



ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, BHUBANESWAR - 751 001

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Visit us at : www.oshb.org

No. 8306 /OSHB

Date: 08.06.2016

TENDER CALL NOTICE

Sealed tenders are invited from professionally competent and experienced firms i.e. the bidders for scanning and digitally preservation of official records (40,00,000 pages Approx.) of Odisha State Housing Board, Bhubaneswar with detail scope written in Price BID form. The price should be quoted including all taxes and other charges as applicable. The rate quoted by the bidders shall be inclusive of Service Tax and OSHB shall not reimburse the same. The tenders accompanying with the TIN / VAT /IT Clearance Certificate addressed to Housing Commissioner-cum-Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar be submitted by Registered post / Speed Post on or before 05.00 PM of 12.07.2016 along with EMD of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Bank Draft drawn in favour of Odisha Housing Board Fund+payable at Bhubaneswar. The Tenders will be opened on 13.07.2016 at 11.00 AM in the conference hall of OSHB in presence of the bidders / their authorized 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>

**Housing Commissioner-cum-
Secretary, OSHB**

Technical & Financial BID

“SCANNING & DIGITALLY PRESERVATION OF OFFICIAL RECORDS OF OSHB”
Odisha State Housing Board
BHUBANESWAR

BID REF. NO: 8306 /OSHB, Dt. 08.06.2016

Important Info / Key Events / Activities and Dates of the Tender

	Remarks
Availability of Tender document at OSHB website at http://www.oshb.org	13.06.2016 - 12.07.2016
Last date for Pre-Bid Queries	23.06.2016, 03:00 PM
Pre-Bid Meeting Date	25.06.2016, 03:00 PM
Last date for submission of Bid	12.07.2016, 05:00 PM
Place of submission of Bid	Housing Commissioner -cum-Secretary, Odisha State Housing Board, A/32, Kharavela Nagar,Bhubaneswar . 751001 (Odisha)
Date and time for opening of Technical Bid	13.07.2016, 11:00 AM
Date and time for opening of Financial Bid	To be intimated later
Cost of Tender Document	Rs.1,000/- to be submitted with Technical Bid (in the shape of DD)
EMD	Rs.50,000/- to be submitted with Technical Bid (in the shape of DD)

NOTE: The dates are subject to change according to the convenience and needs of the Purchaser.

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1. Notice Inviting Tender

Sealed Tenders are invited for Document Management System (DMS) & Digitization Services for Office of the ODISHA STATE HOUSING BOARD (OSHB) for a period of 8 months. The bidder shall scan and digitize the record using the state of the art equipment at OSHB in the space made available to the bidder for this purpose. The bidder must own scanning/digitizing machine(s) which they will have to install and operate at OSHB, indexing, storing and retrieval facility setup.

The tender document can be downloaded from OSHB website, www.oshb.org, which, after duly filled in, should be submitted at below mentioned address latest by **12.07.2016, 05:00 PM**, along with the prescribed tender document fees. The bids will be opened in presence of the bidders at **11:00 AM of 13.07.2016**. The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.

Housing Commissioner –cum- Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar – 751001 (Odisha)

The Tender will have 2 (Two) Parts viz. Technical Bid & Price Bid. Issue of Tender document . The Tender document will be available at www.oshb.org, from **13.06.2016 to 12.07.2016 upto 05:00 PM**. The Tender document can be downloaded by any prospective bidder from the website.

Receipt of Bids . The Tender document, after duly filled in, should be submitted at www.oshb.org HQ Office latest by **12.07.2016, 05.00 PM**. Tender document fee and EMD must be submitted along with the technical bid document in form of a demand draft (DD), drawn on a nationalized bank, in favour of **%Orissa Housing Board Fund+** payable at Bhubaneswar.

Opening of technical bids . On **13.07.2016 at 11.00 AM** at OSHB HQ Office in the presence of bidders who may choose to attend.

Opening of Price bids. to be intimated later (confirmed by e-mail / Postal / Website).

