

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

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

Corrigendum

SL#	Clause No./Page No	Existing Clause				Revised Clause			
1.	3.1.2 Pg No. 6	Category	Average Turnover of Company in last 3 years	Existence of firm in years	Volume of work can be awarded	Category	Average Turnover of Company in last 3 years	Existence of firm in years	Volume of work can be awarded
		Tier-II	Rs. 25 Lakh to Rs. 1 Crore	Minimum 3 Years	<ul style="list-style-type: none"> Scanning up to 15 lakh pages Data entry up to 10 lakh records with maximum 300 characters each 	Tier-II	Rs. 20 Lakh to Rs. 75 lakhs	Minimum 3 Years	<ul style="list-style-type: none"> Scanning up to 10 lakh pages Data entry up to 7 lakh records with maximum 300 characters each
		Tier-I	More than Rs. 1 Crore	Minimum 5 Years	No limit	Tier-I	More than Rs. 75 lakhs	Minimum 5 Years	No limit
2.	3.2.4 Pg. 7	3.2.4 The companies/entities registered as MSMEs (specifically for Scanning, data entry and data digitization work) are exempted from submission of EMD. A copy of valid MSME registration certificate/Udyog Aadhaar is to be submitted for seeking exemption from EMD.				3.2.4 The companies/entities registered as MSMEs (specifically for Scanning/data entry/data digitization/data processing/DTP work) are exempted from submission of EMD and Empanelment Guarantee (as mentioned in clause 6.13.1). A copy of valid MSME registration			

			certificate/Udyog Aadhaar is to be submitted for seeking exemption from EMD and Empanelment Guarantee.
3.	4.1 Pg. 12	4.1 Pre-Qualification Criteria ...	4.1 Pre-Qualification Criteria Refer below for revised Pre-Qualification Criteria
4.	4.2 Pg. 14	4.2 Technical Evaluation Criteria	4.2 Technical Evaluation Criteria Refer below for revised Technical Evaluation Criteria
5.	6.14 (new clause)	New Clause	New Clause 6.14 – Calculation of pages for scanning & digitization other than A4/Legal The calculation of pages other than A4/legal shall be calculated using following formula A3 = 2 x A4 (i.e. two times of A4) A2 = 4 x A4 (i.e. four times of A4) A1 = 8 x A4, (i.e. eight times of A4) A0 = 16 x A4(i.e. sixteen times of A4)
6.	5.2 Pg.17	<u>5.2 Performance Bank Guarantee</u> After allotment of work by user departments, the bidder shall furnish a Performance Bank Guarantee (PBG) for 10% (ten percent) of the contract price within 15 days of issue of Work Order/Lol. The PBG must be from the nationalized bank in India. This Performance Bank Guarantee (PBG) shall remain valid for 60 days beyond the entire contractual obligation. Failure of submission PBG within the specified time period may lead to cancel the Work Order.	<u>5.2 Performance Bank Guarantee//Performance Security</u> After allotment of work by user departments, the bidder shall furnish a Performance Bank Guarantee (PBG) for 10% (ten percent) of the contract price within 15 days of issue of Work Order/Lol. The PBG must be from the nationalized bank in India. This Performance Bank Guarantee (PBG) shall remain valid for 60 days beyond the entire contractual obligation. Failure of submission PBG within the specified time period may lead to cancel the Work Order. <i>The companies/entities registered as MSMEs (specifically for Scanning/data entry/data digitization/data processing/DTP work) shall submit the PBG/Performance Security as per the Govt. of Odisha MSME Policy/Guidelines</i>

4.1 PRE-QUALIFICATION CRITERIA FOR EMPANELMENT(REVISED)

Pre-Qualification Criterion	Tier-I	Tier-II	Requirement Documents to be Submitted
4.1.1 Existence of the bidder	<p>The bidder should be a company incorporated under Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act, 1932 or a partnership firm registered under LLP Act, 2008 or Proprietorship firm and Registered under GST.</p> <p>The bidder should be in existence for at least 5 years in Odisha.</p>	<p>The bidder should be a company incorporated under Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act, 1932 or a partnership firm registered under LLP Act, 2008 or Proprietorship firm and Registered under GST.</p> <p>The bidder should be in existence for at least 3 years in Odisha.</p>	Certificate of incorporation, GST Registration and PAN
4.1.2 Local Enterprise	The bidder must have registered office in Odisha and at least 50% of executive employees are domicile of Odisha	The bidder must have registered office in Odisha and at least 50% of executive employees are domicile of Odisha	<ul style="list-style-type: none"> • Certificate of incorporation with registered office address • Copy of GST with address of bidder • Self declaration on 50% of executive employees are domicile of Odisha
4.1.3 Turnover	The bidder's average annual turnover (from IT/ITES/ Digitization services) must be more than ₹ 75 lakhs in last 3 years - ending at March 31, 2020. <i>However, if the audit of FY 2020-21 is completed, the bidder may submit provisional CA certificate as documentary proof against turnover and in such case average turnover for FY 2018-19, FY 2019-20 and FY 2020-21 shall be considered.</i>	The bidder's average annual turnover (from IT/ITES/ Digitization services) must be at least ₹ 20 lakhs in last 3 years - ending at March 31, 2020. <i>However, if the audit of FY 2020-21 is completed, the bidder may submit provisional CA certificate as documentary proof against turnover and in such case average turnover for FY 2018-19, FY 2019-20 and FY 2020-21 shall be considered.</i>	Certified Copy of audited P&L Statements to be provided or certificate from CA
4.1.4. Technical Capability	<p>The bidder should have executed/executing at least one number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with one order value minimum ₹40,00,000/- or two (2) orders with minimum value of ₹25,00,000/- each or three (3) orders with minimum value of ₹15,00,000/- each in past.</p> <p><i>(the project of Govt./PSU/Bank/ Autonomous bodies in India executed by the bidder through sub-contracting mode will also be considered)</i></p>	The bidder should have executed/executing at least one number of large scale Data Digitization project involving scanning and data entry of records in any Govt./PSU/Bank/ Autonomous body in India with order value minimum ₹15,00,000/- or two (2) orders with minimum value of ₹10,00,000/- each or three (3) orders with minimum value of ₹7,00,000/- each in past.	<p>Copy of work order/ copies of the LoA/ work order/ contract / completion certificate</p> <p>(In case of sub-contracted work, the bidder has to submit the details of work, department/organisation were work has been carried out and the contact detail of official/nodal officer)</p>

