



ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, BHUBANESWAR - 751 001

Phone: (0674)2393524, EPBAX: (0674)2391542, 2390141 FAX: (0674)2393952

Visit us at : www.oshb.org

No. 1979 /OSHB

Date : 24.02.2016

QUOTATION CALL NOTICE

Sealed quotations are invited from professionally competent and experienced firms for scanning and digitally preservation of official records **(40,00,000 pages Approx.)** of Odisha State Housing Board, Bhubaneswar with detail scope written in Financial BID form. The price should be quoted including all taxes applicable and other charges as applicable. The rate quoted by the quotationers shall be inclusive of Service Tax and OSHB shall not reimburse the same. The tenders should accompany the TIN / VAT /IT Clearance Certificate addressed to **Housing Commissioner-cum-Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar** should be submitted by Registered post or physically in the Tender Box at Computer Cell, 1st Floor, Odisha State Housing Board, A/32 Kharavela Nagar, Bhubaneswar on or before 5.00 pm of 19/03/2016 along with EMD of Rs. 20,000/- (Rupees twenty thousand) only in shape of Bank Draft drawn in favour of “**Orissa Housing Board Fund**” payable at Bhubaneswar. The Tenders will be opened on 21/03/2016 at 11.00 AM in the conference hall of OSHB in presence of the quotationers / their authorised representatives and committee members of OSHB. The undersigned has all the rights to disqualify any tender based on the quality and technology used by the vendors. OSHB reserves the right to reject any or all Tenders without assigning any reason thereof. For more details and Tender documents visit to <http://www.oshb.org>.

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Housing Commissioner-cum-Secretary, OSHB.

Technical & Financial BID

DIGITALIZATION OF OLD DATA AND RECORDS OF Odisha State Housing Board BHUBANESWAR

BID REF. NO : 1979/OSHB, Dt. 24/02/2016

Last Date for Submission of Financial Bid : **Dt. 19/03/2016 up to 05.00 PM.**

Place of Submission of Bid : **By Regd Post –**
Housing Commissioner-cum-
Secretary, Odisha State Housing
Board, A/32, Kharavela Nagar,
Bhubaneswar-751001 (Odisha)

Physically -
Computer Cell, 1st Floor
Odisha State Housing Board,
A/32, Kharavela Nagar
Bhubaneswar-751 001 (Odisha)

Opening of Financial Bid : **Dt. 21/03/2016 at 11.00 AM**

ODISA STATE HOUSING BOARD
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TERMS AND CONDITIONS

- 1.1 Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated in the documents
- 1.2 All information provided by the OSHB offices and records collected by the bidder for executing the work will be considered confidential and will be handled by the bidder as it is a Confidential Information. In case of any negligence of the vendor may be penalized.
- 1.3 The bidder shall be vicariously liable to indemnify the OSHB offices in case of any misuse of data / information by the bidder, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.
- 1.4 Safe handling of all the records is a major responsibility of bidder. While handling these, proper care is to be taken; hence vendor should deploy only experienced scanning operators. In case of any negligence the vendor may be penalized.
- 1.5 The Technical & financial bid will be submitted with following Annexure :

Annexure-I	: Technical Bid
Annexure-II	: Representative Authorisation Letter
Annexure-III	: Self Declaration
Annexure-IV	: Acceptance of Terms and condition
Annexure-V	: Price Schedule
- 1.6 It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
- 1.7 Sealed bid addressed to “ The Housing Commissioner-cum-Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar” has to be send by Regd. Post / Deposit physically in the tender box at Computer cell, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar, Odisha, PIN-751001. Any tender received after scheduled date and time will not be considered.
- 1.8 Un-signed & un-stamped financial bids shall not be accepted.
- 1.9 Decision of OSHB in respect of evaluation of bids and/ or award of contract shall be final.
- 1.10 Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 1.11 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.12 OSHB reserves all rights to ask for any type of clarification failing which it may leads to CANCELTION of bid.
- 1.13 OSHB will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.14 OSHB is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.
- 1.15 OSHB will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any govt / semi Govt/PSU or Govt affiliated institution’s floated tender process.

