cent of their overall budget (whichever is higher) for Information, Communication and Technologies spending so as to provide services through the electronic technology mode. The decision to earmark funds is in line with the promise made in the state ICT (Information and Communication Technology) policy-2014.

OCAC desires to have a panel of Scanning and Data Digitization agencies for the execution of such projects in the departments. This RFP invites proposals from Scanning and Data Digitization agencies in India to empanel them vide a MoU with OCAC to implement ICT projects on “as and when required” basis in Odisha. The empanelment will be initially for a period of three years, which can be extended/ renewed through mutual consent for a further period.

For any specialized services beyond the scope of this RFP, in case to be availed by any Department, the empanelled agencies will be requested for separate price quotations directly to department or through OCAC.

Joint Venture or Sub-Contracting or consortium is not allowed for the scope of work mentioned in the RFP.

3. Information of the RFP

3.1 About RFP

3.1.1 Odisha Computer Application Centre (OCAC) invites Bids from local Scanning & Data Digitization firms or agencies (“Bidders”) for the empanelment of agencies for Scanning & Data Digitization for Implementation of e-Governance projects. **(As mentioned ICT Policy 2014, IT/ITES/ESDM units having its registered office in Odisha and recruiting at least 50% of its executive employees who are domicile of Odisha will be termed as Local Enterprises)**

3.1.2 Considering the volume of data digitization to be made, the empanelment is proposed to be categorized based on their annual sales turnover and existence of firm as state below.

Category	Average Turnover of Company in last 3 years	Existence of firm in years	Volume of work can be awarded
Tier-II	Rs. 25 Lakh to Rs. 1 Crore	Minimum 3 Years	<ul style="list-style-type: none"> • Scanning up to 15 lakh pages • Data entry up to 10 lakh records with maximum 300 characters each
Tier-I	More than Rs. 1 Crore	Minimum 5 Years	No limit

3.1.3 The bidder should participate in the empanelment process for one category only. If the bidder will participate more than one category, the bid will summarily rejected.

3.1.4 OCAC reserves right to increase/decrease number of firms to be empanelled in each category (i.e. Tier).

3.2 Submission of RFP

- 3.2.1 The response of RFP must be received not later than time, date and venue mentioned on the Clause no. 1.1. Bids that are received after the deadline WILL NOT be considered in this empanelment process.
- 3.2.2 There are two parts of RFP namely Pre-Qualification-cum-Technical bid and Financial bid. The bidder is required to fill out all the parts of RFP documents and place them in separate sealed envelopes which should be super scribed as (a) "Pre-Qualification-cum-Technical Bid- RFP No. OCAC-SEGP-MISC-0007-2021-21013 and (b) "Financial Bid- RFP No. OCAC-SEGP-MISC-0007-2021-21013. These envelopes should be placed in another sealed envelope and addressed to OCAC Bhubaneswar. The envelope must show the name of the bidder, address and should be super scribed as "Empanelment of Scanning & Data Digitization Agencies (**by mentioning the category like Tier-I and Tier-II**) for e-Governance Project Implementation in Govt. of Odisha, RFP No. OCAC-SEGP-MISC-0007-2021-21013 on the top of the envelope. In addition, outer envelope should indicate RFP opening date.
- 3.2.3 A non-refundable demand draft of Rs. 2,240/- (inclusive of 12% GST) favour of Odisha Computer Application Centre payable at Bhubaneswar is to be submitted along with the Pre-Qualification-cum-Technical bid towards the cost of the RFP document. Besides, the EMD as indicated later at clause 3.3 (Bid Security Clause) must be enclosed along with the Technical Bid document. Pre-Qualification-cum-Technical bid document not accompanying the requisite RFP document fee and EMD shall be considered as non-compliant, summarily rejected and will not be considered for further evaluation.
- 3.2.4 The companies/entities registered as MSMEs (specifically for Scanning, data entry and data digitization work) are exempted from submission of EMD. A copy of valid MSME registration certificate/Udyog Aadhaar is to be submitted for seeking exemption from EMD.
- 3.2.5 The sealed Bids will be opened before the evaluation committee members at OCAC, Bhubaneswar as per the schedule mentioned above in presence of the bidders or their authorized representatives as may desire to be present.
- 3.2.6 Technically qualified bidders will be considered as successful bidders for financial bid opening.
- 3.2.7 Bids shall be fully in accordance with the requirements of the general terms and conditions and the specifications attached hereto. Appropriate formats furnished with this specification shall be used in quoting RFP prices. Incomplete, illegible, unsealed and without signature Bids will be rejected.
- 3.2.8 All offers should be made in English and clearly type written.
- 3.2.9 The bidder must submit all documents as asked in Annexure section.

3.2.10 The bidders should furnish the following information and documents with the Technical and Price Bids.

3.2.10.1 Pre-Qualification-cum-Technical Bid: (Annexure T1 to T10)

- a) Copy of the Registration certificate of the firm with organization profile.
- b) Bidder should give an undertaking that they are not under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India or any State Govt. or any PSU (Annexure-T2).
- c) Self Declaration that the bidder hasn't been black listed by any Govt. /PSU agencies (Annexure-T4).
- d) Authorized signatory for the bid from the bidder.
- e) Signed copy of the RFP document as an acceptance to the terms and conditions of the RFP.
- f) PAN & GST Registration
- g) Similar Past Project Experience and proofs
- h) Project Approach and Methodology, Proposed Work plan
- i) Manpower Proposed
- j) RFP document fee (non-refundable)
- k) EMD as mentioned at clause 3.3 (Bid Security Clause)
- l) Bidders must submit a soft copy of the Prequalification & Technical Proposal in a non-editable CD along with original copy.

3.2.10.2 Financial Bid: (Please Refer Annexure P1 & P2)

- (a) The bidder shall submit the Price Bid submission letter, as given in the Annex P1 (Hard Copy only)
- (b) The rates quoted by the bidder, shall be inclusive of all Taxes as applicable in Odisha, as given in the Annex P2.
- (c) Price bid should be unconditional and it should be as per the specified format.

3.3 Bid Security (EMD)

3.3.1 The category wise bid security(EMD) as mentioned below

Category	EMD in Rupees
Tier-I	₹ 1,00,000/-
Tier-II	₹ 50,000/-

- 3.3.2 EMD of requisite amount (as per the category) shall be furnished along with the bid.
- 3.3.3 The bid security shall be only in the form of Demand Draft drawn in favor of ODISHA COMPUTER APPLICATION CENTRE payable at BHUBANESWAR drawn in any nationalized/Schedule bank.
- 3.3.4 The demand draft shall be submitted along with Pre-Qualification-cum-Technical bid. Bids submitted without bid security shall be rejected.
- 3.3.5 The bid security shall be forfeited if a bidder withdraws its bid during the period of bid validity or not sign the MoU/agreement with OCAC if selected for empanelment. .
- 3.3.6 In case of a successful bidder the bid security may be forfeited if the bidder fails to accept the Empanelment Order /Work Order or fails to furnish performance security after accepting the Empanelment /Work/ Purchase Order.
- 3.3.7 Modification of specifications/requirement/scope of work and extension of closing date of RFP if required will be made by Corrigendum/ Addendum. Copies of Addenda/Corrigenda will be updated on the website of OCAC (www.ocac.in, www.odisha.gov.in) Bhubaneswar website. This shall form a part of the RFP.
- 3.3.8 The purchaser reserves the right to accept or reject any or all Bids without assigning any reason whatsoever.
- 3.3.9 Bidders shall carefully examine the RFP documents and the technical specification/requirement/Scope of Work and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of RFPs.
- 3.3.10 Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- 3.3.11 Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the RFP may not be considered.

3.4 Pre-Bid Meeting & Issue of Corrigendum

3.4.1 Pre-Bid Meeting

3.4.1.1 A Pre-bid meeting will be held on the date and address mentioned in Clause 1.1. Only one representative the interested organisations may attend the pre-bid meeting at their own cost.

3.4.1.2 The purpose of the meeting is to provide bidders with information regarding the RFP and the requirement/Solution, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP.

3.4.1.3 The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to General Manager (Admin) only by email (gm_ocac@ocac.in) with a copy to subrat.mohanty@ocac.in on or before 12.04.2021 by 5 PM.

3.4.1.4 The queries should necessarily be submitted in the following format (in excel .xls file):

S. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification
Organisation name :			
Contract Details :			
1.			
2.			
3.			

3.4.1.5 OCAC shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by OCAC.

3.4.2 Responses to Pre-Bid Queries and Issue of Corrigendum

3.4.2.1 The Nodal Officer notified by the OCAC will endeavor to provide timely response to all queries. However, OCAC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the bidders.