Notwithstanding anything else contained to the contrary in this Tender document, the Purchaser reserves the right to cancel / withdraw / modify fully or partially the %Invitation of Bids+ or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

1.1. Amendment of Invitation

In case of any seeming discrepancy between the press advertisements, other detailed provisions of the Tender print-document and the updated version on the web (up to 23.06.2016 till 03:00 PM), the web-version will prevail. At any time prior to the deadline for submission of bids, The Purchaser reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

2. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, Pre-qualification bid would be evaluated to assess their compliance to the following pre-qualification criteria. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected.

- a) The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this Tender.
- b) In conformity to the ICT Policy -2014, Odisha; the bidder should be a registered company having its Registered Office in Odisha under Indian Companies act 1956 or a Registered Proprietorship firm in Odisha operating for last 5-years in the business of Supplying, Integrating and Servicing IT HW & SW. Necessary Certificates are to be enclosed. The bidder must have been registered with Odisha Sales Tax Authority and must furnish the VAT registration certificate, PAN.
- c) Average turnover of the bidder for the last 3 financial years (FY 2013-14, 2014-15, 2015-16) ending on 31st March 2016 must be at least Rs.5 Crore. The Vendor shall submit copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports of last three financial years (up to 31st Mar-2016).

Copies of Filed Audited Statements, IT Returns, VATClearance and ST Returns etc. are to be submitted to corroborate this.

- d) Bidder must have experience in the field of Supplying, Integrating and Servicing IT HW & SW in any State Govt./PSU/Central Government. The Bidder must have implemented at least 2(two) similar projects experience in the field of Supplying, Integrating and Servicing IT HW & SW in any State Govt./PSU/Central Government and rollout each of minimum value of **Rs.30.00 lakhs (Rupees Thirty Lakh)** in last **3 years** ending on 31st March 2016. Copies of Work orders and successful completion certificate for each project proof must be enclosed.

The bidder should have experience in digitization of records for any State/Central Govt. organizations. Necessary documentary evidence must be submitted.

- e) The bidder shall submit Rs. 1000/- (Rupees One Thousand) only towards the Cost of Tender document (non-Refundable) in form of DD from any nationalized or Schedule Bank favour of Odisha Housing Board Fund+payable at Bhubaneswar.
- f) The bidder shall submit Rs. 50,000/- (Rupees Fifty Thousand) only towards the EMD in form of DD from any nationalized Bank favour of Odisha Housing Board Fund+payable at Bhubaneswar valid for 90 days from the date of opening of technical bid.
- g) The bidder must possess an ISO 9001: 2008 and ISO 27001:2013 certification.
- h) The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Governments/Court of Law. A declaration is to be submitted along with the bid.
- i) The Company should have qualified and experienced IT professionals. Minimum 30 technical professionals must be on pay roll of the company as on 31st March 2016. Self Attested copy of EPF return showing list of employees on pay-roll shall be submitted towards evidence of employees on pay-roll.

[†]Necessary supporting documents on fulfillment of eligibility criteria should be attached for authentication along with a signed copy of the Tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

3. Instruction to Bidders

- OSHB Bhubaneswar invites sealed Tender for Document Management System (DMS) & Digitization Services for Office of the ODISHA STATE HOUSING BOARD (OSHB) for a period of 8 months. The bidder shall scan and digitize the record using the state of the art equipment at OSHB in the space made available to the bidder for this purpose. The bidder must own scanning/digitizing machine(s) which they will have to install and operate at OSHB, indexing, storing and retrieval facility setup.
- There are two parts of Tender namely technical bid and price bid. The bidder is required to fill out all the parts of Tender documents and place them in separate sealed envelopes which should be super scribed as (a) "Technical Bid- Tender NO. _____ and (c) "Price Bid- Tender NO. _____. These envelopes should be placed in another sealed envelope and addressed to Housing Commissioner-cum-Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar. The envelope must show the name of the bidder, address and should be super scribed as Document

Management System (DMS) & Digitization Services for Office of the ODISHA STATE HOUSING BOARD (OSHB), Tender NO. _____, on the top of the envelope. In addition, outer envelope should indicate tender opening date.

