

## REQUEST FOR PROPOSAL

For

Digitization of Records & Infrastructure Set up for  
Modernization of Record Room, Board of Revenue, Odisha, Cuttack.



RFP NoticeNo:

468

Dated:

18/1/21

## REQUEST FOR PROPOSAL

Board of revenue, Cuttack invites RFP for "Digitization of Records & Infrastructure Set up for Modernization of Board of Revenue Record Room with support for period of 5 years". The brief description of scope and other technical details are given in this document under the heading "Technical Details". The interested parties may submit their Technical & Commercial proposal as per the requirement mentioned in the "Technical Details".

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## 1. Submission of technical & commercial response documents

Application with all enclosures should be properly numbered and bound in a booklet or Spiral Bound, if sent through post/ courier service. Interested party's name, address, phone/ fax no./ e- mail address must be mentioned in the left hand bottom corner of the sealed envelope.

Interested parties may submit their RFP Response with full details in one original set only in English language in sealed envelopes so as to reach the address given in this RFP Document ,clearly super-scribing the content as "Request for Proposal for Digitization of Records & Infrastructure Set up for Modernization of Board of Revenue Record Room with support for period of 5 years" , as per the requirement mentioned in the "Technical Details".

### 1.1 Address for submission of technical & commercial proposal

- a) Address: The Secretary, Board of Revenue, Rajaswa Bhawan, 1<sup>st</sup> Floor, Odisha, Cuttack-753002
- b) Tel: 0671-2507008
- c) E-mail :bor.secy-od@nic.in

### 1.2 Issue of tender document

The interested parties may download this Tender document from Board of Revenue website, i.e. [www.boardodisha.nic.in](http://www.boardodisha.nic.in) for submission of their tender response documents.

### 1.3 Last date of submission of RFP response: 08<sup>th</sup> November, 2021 up to 05:00 PM :

Board of Revenue shall not be responsible for non-receipt of documents sent by post/ courier. BOARD OF REVENUE may at its sole discretion extend the last date and time of submission of tender by issuing a corrigendum. Such extension, if any, shall be notified on BOARD OF REVENUE website and on Bidder's respective mail id's and shall be applicable to all interested parties.

The Bid Must be submit at the below given address:

- a) The Secretary, Board of Revenue, Rajaswa Bhawan, 1<sup>st</sup> Floor, Odisha, Cuttack-753002
- b) The bid must be submitted by Courier/Speed Post/Registered Post/any Physical mode in the tender box provided by the Board of Revenue, Odisha, Cuttack.

### 1.4Pre Bid Query Format:

| Serial No | RFP Page No, Clause Number | RFP Clause | Bidder's Query |
|-----------|----------------------------|------------|----------------|
|           |                            |            |                |
|           |                            |            |                |

## 2. Invitation for Bids:

|   |   |
|---|---|
| Name of the Work/Project  | Digitization of Records with Infrastructure Set up for Modernization of Record Room at Board of Revenue, Cuttack with support for period of 5 years<br>BOARD OF REVENUE, Govt. of ODISHA  |
| RFP Reference No. & Date:   |   |
| Earnest Money Deposit   | Rs. 4,00,000.00/- in the form of Demand Draft or BG from any nationalized or Schedule commercial bank in favour of Secretary, Board of Revenue, Odisha, Cuttack payable at Cuttack.   |
| Tender Fee/Cost (Non-Refundable)  | Rs. 10,000/- in the form of Demand Draft from any nationalized or Schedule commercial bank in favor of Secretary, Board of Revenue, Odisha, Cuttack, payable at Cuttack.  |
| Date of availability of RFP document on the website: <a href="http://www.boardodisha.nic.in">www.boardodisha.nic.in</a>   | 18-10-2021  |
| Last Date and time for seeking of clarification of any bid related queries in writing to the e-mail ID: <a href="mailto:bor.secy-od@nic.in">bor.secy-od@nic.in</a><br>(The Queries received in the given mail id will only be addressed, if required) | 25-10-2021  |
| Date, time and location of Pre-bid Meeting:   | 27-10-2021, at 03:30 PM, in 3 <sup>rd</sup> floor Conference Hall at O/o The Secretary, Board of Revenue, Rajaswa Bhavan, 1 <sup>st</sup> Floor, Odisha, Cuttack-753002   |
| Last Date & time of submission of RFP Response/Tender Response.<br>(Tender need to be submit at Tender Box provided at BoR, Odisha Cuttack)   | 08-11-2021, upto 05:00PM  |
| Date and Time of Opening Technical Bid  | 10-11-2021, at 03:00PM  |
| Date of Technical Presentation  | 15-11-2021, at 03:00PM  |
| Date of opening of Financial Bid(for Technically Qualified Bidder)  | 18-11-2021, at 03:00PM  |
| Selection Methodology   | Bidders will be selected through Quality & Cost Based Selection (QCBS 70:30) method. The bidder is required to submit the bids General (Prequalification), Technical & Financial bid in three separate sealed Envelopes which are, in turn, to be put in an outer sealed envelope. Technical bid of those bidders who qualify in General Bid shall be opened. Financial bid of those bidders who qualify in Technical Bid by scoring 70% or above shall be opened. Consortium not allowed |
| The bid document with all information relating to the bidding process including cost of bid document & EMD, Prequalification criteria and terms & conditions are available in the website:  |   |

### 3. General information and instruction to the bidders

#### 3.1 Submission of offers

*The Vender shall submit their proposals in two parts (i) Technical Bid and ( ii)Financial Bid*

The tender/RFP is a "Two Bid" document. The **technical Bid** should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) and tender Fee/Cost . The **financial Bid** should contain only price Bid Form. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "**Not Applicable**". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified

The Tenders should be typewritten. There should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. **The name and signature of bidder's authorized person should be recorded** on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.

Bidders must keep their offer open for a minimum period of 150 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period may be extended further, if required, by mutual agreement from time to time.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned **The BOARD OF REVENUE, Cuttack** may also independently seek information regarding the performance from the clients.

The bidder is advised to attach any additional information, which he/she thinks is necessary in regard to his/her capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He/She is however, advised not to attach superfluous information.

No further information will be entertained after tender document is submitted, unless The BOARD OF REVENUE calls for it.



### 3.3 Incorrect or misleading information:

If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, BOARD OF REVENUE reserves the right to reject such a tender at any stage and appropriate administrative action would be taken as per rule of the BOARD OF REVENUE.

All explanatory remarks and clarifications, which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.

Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

### 3.3 Tender Fee & EMD

The tender document has to be downloaded from BOARD OF REVENUE web site (<http://www.boardodisha.nic.in>) and be submitted along with a tender fee of Rs. 10,000/- (non refundable) in form of demand draft in favour of Secretary, Board of Revenue, Odisha, Cuttack, payable at Cuttack.

