

Request for Proposal
For
Digitization of Legacy Records
(IGR , Revenue and Disaster Management Department)



RFP Ref No – OCAC-SEGP-SPD-0021-2014-20008

Date -11/03/2020

Odisha Computer Application Centre

(Technical Directorate of E&IT. Department, Govt. of Odisha)

N-1/7-D, Acharya Vihar

P.O. - RRL, Bhubaneswar - 751013

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A. Bid Overview

A1. Letter of Invitation

OCAC on-behalf of Inspector General, Registration (IGR), who is the Purchaser, invites responses ("Tenders") to this Request for Proposals ("RFP") from Organizations ("Bidders") for Document Scanning, Indexing and Storage in DMS as described in Term of Reference of this RFP, under "Scope of Work".

The "Request for Proposal" applies to all eligible IT/ITES Companies having a proven track record in the Field of application development, digitization and maintaining database to ensure action as per the scope of work at 172 Sub-Registrar offices on turnkey basis. The organisation should have adequate technical resources to deliver the requirement on time.

The duration of the project is for a period of 1 year to digitize the land record and it may be extended further as per the requirement of the IGR Department/IGR on yearly evaluation and performance assessment.

Detailed information regarding the services required and other term and condition is given in the enclosed Request for Proposal (RFP). Your company is being requested to submit a detail proposal and must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late will not be considered in this procurement process.

We look forward to having your proposal.

Yours sincerely,

General Manager, Admin
Odisha Computer Application Centre

A2. Important Information for the Bidders

Particulars	Details
Bid Inviting Authority	Odisha Computer Application Center
Request for Proposal No:	OCAC-SEGP-SPD-0021-2014-20008
RFP publication date	11/03/2020
Non Refundable RFP Document fees	Rs 5,000 plus 12% GST
EMD	Rs 20,00,000
Last date & time of submission of written queries for Clarifications on RFP document. The format for submission of query is provided in Section-B2-1.6 Queries can also be sent to the e-mail ID- (gm_ocac@ocac.in) in the required format only.	18.03.2020 (5PM)
Contact Person	General Manager, Admin
Place of submission of bid documents	OCAC Building
Address for correspondence	General Manager (Admin) Odisha Computer Application Centre (Technical Directorate of I.T. Dep't, Govt. of Orissa) N-1/7-D, Acharya Vihar P.O.- RRL, Bhubaneswar – 751013
Date, time, venue for pre-bid conference (Only one representative from each bidder with necessary authorization letter)	20.03.2020, 3.30 PM, OCAC
Tentative Date, time for query response	21.03.2020, 5 PM
Last date and time for submission of proposal/bid	8.04.2020, 3.30 PM, OCAC
Date, time and venue for opening of Pre - Qualification bids	9.04.2020, 4 PM, OCAC
Date, time and venue for declaration of Pre Qualification result	17.04.2020, 4 PM, OCAC
Tentative Date, time and venue for	21.04.2020, 11AM,OCAC

Technical bid opening and presentation	
Tentative Date, time for declaration of technical bid result	24.04.2020, 3PM
Opening of Financial Bids of technically bidders	28.04.2020, 11.30 qualified AM, OCAC

A3.Background

The scanning and digitization of the legacy data for registration offices in the State of Odisha will be initially done for 10 years from 1985 to 1994 and subsequently if decided by the Govt, be extended to prior period on yearly manner as additional work on the same cost norm for which work order was awarded.

The project scope has envisaged developing and deploying an efficient system for scanning the true copies of previously registered documents for 10 years between the year 1985 to 1994 with approximate 40,00,000 records. The project therefore comprises of scanning the paper records, meta data entry in the DMS, setting up of operating centre with necessary infrastructure at each sub-registrar office, co-ordination & supervision by defining appropriate workflows for the activities involved in order to maintain the system and smooth integration so that the complete project will GO LIVE on time. The vendor has to co-ordinate with different stakeholders and also works as per orders from appropriate authority from time to time.

There are 172 Sub-Registrar offices across the State. Each office is headed by a Sub-Registrar. The Sub-Registrar registers the documents.

A4.Objectives

The major Objectives of the digitization project are:

- I. To preserve and protect the copies of registered documents in electronic form.
- II. Encumbrance Certificates and Certified copies can be issued to the General public instantaneously
- III. Maintain all records in integrated digital form in a central repository.
- IV. To make documents and files accessible to multiple users simultaneously.
- V. To store and route documents electronically for verification and authentication.
- VI.** To use Document Management System for easy storage, retrieval and sharing.

A5. Broad scope of work

- i. Digital scanning & digitization of Meta data of true copies of all registered documents between 01.01.1985 to 31.12.1994 of all the Registration Offices to be performed onsite. Approximately 40, 00,000 records shall be digitized.
- ii. The Agency will setup the operating centre at sub registrar office with adequate Computer, Monitor, Printer, UPS, Scanner, Chair and tables. The bidder should provide necessary number of good quality book scanner with a support of minimum 300 DPI resolution to achieve the target mentioned in RFP.
- iii. Implementation of Document Management System (DMS) with work flow module for scanning, indexing and meta data entry activities. The creation of metadata will be in the format attached as Annex 1.
- iv. Deployment of Adequate manpower to do the scanning, entering Meta data information in the DMS, proof reading to verify the data etc.
- v. The entire volume of the project shall be divided into three packages as per Annex 2. If L2 bidder agrees to take up work at L1 price, he will be awarded work for package 2 so that there will be 2 vendors. If L3 bidder agrees to take up work at L1 price, he will be awarded work for package 3 so that there will be 3 vendors.
- vi. Maintenance and Support of the Application during the project period.
- vii. Exporting the verified scanned document and digitized metadata to the IGR system. Officials of Sub Registrar office will verify the linked metadata and scanned document. 100% metadata will be verified and 5% scanned records will be randomly verified. The error entries will be corrected and checked by the verifier. On 100% correct entry being certified, the data will be kept in the local server in a year-wise folder. The chunks of 2000 records will be merged into year-wise metadata file on completing that year. Corresponding year folder with the scanned PDFs will be made. This data wil be pulled into the IGR server through eRegistraion software.