Pre-Qualification Criterion	Tier-I	Tier-II	Requirement Documents to be Submitted
		<i>(the project of Govt./PSU/Bank/ Autonomous bodies in India executed by the bidder through sub-contracting mode will also be considered)</i>	
4.1.5. Data Entry & Scanning Infrastructure	<p>a. The Bidder Should have at least 15 High Speed (ADF) with minimum A4 & A3 Duplex with scanning speed of 25 PPM or above</p> <p>b. The Bidder Should have at least 30 Computers/ Laptops having intel Core-i3 or equivalent processor or better in running condition</p>	<p>a. The Bidder Should have at least 6 High Speed (ADF) with minimum A4 & A3 Duplex with scanning speed of 25 PPM or above</p> <p>b. The Bidder Should have at least 15 Computers/ Laptops having intel Core-i3 or equivalent processor or better in running condition</p>	Documentary evidence on proof of purchase (in the name of bidder only)/ Self-declaration on the letter head of the company
4.1.6. Technical Resource	The bidder should have at least 35 employees in payroll involve in Scanning and Data Digitization Implementation services in the firm as on 31st March 2021.	The bidder should have at least 15 employees in payroll involve in Scanning and Data Digitization Implementation services in the firm as on 31st March 2021.	EPF registration certificate with the deposit challan for any months in FY 2020-21
4.1.7. Blacklisting	The bidder should not be under blacklisting by any state / central government department, PSU, at the time of submission of the bid.	The bidder should not be under blacklisting by any state / central government department, PSU, at the time of submission of the bid.	Self-declaration on the letter head of the company
4.1.8. Tender Fee & EMD	Tender fee of ₹2,240 (including GST@12%) in shape of Demand Draft in favor of "Odisha Computer Application Centre", payable at Bhubaneswar, Odisha. Tender fee is non-refundable and should be submitted in Envp-1 of the Tech-Bid	Tender fee of ₹2,240 (including GST@12%) in shape of Demand Draft in favor of "Odisha Computer Application Centre", payable at Bhubaneswar, Odisha. Tender fee is non-refundable and should be submitted in Envp-1 of the Tech-Bid	
10.1.10. EMD	<p>EMD amounting to ₹1,00,000/- only in shape of Demand Draft / Pay Order of any scheduled nationalized bank drawn in favor of the Odisha Computer Application Centre, payable at Bhubaneswar must be submitted in Envp-1 of the Tech-Bid.</p> <p>EMD and Tender document fees may also be transferred to OCAC account electronically</p>	<p>EMD amounting to ₹50,000/- only in shape of Demand Draft / Pay Order of any scheduled nationalized bank drawn in favor of the Odisha Computer Application Centre, payable at Bhubaneswar must be submitted in Envp-1 of the Tech-Bid</p> <p>EMD and Tender document fees may also be transferred to OCAC account electronically</p>	DD or UTR no in case of electronic transfer