1.16 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

Special Terms & Conditions

- The bidders are required to quote their lowest rates per page for scanning Digitization of records.
- The rates so quoted should be all inclusive (hardware/ software/ manpower). The space, furniture and electricity will be provided by OSHB, free of charges.
- If the bidder is already doing the Scanning/ digitizing work on 'job work basis' in any Government department or in any reputed private firm, name, address and telephone number of the same may be mentioned.
- The successful bidder shall compile and make an instruction manual for Scanning/digitising, storing and retrieving operations and the same shall be provided to the OSHB for use of its staff for carrying out the operation of Scanning/digitising and retrieval.
- The bidder shall have to arrange its own staff. OSHB would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the OSHB and the staff of the bidder.
- The bidder should have own sufficient number of Scanners and equipments / parts, sufficient infrastructure and qualified professionals.
- OSHB reserves the right to deny entry to any staff member of the bidder, if so deemed appropriate by it.
- OSHB will not be answerable for the terms and conditions of employment of the staff engaged by the bidder.
- The bidder will ensure that the staff engaged is disciplined and maintains full decorum of the OSHB.
- The hardware is to be installed by the bidder. Once it is installed it will not be allowed to be taken away by the bidder, without express permission from OSHB
- In the premises of OSHB, the successful bidder shall undertake the job of Scanning/digitising only for OSHB.
- The successful bidder shall make arrangements for daily check up of the Scanners at his own cost and shall keep all the scanners in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any scanner, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
- The Bidder may be allowed to do the scanning/ digitization work on all working days between 10.00 A.M. to 5.00 P.M. only or as specified by OSHB.
- OSHB will provide the files to the authorized representative of the bidder, supervising the Scanning/digitising work, on day to day basis under proper receipt and it will be the responsibility of the bidder to accomplish the task of scanning/digitization after following all the processes, namely Unbundling, Rebundling, Super Indexing, Scanning/digitising, Splitting & Merger, Page numbering, Storing, Retrieval, etc.
- It will be responsibility of the bidder to return the file to the staff of OSHB under acknowledgment in the same shape and condition in which it was taken.
- The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged.
- Complete secrecy and confidentiality is required to be maintained by the bidder and his employees.
- The bidder shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the premises of OSHB itself.

- Time is the essence of the contract and the Bidder shall adhere to the time schedule and deadline as prescribed by OSHB for execution of the work.
- On the completion of the work, the bidder shall hand over the database to OSHB which shall become the property of the Board for all intents and purposes.
- The data is to be stored by way of images in Portable Document Format with adequate resolutions to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of OSHB and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form.
- The Scanned/digitised record will be the property of OSHB. The Vendor shall have no right, title or interest in it and shall not use it in any manner.
- All Scanned/digitised files will be stamped and duly signed by the users indicating that the "FILE IS SCANNED/DIGITISED AND DULY RECONSTRUCTED" and the bidder will be fully responsible for any loss/damage of any document.

Penalty

2% of **contract value** will be charged per week or part thereof for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.

Earnest Money Deposit

The agencies must enclose Demand Draft for Rs. 20,000.00 (Rupees twenty Thousand) only, as Earnest Money along with the quotation in favour of **Orissa Housing Board Fund** payable at Bhubaneswar as per detail mentioned above. The EMD of unsuccessful agencies shall be returned without any interest only after finalization of the quotation and after the successful bidder signs the contract with Secretary, OSHB. EMD of the successful bidder shall be treated as security deposit of the bidder and the same will be returned after successful completion of the work. The amount in such cases will be forfeited if the bidder fails to deliver the final job. Non-submission of Earnest Money will summarily lead to rejection of the Bid. Also, proper documents are to be furnished in case of claiming exemption from the same.

Forfeiture of EMD

The EMD will be forfeited if the agency

- Withdraws the bid during the period of bid validity.
- Does not accept the correction of errors.
- If the successful Bidder fails to sign the Contract within the time stipulated by OSHB
- Adopts unfair practices to influence the outcome of the quotation process.