- A non-refundable demand draft of Rs. 1,000 in favour of %Odisha Housing Board Fund+ payable at Bhubaneswar is to be submitted along with the Technical bid towards the cost of the Tender document. Besides, the EMD as indicated later at clause 3.1 (Bid Security Clause) must be enclosed along with the Technical Bid document. Technical bid document not accompanying the requisite Tender document fee and EMD shall be considered as non-compliant, summarily rejected and will not be considered for further evaluation.
- The sealed tenders will be opened at OSHB Bhubaneswar as per the schedule mentioned above in presence of the bidders or their authorized representatives as may desire to be present.
- Bidders who are qualifying the eligibility criteria will be considered for technical bid opening.
- Technically qualified bidders will be considered as successful bidders for price bid opening.
- Tenders shall be fully in accordance with the requirements of the general terms and conditions and the technical specifications attached hereto. Appropriate formats furnished with this specification shall be used in quoting tender prices. Incomplete, illegible, unsealed and without signature tenders will be rejected.
- All offers should be made in English and clearly type written.
- The bidder must submit all documents as asked in Annexure section.
- The bidders should furnish the following information and documents with the Technical and Price Bids.

A) Technical Bid: (Annexure T1 to T6)

- a) Copy of the Registration certificate of the firm with organization profile.
- b) Bidder should give an undertaking that they are not under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India or any state Govt or any PSU.
- c) Self Declaration that the bidder hasn't been black listed by any Govt. /PSU agencies.

- d) Authorized signatory for the bid from the bidder.
- e) Signed copy of the tender document as an acceptance to the terms and conditions of the tender.
- f) Service Tax Registration Certificate and PAN no. allotted by Income Tax Department with up-to-date IT, VAT Registration and clearance.
- g) Similar Past Project Experience and proofs
- h) Tender document fee as a non-refundable
- i) EMD as mentioned at clause 3.1 (Bid Security Clause)
- j) Duly filled in for checklist.

B) Price Bid: (Annexure P1 to P2)

- (a) The bidder shall submit the Price Bid submission letter, as given in the Annex P1.
- (b) The rates quoted by the bidder, shall be inclusive of all Taxes such as VAT/ service tax as applicable in Odisha, as given in the Annex P2.
- (c) Price bid should be unconditional and it should be as per the specified format.

3.1. Bid Security (EMD):

- (a) EMD of Rs. 50,000 shall be furnished along with the bid as bid security.
- (b) The bid security shall be only in the form of Demand Draft drawn in favour of Odisha Housing Board Fund+payable at Bhubaneswar drawn in any nationalized bank.
- (c) The demand draft shall be submitted along with Technical bid. Bids submitted without bid security shall be rejected.
- (d) The bid security shall be forfeited if a bidder withdraws its bid during the period of bid validity.
- (e) In case of a successful bidder the bid security may be forfeited if the bidder fails to accept the Work Order or fails to furnish performance security after accepting the Work/ Purchase Order.

- Modification of specifications and extension of closing date of tender if required will be made by an Addendum. Copies of Addenda will be updated on the OSHB Bhubaneswar website. This shall form a part of the tender.
- The purchaser reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The purchaser may also alter the quantities of material at the time of placing orders.
- Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
- Submitted tender forms with overwritten or erased or illegible rate or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the bidder after scoring out of the wrong entries.
- Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.
- The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the Bid, if so desired by the Purchaser and Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.2. Pre-Bid Meeting

- a) A Pre-bid meeting will be held on the date and address mentioned in cover page. The representatives (Maximum Two persons) of the interested organizations may attend the pre-bid meeting at their own cost. The prospective participants have to inform the OSHB Bhubaneswar, on the mail id mentioned for attending the pre-bid meeting.

- b) The purpose of the meeting is to provide bidders with information regarding the Tender and the Solution, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the Tender.
- c) Request for clarifications from the bidders shall be received through email (in the format specified below), not later than 10 calendar days before the last date for submission of bids. All requests shall be addressed to Housing Commissioner-cum-Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar.
- d) Request for clarifications Format:

Page No	Section	Sub-Section	Clarification	Remarks

Company Name	Person Name	Designation, E-Mail, Contact Number

3.3. Clarifications & Amendment to the Tender Document

- a) Bidders may request a clarification of any item of the Tender document up to 10 days before the Proposal submission date. Any request for clarification must be sent in electronic mail to the OSHB Bhubaneswar.
- b) At any time till 10 days before the deadline for submission of bids OSHB Bhubaneswar may, for any reason, whether an own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- c) All amendments made in the document would be published in the website of OSHB Bhubaneswar Odisha.
- d) Bidders are also advised to visit the aforementioned website on a regular basis for updates. OSHB Bhubaneswar also reserves the right to amend the dates mentioned in cover page for the bid process.