B: Instruction to Bidders

B1: Eligibility Criteria

- i. The Bidder should be a company registered under the Companies Act, 1956/2013 and in operation in India for at least 5 years as on 31.01.2020 and should have their Registered office in India.
- ii. The Bidder must possess a valid: -
 - a. Company Registration Certificate
 - b. GST Registration Certificate with up-to-date Clearance Certificate
 - c. PAN Number
- iii. The Bidder should deposit Earnest money of Rs 20,00,000 and Tender fees of Rs 5,000 in DD/BG format from the scheduled and nationalised bank along with the pre-qualification bid. The bid received without the same will be summarily rejected.
- iv. The Bidder must be a profit making company and should have positive net worth on an average of last three Commercial years as on March 31, 2019.
- v. The Bidder should have average annual turnover of at least INR 25 Crores for the last three immediate past fiscal years as on March 31, 2019 and out of which average turnover of INR 5 Crores in last three financial years from the business of data digitization, scanning and DMS software deployment and maintenance.
- vi. Bidder should have at least implemented 3 similar projects in India in Govt/PSU. One of the project should be a project value of 5 Crores or more.
- vii. Bidder should have the experience of deployment of hardware infrastructure for digitization work and must have implemented a similar project with the setup of at least 10 operation sites with infrastructure support for scanning, metadata entry and validation of the data in last three financial years as on 31.3.2019.
- viii. The Bidder should have scanned minimum cumulative number of pages of one Crore over the last 3 financial years (FY 2018-19, 2017-18, 2016-17) in India.
- ix. The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices with any Government Departments/ agencies/ ministries or PSU's and should not be blacklisted.
- x. Duly Executed Power of Attorney in favour of Authorized signatory of the Bidder or copy of board resolution duly authorizing signatory for signing this bid.

- xi. The bidder should have at least 100 data entry operators, 20 proof readers, 20 IT professionals with relevant experience on software development on its rolls as on the date of submission.
- xii. The bidder without their presence in Odisha can participate but have to submit undertaking to start operational unit with 15 days on getting the award.

B2: Bid Processing

B2-1: General Instruction to Bidders

B2-1.1 Completeness of Response

The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the Bid Earnest Money Deposit (EMD)

B2-1.2 Right to reserve

IGR reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligations for such acceptance, rejection and annulment, and without assigning any reasons thereof.

IGR department reserves the right to increase or decrease the quantum of documents to be scanned and digitized with Meta data of the applicants based on the performance of the service provider.

B2-1.3 Availability of Bid Documents

The Bid document can be downloaded from the official website of the OCAC www.ocac.in/www.odisha.gov.in/ <http://revenueodisha.gov.in/>

B2-1.4 Authentication of Bids

The original and all copies of the bid shall be typed or written in indelible ink and signed by the Bidder or a person duly authorized to bind the Bidder to the contract. The authorization shall be form of a written power of attorney accompanying the proposal or in any other form demonstrating that the Representative has been duly authorized to sign. All pages of the bid, except for un-amended printed Literature shall be initialled and stamped by the person or persons signing the bid.

B2-1.5 Interlineations in Bids

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled and stamped by the person or Persons signing the bid.

B2-1.6 Pre-bid conference

A Pre-Bid Conference shall be scheduled by the Department as per the time and venue given in the data sheet at A2 , page no. 7.

In case of any change in date, time and venue of the conference, the same will be intimated to all bidders through e-mail/fax or notification on OCAC website. The representatives of the interested organizations may attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the RFP and the proposed solution requirements in reference to this RFP. Pre-Bid Conference will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the project.

Request for clarifications shall be sent by the bidders through email as per the format given below:

Name of Bidder: **Tender Ref No.**.....

S.No	RFP Clause No	Page No	Content requiring Clarification(s)	Points of clarification/request to amend

The queries shall be sent to:

1. General Manager, Admin : gm_ocac@ocac.in

All responses given by the committee will be distributed to all the bidders. No request for clarification from any bidder shall be entertained after date and time as mentioned in the data sheet.

A corrigendum may be issued, in case any changes to terms and conditions of the RFP are required to be altered.

B2-1.7 Bid Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process and all such activities related to the bid process.

B2-1.8 Venue and deadline of the submission

The venue and the deadline of the submission shall be as per the data sheet at A2, page no.7 IGR Dept/OCAC may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum or by intimating all bidders who have been participated in pre-bid queries or submitted the bid, in writing or through e-mail. The same may also be published in the OCAC web site.

B2-1.9 late bids

Bids received after the due date and the specified time for any reason whatsoever, shall be rejected.

B2-1.10 Earnest Money Deposit

A Bid security of INR 20,00,000 (INR twenty Lakh Only) must be submitted with the Bid in the form of a bank draft/bank guarantee issued by any Nationalised / Scheduled Bank and shall be valid for 120 days beyond the validity of the Bid.

The bid security of all unsuccessful bidders would be refunded by OCAC within 30 days of the bidder being notified as being unsuccessful. The bid security, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

No interest will be payable to the Bidder on the amount of the EMD. Bids submitted without bid security, mentioned above, will be liable for rejection without providing any opportunity to the bidder concerned.

The EMD may be forfeited:

- i. If a Bidder withdraws the bid or increases the quoted prices during the period of bid validity or its extended period, if any; or
- ii. In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
- iii. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

- iv. During the bid process on evaluation, if any information found wrong / manipulated / hidden in the bid.
- v. The decision of the Department regarding forfeiture of the Bid Security and rejection of bid shall be final & shall not be called upon question under any circumstances.

B2.1.11 Bid document fees

Rs 5,000 with GST of 12% in the form of DD will be paid along with bid document.

B2.1.12 Consortium or sub-letting of work

Consortium is not allowed and the contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity. The selected agency shall be responsible for the execution of the project.

B 2.2. Bid Submission instructions

Bids must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. The Department will evaluate the bid based on its clarity and the correctness of its response to the requirements of the project as outlined in this RFP.