Disqualification

OSHB reserves the right to reject quotations in the following cases:

- The quotationss which are received after due date and time.
- Quotations not accompanied by all requisite documents along with the Earnest Money Deposit (EMD).

- If the quotation is not signed by the authorized signatory of the agency.
- Quotations not substantially responsive and not submitted in accordance with the required formats.
- If the agency increases the quoted prices during the validity of the bid or its extended period, if any.
- If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the BID Document/Financial Bid document.
- If the bidder submits the quotation specifying his own terms and conditions.
- Information submitted in quotation is found to be misrepresented, incorrect or false.
- If the bidder fails to perform any other obligations under the terms and conditions.
- In case of the termination of the contract, OSHB shall have right to get the remaining work carried out from another vendor.

PROJECT PERIOD:

The project period will be for a period of 180 working days from the date of issue of Work order.

PAYMENT TERM:

Payment will be made in following manner after completion of work as per scope of work after certified by competent authority

- a) 50% payment will be released after completion of scanning & 10% sample verification of image/PDF document.
- b) 30% payment will be released after data entry.
- c) The final 20% payment will be released after certification from the competent authority.

Evaluation of Commercial offer

The Final Selection of Bidder will be done based on lowest rate quoted by the bidder. The lowest quoted bid henceforth will be called Lowest One (L1).

Validity of Offer

The proposals shall remain valid for a period of **180** days after the opening of the commercial bids. In exceptional circumstances, the OSHB may solicit the Bidder's consent for extension of the bid validity period. OSHB holds the rights to reject a bid valid for a period shorter than 180 days as non-responsive

Taxes & Duties

- The prices shall be inclusive of all taxes & duties as applicable.
- OSHB shall be authorized to deduct any income/Service tax as applicable from the Bidder.
- No escalation of cost is allowed during the validity of bid.

Jurisdiction

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

Right To Reject/Accept The Tender

OSHB reserves the right either to reject or accept any or all bids. The decision of Chairman, OSHB in any matter related to tender will be final and binding for both the parties.

Bid Submission

Submission of bids shall be in accordance with the instructions given in the Table below. Envelope 1 : EMD	The envelope containing the EMD shall be sealed and superscribed %EMD . Scanning Digitization of Records Odisha State Housing Board+
Envelope 2 : Technical Bid	The Technical Bid shall be in a sealed envelope duly filled as per the forms prescribed of this Tender Notice. The sealed envelope should be superscribed %Technical Bid - Scanning Digitization of Records of OSHB+ This envelope <i>should not</i> contain the financial bid, in either explicit or implicit form, in which case the bid will be rejected.
Envelope 3: Financial Bid	The Financial Bid shall be submitted in a separate sealed envelope as per the forms prescribed in this Tender. The sealed envelope should be superscribed %Financial Bid - Scanning Digitization of Records of OSHB+ (Not to be opened with the Technical Bid) Note: Unsigned Hard Copy of the Financial Bid will lead to rejection of the bid.
Envelope 4	All the above 3 envelopes should be put in envelope 4 which shall be properly sealed and superscribed %Scanning Digitization of Records of OSHB+
Note:	The outer and inner envelopes mentioned above shall indicate the name, address, and contact name along with phone number of the agency

TECHNICAL BID FORM

(Technical Bid)

1. (a)Name of the firm/agency/ _____
Postal Address _____

2. Telephonic/telegraphic
(a) Firm/agency: Land phone (STD) code)- Land line Number) _____
Fax _____
Mobile:- _____
E.mail: _____
URL (of website) if any _____
3. PAN _____ Number (Xerox copy to be attached)
4. TIN/ Service tax _____ No. (Xerox copy to be attached) (Firm/Agency)
5. Income Tax Assessment Certificates for last 3 years. (2012-13/2013-14/2014-15)
Xerox copy to be attached.
6. List of client completed or undertaken such type of work during last 3 years.
7. Details of Hardware Equipment
8. Details of Software
9. Details of Manpower

Place:
Date:

Counter signature of Agency/firm
Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

To,

ODISHA STATE HOUSING BOARD
SACHIVALAYA MARG,
BHUBANESWAR-751 001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with financial bid reference No. _____
She/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested
Company Seal

Self Declaration

To,
Odisha State Housing Board,
SACHIVALAYA MARG,
BHUBANESWAR-751 001

In response to the invitation No. _____, Ms. /Mr. _____,
as a _____, I / We hereby declare that our company
_____ is having unblemished past record and have not declare
blacklisted by any Central/State Government institution and there has been no
pending litigation with any government department on account of similar services.
I/We further declare that our company have not defaulted in executing any
Government order in the past.