3.4.2.2 At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

3.4.2.3 The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on www.ocac.in and www.odisha.gov.in .

3.4.2.4 Any such corrigendum shall be deemed to be incorporated into this RFP.

3.4.2.5 In order to provide prospective Bidders reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

4. Evaluation Process

Overall evaluation of the bids will be done in two stages namely Pre-qualification-*cum*-Technical and Financial evaluation. At the end of every stage short listed bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.

The bids will be opened in the presence of bidder's representatives (only one) who choose to attend the Bid opening sessions on 22.04.2021 at 12:30 PM. The bidders' representatives who are present shall sign on attendance sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday, the Bids shall be opened at the same time and location on the next working day.

Envelope 1: EMD and RFP Document Fee

This will contain DD of RFP fee and EMD. This envelope will be opened in the first instance in the presence of bidder's representatives. Bid received without EMD will be rejected straight way.

Envelope 2: Pre-Qualification cum Technical Bid

Eligibility Criteria and Technical bids of only those vendors, whose EMD instruments are found to be in order, will be opened afterwards in the same bid opening session, in the presence of the vendor's representatives.

Before opening and evaluation of the technical proposals, Bidders Pre-qualification bid would be evaluated to assess their compliance to the following pre-qualification criteria. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected at the Pre-Qualification proposal level.

Bidders must submit a soft copy of the Prequalification & Technical Proposal in a non-editable CD along with original copy. However, One original copy of the Commercial Proposal (only hard copy) is to be submitted. Bidder must ensure that the information furnished by him in respective CDs/DVDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by OCAC in the contents of the CDs/DVDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

Envelope 3: Technical Bid

The technical bids will be opened for those bidders who are able to qualify in the pre-qualification round. The technical evaluation score shall be based on the number of points that shall be awarded as per the following Evaluation Criteria table:

4.1 Pre-Qualification criteria for Empanelment

Pre- Qualification Criterion	Tier-I	Tier-II	Requirement Documents to be Submitted
4.1.1 Existence of the bidder	<p>The bidder should be a company incorporated under Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or a partnership firm registered under LLP Act, 2008 and Registered under GST.</p> <p>The bidder should be in existence for at least 5 years in Odisha.</p>	<p>The bidder should be a company incorporated under Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or a partnership firm registered under LLP Act, 2008 and Registered under GST.</p> <p>The bidder should be in existence for at least 3 years in Odisha.</p>	<p>Certificate of incorporation, GST Registration and PAN</p>
4.1.2 Local Enterprise	<p>The bidder must have registered office in Odisha and at least 50% of executive employees are domicile of Odisha</p>	<p>The bidder must have registered office in Odisha and at least 50% of executive employees are domicile of Odisha</p>	<ul style="list-style-type: none"> • Certificate of incorporation with registered office address • Copy of GST with address of bidder • Self declaration on 50% of executive employees are domicile of Odisha
4.1.3 Turnover	<p>The bidder's average annual turnover (from IT/ITES/ Digitization services) must be more than ₹ 1 Crore in last 3 years - ending at March 31, 2020</p>	<p>The bidder's average annual turnover (from IT/ITES/ Digitization services) must be at least ₹ 25 lakhs in last 3 years - ending at March 31, 2020</p>	<p>Certified Copy of audited P&L Statements to be provided or certificate from CA</p>
4.1.4. Technical Capability	<p>The bidder should have executed/executing at least one number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum ₹50,00,000 during last 5 years</p> <p>or</p> <p>two (2) number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum</p>	<p>The bidder should have executed/executing at least one number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum ₹25,00,000 during last 5 years</p> <p>or</p> <p>two (2) number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum</p>	<p>Copy of work order/ copies of the LoA/ work order/ contract / completion certificate</p>

Pre- Qualification Criterion	Tier-I	Tier-II	Requirement Documents to be Submitted
	₹30,00,000 each during last 5 years or three (3) number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum ₹20,00,000 each during last 5 years	₹15,00,000 each during last 5 years or three (3) number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum ₹10,00,000 each during last 5 years	
4.1.5. Data Entry & Scanning Infrastructure	a. The Bidder Should have at least 20 High Speed (ADF) with minimum A4 & A3 Duplex with scanning speed of 30 PPM or above b. The Bidder Should have at least 30 Computers/ Laptops having intel Core-i3 or equivalent processor or better in running condition	a. The Bidder Should have at least 10 High Speed (ADF) with minimum A4 & A3 Duplex with scanning speed of 30 PPM or above b. The Bidder Should have at least 15 Computers/ Laptops having intel Core-i3 or equivalent processor or better in running condition	Documentary evidence on proof of purchase (in the name of bidder only)
4.1.6. Technical Resource	The bidder should have at least 50 employees in payroll involve in Scanning and Data Digitization Implementation services in the firm as on 31st December 2020.	The bidder should have at least 25 employees in payroll involve in Scanning and Data Digitization Implementation services in the firm as on 31st December 2020.	EPF & ESI registration certificate with the latest deposit challan
4.1.7. Blacklisting	The bidder should not be under blacklisting by any state / central government department, PSU, at the time of submission of the bid.	The bidder should not be under blacklisting by any state / central government department, PSU, at the time of submission of the bid.	Self-declaration on the letter head of the company
4.1.8. Tender Fee & EMD	Tender fee of ₹2,240 (including GST@12%) in shape of Demand Draft in favor of "Odisha Computer Application Centre", payable at Bhubaneswar, Odisha. Tender fee is non-refundable and should be submitted in Envp-1 of the Tech-Bid	Tender fee of ₹2,240 (including GST@12%) in shape of Demand Draft in favor of "Odisha Computer Application Centre", payable at Bhubaneswar, Odisha. Tender fee is non-refundable and should be submitted in Envp-1 of the Tech-Bid	
10.1.10. EMD	EMD amounting to ₹1,00,000/- only in shape of Demand Draft / Pay Order of any scheduled nationalized bank drawn in favor of the Odisha Computer Application Centre, payable at Bhubaneswar must be submitted in Envp-1 of the Tech-Bid.	EMD amounting to ₹50,000/- only in shape of Demand Draft / Pay Order of any scheduled nationalized bank drawn in favor of the Odisha Computer Application Centre, payable at Bhubaneswar must be submitted in Envp-1 of the Tech-Bid	DD or UTR no in case of electronic transfer

Pre- Qualification Criterion	Tier-I	Tier-II	Requirement Documents to be Submitted
	EMD and Tender document fees may also be transferred to OCAC account electronically	EMD and Tender document fees may also be transferred to OCAC account electronically	

The companies/entities registered as MSMEs (specifically for Scanning, data entry and data digitization work) are exempted from submission of EMD. A copy of valid MSME registration certificate/Udyog Aadhaar is to be submitted for seeking exemption from EMD.

The bidder should submit the supporting document as documentary proof in Pre-qualification bid response

4.2 Technical Evaluation criteria

Clause	Criterion & Marks Assigned	Max Mark	Tier-I	Tier-II
4.2.1	Average annual turnover in last 3 years ending with 31.03.2020.	10	>₹1 Cr. & < ₹1.5 Cr.- 2 marks - Beyond ₹1 Cr. 1 mark for each ₹50 Lakhs up to maximum 10 marks	>= ₹25 lakh & < ₹35 lakh - 2 marks - Beyond ₹25 lakh 1 mark for each ₹10 Lakhs up to maximum 10 marks
4.2.3	Technical Resources in bidder's payroll (list of resources with qualification & experience)	15	- 50 Technical resources – 3 marks - Beyond 50 resources, 3 marks for each 5 resources	-25 Technical resources – 3 marks - Beyond 25 resources, 3 mark for each 5 resources
4.2.4	Previous Experience of the bidder in successfully executing similar work of scanning and digitization services for Government/ PSU Organizations in India in last 3 years(from the date of submission of RFP response) (Submit Work Orders/ Completion Certificate)	10	Each Project between 4 lakh to 7 lakh pages – 1 marks Each Project between 7 lakh to 10 lakh pages – 2 marks Each Project with more than 10 lakh pages – 5 mark	Each Project between 2 lakh to 3 lakh pages – 1 marks Each Project between 3 lakh to 4 lakh pages – 2 marks Each Project more than 4 lakh pages – 5 mark
4.2.5	Quality Certification	5	- ISO 9000 (any series) – 5 Mark	- ISO 9000 (any series) – 5 Mark
4.2.6	Development and implementation of Document	5	- Bidder's previous experience in implementation of DMS software in Government/	- Bidder's previous experience in implementation of DMS software in Government/