B2.2.1 Format of Submission

Submission for this RFP is going to be a three cover system;

- i. The Pre-qualification Bid, Technical Bid and Commercial Bid of the RFP should be placed in a separate sealed covers with the wordings "Pre-qualification Bid", "Technical Bid" and "Financial Bid" respectively super-scribed on them.
- ii. Please note that prices must not be indicated in the Pre-qualification Bid and Technical Bid and must only be indicated in the Commercial Bid.
- iii. The covers containing the Pre-qualification Bid, Technical Bid and the Commercial Bid must be put in another envelope (bid cover) along with the following documents;
 - a) RFP document fees
 - b) Bid security / EMD
- iv. The Bid Cover should be super-scribed with Project name, RFP Number, Due Date and the wordings "Do not open before (00/00) hours on <<date of submission>>" as given in datasheet.
- vi. The cover thus prepared should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".

vi. The Pre-qualification Bid, Technical Bid and Commercial Bid should be complete documents and should be bound as a volume separately. The documents should be page numbered and appropriately flagged and contain the list of contents with page numbers. Bidders are required to submit all details as per the formats given in the RFP document only. Any deficiency in documentation may result in the rejection of the Bid.

vii. As part of the bid, Bidder should also provide soft copies of the Pre-qualification Bid, and the Technical Bid (word format/pdf format), each in the form of a non-re-writable CD/DVD (Compact Disc). The CD/DVD containing the copies of the Pre-qualification Bid, and the Technical Bid should be sealed with the Pre-qualification, and Technical bids respectively.

viii. All CDs submitted by the Bidder must be in sealed covers. The sealed covers as well as the CD media must be duly signed by the Bidder using a "Permanent Pen/Marker", should be super-scribed with "Pre-qualification Bid" "Technical Bid" (as the case may be) and should bear the name of the Bidder. Bidder must ensure that the information furnished by it in respective CDs is identical to that submitted by it in the original paper bid document. In case of any discrepancy observed in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

B2-2.2 Documents comprising the bid

Bid submitted by the bidder shall comprise the following:

- i. Pre-qualification Bid (eligibility criteria) in the format as specified at Annexure E.1.2
- ii. Technical Bid in the format as specified below and in Annexure E2.2
- iii. Financial Bid in the format as specified in Annexure E3
- iv. Earnest Money Deposit as specified in RFP.

B2-2.3 Validity of Bids

- i. All bids must be valid for 180 days from the last date of submission of bids. A bid valid for a shorter period may lead to disqualification of the bidder. The Department reserves the right to take appropriate action in this regard. On completion of the validity period, unless the bidder withdraws his bid in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his bid.
- ii. In exceptional circumstances, at its discretion, the Department may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

B2-2.4 Language of the bids

All the bids submitted shall be written in English Language.

B2-2.5 Non Conforming Bids

A bid may be construed as a non-conforming bid and ineligible for consideration:

- i. If it does not comply with the requirements of this RFP. Failure to comply with the technical requirements is a common cause for holding bids non-conforming.
- ii. If a bid does not follow the format requested in this RFP or does not appear to address the particular requirements, and any such bidders may also be disqualified.

B2-2.6 Disqualification

The bid is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

- i. Bid not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- ii. During validity of the bid, or its extended period, if any, the bidder increases his quoted prices.
- iii. The bidder qualifies the bid with his own conditions.
- iv. Bid is received in incomplete form.
- v. Bid is received after due date and time.
- vi. Bid is not accompanied by all the requisite documents
- vii. If Bidder provides quotation only for a part of the project
- viii. Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- ix. Commercial bid is enclosed with the same envelope as technical bid.
- x. Bidder tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- xi. In case any one party submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional bids/bidders are withdrawn upon notice immediately.
- xii. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by the Department.

B2-2.7 Modification and withdrawal of bids

No bid may be modified or withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period specified by the bidder on the bid form. Entire bid security may be forfeited if any of the bidders withdraw their bid during the validity period.

B2-3: Bid Opening and Evaluation

B2-3.1 Bid opening sessions

The bids will be opened, in three sessions, one each for Prequalification, Technical and Commercial/Financial, in the presence of bidders' representatives who choose to attend the Bid opening sessions on the specified date, time and address. In the event of the specified date of bid opening being declared a holiday for Government of Odisha, the Bids shall be opened at the same time and location on the next working day or the date with time shall be intimated to all the participated bidders.

During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

B2-3.2 Opening of Bid Document Process

The RFP document fees / EMD will be opened, by a Bid Opening Committee appointed by the Department, in the presence of bidders' representatives who choose to attend the session on the specified date, time and address. The envelopes of respective stages will be opened again in the presence of the representative.

B2-3.3: Evaluation Criteria

The bid process involves a Three-stage evaluation namely, Pre-qualification, followed by the Technical and Financial bid.

B2-3.3.1: Evaluation of Pre-qualification Bids

The bidders will be assessed on the prequalification criteria and a list of Pre-qualified bidders will be made by the Department on the advice of the Technical Evaluation Committee (TEC) appointed by the Department for evaluation.

B2-3.3.2: Evaluation of Technical Bids

The evaluation of the Technical bids will be carried out in the following manner:

- i. The Technical Bids of only the pre-qualified bidders will be opened for evaluation.
- ii. The bidders' technical bids proposed in the bid document will be evaluated by the TEC (Technical Evaluation Committee) as per the requirements specified in the RFP.
- iii. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification) as required for technical evaluation.
- iv. The bidders getting 70% score in the technical evaluation shall be eligible for Commercial evaluation.

B2-3.3.2.1 Technical Evaluation Criteria

SL No	Parameters	Basis for Evaluation	Max marks	Supporting documents
1	Company profile		30	
1.1	Average turnover - in last 3 financial years	Greater than INR 25 cr, For every 5 crore, 2 Mark till 50 crores of turnover. Then For every 10 crore, 2 Mark till 100 crores of turnover.	20	Copy of the Audited Balance sheet with Profit & Loss; OR Certificate from the statutory auditor for three years
1.2	CMMi3 or above		5	Copy of Certificate
1.3	Resource Strength More than 100 data operator, 20 quality analyst or proof readers, 20 software developers		5	HR Certificates
2	RELEVANT EXPERIENCE		55	
2.1	Experience in Document Scanning & Digitization project within last 5	For each project 5 Marks	25	Completion Certificates from the

	years in Central Government / State Government / PSU in India with minimum Order value of INR 5 Crore. The work order should have been issued within the last 5 years.			client; OR Work Order copy with 75% or more payment received
2.2	Similar project implemented in GOVT/PSU in India in last 5 years: More than 20 operation unit @ 10 marks for each project. Note – one project can be counted only under 2.1 or 2.3 (not both)		30	Work order with the details about scope and certificate of successful implementation of the project from deptt/psu in India
3	Approach and Methodology		15	
3.1	Complete understanding of the setup with the suitable infrastructure, Security parameters, suitable storage solution and preventive measures for data theft	Evaluation on proposed Specifications, IT equipment type & Quantity	5	Qualitative assessment based on Demonstration of understanding of the requirement with presentation of similar project
3.2	Capability of deployment of required qualified Manpower resources	Key profile of the resource, number of resources available for deployment and their plan of deployment	2.5	Technical Proposal& Presentation
3.3	Approach and methodology for high degree of accuracy and quality checking initiatives.		2.5	Technical Proposal& Presentation
3.4	Approach & Methodology		2.5	Technical

	for Document Storage & Backup at the field office locations before exporting into central storage			Proposal & Presentation
3.5	Approach & Methodology for integration of DMS solution with the IGR system		2.5	Technical Proposal & Presentation

B2-3.3.3 Evaluation of Financial Bids

The Financial Bids of only the technically qualified bidders will be opened for evaluation. The bidder with lowest Commercial bid (L1) will be awarded as per the format E3.