The bidder should enclose EMD of Rs. 4,000,000/- (Rupees four lakhs only) in the form of Demand Draft or BG drawn in favour of Secretary, Board of Revenue, Odisha, Cuttack, payable at Cuttack, with the Technical proposal/bid. However Bidder registered under MSME / NSIC or have Udyog Aadhar Memorandum certification under Micro & Small Enterprises of Service Industry are exempted to pay the EMD amount.

The tenders without EMD (except those having exemption from depositing EMD) shall be summarily rejected

Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

The Technical and Financial bids should be kept separately in sealed envelopes and both of these envelopes should be kept in one envelope super-scribing "Digitization of Records & Infrastructure Set up with support for period of 5 years". The technical bid shall be opened as per schedule Mention in "Invitation for Bid" in Bid Opening Clause presence of all bidders.

Offers can be submitted by Hand (Offline Mode)/Speed-Post/Courier only; no other mode of Bid submission is accepted by BOARD OF REVENUE, Cuttack

The payment shall be in Indian Rupees and shall be paid only after successful completion of work. No advance will be paid by BOARD OF REVENUE to Successful bidder payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.. In case the bidder fails to execute the contract, the BOARD OF REVENUE shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.



Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed, **No Consortium Bidding is allowed for this project/Tender/RFP.**

The successful bidder shall be required to deposit Performance Bank Guarantee equivalent to 3% of annual contract value in the form of BG to BOARD OF REVENUE ,Cuttack . Earnest money will be returned to unsuccessful bidders without interest after award of contract or setting aside the tender, as the case may be. However, the Earnest money of successful bidder will be returned after submitting the performance guarantee

#### **4. Price Quotation:**

The bidder shall indicate the prices/rates as specified in the quotation format.

The bidders should quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations. Negotiations may however, be carried out as per rules and instructions on the subject at the discretion of the Board of Revenue, Cuttack

All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations / corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and words and duly attested under the full signature of the Bidder/Authorized Signatory.

The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

#### **5. Acceptance of offer:**

BOARD OF REVENUE reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

#### **6. Scope of work:**

##### **6.1 Introduction**

For safe and secured keeping of the various Records and their early retrieval in a scientific manner, a plan for construction of Modern Record Room has been underway. A large number of Records are kept in Record Rooms at Board of Revenue. Such Records are required to be preserved permanently so as to become available to who-so-ever may need it at a later point of time. The record room has documents like 15 Court Records, Gazette Records, Office Records or Files starting from 1920 – till Date, Office Service Book, Maps, and Revenue Case Records etc.

##### **6.2 Objectives**

The Modern Record Room has been conceived:-

- a) To safeguard valuable Case Records and Files of Board of Revenue from tampering, fire accident, insects, thefts and Natural Calamity.
- b) To preserve Case Records in a chronological manner in the Electronic Device as well as in Compactor for future reference and use.
- c) To get various information instantaneously.
- d) To meet legal requirements as and when necessary.
- e) To provide time-bound services to the citizens.

### 6.3 Scanning & Uploading in Document Management System:

A Document Management System(DMS) hosted at SDC is in use at Board of Revenue, Cuttack. The Scanned Document has to be uploaded in the DMS following all the norms of the Software. Meta-Data Entry is also to be done in the existing DMS software of BoR, Cuttack. The Document Management System consists of a repository of various Governmental Documents/Letters which could be searched on the basis of its name, Letter/ Document Number, Tags, Subject Description, Year, File/ Letters / Documents status or priority wise search. This provides an Executive Information System through which an officer can monitor and control the work done under his / her acts and holistic information about the files, letters, Status of letters Etc.

### 6.4 Project-Planning/Study

This is the first phase of the project, in which the detailed project planning for implementation to be done in an effective manner. This phase will involve the following activities.

- Creation of Project Plan Schedule
- Project Scope preparation with consulting to client
- Defining phase wise activities
- Defining Roles & Responsibilities for various activities to be carried during the project period
- Strategies to be made for Monitoring & Control Mechanism
- Activity wise start dates, durations, end dates
- Activity wise resources required planning
- Risk management and mitigation planning

#### a) Requirement Gathering

In this phase, Business Analyst will visit the client site and study the existing activities to gather the exact requirement and analyze the system requirements to the proposed solution which will best fit the client environment. This phase will cover the following activities:-

- Understanding the existing business processes/procedures, gap analysis, and recommendations.
- Understanding existing IT infrastructure
- System functional requirements and interface requirements
- High-level entity relationships and data flow to the appropriate level
- High-level input, processing and output specifications
- Understanding the user access requirements

#### b) DMS Implementation:

Implementation of the existing DMS application will be done by the resources deployed by the System Integrator (SI). The Scanned Documents to be uploaded in the existing DMS application of BoR, Cuttack.

### 6.5 Handholding Support / Help Desk Services

The implementing agency will engage three Nos. of technical resource persons at the office of the Dept. initially for a period of 12 months for necessary support & co-ordination for smooth functioning of the Application which may further extend as per Dept. requirements.

### 6.6 Deliverables

Following are the deliverables of the project after Go-Live of the project;

- Equipments for development of IT Infrastructure

- Digitized documents
- Implementation of existing DMS.

### 6.7 Warranty

12 Months warranty will be provided from the date of Go-Live of the project:

### 6.8 Scope of Work for Digitization of Modern Record Room:

The Record Room will have following three clearly demarcated area:-

- A Storage area where Compactors can be placed for Physical Storage of Records.
- An Operational Area where Server, Computers and attached accessories can be located.
- A Services Area where space will be provided for Scanning & Digitization process

#### Steps for Operation for Digitization of Modern Record Room:

##### Step –I

It is to be ensured that all case records forming part of the Modern Record Room are properly consigned. The pages of a case record should be serially numbered. The Title page of each Case Record should be checked and the contents of each Case Record with reference to the Title sheet should be verified.

##### Step –II

The Case Records need to be sorted out category wise, year-wise. Then bundles of case records are required to be made maintaining serial of case numbers in a descending order. The size of each bundle should be such that it could properly fit into the shelf of the compactor. Each such bundle must be flag marked.

##### Step-III

Each category of Case Record need to be allotted a Code in conformity with that is used in the scanning section. These codes must be reflected on the flag marks of each bundle. It will facilitate proper supervision.

##### Step –IV

Each bundle before shifting to the scanning section must be allotted the Bundle No., Rack No. and the Compactor No. That information must also be reflected on the flag marks of each bundle.

##### Step –V

All case records should then undergo a pre-scanning procedure including removal of pins, tags, threads, rubber bands, staplers pins. The pages of a case record must be kept serially numbered. After scanning of the Case Records, the Flag from the bundle shall be removed and a Token, duly authenticated by the Record Keeper be fixed on top of the scanned bundle mentioning nature of Case Record, serial no, Year, Compactor No, Rack No, Row No & Signature of the in charge Data Entry Operator (Scanning).