	Management System(DMS)		PSU organization. For each work order of DMS under implementation or completed, will be awarded 2.5 mark.	PSU organization. For each work order of DMS under implementation or completed, will be awarded 2.5 mark.
4.2.7	Infrastructure owned by the bidder (Submit copy of Tax invoice as documentary evidence)	25	<u>Scanner (10 Mark)</u> <u>ADF Scanner with scanning speed of 30 PPM will be considered</u> - 20 Scanners -5 mark - Beyond 20 scanners, 2 mark for each additional scanner <u>up to maximum 10 marks</u> <u>Desktop Computer/Laptop with minimum intel Core-i3 or equivalent (10 Mark)0</u> - 30 Desktop/Laptop Scanners -5 mark - Beyond 30, 1 mark for each additional desktop/laptop <u>up to maximum 10 marks</u> <u>Book Scanner (5 Mark)</u> - <u>4 Book Scanners – 2</u> - Beyond 4, 1 mark for each additional book scanner <u>up to maximum 5 marks</u>	<u>Scanner (10 Mark)</u> <u>ADF Scanner with scanning speed of 30 PPM will be considered</u> - 10 Scanners -5 mark - Beyond 10 scanners, 2 mark for each additional scanner <u>up to maximum 10 marks</u> <u>Desktop Computer/Laptop with minimum intel Core-i3 or equivalent (10 Mark)0</u> - 15 Desktop/Laptop Scanners -5 mark - Beyond 15, 1 mark for each additional desktop/laptop <u>up to maximum 10 marks</u> <u>Book Scanner (5 Mark)</u> - <u>2 Book Scanners – 2</u> - Beyond 2, 1 mark for each additional book scanner <u>up to maximum 5 marks</u> -
4.2.8	Technical Documentation & Presentation on Approach and methodology	30	- Understand the scope - Strategy to be adopted for implementation of large scanning & digitization project - Strategy for error detection & quality check of scanned document - Approach to handle data entry errors and their correctness - Approach for storage & recovery of digitized data	- Understand the scope - Strategy to be adopted for implementation of large scanning & digitization project - Strategy for error detection & quality check of scanned document - Approach to handle data entry errors and their correctness - Approach for storage & recovery of digitized data

4.3 Technical Presentation and technical evaluation

4.3.1 The bidders who are selected based upon Pre-Qualification-cum Technical Bid criteria, to make a presentation on their capabilities as per the scope mentioned in the RFP, at their own cost. OCAC in its best interest reserves the right to reject/modify the requirement.

- 4.3.2 The evaluation committee may invite the eligible bidders to make a presentation to the OCAC at a date, time and location notified by the OCAC. The purpose of such presentations would be to allow the bidders to present their Approach & Methodology for the Solution to the committee and the key points in their proposals.
- 4.3.3** Depending on the evaluation methodology, each Technical Bid will be assigned a technical score out of a maximum of 100 points as per the below Technical Evaluation Table stated earlier.
The Bidder has to score minimum 70 marks to qualify for further evaluation process.
- 4.3.4 The responding firm shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the responding Company or any prospective consortium member due to prior, current, or proposed contracts, engagements, or affiliations with State Govt. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the responding Company to complete the requirements as given in the RFP.
- 4.3.5 The proposal review committee may require written clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.
- 4.3.6 All the technically bidders to match the L1 rates (against respective tier as well as respective items) for empanelment after opening of commercial bid.
- 4.3.7 Mere empanelment with OCAC/Govt. of Odisha does not guarantee allocation of work.
- 4.3.8 The bidder should enclose Annexure-T1 to Annexure-T8 in the Pre-qualification cum Technical Bid envelope and other related documents asked for.**

Envelope 4: Financial Bid

Only the Commercial bids of those bidders who qualify the technical evaluation stage will be opened. All other Commercial bids will be returned un-opened. **The bidder should enclose Annexure-P1 and Annexure-P2 in the Commercial bid envelope.**

4.4 Commercial Evaluation

The Commercial Bids Annexure – P1 of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- 4.4.1 After opening of financial bid, lowest financial quote (respective tier and item category) and will be considered as L1. All the other technically qualified bidders will have to match their financials with the lowest rate (L1) (respective tier and item category) for empanelment. It shall be obligatory on the part of the empanelled bidders to match the lowest rate (L1).
- 4.4.2 At least 50% of technically qualified bidders with minimum 2 bidders in each category must agree to the L1 (Lowest) price for the proposed empanelment process to be effected.

Otherwise, OCAC may cancel the entire bid process and go for fresh tender or cancel all commercial offers and ask for fresh commercial offers from all the technically qualified bidders.

5. General Terms & Conditions of RFP

5.1 Definitions

In this Contract, the following terms shall be interpreted as indicated:

- a. The ‘Contract’ means the agreement entered into between the Government of Odisha and the selected empanelled agency(s) including all the attachments and appendices thereto and all documents incorporated by reference therein;
- b. “The Purchaser” means the OCAC/Government of Odisha.
- c. The "Selected Agency" means Agency which is empanelled through the RFP process i.e. empanelled agency.
- d. The “Services” means Data Digitization services to be provided to Government of Odisha.
- e. “Day” means Govt. of Odisha working day.
- f. “Intellectual Property Rights” means any patents, copyrights, trademarks, trade names, industrial design, trade secret, permit, service marks, brands, proprietary information, knowledge, technology, licenses, databases, software, know-how, or other form of intellectual property rights, title, benefits or interest, whether arising before or after execution of the Contract.
- g. “Man-Month” means one resource working for 1 month (Calendar working days as per GoO).

5.2 Performance Bank Guarantee

After allotment of work by user departments, the bidder shall furnish a Performance Bank Guarantee (PBG) for 10% (ten percent) of the contract price within 15 days of issue of Work Order/LoI. The PBG must be from the nationalized bank in India. This Performance Bank Guarantee (PBG) shall remain valid for 60 days beyond the entire contractual obligation. Failure of submission PBG within the specified time period may lead to cancel the Work Order.

5.3 Award Criteria

Out of technically qualified bidders, the bidder with the lowest financial quote shall be considered as L1 for respective tier and category. All the qualified bidders to match the L1 rate for empanelment. After matching with L1 rates, the bidder have to sign an agreement with OCAC for empanelment. Mere empanelment with OCAC/Govt. of Odisha does not guarantee allocation of work.

5.4 Price and Language of the Bid

The Bidder shall quote price in clear terms. The rates quoted shall be per record of successful work and should abide by the Format for Financial Bid described in Form P2. The rates quoted should be exclusive of Goods Service Tax or any other taxes/cess/duty imposed from time to time.

Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

Bids shall remain valid for 180 days after the date of bid opening prescribed by the OCAC. The OCAC holds the rights to reject a bid valid for a period shorter than 180 days as nonresponsive, without any correspondence.

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Purchaser, shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

5.5 Submission of Bid

Number of Copies of Bid

The Bidder shall submit 1(one) hard copy and one soft copy in CD/DVD of each of the Technical Bid and Price Bid. The hard copy and softcopy of the Technical Bid shall be placed in sealed envelopes clearly marking as "Pre-Qualification-cum-Technical Bid" and Price bid shall be placed in sealed envelopes clearly marking "Financial Bid"

The Bid has to be submitted in the form of printed document. The bids submitted by Telex, fax or email bids shall not be entertained.

The bidder have to put the name of the organisation, name of the authorised person and his contact details on cover of the envelopes.

Any condition put forth by the bidder non-conforming the bid requirements shall not be entertained at all and such bid shall be rejected.

The bid shall be submitted at the below address:

General Manager, Odisha Computer Application Centre, OCAC Building, N-1/7-D, Acharya Vihar Square, Bhubaneswar – 751 013. Odisha.

5.6 Deadline for Submission of Bids

Last date for Submission

In the event of the specified date for the submission of Bids being declared a holiday for the OCAC, the Bids will be received up to the appointed time on the next working day.