B2-4 Contract Finalization and Award

B2-4.1 Award Criteria

The Bidder quoting lowest finance bid would be declared as the Successful Bidder. In case of Bidders having the same quoted amount, the Bidder with the higher total Technical Evaluation Score would be declared as the Successful Bidder and will be awarded to execute the project for the "Scope of Work as laid out in this RFP". In case L2 and L3 bidders agree to execute the project at L1 price, they will be awarded the work for packages 2 and 3 respectively.

B2-4.2 Notification of Award

Prior to the expiration of the period of bid validity, the Department will notify the successful Bidder by e-mail or by registered letter that its bid has been accepted.

The notification of award will bind the parties for the formation of the Contract.

Upon the successful Bidder furnishing the performance bank guarantee pursuant to Clause B2-4.4 the Department will promptly notify each unsuccessful Bidder and will discharge its bid security/EMD.

B2-4.3 Signing of Contract

At the same time as the OCAC notifies the successful Bidder that its bid has been accepted, and will send the Bidder the MOU, incorporating the clauses of tripartite agreements between the parties.

Within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by OCAC, the successful Bidder shall sign and date the Contract and return it to the OCAC.

In case the contract is not signed by stipulated date, the Buyer may forfeit EMD as per terms and conditions.

B2-4.4 Performance Bank Guarantee

At the time of the signing of the contract, the successful Bidder shall furnish the performance bank guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Bond.

This Performance Bank Guarantee will be for an amount equal to 10% of the work order value. This performance bank guarantee shall be valid from date of acceptance of LOI, till 60 days after the completion of the project. Each year Performance bank guarantee will be renewed if the project execution period extends after completion of one year. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee may be discharged/ returned by OCAC upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

In the event of the bidder being unable to service the contract for whatever reason, the OCAC would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the Department under the contract in the matter, the proceeds of the PBG shall be payable to the Department as compensation for any loss resulting from the bidder's failure to perform/ comply with its obligations under the contract. In such case, the Department shall notify the bidder in writing of the exercise of its right to encash the Bank Guarantee. The Department's decision in this respect will be final.

In case the project is delayed beyond the project schedule as mentioned in this RFP, the performance bank guarantee shall be accordingly extended by the service provider for six months.

The Performance Bank Guarantee may be forfeited if it is found at any time that representatives of the bidder were found engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract. Data theft will also lead to forfeiture of Performance Bank Guarantee.

B2-4.5 Service Level Agreement

Tripartite SLA will be signed between IGR, OCAC and the vendor(s) as per the terms and conditions in the RFP. A **non-disclosure clause** will also be a part of the SLA to agree not to disclose certain proprietary or confidential information explicitly outlined in the agreement before commencement of the project.

C. Contractual Term

The Contract Agreement for this engagement would contain the following key clauses:-

C1. Term of Contract

The period of contract shall be of one year or the completion of the volume work as defined in the term of reference and if required may be extended further for addition of more volume of work on recommendation of committee. The extension will be approved on yearly basis.

C2. Termination

- i. Normal termination of the contract would happen at the end of the tenure.
- ii. Pre-mature termination of the contract would happen in case of insolvency of bidder or due to conditions of material breach.

C3. Effects of Termination

- a) In the event of a pre-mature termination of this agreement by Nodal Agency, the compensation payable to bidder will be decided in accordance with the Terms of Payment Schedule for the milestones completed services and accepted deliverables.
- b) Parties shall mutually agree upon a transition plan and comply with such a plan. The bidder agrees to extend full cooperation in supporting the transition process.

C4. Scope of Work and Deliverables

This will be in conformity with the terms of reference specified in the RFP document and shall include the submissions made by the bidder in their proposal and work plans, further refined during the negotiations. Deliverables and milestones shall be established with a process of formal acceptance or such measurable criteria.

C5. Fees and Payments

- a) The total fees payable to the bidder shall be inclusive of all taxes / levies and other out of pocket expenses. Rate of taxes will be applicable as the rate prevailing at the time of submission of Bill.
- b) Payments would be subject to tax withholding.
- c) In case of a *bona fide* dispute regarding any invoice, the OCAC shall be entitled to delay or withhold payment of the invoice or part of it, limited to the extent of the disputed amount.

C6. Ownership and Audit

All records pertaining to this engagement shall be made available to the IGR Department / OCAC and its authorized agencies upon request for verification and/or audit, on the basis of a written request.

C7. Co-operation by the Department

To enable the bidder carry out its obligations under this agreement, IGR Department shall provide timely and convenient access to data, electricity and other operational support, on time approval within an agreed timeframe, on all requests and queries submitted to by the bidder. The validation of the data needs to be done within the time line of 15 days of receiving it.

C8. Confidentiality

Bidder and its deployed resources shall exercise professionally reasonable care to maintain the required confidentiality and privacy with regard to the data, wherever applicable.

C9. Force Majeure

Neither Party to this agreement shall be liable to the other for delay or default in performance of its obligations or any loss or damage which may be suffered by the other directly due to a Force Majeure event provided that the affected Party notifies the other Party of such event and its likely effects and duration as soon as possible and takes all reasonable steps to mitigate the losses/disruption.

C10. Dispute Resolution

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be amicably resolved by the Parties through mutual consultation, in good faith and using their best endeavours.

On non settlement of the dispute, same shall be referred to the Secretary to Government, E&IT Department, and Government of Odisha or Chairman of OCAC for his decision and the same shall be binding on all parties.

C11. Governing Law and Jurisdiction

This agreement and all questions of its interpretation shall be construed in accordance with the Laws of India with the Courts at Cuttack (High Court) having jurisdiction.

D. Terms of Reference

D1.Scope of Work

D1.1. Document Management Solution (DMS):

Bidder need to propose the Document Management Solution (DMS) to execute the project. The solution will have the modules of Document storage, indexing, search, Scanning and Capture, Document Sharing, Access Control, automated workflow, Task lists and Target Monitoring, Document Viewer etc. The software should be flexible for web enablement to work without internet on client server platform and may also run through internet from central server.