##### Step-VI

Scanning of all records should be done with minimum reservation of 300 dpi (dots per inch) using black and white color option and then the entire document must be store in encrypted PDF format in pre-defined file bearing name reflecting the type of case record in short and the case number. For example a mutation case record bearing case number 58/ 2013 may be stored in a file bearing name

MUT-58/2013. The file naming convention/ codification should include attributes to identify the nature of case record. If the condition of input record is back, higher resolution scanning (600 dpi or more) needs to be used. High end scanners with scanning capabilities of 600 dpi or better need to be used for scanned documents in bad condition. It should be ensure that all types of records and map documents are scanned completely without causing damage to the original documents. Records in very bad condition may be pre-laminated before scanning. In case the content of the documents are not visible then documents scanning shall be done in Gray Scale .For this the department will pay the extra amount as decided by the Selected Bidder and the Departmental officials.

**Step –VII**

All images should be saved in operate orientation with sufficient post scanning treatment including unwanted black spots. The treated scanned images should be delivers in uncompressed format as well as in liberalized PDF format.

**Step –VIII**

After scanning of the case records the flag from the bundle shall be removed and a 'token' duly authenticated by the Record Keeper be fixed on top of the scanned bundle mentioning nature of case record, case number with year, compactor number, rack number, bundle number and signature of the data entry operator who has done the scanning.

**Step-IX**

The existing Document Management System (DMS) software should be used to capture the Meta-data of individual record and to upload the scanned data in the main server. The scanned data must be uploaded in the main server preferably on the same day to avoid the possibility of deletion of scanned data from the client in case of sudden failure of hard disk of the CPU.

**Step –X**

Quality check will be done by Department on random through their assigned representative on the Scanned Image, Meta- Data Entry using the DMS application. If any errors found it has to be rescanned and Re Data Entry to be done.

**Step –X**

The individual case record after scanning must be tagged properly. Then bundles of scanned case records must be shifted to their locations in respective compactors for preservation and future reference. All the compactors must be serially numbered. All the racks and the bundles in each rack of a compactor must also be numbered in format different from that used for numbering compactors and from each other.

**Step –XI**

(Preparation of Index Sheet)An Index Sheet shall be prepared containing total Data of a Compactor showing information of total no of bundles kept in the Rack of a Compactor. A copy of the Index Sheet shall be fixed on the outer face of each Compactor for immediate search. Accordingly, the Master Index Sheet shall be prepared to assess the Data stored in all the Compactors kept in the Modern Record Room.

**Step –XII**

The soft copies of the case records stored in the server need to be retrieved and downloaded using the DMS software to provide certified copies of the concerned case records on demand of the general public. The meta-data captured to DMS software should be used to prepare various types of reports and returns as desired by different authorities.

**6.9 Type of Documents (For Information) :**

Basically 3 Types of Document are present in Board of Revenue, BoR, Cuttack.

- A Class
- B Class

- C Class

A Class Document will never be disposed.

B Class Document may be disposed depends on approval of Authority/ never be disposed.

C Class documents will be disposed after 3 years.

Digital scanning of all registered documents will be done from 1920 to till date (approx 8Lkhs records).

No. of pages to be scanned is 1,00,000,00 approximately.

Deployment of Adequate manpower will be provided by the Implementing Agency to do the scanning, entering Meta data information in the DMS, proof reading to verify the data etc.

#### 6.10 Hardware Specification for Infrastructure Set Up

| Sr No | Hardware Name                | Specification   |
|-------|------------------------------|---|
| 1     | Compactor for Storage record | <p><b>Main Body: Dimension of Main Body</b><br/> Two Bay Single Static: Minimum 1980Hx1800WX450 D<br/> Two Bay Single Movable : Minimum 1980 Hx 1800 Wx 450 D<br/> Two Bay Double Movable : Minimum 1980 Hx 1800 W X 900 D Single Day</p> <p><b>Shelves</b><br/> 5 Compartments with 4 Adjustable Shelves<br/> Load Bearing Capacity 70 Kg-80 Kg<br/> Materials: Material of Body and Shelves shall be of 0.8 mm thick CRCA steel Conforming to IS: 513 Gr .D, Powder coated with Epoxy Polysyter Powder , DFT of Paint 40-45 microns.</p> <p><b>Drive Mechanism :</b><br/> Chain &amp; Sprocket arrangement with anti friction bearing for smooth movement<br/> Good quality PU/star wheel of stainless or chrome plated steel handles for drive.</p> <p><b>Wheel</b><br/> Safety mechanism: Safety lock on each unit with main lock on last unit, End stoppers to prevent derailment of units.</p> <p><b>Others:</b><br/> Anti rust treatment for moving parts, body color as approved as the time of Order, label holders or the body etc.</p> <p><b>Manufacturing Stander:</b><br/> The Manufacturers should be an ISO 9001: 2008 &amp; ISO 14001: 2004 Company<br/> Material of Manufacturer should confirm to IS: 14246, IS: 2062, IS: 10748 and IS: 513 for pre coated sheet, base frames/ guide rails and other steel items</p> |
| 2     | Vacuum Cleaner               | <p>Voltage: 110 -240 V, 50 Hz<br/> Input Power : 1400 Watts<br/> Suction of Motor:- 2200-2450 of WC</p>   |



|   |                  |  |
|---|------------------|--|
|   |                  | Blower efficiency – 35-40 Liters/Sec   |
| 3 | Desktop Computer | Intel Core i7/10 <sup>th</sup> /Gen/8 GB DDR-4 RAM/ 1TB HDD/250GB SSD/19.5" screen/ Win -10 professional/ Key board/ mouse ( 3 years warranty)   |
| 4 | Laser Printer    | HP 226DW( Print, Scan, Copy) ( One Year Warranty)  |
| 5 | Document Scanner | Scan type: Flatbed<br>Document Size: A3<br>Resolution: 600 dpi<br>Scanning Speed: 50 PM or Higher<br>ADF Capacity: 200 Sheet<br>Standard Connectivity : USB<br>OS Support: Window 7/Vista/XP/Windows10,<br>Necessary device driver to be provided on CD media<br>Supported file Format: OCR, BMP, JPEG, GIF, TIFF, PNG, PDF, PDF Searchable<br>Warranty: 3 Years on Site Comprehensive Warranty  |
| 6 | Barcode Printer  | Print Technology: Thermal transfer<br>Resolution : 300 dpi or higher<br>Print speed: 100 mm per second or higher<br>Memory: Standard : 512 KB, Flash : 256 KB or higher<br>Roll Type Paper for Printing 33 mm to 110 mm wide<br>Fonts, character Set : 5 bitmapped, Barcode Symbologies 1 D & 2 D<br>Standard Connectivity: USB Interface<br>OS Support: Windows 7/Vista/XP, Necessary device driver to be provided on CD media<br>Warranty: 3 Years on Site Comprehensive Warranty          |
| 7 | Barcode Scanner  | Technology : Fuzzy Scan 2.0 imaging Technology<br>Optical System: High Performance Linear imaging<br>Resolution: 3 Mil Barcode<br>Working Distance : More than 15 inches<br>Reading direction: Superior motion tolerance<br>Bidirectional<br>Standard Connectivity : USB Interface<br>Accessories : Scanner stand with cable require to connect computers<br>OS Support: Windows 7/Vista/XP, necessary device to be provided on CD Media<br>Warranty: 3 Years on Site Comprehensive Warranty |
| 8 | L-1 1000 VA UPS  | Capacity Backup time: 2 KVA with 60 minutes at full load ( Minimum VAH 3200)<br><br><b>General:</b><br>Technology: Pulse width modulation (PWM) using IGBTs, Double conversion /digital signal processing technology.<br><br>Operating Env: Temp 0-40 degree Humidity up to 95% non-condensing.<br><br>Less than 3.1 on full non- leaner load  |