3.4. Evaluation Criteria

- (a) The bidder who has complied with all the Pre-Qualification criteria will be qualified for technical bid opening; Noncompliance of any one of the criteria by the bidder will be liable to be rejected.
- (b) The bidders who are shortlisted based upon Pre-Qualification criteria, to make a presentation on their solution at OSHB, at their own cost. OSHB in its best interest reserves the right to reject/modify the proposed solution.
- (c) The evaluation committee may invite the eligible bidders to make a presentation to the OSHB at a date, time and location notified by the OSHB. The purpose of such presentations would be to allow the bidders to present their Approach & Methodology for the Document Management Digitization Solution to the committee and the key points in their proposals.
- (d) The Bidder shall be required to make a presentation on the following areas.
 - Organization Profile
 - Similar Project Experience
 - Approach and Methodology of Solutions
 - Work Plan
- (e) Depending on the evaluation methodology, each Technical Bid will be assigned a technical score out of a maximum of 100 points as per the below Technical Evaluation Criteria Table. Based on the technical score, the bidders shall be ranked and bidders shall qualify for the evaluation in the commercial process, provided their score is 70 or above.
- (f) The minimum absolute technical score to qualify for commercial evaluation is 70. OSHB's decision in this regard shall be final & binding and no further discussion / interface will be held with the bidders whose bids are technically disqualified / rejected.
- (g) Out of the technically qualified bidders, the bidder with the lowest financial quote shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1).
- (h) The Purchaser reserves the right to negotiate specifications, prices during evaluation if found necessary.
- (i) Technical Bid Evaluation Criteria are given below:

SL. NO	Technical Evaluation Criteria	Maximum Score	Score	Remarks
1	Experience	55		
1.1	Data Digitization Project experience in Govt. Sector	20	Project more than 10 lakhs pages digitized: 10 marks Project more than 20 lakhs pages digitized: 15 marks Project more than 30 lakhs pages digitized: 20 marks	
1.2	Document Management solution Project experience worth Rs. 20 lakh in Govt. Sector	20	=1 project: 10 marks =2 project: 15 marks >3 project: 20 marks	
1.3	Quality Certification	15	ISO 9001:2008 : 5 Marks ISO 27001:2013: 10 Marks Above both certificates: 15 Marks	
2	Project Presentation	30		
2.1	Technical Presentation	30	Marks shall be awarded by committee	
3	Financial Health	15		
3.1	Avg. Turnover last three FY in similar domain experience	15	5 to 8 Crore: 5 Marks 8 to 10 Crore: 10 Marks Above 10 Crore: 15 Marks	
Total Score		100		

4. Scope of Work

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:

The proposed architecture of the system shall be centralized and all data will be on server only. The users of the board shall have access to it on the basis of user name and password including that of Document Management System.

Broadly following scope of work has been outlined:

(a) Pre Scanning Activities

1. Documents are kept at different floors of Odisha State Housing Board, A/32, Kharavela Nagar, and Bhubaneswar. Bidder 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.
2. 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.
3. It will be the responsibility of bidder to take care of documents security. In case of loss of any documents appropriate remedy including penalty may be imposed on the bidder for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.
4. Each page shall be serially numbered and shall be counted while giving the documents back.

(b) Scanning Activities

1. Batch Processing, Archiving (Scanning Storing into image/digital form) and Retrieval.
2. Receiving files by the agency from staff of the sections/departments after counting and entering details in the log register.
3. Preparing the files for scanning/ digitization purpose, i.e. removal of tags, pins, etc.
4. Scanning Storing the Data in Scanned form with mirroring facility and one additional backup on hard disk drive.