The software should have the following features:

- i. Software module should have the capability to integrate with eRegistration system
"PDF binding" feature should be available in capture module
- ii. "excel/XML/CSV compatible database export" should be available from the capture module. Data export through excel is preferable.
- iii. Support all the special image enhancement functionality offered by the scanner through the driver interface
- iv. Should have facility to read barcode from files into indexing fields
- v. Checking the scanning progress. This shall Include the daily, weekly, monthly and overall progress (number of records scanned, completed months / years etc)
- vi. The tool should have the option for exporting the data through e-Registration System for IGR to review the progress of the scanning activity and number of Meta data entered in the system with the accuracy after entry and validation process.

- vii. Designated officials from concerned sub registrar office will verify the metadata entered 100% through the software developed by the vendor.
- viii. The application must have a support to view the scanned copy in one panel and enter the metadata in another panel.
- ix. Any open source online reporting tool or bespoke solution developed by agency may be utilized for this purpose. However, if any selected Bidder wishes to utilize a licensed tool then license should be bought by the bidder, at no extra cost to the department.
- x. The MIS reports should be decided based on mutual discussion with the IGR and selected agency.

D1.2. Pre-scanning preparation

Pre-processing of document would be the activities that are to be performed on the Documents collected before they can be scanned. It shall include (but is not restricted to).

- i. Collection of physical documents from the record rooms and the individual departments
- ii. Removal of tags, pins, threads etc from the document.
- iii. Verifying the order of the pages in the documents, noting the number of pages and sorting if required to make in the correct order.
- iv. Special preparation of documents that may not be in a good physical condition for example torn pages, folded document to make straightening and if need be, notify concerned nodal officer of the SRO for necessary action before their scanning.
- v. The agency would also have to make note of the document details in their log register while collecting these documents. The log register should contain at-least following details:
 - a. Name of document collected
 - b. Number of registers and number of total pages to scan
 - c. Date of document receipt, Collected by (Name of the representative)
 - d. Expected Date of Return
 - e. Actual date of return, Returned to (Govt Official) – Name & Signature

D1.3. Scanning Activities

- i. The documents/pages shall be scanned on a min. 300 DPI resolution, black and white/Grey Scale with digitized file size not exceeding 75Kb for one side of the page. A committee of IGR and OCAC officials shall certify the scanner models before deployment.
- ii. In case the content of the documents are not visible then document scanning shall be done in Gray Scale. No extra payment shall be made for the same.
- iii. In case the documents are not legible, it will be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
- iv. The scanned documents shall be converted into PDF files.
- v. Agency should ensure that quality of scanned images are enhanced up to the Optimum level and required image enhancement activities like De-skew (to make the images straight), contrast ratio setting etc. has been done on the documents.
- vi. The agency must be able to carry out cropping and cleaning of images like removing black noises around the text, and providing the equal margins all around the text.
- vii. No document shall be digitized more than once. The file numbering will be checked by the scanning agency and if there is any discrepancy in numbering, it should be sorted out with the departmental in charge before proceeding
- viii. No blank pages should be deleted if they are part of the file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp.

D1.4 Post Scanning Activities

- i. After scanning, the physical document would have to be pinned together/tagged in the same form as it was given for scanning by the individual departments.
- ii. Designated officials from concerned sub registrar office will verify the scanned records 5% randomly offline through the software developed by the vendor. In case scanning is found not proper, the same will be reverted for redoing.
- iii. Each page shall be serially arranged and shall be counted while giving the documents back. Proper acknowledgement has to be obtained from designated Official at each SR office for handing back the documents and the same updated in the Data entry module on a daily basis.

- iv. Each Book & File should be labelled with a printed barcode sticker. The barcode should contain the parameters <<SR code, Year, Book Number, File number, number of Documents/ Pages>>.
- v. At the time of handing back the documents to the designated official, if any discrepancy is noticed the same needs to be recorded in the Data entry module with proper remarks.

D 1.5 Hosting Environment and Storage Device

The entire data should be uploaded in the eRegistration application in a defined path.

D 1.6 Project Initiation Activities – Infrastructure Setup

Deploy required own Infrastructure viz. – Scanners, Desktops/Laptops, Printers, Cameras along with connecting cables and power extension cords etc & manpower at all the identified Sub Registrar Office. (Refer Annexure 2).

The space for setting up the infrastructure as well as the raw power connections and internet will be provided by respective offices of where scanning would be done.

D1.7 Quality Check

- i. Ensure Quality Check during/after the scanning work and data digitization in the software by the proof reader/quality analyst deployed by the agency before upload of the data in local server or web server to check by the Department.
- ii. Department through its deployed verifier will perform Visual Quality Check on the scanned Images , Indexing and Data entry details using the QC tool provided by the agency which is a feature in the DMS system. The Meta data should be very accurate and the selected Bidder has to give batch wise (2000 records) to department for Quality check. If there are errors in metadata entry (even if one field in a record has error data entry, the record will be treated as error entry) and scanning, penalty as applicable will be levied.
- iii. The day-to-day scanned & digitized data has to be stored in local server. Data transfer is through internet using defined path. However, the Vendor should maintain a copy of the scanned data until the Quality Check is completed and confirmation on the digitized data is received from the IGR.
- iv. 100% verification of digitized metadata will be done by the officer from the sub register office and 5% of the scanned document will be verified on random.

D1.8 Meta Data Entry

- i. Metadata entry fields will be as per Annexure 1
- ii. Make the record ready for scanning whether they are in book volumes or file volumes.
- iii. Proof reading will be done by the proof reader or quality resources deployed by the agency.
- iv. Approximately there will be 40,00,000 records available for 10 years duration and the meta data information of the records will be entered through the system. Approximately 3.2 crore of pages @8 pages per record will be scanned in the 172 Sub-Registrar offices. The data entry operator will enter information for 100 numbers of documents per day by reading from the index registers. Scanning operator will scan minimum 100 numbers of documents per day.
- v. The daily target on data entry operator wise will be managed through the task management module of the software.

D1.9 Security Measures

Implement Strong Access Control Measures:

- a. Restrict the physical access to the allotted scanning & digitization area to the authorized personnel only who may be from department or approved members from the agency.
- b. The Security measures to be installed at Department employees' systems to prevent data vandalism or theft. Identify and authenticate access to system components
- c. To ensure that the data is secure, all output devices Including USB, Optical Drive, email and Internet to be disabled for operators of machine. For uploading data to the server the same shall be done over intranet.
- d. To ensure that maximum-strength standards are enforced for user passwords, which are encrypted during transmission and storage.