Signature of witness

Signature of the Tenderer

Date: Date:

Place: Place:

Company Seal

ANNEXURE-IV

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER
DOCUMENTS AND FINANCIAL BID DOCUMENTS

To,
The Secretary
Odisha State Housing Board
Sachivalaya Marg
Bhubaneswar – 751 001
Odisha

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained
in the Tender Document and financial bid document (Ref. No. _____) regarding
For Selection of Agencies for Scanning & Digital Repository of Rare book and Records
Of Odisha State Housing Board, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender
Document and financial bid document [Ref.No _____] are acceptable to my
Company/Organisation. I further certify that I am an authorised signatory of my
company and am, therefore, competent to make this declaration.

Signature of witness

Signature of the Tenderer

Date: Date:

Place: Place:

FORMAT FOR FINANCIAL BIDDING

Sl. No	Description (Digitization of one page which includes scanning and indexing)	Rate per page (including Tax) (Rs.)	Remarks.
1.	A4/legal		
2.	A3		
3	A2		

Place :
Date :

Authorised Signatory

Common Seal of company

Annexure-VI

A1.1 Technical Scope of the Project Work for Financial Bid

Project Scope:
The project scope has envisaged developing and deploying an efficient system for digitization and data capture of records. The project, therefore, comprises of scanning the records / documents, appropriately indexing and defining appropriate workflows for the activities involved in order to maintain the system in future. Broadly following scope of work has been outlined:

- Digital scanning of all records / documents of Odisha State Housing Board in the office premises at Bhubaneswar.
- Data entry activities to be performed for all scanned documents for above said period.

(a) Pre Scanning Activities

- Documents are kept at different floors of Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar. Vendor is required to handle these documents carefully. Documents are to be collected from Sections/ departments and required to be counted and entered into the log register before taking to the scanning area.
- Since some documents are very old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning.
- It will be the responsibility of vendor to take care of documents security. In case of loss of any documents appropriate remedy including penalty may be imposed on the vendor for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.
- Each page shall be serially numbered and shall be counted while giving the documents back.

(b) Scanning Activities

- Batch Processing, Archiving (Scanning Storing into image/digital form) and Retrieval.
- Receiving files by the agency from staff of the sections/departments after counting and entering details in the log register.
- Preparing the files for scanning/ digitization purpose, i.e. removal of tags, pins, etc.
- Scanning Storing the Data in Scanned form with mirroring facility and one additional backup on hard disk drive.
- Indexing the scanned and stored data. Handing over the files back to the section in their original condition.
- Handing over the slotted scanned data on appropriate electronic media to sections and Computer Cell.
- Transferring the stored scanned data on the hard disk of section's computers / OSHB servers.
- Imparting of adequate training to the staff of this office for (A) archival (scanning and storing) (B) retrieval and printing.
- Full maintenance and support for one year after the completion of the work.

(c) Image Enhancement Activities

- Vendor should ensure that quality of scanned images are enhanced upto the optimum level and required image enhancement activities.
- In case the documents are not legible it will be the bidder s responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
- In case if documents are not visible then document scanning shall be done in Gray Scale. No extra payment shall be made for the same.

(d) Scanning Activities Conditions

- Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
- Carry out the scanning and profiling (including any Meta data entry) of the documents as supplied to the vendor.
- The vendor shall add/replace poor quality scanned images/documents on its own, for which vendor shall not be entitled to get any extra payment.
- It is absolute responsibility of the vendor 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 vendor to authenticate the validity of the digitized documents.
- Authority may direct to get all the documents scanned and digitized afresh by any other vendor, if it is found that the vendor has not performed the task of scanning digitization satisfactorily and the images are of poor quality and expenditure in doing so incurred by authority shall be deducted from the vendor's bill.
- The files /documents will not be allowed to be removed from space/premises allocated to the firm. Suitable hardware infrastructure/facilities have to be established onsite by the vendor at the room allocated by the authority to do the Digitization work.
- Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.