Extension for Last date for Submission

The OCAC may, at own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the OCAC and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

Late Bids

Any bid received by the OCAC after the deadline for submission of bids prescribed by the OCAC, will be summarily rejected and returned unopened to the Bidder. The OCAC shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

5.7 Empanelment of Bidder

- 1.1.1. The empanelment under this tender, with all its terms and conditions, can also be used by OCAC.
- 1.1.2. The empanelment will be valid for a period of 36 months
- 1.1.3. All empanelled Bidders shall have to enter into a written agreement with OCAC for honoring all tender conditions and adherence to all aspects of fair trade practices in executing the purchase orders placed by OCAC on behalf of its clients.
- 1.1.4. In the event of an empanelled Company or the concerned division of the Company is taken over /bought over by another company, all the obligations and execution responsibilities under the agreement with the OCAC, should be passed on for compliance by the new company in the negotiation for their transfer.
- 1.1.5. In case any selected L1 bidder refuses to sign empanelment within seven days of communication from OCAC, the offer would be treated as withdrawn and the bidder's EMD will be forfeited and tender will be scraped. If other bidders refuses to sign the empanelment after matching L1 rates, their EMD will be forfeited and offer will be extended to other qualified bidders to make a penal. The defaulting bidder may also be debarred from participating in OCAC tenders for a period of three years.
- 1.1.6. In case of empanelled bidder is found in breach of any condition(s) of tender or supply order, at any stage during the course of service period, the legal action as per rules/laws, shall be initiated against the bidder and Security Deposits shall be forfeited, besides debarring and blacklisting the bidder concerned for at least three years, for further dealings with OCAC.
- 1.1.7. OCAC may, at any time, terminate the empanelment by giving written notice to the empanelled Vendor without any compensation, if the empanelled Vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to OCAC

5.8 Termination of Contract

- A. The Purchaser may, terminate this Contract by giving the Selected Agency 1 (One) month prior and written notice indicating its intention to terminate the Contract if the term of Contract expires.
- B. The Purchaser may, terminate this Contract by giving the Selected Agency a 15 (fifteen) days prior and written notice indicating its intention to terminate the Contract under the following circumstances:
 - a. The Purchaser is of the opinion that there has been such event of default on the part of the Selected Agency which would make it proper and necessary to terminate this Contract and may include failure on the part of the Selected Agency to respect any of its commitments with regard to any part of its obligations under this Contract.
 - b. The Selected Agency has failed to commence the provision of Services, or has without any lawful excuse under these conditions suspended the work for 30 consecutive days.
 - c. Where it comes to the Purchaser's attention that the Selected Agency is in a position of actual conflict of interest with the interests of the Purchaser in relation to any of Terms and Conditions of the Contract or has without authority has committed breach of Terms of the Contract in best judgment of the Purchaser.
 - d. In the event of the quality of Temporary Staffing Personnel and/or services as per the Scope of Work under the Contract with the Purchaser not found acceptable by the Purchaser.
 - e. The performance of the selected agency is not satisfactory.
 - f. The Selected Agency has neglected or failed to observe and perform all or any of the terms acts, matters or things under this Contract to be observed and performed by it.
 - g. The Selected Agency has acted in any manner to the detrimental interest, reputation, dignity, name or prestige of the Purchaser.
 - h. The Selected Agency has been declared insolvent/bankrupt.
- C. Consequences of Termination:
 - a. The Purchaser shall have the right to carry out the unexecuted portion of work either by itself or through selecting other Empanelled Agency.
 - b. In the event of termination of this Contract, Purchaser shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity which the Selected Agency shall be obliged to comply with.
 - c. In the event that the termination of this Contract is due to the expiry of the Term of this Contract, a decision not to grant any (further) extension by the Purchaser, or

where the termination is prior to the expiry of the stipulated term due to the occurrence of any event of default on the part of the Selected Agency, the Selected Agency herein shall be obliged to provide all such assistance to the successor or any other person as may be required by the Purchaser. Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the Selected Agency or due to the fact that the survival of the Selected Agency as an independent corporate entity is threatened/has ceased, the Purchaser shall pay the Selected Agency for that part of the Services which have been authorized by the Purchaser and satisfactorily performed by the Selected Agency up to the date of termination. Without prejudice any other rights, the Purchaser may retain such amounts from the payment due and payable by the Purchaser to the Selected Agency as may be required to offset any losses caused to the Purchaser as a result of any act/omissions of the Selected Agency.

- d. The Purchaser may take possession of the works and all deliverables of the Selected Agency and use or employ the same for completion of the work or employ any other Selected Agency or other person or persons to complete the works. The Selected Agency shall not in any way object or interrupt or do any act, matter or thing to prevent or hinder such actions, other Empanelled Agencies or other persons employed for completing and finishing or using such deliverables. In the event of termination of this Contract consequent to the expiry of the term of Contract or due to the termination of Contract initiated by the Selected Agency prior to the stipulated term of Contract, the Selected Agency is obliged to transfer the legal ownership of such deliverables to the Purchaser that are deployed or used for a total consideration of Re. 1/- (Rupee One only), at the time of such termination of this Contract.
- e. When the Contract is terminated by the Purchaser for all or any of the reasons mentioned above, the Selected Agency shall not have any right to claim compensation on account of such termination.

5.9 Use of Contract Documents and Information

- a) The Selected Agency shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, report, findings, data or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Selected Agency in performance of the services under the contract.
- b) The Selected Agency shall not, without the Purchaser's prior written consent, disclose any documents including (soft and hard copies), plan, report, findings, data, plans, specifications, process definitions/details and copies, thereof furnished by the Purchaser as well as all deliverables (hard and soft copies) including but not being limited to methodologies, frameworks,

models, plans, process documentation, program specifications etc. to any person other than a person employed by the Selected Agency in performance of the services under the Contract

5.10 RFP Prices and Taxes

- a) The Selected Agency will have full and exclusive liability for the payment of all taxes and other statutory payments payable under any or all of the statutes/laws/acts etc. now or hereafter imposed. Payment will be made to the Selected Agency after deduction of any applicable Tax / Taxes at source. The service tax will be borne by the department.
- b) Any Official travel to be undertaken for project work as directed by the Purchaser will be borne by the Purchaser.
- c) It is the clear understanding of the Selected Agency that the complete scope as defined or as may be required for the intended objective is included in the Rates by Level. No extra payment apart from the quoted Rate by Level will be made in order to achieve the intended objectives. Reasons like, Selected Agency having not envisaged / considered a particular activity or element of cost required to be carried out for achieving the intended objective or some activity not specifically mentioned in the Contract but required to be carried out for achieving the intended objective, will not form basis for considering extra payments.
- d) No extra payments will be made for working on extended hours / Saturdays / Sundays / Holidays to meet the committed/required time schedules.

5.11 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 3 years from the date of submission of Tender.

5.12 Single Bid

In case only one bid is found to be eligible on evaluation of technical bid, Competent Authority of OCAC reserves the right to consider the bid for the empanelment as per the technical /financial health of the Bidder.

5.13 Indemnity

The Selected Agency shall indemnify the Purchaser from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- i. Any negligence or wrongful act or omission by the Selected Agency or any third party associated with Selected Agency in connection with or incidental to this Contract or;
- ii. Any breach of any of the terms of this Contract by the Selected Agency, the Selected Agency's Team or any third party

- iii. Any infringement of patent, trademark/copyright arising from the use of the supplied goods and related services or any party thereof

The Selected Agency shall also indemnify the Purchaser against any privilege, claim or assertion made by a third party with respect to right or interest in, service provided as mentioned in any Intellectual Property Rights and licenses

The Bidder shall specify the Branch/ Location from which they will raise the bill and in whose favour payment will be released.

5.14 Limitation of Liability towards the Purchaser

Except in cases of gross negligence or wilful misconduct: -

- 1.1.8. Neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs,; and
- 1.1.9. Maximum liability of Selected Agency for any assignment will be limited to total value of the contract excluding taxes and will not include any indirect or consequential clause or damage, loss or profit, data or revenue.
- 1.1.10. Selected Agency shall not be liable or responsible for any delay or failure to perform or failure of the services or the Deliverable under this Agreement to the extent that such delay or failure has arisen as a result of any delay or failure by purchaser or its employees or agents to perform any of its duties and obligations as set out in this Agreement. In the event that Selected Agency is delayed or prevented from performing its obligations due to such failure or delay on the part of Purchaser, Selected Agency shall be allowed an additional period of time to perform its obligations and unless otherwise agreed the additional period shall be equal to the amount of time for which Selected Agency is delayed or prevented from performing its obligations due to such failure or delay on the part of Purchaser. Selected Agency shall be entitled to invoice Purchaser for Selected Agency incremental costs incurred (over and above the charges) as a result of such failure or delay on the part of Purchaser.
- 1.1.11. Notwithstanding the foregoing, Gross Negligence shall not include any action taken in good faith for the safeguard of life or property. "Willful Misconduct" means an intentional disregard of any provision of this Contract which a Party knew or should have known if it was acting as a reasonable person, would result in harmful consequences to life, personal safety or real property of the other Party but shall not include any error of judgment or mistake made in good faith.
- 1.1.12. This limitation of liability slated in this Clause, shall not affect the Selected Agency's liability, if any, for direct damage by Selected Agency to a Third Party's real property, tangible personal property or bodily injury or death caused by the Selected Agency or any person acting on behalf of the Selected Agency in executing the work or in carrying out the Services.

5.15 Changes of Orders

1.1.13. The Purchaser may at any time, by written order given to the Selected Agency, make changes within the general scope of the Contract.