|  |  |   |
|--|--|---|
|  |  | Crest Factor: Not less than 3.1 on full Non- Leaner load. |
|--|--|---|

#### 6.11 Specification for Modern Record Room Set Up

| Sl. No | Item description       | Detailed Specification   |
|--------|------------------------|--|
| 1      | Computer Table         | Computer table of size 42" X24"X30" (LXWXH) made of 18 mm exterior grade ( Grade-1, Type-II) one –side laminated pre-laminated board of approved colour as per BIS-12823: 1990 for support. The Pre-laminated board shall have beheading with minimum 0.8mm PVC, non-glued edge binding tape. Which will be pasted, on the edge of the board with synthetic based adhesives. The top of the table shall have 25mm thick board post forming with merino flex or equivalent laminated of approved colour and edges binding with 2mm PVC non –glued edge binding tape. The unit shall be made as knock down assembly with fasteners by mini fix screw system. The computer table shall have provision for main unit ( CPU), monitor, drawer, and telescopic PVC keyboard. The weight bearing capacity of the top should be minimum 35 Kg .The manufacturer of the computer table should be ISO 9001: 2008 and ISO-14001-2004 certification. |
| 2      | Printer/ scanner table | Table of size 30" X24"X30" (LXWXH) made of 18mm exterior grade( Grade-1, type-II) one –side laminated pre-laminated board shall have beading with minimum 0.8mm PVC, non-glued edge binding tape , which will be pasted on the edges of board with synthetic based adhesive. The top of the table shall have 25mm thick board post forming with merino flex or equivalent laminate d of the approved colour and edge binding with 2 mm pvc non-glued edge binding tape. The weight bearing capacity of the top should be minimum 35 Kg. The manufacturer of the computer table should be ISO 9001: 2008 and ISO-14001-2004 certification   |
| 3      | Computer Chair         | Revolving type computer chair with polypropylene arm and 5 pronged based , twin wheel PVC castors, PU seat and back adjustment , PVC beading on seat and back with good quality fabric cushion of approved colour.The manufacturer of the computer chair should be ISO 9001: 2008 and ISO-14001-2004 certification   |
| 4      | Chairs for Public      | 840X570X1750 (minimum dimension in mm) 16 gage or thicker perforated mesh polyester powder coated/chrome finish steel lounge chairs with full back, steel arm rest made out of 1.25mm CR sheet and powder coated steel tube base and frame having minimum 1.2 mm thickness with fixing provision on floor  |



### **Change Request:**

- Any requirement beyond the scope mentioned in the RFP will be treated as Change Request and the process to address the change request is as follows:
- Identification and documentation of change request requirement– The details of scope of change will be analyzed and documented.
- Effort Estimate – BOARD OF REVENUE will ask the successful bidder to submit the effort estimate in terms of man month rate using Function Point Analysis.
- Approval or disapproval of the change request – Technical Committee constituted by BOARD OF REVENUE will approve or disapprove the change requested including the additional payments, after analysis and discussion with the Selected bidder on the impact of the change on schedule
- Implementation of the change Request– The change will be implemented in accordance to the agreed cost, effort, and schedule. The vendor shall consolidate all approved CRs and raise invoice to BOARD OF REVENUE accordingly. The change request will be charged as Per Man days rate.
- A committee will decide about the change request, the committee will be formed between department nominated members and Selected bidder for the same.
- The Change request will be charged as per man day basis.

### **7 Roles and Responsibilities:**

#### **a) Roles & Responsibilities of Board of Revenue.**

- To assign a Nodal Officer who will be single point of contact from the beginning of the scanning & digitized project till successful implementation.
- The assigned Nodal Officer may interact regularly with the development team for smooth development & implementation.
- To provide space, electricity, furniture & related infrastructure for smooth execution of the work.
- To provide documents for scanning & digitization to the implementing agency.
- The Board of revenue also shall provide acceptance certificate for the scanning & digitized documents.
- Board of Revenue shall provide training of the DMS application to the Implementing Agency or selected bidder

#### **b) Roles & responsibilities of the implementing agency:**

- Create the set-up with the IT infrastructure like, Computer, Scanner, UPS etc for scanning & Digitization.

- Receiving No. of files & documents containing No. of pages and handing over to the Nodal Officer accordingly with ensuring confidentiality & safe keeping of records in their custody.
- Log register to be maintained for receiving & returning of files / documents.
- Un-tagging & Tagging of files to collect content pages from the files to be scanned.
- Scanning of records and handling auto indexing of scanned records.
- Categorization of files & Uploading scanned files to the server, so that electronic records can be retrieved later as & when required by officials without any hurdles.
- Providing necessary Knowledge or training to the officials of concern office, so that they can be able to handle it after project completion.
- Making contact with the Nodal officer for facilitating input records.
- Data entry summary print out of records to suffice sign off.
- Obtaining certification from concerned section and closure of the respective job.
- The digitized documents shall be submitted to the Board of Revenue.

#### 8 Timeline:-

The timeline for the Scanning and Digitization will be 12 months subjected to change from the date of signing of the Agreement.