Detailing of Scope and Activities to be performed:**Following activities have to be carried out For Scanning of Records:**

1. Maintenance of a register for receipts, digitization and handing over of records supported by a automated workflow.
2. The vendor has to develop this workflow application capable of handling auto-indexing, document management Viz, from record receiving to final return of the same to the department.
3. The above work flow mechanism thus devised should be integrated with the scanning software.
4. Unbinding of the Registers and internally marking the sequence of the records
5. Fresh Rebinding of each unbound record used for scanning activity after digitization.
6. Scanning the Records as per the predefined work flow
7. Creation of each scanned Rare Books and Record in Colour/ Greyscale into a multipage JPEG raw and restore file and latter on in PDF or any other suggested format.
8. Creating a metadata file for identification and indexing of files as per the record kept manually or the scanner log file.
9. Internal checking for the quality of the scanning.
10. Coordinate with the Office representative for regular and random/thorough / detailed check of the scanning operation.
11. Taking necessary steps to rectify the errors as per quality of scanning as per the recommendations of the respective Office personnel.
12. Delivery of Data in DVDs by the Scanning Agency to the Office.
13. Data Entry activities at OSHB will be made required attributes to be entered as per the scope and format designed for same.
14. Vendor has to establish data facilitation centre hub at OSHB office premises with required IT/ Physical infrastructure with adequate human resource.
15. Printing & binding of digitized records for Verification and Authorization by OSHB Officials
16. Verification & Authentication of Data by the concerned officials.
17. Minimum IT Infrastructure & human resource at Office location would be required as follows:
 - i. Latest Configuration System with UPS as standby back up.
 - ii. Laser Printer (600 DPI, 20 PPM)
 - iii. High Speed Over head Scanner.
 - iv. Standby A3 size scanners
 - v. Diesel Generator (DG) as electricity back up at each scanning and location. This is essential and critical keeping load shedding and other down time scenario.
 - vi. Scanning & QC(Quality Check) operators with knowledge and experience in scanning activities. The ratio of scanner and QC team would be 1:4.
 - vii. Book binder.
 - viii. One Supervisor who will be interacting with the OSHB officials. Rest team size in terms of scanner operator, qc operator, book binder will vary and may required to increase the team size keeping project urgency in consideration.
18. Vendor has to established seamless project coordination and project management framework to execute this project.
19. The bidder/firm/digitization agency must take the daily backup and keep it in a safe place. However, in any case, if the data is lost, then it would be the sole responsibility of the bidder/digitization agency to re-enter the data without any additional cost.

Mandatory Compliance for Project Execution:

Responsibility of the bidder/firm/digitization agency

- Entering into a project execution agreement with the OSHB.
- Liaisoning with the respective official / personnel for facilitating input records.
- Necessary site preparation for establishing the desired work environment and infrastructure.
- Daily status reporting from the site acquisition to the record handling and rate of digital structuring is to be devised for timely incorporation as part of the Project MIS.
- Handing over the error free data (two copies) at the time of completion of work in the respective office on the media specified (CD/DVD) also at the end of the contract period along with final hard copy of abstract printout.
- No pirate and illegal usage of software and hardware is permissible. Hence, agency should use authentic legal license of software.
- Agency has to ensure insurance aspect of all infrastructures deployed for the project. Proof of copy has to be submitted in this regards.
- All works will be done as per scope of the work.
- Security and the Safety of the Manual Record will be the sole responsibility of the bidder/digitization agency and in case of any damage OSHB can take the appropriate action.
- The bidder/digitization agencies is need to work closely with the Project Owner's (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority.
- The complete project has to be **delivered within 180 working days from the date of issue of work order.**
- Data entry summary print out of each records of Odisha State Housing Board to suffice sign off and acceptance of the job.