1.1.14. If any such change causes an increase or decrease in the cost of, or the time required for, the Selected Agency's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Value or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Selected Agency for adjustment under this Clause must be asserted within fifteen (15) days from the date of the Selected Agency's receipt of Purchaser's Change Order.

a) Procedure of Change Orders

- a. Upon receiving any revised requirement/advice, in writing, from the Purchaser, the Selected Agency would discuss the matter with the Purchaser.
- b. In case such requirement arises from the side of the Selected Agency, it would communicate in writing the matter with Purchaser as well as discuss the matter, giving reasons thereof.
- c. In either of the two cases as explained in Clause (a) and Clause (b) above, both the parties will discuss on the revised requirement for better understanding and to mutually decide whether such requirement constitutes a Change Order or not.
- d. If it is mutually agreed that such requirement constitutes a "Change Order" then the Selected Agency will study the revised requirement and assess subsequent schedule and cost effect, if any.
- e. If Purchaser accepts the implementation of the Change Order in writing, then the Selected Agency shall commence to proceed with the enforcement of the Change Order.
- f. In case, mutual Agreement under Clause (d) above, i.e. whether new requirement constitutes the Change Order or not, is not reached, then the Selected Agency in the interest of the works, shall continue providing Services as defined under the Contract. The time and cost effects in such a case shall be mutually verified and recorded. Should it establish that the said work constitutes a Change Order, the same shall be compensated taking into account the records kept in accordance with the Contract.
- g. The Selected Agency shall submit necessary back up documents for the Change Order showing the break-up of the various elements constituting the Change Order for the Purchaser's review. If no Agreement is reached between the Purchaser and Selected Agency within 30 days after Purchaser's instruction in writing to carry out the change concerning all matters described above, either party may refer the dispute to the 'Management Committee' comprising of senior officials from the , GoO.

5.16 Force Majeure Condition

If the execution of the contract is delayed beyond the period stipulated in the services as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

5.17 Modifications & Withdrawal

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

5.18 Right to Reject/Accept the RFP

The purchaser reserves the right either to reject or accept any or all RFPs. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the RFP are provisional and may change as per the actual requirement. After placing the purchase order, the purchaser may order to defer the delivery of the material. It may be clearly understood by the bidders that the purchaser need not assign any reason for the above action.

5.19 Patent Rights etc.

The vendor shall indemnify the purchaser against all claims, actions, suits and proceedings for the infringement or alleged infringement of any patent, design or copy write protected either in the country of origin or in India by use of any equipment supplied by the vendor claims if made on the purchaser, shall be notified to the vendor of the same and the vendor shall at his own expense either settled such dispute or conduct any litigation that may arise there from.

5.20 Jurisdiction of High Court of Odisha

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

5.21 Confidentiality

- a) The Bidder shall not, and without the Purchaser prior written consent, disclose the contract or any provision thereof, or any specification, plan, Data, Question Bank, Question Bank

sample or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- b) The Bidder shall not without the Purchaser prior written consent, make use of any document or information.
- c) Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract if so required by the Purchaser.
- d) The Purchaser shall not be liable for or in respect of any damages or compensation payable to any personnel provided on Temporary Staffing to the Purchaser by Selected Agency.

5.22 Term and Extension of the Period

- a) The term under this Contract will be for a period of 36 months which shall start from day of notification of empanelment.
- b) If required by the Purchaser, an extension of the term can be granted to the Selected Agency. The final decision will be taken by the Purchaser.
- c) The Purchaser shall reserve the sole right to grant any extension to the term above mentioned and shall notify in writing to the Selected Agency, at least 1 month before the expiration of the term hereof, whether it will grant the Selected Agency an extension of the term. The decision to grant or refuse the extension shall be at the Purchaser's discretion.
- d) Where the Purchaser is of the view that no further extension of the term be granted to the Selected Agency, the Purchaser shall notify the Selected Agency of its decision at least 1 (One) month prior to the expiry of the Term. Upon receipt of such notice, the Selected Agency shall continue to perform all its obligations hereunder, until such reasonable time beyond the term of the Contract with the Purchaser.

5.23 Obligation to Carry out Purchaser's Instructions

The Bidder shall also satisfy the purchaser or this inspector that adequate provision has been made to carry out his instructions fully and with prompt attitude.

5.24 Resolution of Disputes between the Purchaser and Selected Agency

- a) The Purchaser and the Selected Agency shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty (30) days from the commencement of such informal negotiations, the

- Purchaser and the Selected Agency have been unable to resolve amicably a Contract dispute, the dispute should be referred to the Chief Executive Officer, OCAC for resolution.
- c) If, after thirty (30) days from the commencement of such reference, Chief Executive Officer, OCAC have been unable to resolve amicably a Contract dispute between the Purchaser and the Selected Agency, either party may require that the dispute be referred to the Special Secretary to Govt., E&IT Department, Govt. of Odisha.
- d) Any dispute or difference whatsoever arising between the parties (Purchaser and Selected Agency) to the Contract out of or relating to the construction, meaning, scope, operation or effect of the Contract or the validity of the breach thereof, which cannot be resolved through the process specified above, shall be referred to a sole Arbitrator to be appointed by mutual consent of both the parties herein. In the event the parties cannot agree to sole arbitrator, such arbitrator shall be appointed in accordance with the Indian Arbitration and Conciliation Act, 1996.

5.25 Code of Integrity for Bidders

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
- a. Prohibiting
- i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - iii. any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - iv. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity
 - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - vii. any obstruction of any investigation or audit of a procurement process;
- b. disclosure of conflict of interest;
- c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.

- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -
- a. exclusion of the bidder from the procurement process;
 - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
 - c. forfeiture or encashment of any other security or bond relating to the procurement;
 - d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
 - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
 - f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

6. Scope of work

It is always imperative for any organization to meet accepted standards for managing its large official records. These standards are designed to ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. OCAC hopes to achieve the following by scanning and digitizing documents for departments/PSUs/Organizations across state of Odisha:

- Less Storage space for preserving the documents
- Reduction in overall Searching time.
- Increase in productivity of processes and office personnel
- Availability of the document for sending over email
- Reduced turnaround time of processes
- Increase control over all the important digitized documents by restricting access.

The overall scope of work as follows

Scanning

All the required infrastructure required for scanning (like desktop computer, UPS, high speed scanner etc) will be provided by the empanelled vendor

- a. Development of software for scanning & data entry (for offline, if required)
- b. Unbinding of the documents with the permission of concerned Department, if required.
- c. Physical Numbering of each page of the document as defined by department
- d. Scanning & indexing each page
- e. OCR enabled scanning, if required
- f. Create multipage PDF
- g. Data Entry of meta data
- h. Preparation of CD/DVDs/HDDs comprising scanned documents
- i. Binding and handover of the documents after scanning
- j. The empanelled vender will provide required hardware for scanning like computer, scanner, UPS computer furniture etc

Data entry

- a. Data Entry of particulars (Numerical & Alphabetic) from registers/forms.
- b. Check-list generation, Proof Reading, Updation of record & final check-list with back-up.
- c. Department will provide Data Structure for Data Entry.

- d. Verification and authentication of entered data in consultation with concerned department/organisation
- e. The empanelled firm shall have to supply verified data as per requirements in CDs/DVDs/HDDs as per defined schedule. The party will also have to keep back-up of the entered data till the completion of the project.
- f. The empanelled vender will provide required hardware for data entry like computer, printer, UPS, computer furniture etc. The cost should include copy of proof reading and final data entry report (all records) after verification.

The entire process of scanning and digitization of office documents has been divided into following stages

- Setup of scanning and digitization facility at the End User Department's office
- Pre-Scanning preparation
- Scanning and Digitization
- Indexing and Meta-tagging of scanned documents
- Post Scanning activities
- Storage and backup
- Support the System Integrator during data uploading / data migration to the system.

6.1 Setup of scanning and digitization facility at the End User Department's office

The empanelled Vendor, on receiving Purchase Order/ Work Order from OCAC/Department/Organisation, will setup a scanning facility at the End User Department's office.

- The Vendor will set-up adequate scanning and digitization infrastructure as per the requirement of the type and number of documents
- The Vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the End User Department's office:
 - o Desktops/Laptops
 - o Scanners
 - o Network Set-up(optional)
 - o UPS
- The Vendor should provide sufficient equipment so as to complete the scanning and digitization in the specified duration required by the End User Department. Delay incompletion of work will attract penalty to the Vendor.
- The Vendor shall make arrangements for maintenance of IT infrastructure(Scanners, Desktops/Laptops, UPS, Network setup, etc.)installed at his own cost and make sure the work shall not be stopped on the ground.