5. Indexing the scanned and stored data. Handing over the files back to the section in their original condition.
6. Handing over the slotted scanned data on appropriate electronic media to sections and Computer Cell.
7. Transferring the stored scanned data on the hard disk of section's computers / OSHB servers.
8. Imparting of adequate training to the staff of this office for (A) archival (scanning and storing) (B) retrieval and printing.
9. Full maintenance and support for one year after the completion of the work.

(c) Image Enhancement Activities

1. Bidder should ensure that qualities of scanned images are enhanced up to the optimum level and required image enhancement activities.
2. 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.
3. 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

1. Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
2. Carry out the scanning and profiling (including any Meta data entry) of the documents as supplied to the bidder.
3. The bidder shall add/replace poor quality scanned images/documents on its own, for which bidder shall not be entitled to get any extra payment.
4. It is absolute responsibility of the bidder 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.
5. 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.

6. 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.
7. Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.

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 an 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 Color/ Grayscale 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
9. Kept manually or the scanner log file.
10. Internal checking for the quality of the scanning.
11. Coordinate with the Office representative for regular and random/thorough / detailed check of the scanning operation.
12. Taking necessary steps to rectify the errors as per quality of scanning as per the recommendations of the respective Office personnel.
13. Delivery of Data in DVDs by the Scanning Agency to the Office.
14. Data Entry activities at OSHB will be made required attributes to be entered as per

the scope and format designed for same.

15. Vendor has to establish data facilitation centre hub at OSHB office premises with required IT/ Physical infrastructure with adequate human resource.
16. Printing & binding of digitized records for Verification and Authorization by OSHB Officials.
17. Verification & Authentication of Data by the concerned officials.
18. Minimum IT Infrastructure & human resource at Office location would be required as follows:
 - a) Latest Configuration System with UPS as standby back up.
 - b) Laser Printer (600 DPI, 20 PPM)
 - c) High Speed Over head Scanner.
 - d) Standby A3 size scanners
 - e) 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.
 - f) Scanning & QC (Quality Check) operators with knowledge and experience in scanning activities. The ratio of scanner and QC team would be 1:4.
 - g) Book binder.
 - h) 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.
19. Vendor has to established seamless project coordination and project management framework to execute this project.
20. 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

1. Entering into a project execution agreement with the OSHB.
2. Liasoning with the respective official / personnel for facilitating input records.
3. Necessary site preparation for establishing the desired work environment and infrastructure.
4. 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.
5. 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.
6. No pirate and illegal usage of software and hardware is permissible. Hence, agency should use authentic legal license of software.
7. Agency has to ensure insurance aspect of all infrastructures deployed for the project. Proof of copy has to be submitted in this regards.
8. All works will be done as per scope of the work.
9. 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.
10. The bidder/digitization agencies is need to work closely with the Project Owner (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority.
11. The complete project has to be delivered within 180 working days from the date of issue of work order.
12. Data entry summary print out of each records of Odisha State Housing Board to suffice sign off and acceptance of the job.

5. General Terms & Conditions of Tender

5.1. Purchaser

Odisha State Housing Board, A/32, Kharavela Nagar, and Bhubaneswar

5.2. Performance Bank Guarantee

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. 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.

5.3. Award Criteria

Out of technically qualified bidders, the bidder with the lowest financial quote shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1). If the L1 bidder refuses / fails to accept the Work Order within fifteen days, the next higher responsive bidder (L2) will be proposed to accept the Work Order at the rates offered by the lowest bidder (L1) and If L1 bidder refuses / fails at any stage of contract, the whole or part of amount of work can be given to the L2 bidder at L1 rate.

5.4. Price

The Bidder shall quote price in clear terms. The rates quoted shall be per record of successful work. Break up should abide by the Format for Financial Bid described in Form 2. The rates quoted should be exclusive of Service Tax or any other taxes/ cess / duty imposed from time to time.

Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

Bids shall remain valid for 180 days after the date of bid opening prescribed by the OSHB. The OSHB holds the rights to reject a bid valid for a period shorter than 180 days as nonresponsive, without any correspondence.