D1.10 Digitized data export

The Scanning of the deed records and Digitization of the metadata as per the index/annexure1 shall be done through the DMS software in local environment. The DMS software should have the features to export the verified digitized Meta data into excel/CSV/XML/JSON format to a particular defined folder in the local server. The Same procedure will be for the scanned copy of the deed records which will be saved with its unique ID of the deed number against which ID the Meta data has also been tagged.

The IGR online system will provide an online interface with unique login ID for every sub registrar to access the folder, browse the attachment and send it to the Web server of the IGR System for data consolidation.

D2. Roles & responsibility of Registering Officer of the Sub registrar Office:

- i. Allocation of suitable Office space inside the Office premises for Setting up of the operational units. The office shall provide electricity connectivity and internet as per availability.
- ii. To ensure proper earthing system as per the required specification in his office for functioning of electronic and computer systems and other peripherals.
- iii. Assignment of an internal staff of the office to supply the records to the vendor year wise to be scanned on receipt of the same and who will maintain the log for issue and receipt of records.
- iv. To provide assistance to the vendors, with necessary guidance on various legal aspects of a true copy of a document and formats of indexing associated to the documents.
- v. After completion of scanning work batch wise, concerned Officer nominated as verifier shall verify the scanned records and metadata and on being satisfied regarding correctness of the data shall issue the completion certificate to the Vendor.
- vi. To upload the verified data to the central server after verifying the complete correctness of the data through own staff.

D3. Role, Responsibility of the Selected Agency and compliances to the standard procedures to execute the standard defined procedures

Deployment of required IT infrastructure & human resource at respective Registration Office location with the role and responsibility as follows:

- i. All tools & tackles necessary for the scanning and digitization work shall have to be deployed by the Vendor. Intelligent book scanner with minimum 300 DPI to be used for the scanning purpose by the vendor.
- ii. The equipment used by the service provider for a particular work must be appropriate for the type of work. The service provider shall maintain the equipment used in this work properly so that they are in good working condition. In no case shall the service provider use defective or imperfect equipment in the work.

- iii. The service provider shall arrange to replace or repair all defective equipment so that the progress of the work is not hampered. No defective equipment should be left at the project site and the department shall not be responsible for any loss or damage to any of these equipment's during the course of the execution of the work.
- iv. Scanning & QC (Quality Check) operators cum Supervisor with knowledge and experience in scanning activities. At least one QC operator per location is mandatory.
- v. Human Resource Requirement: - The number of Data entry Operator, QC Operator may vary and the team size shall be increased keeping in view the project urgency in consideration and subject to considering the no's of documents available for scanning.
- vi. Dedicated resource to ensure the quantum and quality of output to meet the deadline/ time limit.
- vii. Maintaining the confidentiality of the Registration Offices regarding these records as per the provisions of Information Technology Act., 2000.
- viii. It is the responsibility of the agency to make arrangement for Standard internal electrical wiring with backup power to run data entry and scanning work uninterruptedly.
- ix. Daily reporting of the status of the progress of work starting from the site preparation to the record handling and progress rate of digital structuring is to be devised for timely incorporation as part of the Project MIS.
- xi. Liaisoning with respective Govt. official/ personnel at each location for arrangement of the suitable work space, input registration records inside the Office premises.
- xii. Dedicated resource to receive and return the true Copy Volumes, Deeds & Record books.
- xiii. Dedicated resource to ensure the page count and proper handling of books without causing any physical damage to the records or its contained pages.
- xiv. Handing over the Scanned copy (in duplicate) after the completion of work in respective registration office in the proper data recording media as specified.
- xv. After receipt of the Records for scanning from the sub-registrar Office representative, the security and the safety of these records till the completion of works and return of the same in the original condition, shall be the sole responsibility of the agency and in case of any damage at the time of scanning, the Nodal officer can take appropriate action against the Scanning agency and penalty as may be deemed fit shall be imposed.

- xvi. The Agency shall take back their assets involved in the scanning process upon completion of the work with due intimation to the Registering Officer and without causing any physical damage to the other electrical fixtures and fittings of the Office. The Agency shall be required to work in close collaboration with the Project Owner's staff, act within its own authority and shall abide by directives issued by the Competent Authority.
- xvii. All logistic and accommodation requirement on execution of the project shall be borne by the agency.

D 4.Deliverables

The complete project/assigned job as per order from Competent Authority has to be delivered/completed in all respect against location within one year or earlier from date of issue of the work order.

- i. Provide reports on details of the manpower deployed at each SR office including securities.
- ii. Provide reports on completion of setup of operational units.
- iii. Customisation of the DMS solution as per the meta data provided and report on their deployment as per SR office
- iv. Daily Data entry and scanning report at each office mentioning the details of documents Copy of Raw Scanned Pages/Records and Formatted/ clean Page/Record data.
- v. Data on uploading of scanned and digitized records to the Central web server
- vi. Quality check reports with details about % of error from the batch. Required Corrections/Rework due to errors identified during random data checking.
- vii. Records with Barcode sticker fixed on handover of scanned and digitized files to the respective SRO office.

D5.Payment Terms

Payment shall depend on the completion of milestones defined which is to be certified by the authorised concerned nodal officer of the registration office and payment shall be done after getting the approval from the Inspector General of Registration , Odisha Cuttack after completion of the project. Payment shall be made as per schedule mentioned below:

SI No	Payment Criteria	Payment
1	Scanning of the deeds and Metadata entry on a bundles of 2000 deed records at a time including fixation of barcode sticker to indicate completion of the scanning and digitization activities.	90% payment will be done in every two months on the basis of actual records certified by the IGR. Rest 10% will be paid after successful up-dation in the IGR System

However, the first payment will be done only after successful up-dation of the first lot data from each of the sub registrar's office in the IGR system. Approximately 300 pages exist in one book / volume.

D6. Timelines

Implementation timelines for the completion of various phases are mentioned below:

SL No	Activity	Completion Schedule (in week)
1	Date of Issue of LOI.	T
2	Establishing the infrastructure	T+5 Weeks
3	Customisation of the application metadata form, user workflow with access rights, customisation of reports	T+3 Weeks
	Completion of work for years 1994 & 1993 including On boarding of resources, Starting of scanning and digitization work (Each Sub Registrar Office), and fixation of barcode, quality check , Certification from sub-registrar office. Uploading of the records in eRegistration application.	T+14 Weeks
	..	
4	On boarding of resources, Starting of scanning and digitization work (Each Sub Registrar Office), fixation of barcode sticker, quality check , Certification from sub-registrar office. Uploading of the records and getting certificate from IGR.	T+50 weeks
5	Completion of all the sub-registrar office and project completion	T+52 weeks

D7. Service Level Agreement

The successful bidder has to comply with all Service Level Agreements (SLAs) defined below to ensure adherence to project timelines, quality and availability of services.