- The End User Department will provide sufficient space with required furniture and electricity to the Vendor.
- The Vendor shall arrange power backup/generator, if required, to complete the job as per the timeline

6.2 Pre-scanning preparation

Pre-processing of document would be the activities that are to be performed by the Vendor on the documents collected before they can be scanned. It shall include the followings (but is not limited to

- Records would be scanned and digitized at the End User Department premises and the Vendor shall be responsible for collecting them from different units of the Department to carry out the digitization work. The documents would be received in lots as agreed mutually between the Vendor and the Department. The Vendor shall acknowledge the number and type of documents received from the Department.
- The Vendor shall maintain a note of the document details in a register while collecting these documents. The log register should contain at least the following details:
 - o Name of the document collected
 - o Size of the pages in document (A4, legal, A3, etc.) along with the count
 - o Total number of pages in the document
 - o Collected from (Name of Government Official)
 - o Date of Collection
 - o Expected date of return
 - o Returned to (Name of Government Official)
 - o Returned by (Vendor representative)
 - o Actual date of return
- After collection of documents by the Vendor, it would be the responsibility of the Vendor to maintain and return the documents in their original form to the End User Department. Any damage to the documents collected shall make the Vendor liable for the same.
- The Vendor shall check for the number of documents in a file in the presence of the representative of the End User Department.
- The Vendor shall be responsible for removal of dust, removal of tags, pins, threads, rubber bands etc and sorting & numbering of pages in the document file in the correct order.
- The Vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles
- The Vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner

can scan it. The cost of stationeries such as pencils, tapes, glues, staples, tags etc required in preparing documents should be borne by the vendor.

- The Vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment)
- Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by each unit of the End User Department based on the nature of the documents being scanned and that unit's workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (with e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.
- In case of book scanning, some books are not properly flattened for scanning. Therefore, it needs to unbind the book. It is the responsibility of the vendor to bind the book as per cost of binding.

6.3 Scanning & Digitization

- c) Depending on the type and condition of the document, the selected bidder shall deploy the different types of scanners like automatic document feeder, flat bed, face up scanner etc.
- d) The selected bidder shall scan and digitize the records/documents of the concerned department.
- 7. The records shall be digitized at minimum 200/300/600 dpi in b&w/greyscale or colour with appropriate scanner for concerned departments. However, the specification of scanning shall be decided by the user department/organisation.
- e) The selected bidder shall ensure that the originality of the document shall be maintained. Page size of the physical file can vary across departments and within file also
- f) The selected bidder shall perform following indicative image enhancement activities:
 - The quality of scanned images are enhance to the optimum level
 - Perform skew/de-skew activities on the scanned document to make the image straight
 - Cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text
- g) In case the documents are not legible, it needs to be scanned on high resolution i.e. 600 dpi or higher. No extra payment shall be made for the same.
- h) No document shall be scanned more than once and no blank pages shall be scanned even if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp.
- i) After scanning of documents, total number of documents will be matched with total number of images scanned and if some images are missing then those will be inserted in the batch at this level only.

- j) For each record, Raw Image (Lossless PDF/A), Master Image (cleaned - Lossless PDF/A) , Web Image (cleaned – compressed PDF/A) record types must be stored and delivered to the concerned department.
- k) In case of images with printed English text, if asked by concern department, the output PDF document should be searchable. Searchable PDF should be created in one single step by processing the input image.
- l) If required by the Concerned Department, the selected bidder shall perform the OCR (only in English language) on the document with minimum 95% accuracy so that the documents can be searched using the text in the document.
- m) **Quality check (Scanned images)-** Quality check after scanning is of utmost important. Images clearing this QC will lead to movement of documents in metadata entry phase. The selected bidder shall ensure following QC activities in this stage :
 - i. No page has been scanned twice. Payment for extra scanning will not be made to the selected bidder.
 - ii. Ensure that blank pages are not scanned
 - iii. Check scanned records for dpi image , quality, format, Noise removal etc
 - iv. 100 % on screen validation for all scanned images and submit the log for 100 % QC work done along with QC certificate.
 - v. Check that all records obtained from the department have been scanned and no document has been missed out.
 - vi. To print minimum 1% of the scanned document but not exceed 2% of the scanned document (as identified by concerned departments) for sample checking to be done by the concerned departments to ensure quality scanning.
- n) The selected bidder shall provide a QC module within its application software for quality check at no extra cost to the concerned department/OCAC.
- o) The selected bidder shall appoint skilled and qualified manpower for QC purpose and not get QC done by operators who have scanned and done metadata entry.

6.4 Meta Data entry/Indexing & cataloguing

- a. After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The Vendor will create metadata required for indexing as per the requirement of the End User Department.
- b. If, the end user department has not provided the software application for index and cataloguing/meta data entry, the selected bidder shall develop the application as per requirement. However, extra payment shall be made.

- c. The Vendor will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
- d. Once all documents are verified and pass quality assurance phase, they will be stored on final digital media of the client's preference, complete with their indexes. At the end of the process all documents will be returned in their original form to the department.
- e. More than one space between two words shall be considered as one space.

6.5 Post Scanning

- After scanning, the physical document would be pinned together/tagged/bound in the same form as it was given for scanning by the individual units of any department. At the end of the process all documents will be returned in their original form to the department.
- Each page shall be serially arranged and shall be counted while giving the documents back to the department.
- Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file. Vendor will have to make this facility available in the capture and indexing module
- The Vendor is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and the status of work to the End User Department and subsequent receipt of sign-offs

6.6 Storage and Backup

- A folder structure/ configuration management policy has to be followed while storing the digitized data in the DVD/USB Drive/ and/ or central storage.
- Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department.
- Copies of the scanned data (and metadata) shall be provided in DVD/USBB drive by the Vendor. The Vendor will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department

6.7 Data Entry of Legacy files/document

- a. The selected bidder shall deploy adequate IT infrastructure (computer with basic software like MS office- word, excel etc., storage devices etc.) and sufficient number of data entry operators for data entry activity as per the requirement of the concerned department. The space, furniture and electricity will be provided by the concerned department.

- b. The selected bidder shall provide the MS-word, excel to carry out the data entry work. The data entry need to be carry out for A4 and legal size paper.
- c. The data entry software will be provided by the selected bidder to carry out the data entry work.
- d. The data entry software should have provision for role/user based authorization for data entry and verification. It shall also have provision to monitor the progress and quality of data entry work performed.
- e. The data entry software shall have provision to generate daily progress report.
- f. The selected bidder understand the requirement of the concerned department about the data to be entered manually.
- g. The data entry shall be carry out in English and/or Odia.
- h. The selected bidder shall follow the same methodology in collection and handing over document to Nodal officer of the concerned department.
- i. The selected bidder shall report the daily progress of the data entry work to the respective Nodal Officer.
- j. More than one space between two wards shall be considered as one space.
- k. The selected bidder shall also be responsible for:
 - Correctness and 100% accuracy of captured data
 - Data security and weekly data back up in external hard disk as directed by OCAC/concerned department.
- l. The final sign off for the complete data entry work shall be given by the concerned Nodal Officer on the basis of system generated reports subject to the sample verification by the concerned Department.

6.8 Roles and Responsibilities

6.8.1 Responsibilities of the User Department -

- i. To identify and appoint senior level nodal officers (s) and nodal team for facilitating successful project execution
- ii. Provide selected bidder/ system integrator access to premises of its Department
- iii. OCAC/concerned Department's Nodal officer will issue a work order for the volume of the work of the specified Department. The volume of work is to be confirmed by the respective Department /Nodal officers.
- iv. Provide support to selected bidder in finalizing the metadata, approval mechanism of digitized/scanned documents etc.
- v. Providing office space for the scanning work and provide the internet connectivity (minimum 1Mbps), raw power and infrastructure (Table, Chair, etc.) at all the offices where scanning is to be performed to the selected bidder. Physical security (e.g. Provide closed storage for files, etc.) of the documents while in possession of the selected bidder.

- vi. Conduct periodic meetings with the System Integrator and monitor the progress of the Project
- vii. Highlight/ Escalate the issues/ risks in the project and resolve and mitigate the issues/ risks
- viii. Review and approve project deliverables in consultation with OCAC as per the RFP.

6.9 Terms of payment

Application Software for DMS/Meta Data Entry/Data Entry of legacy records

- a. 50% cost of the of Application Software Development cost shall be released after User Acceptance Test and rest 50% will be released after three months of Go-live.
- b. Rest 50% cost of the Application Software Development cost shall be released after completion digitization of all affidavits/documents.

Scanning & Digitization

- a. The Bidders may submit running bill/invoice to the concern user department/organisations after successful completion of each one lakh document (not pages) digitization for release of payment. Here document means files, books, case records, affidavits etc.
- b. 80% of the payment of the scanning & digitization work shall be released on the basis of digitization of records (i.e. no. of records entered and no. of associated document pages scanned) and submission of 100% verification report by the bidder.
- c. Rest 20% of the payment of the digitization work will be released after validation of records by the concerned authorities of the user department/organisation on a sampling basis. However, user department/organisation may opt for 100% verification & validation.
- d. Payment will not be made in any case for scanning of duplicate or extra copies of documents. The Bidder will be responsible for document that remained unscanned for any reason. The bidder shall be held responsible for the delivery and quality of output, which if not found satisfactory to the user department/organisation may lead to penal action against the bidder.