5.5. Submission of Bid

Number of Copies of Bid

The Bidder shall submit 1(one) hard copy of each of the Technical Bid and Price Bid. The hard copy of the Technical Bid shall be placed in sealed envelopes clearly marking as A. Technical Bid and Price bid shall be placed in sealed envelopes clearly marking B. Financial Bid.

The Bid has to be submitted in the form of printed document. The bids submitted by Telex, fax or email bids shall not be entertained.

Any condition put forth by the bidder non-conforming the bid requirements shall not be entertained at all and such bid shall be rejected.

The bid shall be submitted at the below address:

By Regd. Post -

Housing Commissioner . cum Secretary, Odisha State Housing Board, A/32, Kharavela Nagar, Bhubaneswar . 751001 (Odisha)

5.6. Deadline for Submission of Bids

Last date for Submission

In the event of the specified date for the submission of Bids being declared a holiday for the OSHB, the Bids will be received up to the appointed time on the next working day.

Extension for Last date for Submission

The OSHB may, at own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the OSHB and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

Late Bids

Any bid received by the OSHB after the deadline for submission of bids prescribed by the OSHB, will be summarily rejected and returned unopened to the Bidder. The OSHB shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

5.7. Terms of Payment

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.

5.8. Termination of Contract

Termination for Default

The OSHB may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Bidder, terminate the contract in whole or in part if:

- The qualified Bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted by the OSHB.
- The qualified Bidder fails to perform any other obligation(s) under the contract. However, the disputes if any may be referred to Arbitration.

Termination for Insolvency, Dissolution etc

OSHB may at any time terminate the contract by giving written notice to the qualified Bidder without compensation to the qualified Bidder, if the qualified Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the OSHB.

5.9. Negotiation

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. OSHB, however, will have the discretion to choose to enter into any price negotiations or not.

5.10. Award of Contract

The selection will be based on Quality cum Cost Based method. The bidder scoring highest composite score will be awarded.

5.11. Single RFP

In case only one bid is found to be eligible on evaluation of technical bid, OSHB reserves the right to consider the bid.

5.12. Billing

The Bidder shall specify the Branch/ Location from which they will raise the bill and in whose favour payment will be released.

5.13. Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Purchaser, shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

5.14. Penalty for Delay in Completion of Contract

In case of delay in providing of services penalties at the following rates shall be imposed on the total amount of delayed services:

- 2% of total project cost for delay of the first two weeks

- 5% of total project cost per two weeks for subsequent delays
- Maximum delay of two months is tolerable, beyond which the order may be cancelled.

The decision of the Purchaser in this regard shall be final, conclusive and binding.

5.15. Force Majeure Condition

If the execution of the contract is delayed beyond the period stipulated in the consultancy as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

5.16. Modifications & Withdrawal

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

5.17. Right to Reject/Accept the Tender

The purchaser reserves the right either to reject or accept any or all tenders. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement. After placing the purchase order, the purchaser may order to defer the delivery of the material. It may be clearly understood by the bidders that the purchaser need not assign any reason for the above action.

5.18. Patent Rights etc.

The vendor shall indemnify the purchaser against all claims, actions, suits and proceedings for the infringement or alleged infringement of any patent, design or copy write protected either in the country of origin or in India by use of any equipment supplied by the vendor claims if made on the purchaser, shall be notified to the vendor of the

same and the vendor shall at his own expense either settled such dispute or conduct any litigation that may arise there from.

5.19. Jurisdiction of High Court of Odisha

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 High Court of Odisha extends.

5.20. Confidentiality

- The Bidder shall not, and without the Purchaser prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- The Bidder shall not without the Purchaser prior written consent, make use of any document or information.
- Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract if so required by the Purchaser.

5.21. Obligation to Carry out Purchaser's Instructions

The Bidder shall also satisfy the purchaser or this inspector that adequate provision has been made to carry out his instructions fully and with prompt attitude.