SL No	Service Level Agreement	Penalty for non-compliance
1	Delay in delivery because of Any reason attributable to the Service provider	A penalty of Rs. 1000 (Rupees Thousand only) per day (excluding holidays) per office to be levied on the Service Provider.
2	Rejection due to Quality	Rejections Upto 0.5% of the completed work on metadata entry (in chunks of 2000) - penalty of 0.5% of the billing amount to be deducted from the billing amount of meta data entry, DMS and Scanning. Rejections more than .5% to 3% - penalty of 5% of the billing amount to be deducted from the billing amount of meta data entry, DMS and Scanning. Rejection more than 3% upto 5% - 10% penalty For scanning errors, the concerned records have to be rescanned.
3	If the vendor is found responsible for Any data theft, damage to the documents and provided equipments by the sub registrar office.	Immediate payment in actual for the damages to the supplied equipments or replacement of the equipment with same brand and specification. For any damage in the document, Department may impose penalty depending on the gravity of the damage as per the discretion rights of the IGR.

Note:

Penalties shall not be levied on the successful bidder in the following cases:

- i. Reasons beyond the control of the Vendor are intimated in writing to the department sufficiently in advance.
- ii. There is a Force Majeure event affecting the SLA which is beyond the control of the successful Vendor.
- iii. Any delay in decision making/approval from the Department's side which may have impacted the performance of the vendor and duly recorded.

D8. Timeline for completion of allotted work

- i. The job should have to be completed as within a period of one year in maximum from the date of award of work.
- ii. Expected workload for scanning and data entry of the records available in all the sub registrar office may not exceed 40,00,000 in the period of 1985-1994 and each affidavit document may comprises of approximately 8 pages. Every operator has to digitize 100 records per day with the scanning of approx 8 pages per record with the entry of meta data through the software. The Bidder will be required to deploy trained manpower for executing the work in the premises of sub-registrar office.
- iii. The time and date stipulated in the tender for the completion of the work shall be deemed to be of the essence of the contract. In case of delay except due to force majeure condition, the vendor shall in addition to other liabilities under the contract be liable for all cost of damage and/or hold up in the work due to his failure to complete the contract or portion thereof. The purchaser (IGR Deptt) shall be entitled to with hold any payment until the whole work is completed and recover from the vendor cost damages and/or held up in the work as stated above.
- iv. The price and conditions of the offer should be valid for at least a period of 180 days from the date of tender opening. Tender with validity of less than 180 days may be rejected.

D.9 Conflict of Interest

The Service Provider shall disclose to IGR department/IGR in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Service Provider or its team) in the course of performing the Services as soon as it becomes aware of such a conflict. Service Provider shall hold IGR/IGR interest paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments.

D 10. Handover Clause

At the end of the specified tenure, IGR department/IGR may exercise its option to renew the project contract with the existing service provider or decide to undertake these activities on its own or to go for fresh open tender. The project duration is one year.

E: Annexure - Format

E1 .Prequalification /Eligibility Evaluation

E1.1: Particulars of the bidder

S No.	Information Sought	Details to be Furnished
1	Name and address of the bidding Company	
2	Incorporation status of the firm	
3	Year of Establishment	
4	Date of registration and Registration Reference Number	
5	Registered Office Address	
6	Operational Setup Address (If more than one please add).Details of no of resources working in the unit.	
7	Corporate URL	
8	Resource Strength in India	
	Technical	
	Non Technical	
9	Contact Person: Name Address eMail Phone Nos Mobile Number	
10	Certification if any like of CMMi3/CMMi5	

E1.2: Pre-Qualification Bid Checklist

SI. No	Criteria	Documents Required
	The Bidder should be a company registered under the Companies Act, 1956/2013 and in operation in India for at least 5 years as on 30.11.2019 and should have their registration office in India	Copy of Certificate of Registration and details of operation branch in Odisha
	The Bidder must possess a valid: - Company Registration Certificate GST Registration Certificate with up-to-date GST Clearance Certificate PAN Number	Copy of : GST Registration GST Payment clearance certificate and Pan number
	The Bidder should deposit Earnest money of Rs 20,00,000 and Tender document fees of Rs 5,000 with 12% GST along with the pr-qualification bid. The bid received without the same will be summarily rejected.	Earnest Money Deposit and document fees as per the details mentioned in the RFF to be submitted in separate envelop
	The Bidder must be a profit making company and should have positive net worth in an average of last three Commercial years as on March 31, 2019.	Auditors Certificate
	The Bidder should have average annual turnover of at least INR 25 crores for the last three immediate past fiscal years as on March 31, 2019 and out of which average turnover of INR 5 crores in last three financial years from the business of data digitization, Meta Data Entry and DMS software deployment and maintenance.	Auditor's Certificate for turnover along with the balance sheets and P&L Statements
	Bidder should have at least implemented 3 similar projects in India in Govt/PSU. One of the project should be with a project value of 5 Crore or more.	Work order and project completion certificate. If the project has completed 75% of deployment may be considered on certification.

	Bidder should have the experience of deployment of hardware infrastructure for digitization work and must have implemented a similar project with the setup of at least 10 operation sites with infrastructure support for scanning, metadata entry and validation of the data for Govt/PSU in India.	Work order and the proof document of deployment from 10 operation sites
	The Bidder should have scanned minimum cumulative number of pages – one Crore over the last 3 financial years (FY 2018-19, 2017-18, 2016-17) executed in Govt/PSU in India	Work order and execution certificate provided by the Client from Govt/PSU
	The bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices with any of the Government or PSU's.	Declaration from Authorised Signatory as mentioned in Annexure E1.3
	Power of Attorney in favour of Authorised signatory of the bidder	Power of Attorney in favour of Authorised signatory of the bidder or board resolution
	The bidder should have at least 100 data entry operators, 20 proof readers, 20 IT professionals with relevant experience on software development on its rolls as on the date of submission.	HR statement in the format at Annexure E 1.6
	Details about presence (Registered Office and Operational Unit)	Self Declaration by the Bidder in the format at annexure E1.1

E1.3: Self Declaration: Not Blacklisted

To,

General Manager (Admin)

Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Orissa)
N-1/7-D, Acharya Vihar P.O.- RRL,
Bhubaneswar - 751013

In response to the RFP Ref No – OCAC-SEGP-SPD-0021-2014-20008 dated 11/03/2020 for RFP titled "Digitization of legacy records of Su-Registrar office under IGR department", as an owner/ partner/ Director of, I/ We hereby declare that presently our Company is having unblemished record and is not declared 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.