Data Entry of legacy records

- a. The Bidders may submit running bill/invoice to the concern user department/organisations after successful completion of data entry of each Fifty thousand record entry for release of payment.
- b. 50% of the payment of the data entry work shall be released on submission of 100% verification report by the bidder.
- c. Rest 30% of the payment of the digitization work will be released after validation of records by the concerned authorities of the user department/organisation on a sampling

basis. However, user department/organisation may opt for 100% verification & validation.

- 6.9.1 The user Department/Organisation may opt for change the payment term as per their requirement.
- 6.9.2 Payment will be made within 30 days of submission of invoice along with all required supporting documents.
- 6.9.3 All payments will be made subject to TDS (Tax deduction at Source) as per the income- Tax Act
- 6.9.4 Any payment related issues shall be resolved by Secretaries of concern department.
- 6.9.5 The Selected Agency shall submit the requisite deliverables and satisfactorily perform work as specified under the Contract to the Purchaser. The requisite payment will be released by the Purchaser upon acceptance of the deliverables and satisfaction with work performed by the Selected Agency.
- 6.9.6 If the deliverables submitted / work performed by the Empanelled Agency is not acceptable to the Purchaser, payments shall not be released to the Empanelled Agency. This is without prejudicing the Purchaser’s right to levy any Penalties based on the Service levels agreed between the Purchaser and the Empanelled Agency. In such case, the payment will be released to the Empanelled Agency only after it re-submits the deliverable / performs work and which is accepted by the Purchaser.

6.10 Penalties

The scanned/digitized images shall be verified by the designated Nodal Officer of the concerned department. The scanned images shall be compared with reference to the original document. The selected bidder shall be penalized based on the evaluation of the accuracy of digitized data

6.10.1 Data Accuracy- Scanning and digitization of records/documents

Sr. No.	Service Criteria	Penalty
1)	No of erroneous records found is 5% of every 5000 pages	No penalty shall be imposed. The selected bidder shall re-scan all the erroneous documents with no extra payment

2)	No of erroneous records found is > 5% <= 10% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 2% of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.
3)	No of erroneous records found is > 10% <= 15% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 5 % of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.
4)	No of erroneous records found is > 15% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 10% of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.

Note:

- Accuracy of less than 85% for three consecutive batches(5000 pages) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the “Termination of contract” section.
- It shall be responsibility of the selected bidder to rescan, index and upload all erroneous scanned images in the application.
- The maximum penalty at any point of time and for any period should not exceed 10% of Scanning and digitization services cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, OCAC/concerned department or organisation reserves the right to terminate the contract.
- Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document page). Thus the selected bidder shall take utmost care of the documents taken for scanning. The penalty shall be calculated

6.10.2 Data Accuracy- Meta Data Entry

The penalty will be imposed on incorrect meta data entry performed by the selected bidder as-

Sr. No.	Service Criteria	Penalty
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1)	Erroneous entered data found is 5% of sample batch of 5000 data entries	No penalty shall be imposed. The selected bidder shall re-enter all the erroneous data with no extra payment.
2)	Erroneous entered data found is > 5% <= 10% of sample batch of 5000 data entries	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 2% of cost of that particular batch will be deducted from the payment of that batch.
3)	Erroneous entered data found is > 10% <= 15% of sample batch of 5000 data entries	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 5% of cost of that particular batch will be deducted from the payment of that batch.
4)	No of erroneous records found is > 15% of every 5000 data entries	The selected bidder shall re-scan all the erroneous documents with no extra payment. 10% of cost of that particular batch will be deducted from the payment of that batch.

Note-

- Accuracy of less than 85% for three consecutive batches(5000 data entries) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the “Termination of contract” section.
- The maximum penalty at any point of time and for any period should not exceed 10% of meta -data entry cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, OCAC/concerned department or organisation reserves the right to terminate the contract.

6.10.3 Accuracy- Data entry of legacy files/documents

The penalty will be imposed on incorrect data entry performed by the selected bidder per page as-

Sr. No.	Service Criteria	Penalty
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1)	Erroneous entered data found is 5% of sample batch of 5000 pages	No penalty shall be imposed. The selected bidder shall re-enter all the erroneous data with no extra payment.
2)	Erroneous entered data found is > 5% <= 10% of sample batch of 5000 pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 2% of cost of that particular batch will be deducted from the payment of that batch.
3)	Erroneous entered data found is > 10% <= 15% of sample batch of 5000 pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 5% of cost of that particular batch will be deducted from the payment of that batch.
4)	Erroneous entered data found is > 15% of sample batch of 2000 pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 10% of cost of that particular batch will be deducted from the payment of that batch.

Note

- Maximum 45 lines per page of A4 and 60 lines of Legal size paper will be considered as a One page. 5% or more lines are found incorrect in any data entry of a page will be considered as “Erroneous Page”.
- Accuracy of less than 85% for three consecutive batches(5000 pages) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the “Termination of contract” section.
- The maximum penalty at any point of time and for any period should not exceed 10% of data entry cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, OCAC/concerned department reserves the right to terminate the contract.
- Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document page). Thus the selected bidder shall take

utmost care of the documents taken for scanning. The penalty shall be calculated and deducted from the immediate payment due of Data entry services cost.

The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.

6.11 Penalty for delays

Project assignments to the empanelled agencies will be on the basis of time/resource estimates defined by respective Departments. Each project, therefore, will have a definite date of project completion. The Department/organisation in consultation with OCAC and empanelled agency shall define a appropriate Service Level Management with penalty terms at the time of awarding of work; however generally, for any time slippages, the agencies can induct more resources at their cost to meet the time schedules.

The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.

6.12 Duration of the empanelment

6.12.1 The empanelment for scanning and data digitization agencies (all the Tiers) will be for a period of three years. However authority reserves right to extend the empanelment period another 2 years with mutually agreed rates and other terms. During this period the agencies will be required to provide all necessary assistance to ensure the successful implementation of various projects within the Departments.

6.12.2 In case, the performance of the empanelled agency found to be poor/involves in unethical practices, OCAC reserves right to delist the firm from its empanelment list at any time with in contract period.

6.13 Process of Selection

Bidders are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in the rejection of the bid.

The process of empanelment of firm is as follows.

- Broad categorization firms of based on the Tier applied for and no. of firms to be

empanelled in each tier.

- After matching of L1 rates, OCAC will ask the bidders to furnish Empanelment Guarantee.
- Subsequently, OCAC will request E & IT Department to issue notification on empanelment.
- After notification OCAC will ask all the empanelled firm to sign the agreement .
- The empanelled list shall be communicated to all the Departments
- The compensation for software development agencies shall be limited to the minimum financial bid in that category as decided in the empanelment process.

OCAC reserves right to increase/decrease number of firms to be empanelled in each category.

6.13.1 Empanelment Guarantee

Within 15 days of the selected firms being intimated about their empanelment they are to submit an Empanelment Guarantee of equivalent amount of EMD in shape of DD in favour of Odisha Computer Application Center. The bidder may also request OCAC to convert the EMD to Empanelment Guarantee. The Empanelment Guarantee will be returned to the bidder after completion of Empanelment period (i.e. after 3 years from the date of notification of empanelment or after applicable extension periods). No interest will be paid to the bidder towards Empanelment Guarantee.

7. Annexure(s) - Bid Formats

All the Annexures should be submitted in company letter head with seal and signature

7.1 Annexure (T1): General Information of Bidder

1.	Name of the Company/Firm/Agency		
2.	Year Established		
3.	Address of Registered office		
4.	Address of Head Quarter		
5.	Telephone No (business)		
6.	Fax No (business)		
7.	Email Address (business)		
8.	Website		
9.	Name of the Authorised person & his contact details such as mobile, e-mail etc.		
10.	PAN No of Bidder		
11.	Goods Service Tax Regd. No		
12.	No of full time personnel (Technical in the Similar Domain) currently under employment		
13.	No. of years of proven experience of providing similar services		
14.	Quality Certification (ISO, CMMi.etc)		
15.	Annual turnover Audited Annual Turnover in last three years	Annual turnover of the in Rs.	
		FY	Turnover (Rs.)
		2017-18	
		2018-19	
		2019-20	
	Average Turnover		

Signature of the Bidder
Date:
Place:

Company Seal

7.2 Annexure (T2): Self Declaration

(To be submitted on the Letterhead of the responding Company)

Date : _____

To

THE GENERAL MANAGER (ADMN)
ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013

In response to the RFP No OCAC-SEGP-MISC-0007-2021-21013, Ms. /Mr.
_____, as a _____, as an Owner/ Partner/ Director/ Auth.