5.22. Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Odisha State Housing Board, A/32, Kharavela Nagar, and Bhubaneswar

6. Annexure(s)

6.1. Annexure (T1): General Information

1.	Name of the Company		
2.	Year Established		
3.	Address of Registered office		
4.	Address of Head Quarter		
5.	Telephone No (business)		
6.	Fax No (business)		
7.	Email Address (business)		
8.	Website		
9.	Name of the Proprietor/ Director		
10.	PAN No		
11.	TIN No		
12.	Service Tax Regd. No		
13.	OVAT Regd. No (if any)		
14.	No of full time personnel (Technical) currently under employment		
15.	No. of years of proven experience of providing similar services		
16.	Quality Certification (if any)		
17.	Annual turnover Audited Annual Turnover in last three years	Annual turnover of the in Rs.	
		FY	Turnover (Rs.)
		2013-14	
		2014-15	
		2015-16	

Signature of the Bidder

Date:

Place:

Company Seal

6.2. Annexure (T2): Self Declaration

Date : _____

Ref : _____

To

Odisha State Hosing Board,
SACHIVALAYA MARG,
BHUBANESWAR- 751001

In response to the Tender No. _____, Dt: _____. Ms. /Mr.
_____, as a _____, I / We hereby declare that
our company _____ is having unblemished past record and
was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a
particular period of time.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

6.3. Annexure (T3): Acceptance of Terms & Conditions Contained In the Tender Documents

To

Odisha State Hosing Board,
SACHIVALAYA MARG,
BHUBANESWAR- 751001

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No. _____, regarding Tender Name < _____>.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

6.4. Annexure (T4): Self Declaration

Date : _____

Ref : _____

To

Odisha State Hosing Board,
SACHIVALAYA MARG,
BHUBANESWAR- 751001

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

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

6.5. Annexure (T5): Representative Authorization Letter

Date : _____

Ref : _____

To

Odisha State Hosing Board,
SACHIVALAYA MARG,
BHUBANESWAR- 751001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, Dt: _____.

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

6.6. Annexure (T6): Past Project Experience

SL. No	Name of Client, Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Name of Project	Project Start Date and End Date, Brief of Project	Project Cost	Status (Complete/ In Progress/ Delay)

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

6.7. Annexure (T7): Compliance Check List

Tender No: _____, Date: _____

Please check whether following have been enclosed.

Sl. No	Enclosure description	Enclosed (Yes/No)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1.	Copy of Certificate of Incorporation of Company or Registration Firm		
2.	Copy Service Tax Registration & Certificate VAT Registration Certificate		
3.	Copy of PAN& TIN No allotted		
4.	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2013-14, 2014-15, 2015-16certified by a Chartered Accountant		
5.	ISO 9001:2008, ISO 27001:2013 certification		
6.	General Information (Annex-T1)		
7.	Self Declaration that the bidder has not been black listed / performance issues by any Govt./PSU (Annex-T2, T4)		
8.	Acceptance of Terms & Conditions Contained In The Tender Document (Annex-T3)		
9.	Representative Authorization Letter (Annex-T5)		
10.	Project Experience (Annex-T6)		
11.	Signed Tender Document		
12.	Signature with Date & Seal		
13.	Name		

14.	EMD		
15.	Tender Document		

Signature of the Bidder

Date:

Place:

Company Seal

6.8. Annexure (P1): Price Bid Submission Form

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

[Location, Date]

To

Odisha State Hosing Board,
SACHIVALAYA MARG,
BHUBANESWAR- 751001

Ref: Tender no <> *dated* <dd/mm/yy>

Subject: Submission of proposal in response to the tender for %-----
-----, Tender No_____.

Dear Sir,

We, the undersigned, offer to provide the consulting services for *<Insert title of assignment>*

in accordance with your Tender dated <Insert Date> and our Technical Proposal. Our attached Financial Proposal for the sum of *<Insert amount(s) in words and figures>*. This amount is inclusive of taxes as listed at Annexure P2 (Summary of Costs for each category) attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

6.9. Annexure (P2): Price Bid

#	Description (Digitization of one page which includes scanning & indexing)	Quantity	Cost per page (In Rs.)	Taxes applicable	Total Amount in (INR)
1	A4/ legal , A3, A2	40,00,000 pages			
2	Document Management Software with one year free Maintenance with user training	1			
3	Document Management Software per year Maintenance (%) for 3 years	1			
Total					
In Words:					

Signature & seal of the Bidder/supplier.