Thanking you,

Name of the Bidder:

Authorised Signatory:

Signature:

Seal:

Date:

E1.4: Bidder’s Authorisation Certificate

(Company letter head)

To,

General Manager (Admin)

Odisha Computer Application Centre

(Technical Directorate of I.T. Dep’t, Govt. of Orissa)

N-1/7-D, Acharya Vihar P.O.- RRL,

Bhubaneswar - 751013

<Name>, , <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

E1.5: Format for Citations

General Information	
Name of Project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Technologies used	
Outcomes of the project (Completed/ in progress)	
Other Details	
Total project value	
Project Status :	
No of Operational Units	
No of Resource Deployed	
No of Records digitized	
No of Copy Scanned	
Duration of the project	No of Months Start Date Completion Date Current Status
Other Relevant Information	
Mandatory Supporting Documents: Work Order, Project Completion (100% or Statement from the department, if 75% of the project has been executed	

E1.6: Professional List of engagement

Si. No	Position	Number of resources	Average Years of Exp	Duration in the organisation
i.	Super Visor/Quality Expert			
ii.	Software Developer			
iii.	Data entry operator/Quality expert			
iv.	Proof Reader			
v.	Other Resource			

E2: Technical Bid Formats

E2.1: Technical Cover Letter

<Location, Date>

To

General Manager (Admin)

Odisha Computer Application Centre

(Technical Directorate of I.T. Dep't, Govt. of Orissa)

N-1/7-D, Acharya Vihar P.O.- RRL,

Bhubaneswar - 751013

Subject: Submission of the Technical bid for "Digitization of legacy records of Su-Registrar office under IGR department"

Dear Sir/Madam,

We, the undersigned, offer to provide solution in response to the RFP for Selection of solution provider "Digitization of legacy records of Su-Registrar office under IGR department".

We are hereby submitting our Proposal, which includes the Pre-Qualification Bid, Technical bid and the Commercial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in the RFP Document.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm with Address _____

E2.2 Technical Bid Evaluation Check List

SL No	Parameters	Supporting documents
1	Company profile	
1.1	Greater than INR 25 cr, For every 5 crore, 2 Mark till 50 crores of turnover. Then For every 10 crore, 2 Mark till 100 crores of turnover.	Copy of the Audited Balance sheet with Profit & Loss; OR Certificate from the statutory auditor for three years
1.3	CMMi3 or above	Copy of valid Certificate
1.4	Resource Strength More than 100 data operator, 20 quality analyst or proof readers, 20 software developers	HR Certificates
2	Relevant Experience	
2.1	Experience in Document Scanning & Digitization project within last 5 years in Central Government / State Government / PSU in India with minimum Order value of INR 5 Crore. The work order should have been issued within the last 5 years.	Completion Certificates from the client; OR Work Order copy with 75% or more payment received
2.2	Similar project implemented in GOVT/PSU in India in last 5 years: More than 20 operation unit @ 10 marks for each project. Note – one project can be counted only under 2.1 or 2.3 (not both)	Work order with the details about scope and certificate of successful implementation of the project from deptt/psu in India
3	Approach and Methodology	
3.1	Complete understanding of the setup with the suitable infrastructure, Security parameters, suitable storage solution and preventive measures for data theft	Qualitative assessment based on Demonstration of understanding of the requirement with

		presentation of similar project
3.2	Capability of deployment of required qualified Manpower resources	Technical Proposal& Presentation
3.3	Approach and methodology for high degree of accuracy and quality checking initiatives.	Technical Proposal& Presentation
3.4	Approach & Methodology for Document Storage & Backup at the field office locations before exporting into central storage	Technical Proposal & Presentation
3.5	Approach & Methodology for integration of DMS solution with the IGR system	Technical Proposal& Presentation

E3. Financial Bid

SL No	Description (A)	Rate per Unit (B)	Quantity (C)	Total (D) (B*C)	Taxes (E) On D	Total Bid Amount (F) (D+E)
1	Rate per page of scanning of documents at 300 DPI and storing them in PDF format including bar Code sticker		3,20,00,000			
2	Meta Data Entry for per deed record		40,00,000			
	Total					

(Total Amount in word : _____)

Note:

1. Payment will be done as per actual
2. Taxes will be paid as applicable at the rate at the time of invoice submission but currently the rate will be imposed as applicable as on the date of bid submission.

Place:

(Name & Signature of Bidder)

Date:

Company Seal

Metadata Information :

Book No.	
Volume No.	
Deed type	
Document / Registration Number	
Total Number of the pages of the deed	
Missing Pages if any	(as per scanning)
Date of Registration	
Date of Execution	
Date of Presentation	
Consideration Amount	
Name of the First Party (Multiple Option should be there)	(include father name, caste, residence etc.)
Name of the Second Party (Multiple Option should be their)	
District	
Registration Office	
Tahsil Name	
Name of Mauja and Village	
Thana	
Khata No.	
Plot No.	
Property Type (Plot category / kissam)	
Total Plot Area	
Transacted Plot Area	
East Boundary Detail	
West Boundary Detail	
South Boundary Detail	
North Boundary Detail	

Packages**1st Package:**

Sl. No.	District Name	Total Numbers of Documents
1	Balasore	298731
2	Bhadrak	180813
3	Cuttack	274518
4	Jajpur	219040
5	Keonjhar	113940
6	Mayurbhanj	93304
7	Jagatsinghpur	153050
8	Kendrapara	200894
Total		15,34,290

2nd Package :

Sl. No.	District Name	Total Numbers of Documents
1	Khurda	236028
2	Puri	170484
3	Nayagarh	133413
4	Ganjam	443825
5	Gajapati	29332
Total		10,13,082

3rd Package :

Sl. No.	District Name	Total Numbers of Documents
1	Angul	64383
2	Bargarh	118873
3	Bolangir	89938
4	Boudh	21749
5	Deogarh	9377
6	Dhenkanal	119025
7	Jharsuguda	24800
8	Kalahandi	74664
9	Koraput	56820
10	Malkangiri	3930
11	Nabarangpur	26650
12	Nuapada	23482
13	Phulbani	14440
14	Rayagada	35781
15	Samabalpur	35424
16	Sonepur	27436
17	Sundergarh	49186
Total		7,95,958