Sign. of

_____, I/ We hereby declare that presently our Company/
firm _____, at the time of bidding, :-

- a. possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b. have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d. does not have any previous transgressions with any entity in India or any other country during the last three years
- e. does not have any debarment by any other procuring entity
- f. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h. does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i. will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by Govt. of Odisha, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

7.3 Annexure (T3): Acceptance of Terms & Conditions Contained In the RFP Documents

(To be submitted on the Letterhead of the responding Company)

Date:

To

THE GENERAL MANAGER (ADMN)
ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP No OCAC-SEGP-MISC-0007-2021-21013 regarding RFP for Empanelment of Scanning and Data Digitization Firms

I declare that all the provisions of this RFP Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

7.4 Annexure (T4): Self Declaration

(To be submitted on the Letterhead of the responding Company)

Date : _____

Ref/RFP : OCAC-SEGP-MISC-0007-2021-21013

To

GENERAL MANAGER (ADMN)
ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013

In response to the RFP Ref.No. OCAC-SEGP-MISC-0007-2021-21013 for RFP titled "Empanelment of Scanning and Data Digitization Firm", as an owner/ partner/ Director of (organisation name)_____ I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

7.5 Annexure (T5): Representative Authorization Letter

(To be submitted on the Letterhead of the responding Company)

Date : _____

Ref/RFP : OCAC-SEGP-MISC-0007-2021-21013

To

GENERAL MANAGER (ADMN)
ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with RFP reference No OCAC-SEGP-MISC-0007-2021-21013.

S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

7.6 Annexure (T6): Past Project Experience

(To be submitted on the Letterhead of the responding Company)

S L	Name of the Project	Client name & Address With nodal person contact no. & mail id	Brief Scope of work (Scanning & Digitization or Data entry of legacy records) If scanning define number of pages scanned	Value (Cost of the Project)	Project duration	Year of Implementation	Whether Completed or continuing	Page reference of Supporting Documents in the bid (like PO/ Work order/Agreement/ Completion Certificate etc.)

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

7.7 Annexure (T7): Presence of Firm in Odisha

(To be submitted on the Letterhead of the responding Company)

SL. No	Name of the location	No. of Resources	Infrastructure available

(if required attach separate sheets on Details of project executed)

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

7.8 Annexure (T8): Infrastructure Available with Bidder

(To be submitted on the Letterhead of the responding Company)

We hereby certify that the following infrastructure is available and owned by <<Name of the Bidder>> as on the date of bid submission. OCAC Technical Evaluation Committee may verify the same by visiting the site

Hardware					
SL. No	Description	Configuration/ Details	Number of items available	Year of Purchase/ Date of Installation	Purchase value
1.	Servers				
2.	Desktops /Laptops				
3.	Printers				
4.	UPS				
5.	CD/ DVD Writers				
6.	Backup Devices				
Scanner					
SL	Description	Make & Model	Scanning speed (PPM)	Maximum Resolution In DPI	Purchase value
1.	Scanner-1				
2.	Scanner-2				
3.	Scanner-3				
	...				
	Scanner-n				
System Software					
SL	Description	OEM Detail	No. of item/licenses	Year of Purchase/ Date of Installation	Purchase value
1.	Scanning Software				
2.	ICR				
3.	OCR				
4.	PDF making Software				
5.	Data Compression software				

6.	Server OS				
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(Please add more rows to include details of hardware/ software infrastructure available with the bidder)

Please provide a proof of purchase as per the following description:

- a. Purchased from India: Tax Invoice
- b. Purchased from outside India: Import invoice along with customs clearance)
- c. For software products please provide proof of purchase in form of invoice from the OEM/ authorized re-seller

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

7.9 Annexure (T9): Number of professionals employed category wise

(To be submitted on the Letterhead of the responding Company)

We hereby certify the category-wise number of professionals on our payroll as on the date of bidding

SL. No	Category	Designation	Details of Key staff (Name, Qualification, Contact Number)
1.	Project Management		
2.	Scanning Operation		
3.	Data Entry		
4.	Quality Control		

(Please add more rows to include details of manpower resources available with the bidder)

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

7.10 Annexure (T10): Compliance Check List

(To be submitted on the Letterhead of the responding Company)

RFP No: OCAC-SEGP-MISC-0007-2021-21013

Please check whether following have been enclosed.

Sl. No	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1.	Copy of Certificate of Incorporation of Company or Registration Firm		
2.	Copy Goods Service Tax Registration Certificate, Copy of PAN allotted		
3.	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2017-18, 2018-19, 2019-20 certified by a Chartered Accountant		
4.	ISO 9001, ISO 27001		
5.	General Information (Annex-T1)		
6.	Self Declaration that the bidder hasn't been black listed / performance issues by any Govt./PSU (Annex-T2, T4)		
7.	Acceptance of Terms & Conditions Contained In The RFP Document (Annex-T3)		
8.	Representative Authorization Letter (Annex-T5)		
9.	Project Experience (Annex-T6)		
10.	Presence of Firm in Odisha (Annex-T7)		
11.	Infrastructure Available (Annexure-T8)		
12.	No. of Professional Employee (Annexure-T9)		
13.	Name, Signature with Date & Seal		
14.	EMD, RFP Document Fee		

Signature of the Bidder

Place & Date

Company Seal

7.11 Annexure (P1): Price Bid Submission Form

(To be submitted on the Letterhead of the responding Company)

To

The General Manager (Admn)
Odisha Computer Application Center
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013

Ref: RFP no OCAC-SEGP-MISC-0007-2021-21013

Subject: RFP for Empanelment of Scanning and Data Digitization Firm for Implementation of e-Governance Projects.

Dear Madam/Sir,

We declare:

1. That we/our principals are equipped with adequate experience and other facilities required for providing Solution/services as per the requirement given in the Tender Document No OCAC-SEGP-MISC-0007-2021-21013 and our establishment is open for inspection by the team/representatives of OCAC
2. We hereby offer to provide Services at the prices and rates mentioned in the financial bid.
3. We do hereby undertake, that,
 - a. In the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform all the incidental services.
 - b. The prices quoted are inclusive of all charges inclusive of traveling, manpower etc. for providing the desired services.
 - c. We enclose here with the complete Commercial Bid as required by you. This includes:
 - Bid Letter
 - Financial Bid
 - d. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the tenders and that we shall remain bound by a communication within that time.
 - e. We have carefully read and understood the terms and conditions of the tender and the conditions of the empanelment applicable to the tender and we do hereby undertake to provide the services as per these terms and condition
4. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the empanelment, shall constitute a binding contract between us

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

7.12 Annexure (P2): Price Bid

(To be submitted on the Letterhead of the responding Company)

A. Scanning of Document

SN	Particulars	Type/Category	Cost /Per page including QC (Excluding applicable Tax)
1)	Scanning of Document (without OCR)	A4/Legal with 200 DPI Gray Scale/B&W	
		A4/Legal with 300 DPI Gray Scale/B&W	
		A4/Legal with 600 DPI Gray Scale/B&W	
		A4/Legal with 200 DPI Colour	
		A4/Legal with 300 DPI Colour	
		A4/Legal with 600 DPI Colour	
		Through overhead Book Scanner	
2)	Scanning of Document (with OCR)	A4/Legal with 200 DPI Gray Scale/B&W	
		A4/Legal with 300 DPI Gray Scale/B&W	
		A4/Legal with 600 DPI Gray Scale/B&W	
		A4/Legal with 200 DPI Colour	
		A4/Legal with 300 DPI Colour	
		A4/Legal with 600 DPI Colour	
		Through overhead Book Scanner	

B. Data Entry (which includes index entry/data entry of legacy records)

SN	Particulars	Cost /Per 100 characters including QC (Excluding applicable Tax)
1)	Cost of Data Entry per 100 Character in English including one copy of printout for proof reading	
2)	Cost of Data Entry per 100 Character in Odia including one copy of printout for proof reading	
3)	Cost of Data Entry per 100 Character in English	
4)	Cost of Data Entry per 100 Character in Odia	

C. Development of Software DMS / Data entry (if not provided by Department

SN	Particulars	Lumpsum amount (Excluding applicable Tax)
5)	Cost of software application development and implementation of DMS / Data Entry Software for index entry after scanning/data entry of legacy records	

(Taxes will be paid extra as per prevailing rates)

Signature & seal of the Bidder

Place & Date:

Note : At least 50% of technically qualified bidders with minimum 2 bidders in each category must agree to the L1 (Lowest) price for the proposed empanelment process to be effected. Otherwise, OCAC may cancel the entire bid process and go for fresh tender or cancel all commercial offers and ask for fresh commercial offers from all the technically qualified bidders.