#### 9 Prequalification Criteria (General bid):

| Sl No                                  | Eligibility Criteria to Participate   | Desired Documents  |
|--|---|--|
| <b>A. General Eligibility Criteria</b> |   |  |
| 1                                      | The service provider/bidder should be at least ISO 9001:2008/2015, 27001: 2013 and CMMI L3 Certified Company.   | Copy of the valid relevant certificate   |
| 2                                      | The Organization must be registered under the Companies Act 1956 and must have been in operation for a period of at least 10 (Ten) years in Odisha as on March 2021.                      | Certificate of Incorporation & Work order copy required of last 10 years in Software development and implementation in Government department only in Odisha state. |
| 3                                      | The Service provider/bidder should have made a payment of Rs 10,000.00/- (Rupees Ten thousand only) for the cost of the tender document from Nationalized/Scheduled Commercial Bank only. | Original bank draft towards cost of tender paper from Nationalized/Scheduled Commercial Bank only.<br>Non refundable.  |
| 4                                      | Submission of EMD of Rs.4,00,000.00/- (Rupees four lacs only) in shape of Demand Draft or BG from a Nationalized Bank/ Scheduled Commercial Bank only. (Refundable)                       | Original bank draft/BG towards cost of EMD (Earnest Money Deposit) Refundable.   |
| 5                                      | The Service provider/bidder must have experience in Implementation and Support of Document  | Work Order Copies with Completion certificate is required.   |

|    |  |   |
|----|--|---|
|    | <p>Management System (DMS) /Work flow based e-governance application along with Scanning &amp; Digitization in State / Central Government Department of India during last 7 Financial years as on RFP published date.</p> <p>The Value of the each work order must be INR:30 lacs or more.</p> <p>Must submit at least 3 Work orders/project in e-governance domain.</p>   |   |
| 6  | <p>The Service provider/bidder must have experience of Implementing large Digitization/e-Gov project in any State/Central Government departments in India. The value of one project must be at least Rs.1 Crore or More.</p> <p>At least 3 Work order copies must be submitted.</p>  | Work order copy with completion certificate required.   |
| 7  | <p>The Service Provider/Bidder Must have experience of Set up of Infrastructure (Compactor/Computer/Printer/Server/Clouds/Scanners, etc.) along with experience of Development and Implementation of e-governance application in state/central government department in India during last 10 financial years as on RFP Published date. Each work Order value must be Rs. 10 Lacs or more.</p> <p>3 Projects/Work Order must be submit.</p> | Work order Copy & Completion Certificate from Clients.  |
| 8  | <p>The Bidder must have experience of Deployment of Technical Manpower/PMU in State/central Government Departments.</p> <p>Project/ Work Order Must be with value of INR: 50 Lacs.</p> <p>At least 3 Work Order copies of Technical Manpower/PMU deployment project experience must be submit.</p>   | Work Order Copy and Letter from client must be submitted  |
| 9  | <p>Service Provider/bidder should have a minimum average annual turnover of Rs. 10 Crores from Indian Operation only during the last 3 financial years (FY2018-19, 2019-20 &amp; 2020- 21).</p>  | <p>Supporting document from Company chartered Accountant must be attached, along with Audited Profit and Loss Statement should be attached along with the response document of last 3 Financial years (FY2018-19, 2019-20 &amp; 2020- 21).</p> <p>Note: if FY 2020-21 balance sheet not audited then provisional Balance sheet must be submit in this RFP response.</p> |
| 10 | <p>Company should be valid Odisha GST certificate.</p>   | GST Details of service provider (GST registration certificate) should be Submitted.   |

# 10 Technical evaluation criteria:

| Criteria   | Description  | Maximum Marks |
|--|--|---------------|
| Turn over  | Average Annual Turnover in last 3 financial year (FY 2018-19, 2019-20 & 2020-21) years ending with March 2021 should be <ul style="list-style-type: none"> <li>10 to 15 Crores: 5 Marks</li> <li>15 to 20 Crores: 7 Marks</li> <li>More than 20 Crores: 10 Marks</li> </ul>  | 10            |
| Quality  | <ul style="list-style-type: none"> <li>ISO 27001: 2013-1 Mark</li> <li>ISO 20000-1:2011- 1 Mark</li> <li>CMMI L3 or above – 3 Mark</li> </ul>  | 5             |
| Based on Past Projects by the Bidder :<br>Criteria 1 | Web Based Data Digitization Project experience in Odisha State Govt. in last 10 financial year i.e. FY 2014-15, 2015-16,2016-17, 2017-18 2018-19, 2019-20 & 2020-21 as on 31.03.2021. <ul style="list-style-type: none"> <li>30 to 50 Lacs : ( 2 Marks for each project )</li> <li>Or</li> <li>1 Cr to 2 Cr : ( 3 Marks for each project )</li> <li>Or</li> <li>More than 3 Cr : (5 Marks for each project)</li> </ul>   | 5             |
| Based on Past Projects by the Bidder :<br>Criteria 2 | Experience of Implementation of DMS/archival system in state/central government departments/PSU sector in India in last 10 financial years i.e. FY 2014-15, 2015-16,2016-17, 2017-18 , 2018-19 2019-20 & 2020-21 as on 31.03.2021. <ul style="list-style-type: none"> <li>2 Projects: 2.5 Marks</li> <li>3 Projects: 5 Marks</li> </ul> Value of Each project Should be INR 10 Lacs or more.   | 5             |
| Based on Past Projects by the Bidder :<br>Criteria 3 | The Service Provider/Bidder must have experience of set up IT Infrastructure along with development & Implementation of e-governance application in state/central government department in India in last 10 years as on March 2021. The value of the each work order must be at least 10 lacs. <ul style="list-style-type: none"> <li>2 Projects: 3 Marks</li> <li>3 Projects: 5 Marks</li> <li>4 Projects: 7 Marks</li> <li>More than 5 Projects: 10 marks</li> </ul> | 10            |
| E-Governance Project Experience                      | The Bidder must have successfully implemented and supported e-Governance Software development projects in state/central government department in India in last 10 years as on March 2021, with value at least 50 Lacs each. <ul style="list-style-type: none"> <li>1 -3 Project : 5 Marks</li> <li>3-7Project: 10 Marks</li> <li>7-10Project: 15 Marks</li> </ul>  | 15            |
| Technical Manpower Deployment Experience             | The Bidder Must have experience of Deployment of Technical Manpower in State/Central Government Department in India in last 10 Years as on March 2021, with value of INR:50 Lacs each <ul style="list-style-type: none"> <li>1-2 Projects: 1 Mark</li> </ul>   | 5             |

|                                  |  |            |
|----------------------------------|--|------------|
|                                  | <ul style="list-style-type: none"> <li>• 2-3 Projects: 3 Marks</li> <li>• 3-4 Projects: 5 Marks</li> </ul>   |            |
| PMU Experience                   | <p>The bidder should have experience of set-up of PMU in State Govt Department of Odisha. Work order value must be more than 10 Lakhs Each in last 10 Years as on RFP published date.</p> <ul style="list-style-type: none"> <li>• 1 Projects : 5 Marks</li> <li>• 2 Projects : 10 Marks</li> <li>• 3 Projects : 10 Marks</li> </ul> | 10         |
| Proposed solution & Presentation | Work Plan Approach & Methodology, Domain Knowledge & Understand software solution's features in greater detail, Understand solution's fit to Client requirements. Implementation plan for DMS application.   | 30         |
| Presence in Odisha               | Local MSME Proof (Udyam registration) Must be submit with office agreement copy/lease agreement copy/Electricity Bill/telephone bill   | 5          |
| <b>Total Mark</b>                |  | <b>100</b> |

The Firm/Bidder score minimum 60 Marks out of 100 in technical evaluation process shall declared as Technically Qualified Firm. The Financial bid shall be opened only for technically qualified Firms.

