

# REQUEST FOR PROPOSALS (RFP)

For  
Rate Contract for Scanning & Digitization of old records available  
in the District Record Room, Puri

Issued by  
Collector & District Magistrate, Puri

PIN -752001(ODISHA)

# 1. Invitation for Competitive Bidding

Office of the District Magistrate and Collector, Puri under OLRMS Roll-out Project, hereinafter referred to as "Client" invites bids from Small/Medium Entrepreneurs (SMEs) authorized software developers/firms (**Preferably ISO Certified**) engaged in data entry operation/Scanning & digitization work for Scanning & Digitization of documents of old records available in the district record room, Puri.

## Time schedule of various tender related events:

1	Bid Closing date and time	26.04.2022, 12.00 Noon
2	Bid opening date ,Time and Place	26.04.2022 4.00 P.M Chamber of ADM(Rev), Puri
3	Bid Document Price	Rs 5000/-
4	EMD	Rs 50000/-

Bidders will submit bids in two separate envelopes. The two bids will be technical bid (i.e. T - Bid) and Financial bid (i.e. F- Bid). These two envelopes should be sealed in one big envelope. Each envelope must be suitably marked to indicate the type of bid.

PLACE OF RECEIPT : **Superintendent Of Land Records**  
**SLR Section**  
Collectorate  
Puri-752001

## 2. Pre-Qualification Criteria

The Bidder must be a Small Medium Entrepreneurs (SMEs)/ authorized software developers/firms engaged in data entry operation/Scanning & digitization work having adequate experience in Scanning & Digitization of documents, of old records available in the District Record Room, Puri

- The bidder should have local presence in Odisha. Address of the Local Office has to be provided in the Bid Document.
- Must have similar type of Work Experience in at least two Govt. Offices of Odisha.
- The bidder must implement the project with his own men and material. **Sub-Contracting is not allowed.**
- The Bidder shall not have been Black-Listed by any State/ Central Govt. Dept. / PSUs as on Bid Calling date and shall provide a declaration statement to that effect.

  
**COLLECTOR**  
**PURI**

### 3. Scope of Work

The District Record Room ,Puri have the following size Pages for Scanning and digitization.

Sl.No.	Size of the document	No of Available Pages (Approx.)
1	A3	240000
2	A4	11158750
3	Case Records(A4) ( one case record consists of about 10 pages in an average)	958750

After receiving the document and before starting the scanning of document, the selected agency will be required to do pre-scanning preparation. The documents will then be scanned by the selected agency. The selected agency and **Deputy Collector, District Record Room, Puri** is required to take due precaution that no page is scanned more than once.

#### A. Collection of physical documents from the District Record Room, Puri Collectorate.

The Record Keepers/ officers In Charge of the Record room of the Collectorate would present their documents to the selected agency. 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:

1. Name of document collected
2. Number of pages in the document (A5,A4/Legal, A3/A2, A1/A0)
3. Collected from (Government Official)
4. Collected by and signature (Vendor Representative)
5. Date of collection
6. Expected date of return
7. Returned to (Government Official) – Name & Signature
8. Returned by (Vendor Representative)
9. Actual Date of Return

After collection of the documents by the agency, it would be the responsibility of the agency to maintain and return the documents in their original form to the Officer concerned. Any damage to the documents collected shall make the agency directly responsible for the same.

#### B. Pre-scanning preparation

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

- Removal of tags, pins, threads, rubber bands etc
- Sorting of pages in the document in the correct order

- Special preparation of documents that may not be in a good physical condition and may not be directly scanned. This may include pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Documents should be prepared such that normal scanner can scan it.

### C. Scanning

- The documents/ pages shall be scanned on a minimum **300 DPI resolution or higher, Color resolution.**
- The scanned documents shall be converted into **PDF/A (ISO 19005-1:2005)** files. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a PDF/A format. The background of the scanned image should be white.
- Page size of the physical file can vary.
- **Scanner** - The Bidder has to use ADF scanner and Flat bed Scanner/ book scanner wherever necessary.
- **Quality Check** - Perform Visual Quality Check on the Images. Offer sample check to the user. The Meta data should be very accurate and the Bidder has to give batch wise (1000 records).
- **The agency shall perform the following Image Enhancement Activities:**
  - Agency should ensure that quality of scanned imaged are enhanced up to the optimum level and required image enhancement activities like De-skew (to make the image straight), contrast ratio setting etc. has been done on the documents.
  - 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.
  - In case the documents are not legible, it will be the bidders responsibility to scan the documents on high resolution.
  - The generated PDF should be optimized for viewing over the internet i.e. pages should be viewable as soon as they are downloaded without waiting for complete file to be downloaded i.e. A multipage file is downloaded page-by-page and should be viewable as soon as a page is downloaded rather than having to wait for the entire file to download.
  - 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 Officer in charge before proceeding.
  - **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.**
- The document scanning agency will use its own infrastructure. This shall include, but is not limited to Computers, UPS, Scanner, etc. for document scanning. The space and furniture (table, chairs, etc.) for setting up the infrastructure as well as the raw power connections will be provided by respective offices of where scanning would be done.
- The document scanning agency would deploy its own human resource for all the aforementioned activities. The agency shall deploy adequately skilled man power resources to complete the job within the specified time.
- After scanning, the physical document would have to be pinned together/tagged in the same form as it was given for scanning by the Officer in Charge.

- **Two copies** of the scanned data shall be provided in **External HDD**. One copy should be provided to the office where scanning is performed. Another copy should be handed over to the SLR section, District office, Puri for the centralized storage. In case of any problem in Office desktop/storage, this copy should be used to reload the data **No additional cost** will be reimbursed by the department.
- Each page shall be serially arranged and shall be counted while giving the documents back.

#### **D. Post Scanning**

- Nomenclature of the digitized file should be in accordance with the e-Gov standard
- Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file. Bidder will have to make this facility available in the capture and indexing module.

#### **Note:**

- The selected agencies are requested to use their own MIS tool to generate reports for tracking the digitization status. The release of payments are linked to the MIS reports & the status of work.

### **4. Storage and Backup**

- Payment of the Bidder will be made based on the verification of the digitized data record in the central storage. MIS at the central storage facility would display all the records available in the storage.
- MIS should have facility to map the digitized file at the central location with local storage.
- The Bidder is free to suggest better technologies for preservation of master images.

### **5. General**

The agency shall add/replace poor quality scanned images/documents on its own, for which it shall not be entitled to get any extra payment. It is the absolute responsibility of the agency to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the agency. The files / documents will not be allowed to be removed from premises allocated to agency. Suitable hardware infrastructure/facilities have to be established onsite at the premises that shall be allocated to do the digitization work. Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents.

The records are loose sheets/ books of above sizes which at present are stapled/ bundled with tags. Each file consists of pages which are to unbundled/ scanned and re-stapled and bounded on their own cost.

## 6. Payment Methodology:-

The quality of scanning document would be inspected by respective Office by random selection of scanned document. 1% of total scanned pages will be randomly selected and then verified by the respective Offices.

## 7. Rejection Criteria:-

- Conditional Bids
- If the information provided by the Bidder is found to be incorrect/ misleading/fraudulent at any stage / time during the Tendering Process.
- Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids received after the prescribed time & date for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid
- Incomplete Price Bid.
- Price Bids that do not conform to the RFP's price bid format
- Total price quoted by the bidder does not include all statutory taxes and levies applicable

**NOTE:-** 1. *The Office reserves the right to accept or reject any or all of the tenders without assigning any reason/s thereof.*

2. *The contract shall be governed by the Indian Laws. All the disputes between the parties to the contract, arising out of the contract, other than those for which the decision of the Collector & District Magistrate, Puri, Odisha is final and conclusive.*

**T-BID**  
**FORMAT FOR TECHNICAL BID**  
**For Scanning & Digitization of Case records of different Tahasils of**  
**Puri District. (Odisha)**  
[ TO BE RETURNED WITH THE TENDER]

**ANNEXURE-A**

**General Information of the Bidder**

1	Name of the Bidder (Company/ Firm) :	
2	Address :	
	Telephone Number(s) :	Phone: Mob:- FAX:-
3	Email :	
4	Web-Site :	
5	Legal Status :	Public Ltd Company / Private / Partnership firm
6	Quality Certifications attained by the firm :	
7	GST Registration Number:	
8	PAN Number:	
9	Name of the Contact Person Details for	Correspondence Name: Designation : e-mail: Phone/ Mobile: Fax
10	Local Presence Company Address	Correspondence Name: Designation : e-mail: Phone/ Mobile: Fax

Place:  
Date :

Bidder's signature  
and seal.

## ANNEXURE-B

Name of the Bidder (Company/ Firm) :

Sl. No.	Particulars	Remarks
1	ISO certification (If any)	
2	Income Tax returns for last 3 years	
3	GST/Services Tax returns for last 3 years	
4	No of Technical Staff in scanning work available for this work	
5	Capacity of scanning A4/legal pages per day along with meta data entry	
6	Capacity of scanning A3 pages per day along with meta data entry	
7	No of high end systems and scanners at least available for deployment for the said work.	
8	Work experience for such volume of work, the vendor should have adequate experience in implementing the projects in the field of scanning, digitization and GIS	
9	Company infrastructure and existing in Odisha	
10	Details of project executed w. r. t. point 8 above in Government Sector, if any.	
11	Details of project executed w. r. t. point 8 above in other than Government Sector, if any.	
12	Bid Document Price (details of DD Enclosed)	
13	Details of EMD	

### Note :

1. Self-attested Photo copies of above for proof should be attached.
2. Original copies should be provided at the time of opening tender.
3. DD in Favour of Collector, Puri Payble at Puri

Place:

Date :

Bidder's signature  
and seal.

**ANNEXURE-C**

Name of the Bidder (Company/ Firm) :

**Project wise details**

(In case of Scanning & Digitization works under taken if any)

Sl No	Name of the Client	Project Duration		No of Pages Scanned, Uploaded	Value of Project (Rs. In Lakhs)	Brief Description of the Project
		Start Date	Completion Date			
1						
2						
3						
4						
5						

Place:

Date :

Bidder's signature  
and seal.

**ANNEXURE-D**

**Self-Declaration Certificate**

I/We confirm that our company \_\_\_\_\_ is not blacklisted as on Bid calling date in any manner whatsoever by any of the State/ UT and/ or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Also, we confirm physical documents will be handled carefully and there should not be degradation in quality of the papers

Place:  
Date :

Bidder's signature  
and seal.

**F-BID**

**Financial Bid**

**(The format should be kept in separate Sealed Cover)**

**Name of the Bidder (Company/ Firm) :**

**A. For Scanning:**

SI No	Paper Size	Vintage			Total Rate per Page
		Up to 10 Years Rate per Page	Up to 10 to 50 Years Rate per Page	Above 50 Years Rate per Page	
1	A3				
2	A4				
3	Case Record				

**Note:-**The Bidders should specify in all inclusive prices.

Place:  
Date :

Bidder's signature  
and seal.