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

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

4.2 TECHNICAL EVALUATION CRITERIA (REVISED)

Clause	Criterion & Marks Assigned	Max Mark	Tier-I	Tier-II
4.2.1	Average annual turnover in last 3 years ending with 31.03.2020.	10	>₹75 lakhs. & < ₹1 Cr.- 2 marks - Beyond ₹1 Cr., 1 mark for each ₹25 Lakhs up to maximum 10 marks	>= ₹20 lakh & < ₹35 lakh - 2 marks - Beyond ₹35 lakh 1 mark for each ₹5 Lakhs up to maximum 10 marks
4.2.3	Technical Resources in bidder's payroll (list of resources with qualification & experience by HR Head)	15	- 35 Technical resources – 3 marks - Beyond 35 resources, 3 marks for each 5 resources	-15 Technical resources – 3 marks - Beyond 15 resources, 3 mark for each 5 resources
4.2.4	Previous Experience of the bidder in successfully executing similar work of scanning and digitization services for Government/ PSU Organizations in India in last 3 years(from the date of submission of RFP response) (Submit Work Orders/ Completion Certificate) <i>(the project of Govt./PSU/Bank/ Autonomous bodies in India executed by the bidder through sub-contracting mode will also be considered)</i>	10	Each Project between 4 lakh to 7 lakh pages – 1 marks Each Project between 7 lakh to 10 lakh pages – 2 marks Each Project with more than 10 lakh pages – 5 mark	Each Project between 2 lakh to 3 lakh pages – 1 marks Each Project between 3 lakh to 4 lakh pages – 2 marks Each Project more than 4 lakh pages – 5 mark
4.2.5	Quality Certification	5	- ISO 9000 (any series) – 5 Mark	- ISO 9000 (any series) – 5 Mark
4.2.6	Development and implementation of Document Management System(DMS)	5	- Bidder's previous experience in implementation of DMS software in Government/ PSU organization. For each work order of DMS under implementation or completed, will be awarded 2.5 mark.	- Bidder's previous experience in implementation of DMS software in Government/ PSU organization. For each work order of DMS under implementation or completed, will be awarded 2.5 mark.
4.2.7	Infrastructure owned by the bidder (Submit copy of Tax invoice/Self Declaration as documentary evidence)	25	<u>Scanner (10 Mark)</u> <u>ADF Scanner with scanning speed of 25 PPM will be considered</u> - 15 Scanners -5 mark - Beyond 15 scanners, 2 mark for each additional scanner <u>up to maximum 10 marks</u> <u>Desktop Computer/Laptop with minimum intel Core-i3 or equivalent (10 Mark)</u>	<u>Scanner (10 Mark)</u> <u>ADF Scanner with scanning speed of 25 PPM will be considered</u> - 6 Scanners -5 mark - Beyond 6 scanners, 2 mark for each additional scanner <u>up to maximum 10 marks</u>

			<ul style="list-style-type: none"> - 30 Desktop/Laptop -5 mark - Beyond 30, 1 mark for each additional desktop/laptop <u>up to maximum 10 marks</u> <p><u>Book Scanner (5 Mark)</u></p> <ul style="list-style-type: none"> - <u>2 Book Scanners – 2</u> - Beyond 2, 1 mark for each additional book scanner <u>up to maximum 5 marks</u> 	<p><u>Desktop Computer/Laptop with minimum intel Core-i3 or equivalent (10 Mark)</u></p> <ul style="list-style-type: none"> - 15 Desktop/Laptop -5 mark - Beyond 15, 1 mark for each additional desktop/laptop <u>up to maximum 10 marks</u> <p><u>Book Scanner (5 Mark)</u></p> <ul style="list-style-type: none"> - <u>1 Book Scanners – 2</u> - Beyond 2, 1 mark for each additional book scanner <u>up to maximum 5 marks</u>
4.2.8	Technical Documentation & Presentation on Approach and methodology	30	<ul style="list-style-type: none"> - Understand the scope - Strategy to be adopted for implementation of large scanning & digitization project - Strategy for error detection & quality check of scanned document - Approach to handle data entry errors and their correctness - Approach for storage & recovery of digitized data 	<ul style="list-style-type: none"> - Understand the scope - Strategy to be adopted for implementation of large scanning & digitization project - Strategy for error detection & quality check of scanned document - Approach to handle data entry errors and their correctness - Approach for storage & recovery of digitized data

7.12 ANNEXURE (P2): PRICE BID

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

A. Scanning of Document

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

The cost of scanning and digitization of pages other than A4/legal shall be calculated using following formula

Legal/A4/Letter = As per cost quoted by bidder in respective dpi

A3 = 2 x A4 (i.e. two times of A4)

A2 = 4 x A4 (i.e. four times of A4)

A1 = 8 x A4, (i.e. eight times of A4)

A0 = 16 x A4(i.e. sixteen times of A4)

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

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

C. Cost of Printing

SN	Particulars	Printing cost per page (Excluding applicable Tax)
1)	Document printing in B & W of A4/legal/Letter size	
2)	Document printing in Color of A4/legal/Letter size	
3)	Document printing in B & W of A3 size	
4)	Document printing in Color of A3 size	
5)	Document printing in A4 size paper rolls using dot matrix/line printer	
6)	Document printing in A3 size paper rolls using dot matrix/line printer	

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

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

(Taxes will be paid extra as per prevailing rates)

Place & Date:

Signature & seal of the Bidder

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

Revised tender schedule

Event	Schedule
Last date for submission of Bid	22.04.2021 by 12 Noon
Opening of General & Technical Bid	22.04.2021 at 12:30 PM
Technical Presentation (through VC mode) Link will be shared by 3 PM of 22.04.2021	22.04.2021 by 4 PM
Opening of Commercial bid	23.04.2021 at 12:30 PM

Other terms and conditions remain unchanged