## 11 Bid Evaluation

Bidders will be selected through Quality & Cost Based Selection (QCBS) Process:

- Weight assigned to technical proposal = 70%
- Weight assigned to financial proposal = 30%

### 11.1 Preliminary Scrutiny

- Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified to merit further evaluation.
- Bids not conforming to such preliminary requirements will be prima facie rejected.

### 11.2 Evaluation of Technical Bid

- All the bidders who secure a Technical Score of 60% or more will be declared as technically qualified.
- The bidder with highest technical bid (H1) will be awarded 100% score.
- Technical Scores for other than H1 bidders will be evaluated using the following formula:  
Technical Score of a Bidder =

$$\{(\text{Technical Bid score of the Bidder} / \text{Technical Bid Score of H1}) \times 100\}\%$$

(Adjusted to two decimal places)

- The commercial bid of only the technically qualified bidders will be opened for further processing.

### 11.3 Evaluation of Financial Bid

The Financial Bids of the technically qualified bidders will be opened on a the prescribed date in the presence of bidder representatives

- The bidder with lowest financial bid (L1) will be awarded 100% score.



- Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder =

$$\{(\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100\}\%$$

(Adjusted to two decimal places)

- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- The bid price will include of all taxes and levies and shall be in Indian Rupees.
- Errors & Rectification:
  - 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, unless in the opinion of the tendering authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

#### 11.4 Combined Evaluation of Technical & Financial Bids

- The technical and financial scores secured by each bidder will be added using Weightage of 70% (T) and 30% (F) respectively to compute a Composite Bid Score.
- The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- In the event the bid composite bid scores are „tied“, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Composite score of the Bidders for the bid shall be worked out as under:

| Bidder | Technical Score | Financial Score | Weighted Technical Score (70% of B) | Weighted Financial Score (30% of C) | Composite Score (F = D + E) |
|--------|-----------------|-----------------|-------------------------------------|-------------------------------------|-----------------------------|
| A      | B               | C               | D                                   | E                                   | F                           |
|        |                 |                 |                                     |                                     |                             |
|        |                 |                 |                                     |                                     |                             |

Note: Those Bidders' Quote abnormally low in the commercial bid their bids will be summarily rejected by the tender evaluation committee of Board of revenue without any further justification.

## 12 Terms and Conditions:

- I. After selection of the successful bidder through QCBS method, BOARD OF REVENUE will send Notification of Award / Purchase Order/Letter of Intent to the selected Bidder. Once the selected Bidder accepts the Notification of Award the selected Bidder shall furnish the Performance Bank Guarantee to BOARD OF REVENUE within 45 days from the date of Awarded of Notification of Award / Purchase Order/Letter of Intent.
- II. Within 15 days of receipt of Notification of Award/Purchase Order/ Letter of Intent the successful Bidder shall send the acceptance.
- III. Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.
- IV. Upon the successful Bidder accepting the Purchase Order and signing the contract, if required, BOARD OF REVENUE will promptly notify each unsuccessful Bidder and will discharge all remaining EMDs, if any.
- V. The department will provide the necessary infrastructure, plug and play facilities, power supply and office space to complete this digitisations project on time or the selected Bidder may allow completing this digitization project at his own facility as per mutual discussion between Board of Revenue and Selected bidder.
- VI. The warranty of hardware will be applicable as per the respective Hardware OEMS of the Mentioned Items in Scope of Work of the RFP document.
- VII. The AMC of Hardware will be non compressive.
- VIII. The Scanning pages may increase from time to time.
- IX. The Manpower deployment cost would be increased every year as per the labour & ESI guidelines from time to time.
- X. The Grey scale scanning (With OCR & Without OCR) cost will be paid by the department ( Board of revenue ) at actual to the selected bidder as when required.

## 13 Performance Bank Guarantee ( PBG):

The BOARD OF REVENUE will require the selected bidder to provide a Performance Bank Guarantee, within 45 Days from the Notification of award/Letter of Intent/Purchase Order, for a value equivalent to 3% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 5 years (60 months). The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the BOARD OF REVENUE at its discretion may cancel the order placed on the selected bidder and/or forfeit the EMD after giving prior written notice to rectify the same. BOARD OF REVENUE shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or BOARD OF REVENUE incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions. The PBG format will be shared by the Board of Revenue, Cuttack to Selected bidder.



#### **14 Signing of Contract:**

After the BOARD OF REVENUE notifies the successful bidder that its proposal has been accepted, BOARD OF REVENUE shall issue purchase order within 7 working days and the selected Bidder has to provide the acceptance of the same with 7 days from the receipt of LOI/Work order by Mail or in the form of Hard copy.

After the receipt of LOI/work order acceptance from the selected Bidder, BOARD OF REVENUE will share the agreement format with the selected bidder and within 15 days the selected bidder has to provide us the signed agreement copy.

After Declare of selected Bidder as per QCBS Method the Board of revenue will return the EMD unsuccessful bidder within 30 days of publish of result of tender on their web site.

#### **15 Statutory Compliance:**

As per the government guidelines the selected bidder has to agree the government statutory compliances like EPF, ESI etc. In each and every month department will pay the EPF and ESIC amount to the selected bidder between 1<sup>st</sup> to 3<sup>rd</sup> of the every month.

Once the Selected bidder received the EPF, ESIC amount from the department they will reimburse to same to the deployed resources within 15 days along with the salary for that month.

#### **16 Penalties:**

If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to BOARD OF REVENUE , a penalty @ 0.5% of the Project value of the delayed stage of the item, per month (subject to maximum 2%) may be imposed and accordingly the time for the next stage be reduced by the BOARD OF REVENUE , to account for the delay.

If the delay adversely affects conduct of examination the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. The BOARD OF REVENUE may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Bidder.

#### **17 Termination for default:**

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 90 days to the other party, terminate the agreement in whole or in part, if:

I. The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.

II. The quality of the delivery of various tasks is not up to the satisfaction of the BOARD OF REVENUE

III. The defaulting party fails to perform any other obligation under the agreement.

In the event of the BOARD OF REVENUE terminating the contract in whole or in part, the BOARD OF REVENUE may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the Bidder shall be liable to the BOARD OF REVENUE for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.

The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to BOARD OF REVENUE for which payment has been made.

The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination.

In case of termination of contract, all Bank Drafts/ FDRs furnished by the Bidder by way of Bid Security / Performance Security shall stand forfeited.

In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

#### **18 Termination for Convenience:**

The BOARD OF REVENUE, by written notice of at least 90 days sent to the Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience. The notice of termination shall specify that termination is for the BOARD OF REVENUE's convenience and also the extent to which performance of the Bidder under the contract is terminated, and the date on which such termination becomes effective.

The BOARD OF REVENUE shall accept the items/services, which are completed and ready for delivery within 30 days after the Bidder's receipt of notice of termination, at the contract terms and prices. For the remaining items/services, the BOARD OF REVENUE may elect:

- I. To have any portion completed and delivered at the contract terms and prices; and /or
- II. To cancel the remainder and pay to the bidder an agreed amount for partially completed items/services and for services previously accomplished by the Bidder.

#### **19 Termination for Insolvency:**

The BOARD OF REVENUE may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the BOARD OF REVENUE.

## 20 Suspension:

The BOARD OF REVENUE may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

- I. Shall specify the nature of the failure and
- II. Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder

The BOARD OF REVENUE may engage some other agency for the completion of suspended work, which will be carried out at the risk, and cost of the Bidder.

## 21 Confidentiality:

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the BOARD OF REVENUE 's business or operations without the prior consent of the BOARD OF REVENUE. The legal liability for breach of confidentiality by the bidder and its employees solely lies with the bidder. BOARD OF REVENUE also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as "confidential information", belonging to the Bidder and which may come into the possession or custody of BOARD OF REVENUE in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly. *(Subject to provisions of the Indian law of the land)*

## 22 Force majeure

Notwithstanding anything contained in the Bid Document, the Bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive majors for fire breakdown must be followed otherwise will not be applicable here. The decision of the BOARD OF REVENUE , regarding Force Majeure shall be final and binding on the Bidder.

If a Force Majeure situation arises, the Bidder shall promptly notify to the BOARD OF REVENUE in writing, of such conditions and the cause thereof. Unless otherwise directed by the BOARD OF REVENUE in writing, the Bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The BOARD OF REVENUE may, terminate this agreement by giving a written notice of a minimum 45 days to the Bidder.

## **23 Resolution of Disputes:**

The BOARD OF REVENUE and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract.

If, after 15 days from the commencement of such informal negotiations, the BOARD OF REVENUE and the Bidder are unable to resolve, amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism. In all matters and disputes arising there under, the sole arbitrator shall be mutually agreed upon by the parties in writing, who shall decide the claim and its decision shall be final and binding on both the parties.

However, during the period of doubt, disagreement or dispute, both the Bidder and the BOARD OF REVENUE shall ensure that the Project works in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to either the BOARD OF REVENUE or the Bidder to interfere in or prevent normal functioning of the Project.

## **24 Legal Jurisdiction:**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Odisha, (India) only.

## **25 Local Conditions:**

The Bidder shall inspect the cities/sites of operation and shall satisfy himself of the cities/site conditions and availability of required resources and shall apprise himself of the procedure for engagement of agencies and shall collect any other information that may be required before submitting the bid. Claims and objections due to ignorance about site conditions shall not be considered after the submission of bid.

## **26 Responsibilities of the Successful Bidder:**

The bidder shall be responsible to execute for Digitization of records with Infrastructure setup for period of 5 years (BOARD OF REVENUE ), Govt. of Odisha . In case of change in ownership of the bidder, the change must be communicated to BOARD OF REVENUE, Cuttack 3 months before the intended change of ownership.

## **27 Interpretation:**

In these Terms & Conditions:

References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.

References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, sub-paragraph or schedule in or to this TENDERDOCUMENT.

The headings are inserted for convenience and are to be ignored for the purposes of construction. Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice, approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.

In case of any inconsistency between this TENDER DOCUMENT and the Bid made to BOARD OF REVENUE, the terms of this TENDER DOCUMENT shall prevail. In case the TENDER DOCUMENT is silent on the items contained in the bid, the decision of BOARD OF REVENUE shall be final & binding on the Bidder/ Bidders.

**28 Agreement Format:**

The Agreement format will be shared by Board of Revenue within 15 days of issuance of LOI/Work order to the Selected bidder.

**29 Payment Terms & Condition:**

The terms of payment will be as follows:

**I. Payment terms for the AMC for Hardware**

| Sr No | Milestone                  | Payment Quarterly |
|-------|----------------------------|-------------------|
| 1     | AMC will be Paid Quarterly | 100%              |

**II. Payment For Resources Deployment**

| Sr No | Milestone  | Payment Monthly |
|-------|--|-----------------|
| 1     | Resources Billing Monthly: within 10 days of Submission of MPR | 100%            |

**III. Payment for Scanning & Digitization Work:**

| Sr No | Milestone   | Payment Monthly |
|-------|---|-----------------|
| 1     | Per page scanning & data entry of Documents: Within 10 days of Submission of Bill | 100%            |

**IV. Payment for Hardware Deployment:**

| Sr No | Milestone  | Payment |
|-------|--|---------|
| 1     | Within 7 days after successfully delivery at client location & successful installation | 100%    |

**30 Checklist to prepare the RFP Response:**

1. Technical Bid Cover Letter
2. Acceptance of Terms & Conditions
3. Bid –Security Declaration Letter
4. Self-Declaration letter for Non- Blacklisting
5. Bidder's Authorization Certificate
6. Bidder Information
7. Annual Turnover for the last 3 years (FY 2018-19,2019-20 & 2020-21- Provisional Balance sheet)
8. Duly authenticated list of full time Technical to employed
9. Commercial Bid.

### 31 Technical bid cover letter (Company Letter Head)

To  
The Secretary  
Board of Revenue,  
Cuttack, Odisha

*Sub: Technical Bid Submission*

Sir,

We, the undersigned, offer to provide solution in response to the RFP No.....; 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. Thanking you,

Signature  
(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:



### 32 Acceptance of Terms & Conditions ( Company Letter Head)

To  
The Secretary  
Board of Revenue  
Cuttack, Odisha

*Sub: Acceptance of Terms & Conditions*

Sir,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the RFP Document vide Ref. No., regarding “.

I declare that all the provisions/clauses including scope of work of this RFP/Tender 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.

Thanking you,

Signature  
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:



**33 Bid –Security Declaration Letter(Company letterhead)**

To  
The Secretary  
Board of Revenue,  
Cuttack, Odisha

*Sub: Bid-Security Declaration letter*

Sir,

In response to the RFP No.:-----for RFP titled "Digitization of Records & Infrastructure Set up for Modernization of Record Room", I/We, ..... irrevocably declare asunder:

I/We understand that, as per tender clause number 3.3 EARNEST MONEY DEPOSIT (EMD), bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of 5 years from the date of disqualification as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse) if,

1. I am /We are in a breach of any of the obligations under the bid conditions,
2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
3. On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time

Thanking you,

Signature  
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

34 Bidder's Authorization Certificate (Company Letter head)

To  
The Secretary  
Board of Revenue,  
Cuttack, Odisha

Sub: – Bidder's Authorization Certificate  
Sir,

With reference to the RFP No.: , Ms./Mr. <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. S/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/his contact mobile number is and Email id is . For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Signature  
(Authorised Signatory)

Verified Signature by  
Director/CEO

Seal:  
Date:  
Place:  
Name of the Bidder:

**35 Self-Declaration: Not Blacklisted (Company letterhead)**

To  
The Secretary  
Board of Revenue,  
Cuttack, Odisha

*Sub: – Self-Declaration Letter for Blacklisting*

Sir,

In response to the RFP No.: for RFP titled "Digitization of Records & Infrastructure Set up", as an owner/ partner/ Director/Authorized signatory of (organization 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.

Thanking you,

Signature  
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

### 36 Bidder Information

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

| S.no | Description   | Response |
|------|---|----------|
| 1.   | Name of the Company   |          |
| 2.   | Address of the Company (for communication)  |          |
| 3.   | Telephone Nos.  |          |
| 4.   | Fax   |          |
| 5.   | E-mail  |          |
| 6.   | Website   |          |
| 7.   | Date of Incorporation (with document evidence for Certificate of Incorporation)   |          |
| 8.   | Status of applicant (individual/proprietor-ship Firm/partnership firm/private limited / public limited /Society/autonomous bodies (attach documentary evidence) |          |
| 9.   | Registered Address of the Company   |          |
| 10.  | Offices situated at different locations ( Please specify only location names : no document proof required)  |          |
| 11.  | GST Registration Number (with document evidence)  |          |
| 12.  | PAN NO (with document evidence)   |          |

Thanking you,

Signature  
(Authorised Signatory)

Seal:  
Date:  
Place:  
Name of the Bidder

**37 Annual financial turnover (to be filled and uploaded as per qualification criteria)**

| Sr No | Financial year | Turn Over In INR in Crores | Document Proof ( Audited Balance sheet & CA certificate) |
|-------|----------------|----------------------------|--|
| 1     | FY 2018-19     |                            |  |
| 2     | FY 2019-20     |                            |  |
| 3     | FY 2020-21     |                            |  |

**i. Duly Authenticated full time Technical Resources on Bidder's Pay Roll ( 15 Technical Resources List )**

| Sr No | Name of Resources | Designation in Organization | Total Years of Experience |
|-------|-------------------|-----------------------------|---------------------------|
| 1     |                   |                             |                           |
| 2     |                   |                             |                           |
| 3     |                   |                             |                           |

## 38 Commercial Bid format:

Manpower Cost (Table A)

| Sl No | Component                          | Total Quantity | Man Month Cost INR in Rs | Total Man Months | Cost INR in Rs. | Total Amount INR in Rs. |
|-------|------------------------------------|----------------|--------------------------|------------------|-----------------|-------------------------|
| 1     | Senior programmer                  | 1              |                          | 12               |                 |                         |
| 2     | Roll out Support Executive Level-1 | 6              |                          | 12               |                 |                         |
| 3     | Data Entry Operator                | 1              |                          | 12               |                 |                         |

Scanning &amp; Digitization of Records (Table B)

| Sl No | Component  | Rate per Page/ form in INR Rs. | Total Amount INR in Rs. |
|-------|--|--------------------------------|-------------------------|
| 1     | Rate per page of scanning of documents without OCR |                                |                         |
| 2     | Rate per page of scanning of documents with OCR    |                                |                         |
| 3     | Meta Data Entry Per page                           |                                |                         |
| 4     | Per Page Uploading documents in DMS                |                                |                         |

Hardware Cost (Table C)

| Sr No | Item Description  | Unit Cost A | Total Unit B | Final Cost C= A*B |
|-------|---|-------------|--------------|-------------------|
| 1.    | Double Movable Compactor  |             | 92           |                   |
| 2.    | Single Movable compactor  |             | 20           |                   |
| 3.    | Single Static Compactor   |             | 20           |                   |
| 4.    | Vacuum Cleaner  |             | 2            |                   |
| 5.    | Barcode Printer   |             | 2            |                   |
| 6.    | Laser scanner   |             | 2            |                   |
| 7.    | Laser printer   |             | 4            |                   |
| 8.    | Document Scanner  |             | 4            |                   |
| 9.    | Computer Chair  |             | 10           |                   |
| 10.   | Computer Table  |             | 10           |                   |
| 11.   | Desktop Computer  |             | 10           |                   |
| 12.   | L1 1000 VA UPS  |             | 10           |                   |
| 13.   | Printer/Scanner table   |             | 4            |                   |
| 14.   | Public chair ( set of 3 chairs)   |             | 20           |                   |
| 15    | Office chair and table ( 2 executive chair & Table & five staffs chair and table) |             | 7            |                   |

## Optional Item Cost

### Annual Maintenance Cost of Hardware:

| Sl No | Component ( Annual Maintenance Cost)   | Annual Maintenance Cost INR in Rs. | No of Years | Total Amount INR in Rs. |
|-------|--|------------------------------------|-------------|-------------------------|
| 1.    | Double Movable Compactor   |                                    | 4           |                         |
| 2.    | Single Movable compactor   |                                    | 4           |                         |
| 3.    | Single Static Compactor  |                                    | 4           |                         |
| 4.    | Vacuum Cleaner   |                                    | 2           |                         |
| 5.    | Barcode Printer  |                                    | 2           |                         |
| 6.    | Laser scanner  |                                    | 2           |                         |
| 7.    | Laser printer  |                                    | 2           |                         |
| 8.    | Document Scanner   |                                    | 2           |                         |
| 9.    | Computer Chair   |                                    | 2           |                         |
| 10.   | Computer Table   |                                    | 2           |                         |
| 11.   | Desktop Computer   |                                    | 2           |                         |
| 12.   | L1 1000 VA UPS   |                                    | 2           |                         |
| 13.   | Printer/Scanner table  |                                    | 2           |                         |
| 14.   | Public chair ( set of 3 chairs)  |                                    | 2           |                         |
| 15.   | Office chair and table ( 2 executive chair & Table & five staffs chair and table |                                    | 2           |                         |

### Change request Cost:

| Sl No          | Component                         | Cost Per Man day INR in Rs. | Total Amount INR in Rs. |
|----------------|-----------------------------------|-----------------------------|-------------------------|
| 1              | Change Request of the Application |                             |                         |
| Sub Total Cost |                                   |                             |                         |

Note: Taxes will be extra as per Government Norms

- The L1 price will be evaluate on the basis of Table A+ Table B+ Table C.

Thanking you,

Signature

(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder