

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

NGE-(B)-VIE-31/2016(PT) 22691

/R&DM Dated 25 JUN 2018

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR SCANNING /
DIGITIZATION OF RECORDS OF FIVE MAJOR SETTLEMENT OFFICES UNDER
BOARD OF REVENUE, ODISHA, CUTTACK.**

The Revenue & Disaster Management Department, Government of Odisha on behalf of Director, Land Records Surveys, Odisha, Cuttack invites Expression of Interest for Scanning/Digitization of approximately 10 Crore pages of five major Settlement Offices under Board of Revenue, Odisha, Cuttack. The scope of work broadly is as below:

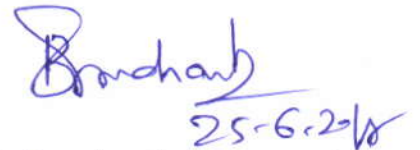
- Scanning, Indexing, Storing, Archiving & Retrieval of Board of Revenue, Govt. of Odisha land records in digital form in secured manner.
- Application Software & Methodology to be adopted for seamless integration with existing workflow based on Document Management Information System (DMIS) Software developed using appropriate technologies.
- Imparting of training to Board of Revenue Staff on Scanning, Indexing, Storing, Archiving, retrieval and Printing process.

Only interested companies/firms having relevant experience in this area will be eligible for short listing.

The person(s) concerned who satisfies the eligibility criteria may submit the application(s) either personally or through post/courier along with profile and past experience to the Director, Land Records & Surveys, Board of Revenue, Govt. of Odisha, Cuttack, PIN- 753002 so as to reach on or before 12.07.2018 by 4.45 P.M.

The details including the terms & conditions are available in the document entitled as Invitation for Expression of Interest for Scanning / Digitization of Records of Five Major Settlement Offices under Board of Revenue, Odisha, Cuttack, posted on the following official website of Revenue & Disaster Management Department and also may be obtained from the Office of Director, Land Records & Surveys, Board of Revenue, Govt. of Odisha, Cuttack during office hours between 10.00 A.M 3:45 P.M on any working day.

revenueodisha.gov.in



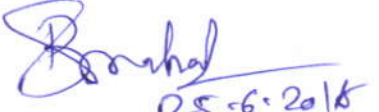
Deputy Secretary to Government
Revenue & DM Department.

Memo No. 22692

/R&DM dated 25 JUN 2018

Copy forwarded to Director, I & PR Department for information & necessary action.

He is requested to publish the Expression of Interest (Eol) in 02 (Two) nos. of leading National Dailies & 01(One) local daily for one day under intimation to this Department.


25.6.2018

Deputy Secretary to Government

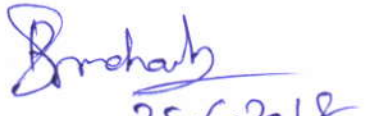
Memo No. 22693

/R&DM dated 25 JUN 2018

Copy along with the details of Expression of Interest (Eol) forwarded to Director, Land Records Surveys, Board of Revenue, Odisha, Cuttack/ Joint Secretary to Government, IMU cell, Revenue & DM Department for information & necessary action.

The Director, Land Records Surveys, Board of Revenue, Odisha, Cuttack is requested to arrange a suitable date for discussion in this Department with the companies/firms, who have submitted the Eol.

The Joint Secretary I/c IMU Cell is requested to hoist the said Expression of Interest (Eol) in the Department Website immediately.


25.6.2018

Deputy Secretary to Government.

INVITATION FOR EXPRESSION OF INTEREST FOR SCANNING / DIGITIZATION OF RECORDS OF FIVE MAJOR SETTLEMENT OFFICES UNDER BOARD OF REVENUE, ODISHA, CUTTACK.

1. Sealed Expression of Interests (EOIs) are invited for Scanning, Indexing, DMIS, Retrieving, Printing, capacity Building and hand holding up to one year for the staff of Board of Revenue, Govt. of Odisha, Cuttack, where the records of about ----- years old and amounting approximately 10 crore pages of A4 size / Legal Paper size.
2. The person should be able to scan and digitize the entire record in about 1 year with minimum commitment of pages each day, as may be mutually agreed in the space to be made available to such concern for the purpose of scanning/digitization.
3. The person is to create Scanning/Digitizing, Indexing, Storing and Retrieval facility set up.
4. The person must have minimum five years of experience of Scanning/digitizing, indexing, storing and providing retrieval facility for documents in the Government / Semi-Government / Autonomous Offices and must provide proof for this.
5. The person must attach documents as proof to show that similar or related projects having been completed successfully and Balance Sheets of the past three-year period with special reference to turn over of minimum five crores, if any, from scanning and/or digitization of records.
6. A demonstration of the proposed solution shall have to be given to the Director, Land Records & Surveys, Board of Revenue, Cuttack and a Committee of other experts, if formed. Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the person whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.
7. The person may suggest any addition/alternation to the scope of the work and/or terms & conditions depending upon their experiences.
8. The interested persons can inspect the records lying in the Record Room(s) after contacting Director, Land Records & Surveys, Board of Revenue, Cuttack on Telephone No. **0671-2507125** during working hours of the Office.
9. The Director, Land Records & Surveys, Board of Revenue, Cuttack shall reserve the right to reject any **"Expression of Interest"** without assigning any reason.
10. The **"Expression of Interest"** received after due date and time i.e.12.07.2018 at 4:45 P.M., shall not be entertained.



TENTATIVE SCOPE OF SCANNING WORK

1. Batch Processing, Archiving (Scanning and storing into image/digital form) and Retrieval. The papers to be scanned will be mostly of A4/Legal Size and written on one side / both sides. It can be of other sizes and printed/typed or handwritten on both sides as well. The condition of some of the records may not be very good being old. The person shall come up with technical solution for scanning/digitization of brittle record as well.
2. The process may include:
 - (i) Receiving files by the person from Board of Revenue staff.
 - (ii) Preparing the files for scanning/digitization purpose, i.e., removal of tags, pins, etc.
 - (iii) The person shall also include, in the proposal, to shred the case record using Shredding Machines as some part of the record may be required to be discarded/destroyed before or after the scanning / digitization.
 - (iv) Scanning and Storing the Data in Scanned form with mirroring facility and one additional back up on hard disk drive.
 - (v) Indexing the stored scanned data. Following are the proposed Indexing Parameters:
 - Case Type, Number, Year
 - Petitioner Name(s)
 - Respondent Name(s)
 - Advocate Name(s)
 - District Name
 - Latest Case Status
 - List Type
 - Category
 - Bench Type
 - General Remarks
 - Type of Document
 - Date of Document
 - Keywords
 - Sections
 - Date of Storage User, who entered it
 - vi) Handing over the files back to the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer staff in their original condition and or after discarding/destroying specified record.
 - vii) Handing over the scanned data on appropriate electronic media to Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

viii) Providing licensed updated Application Software to Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

ix) Transferring the stored scanned data on the hard disk or Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer's Servers for future retrieval.

x) Imparting of adequate training to the staff of Director Land Records & Surveys, Board of Revenue, Cuttack for (1) archival (scanning and storing) (2) Indexing (3) retrieval and printing.

xi) Full maintenance and support for one year after the completion of the work.

3. If the person is already doing the Scanning/digitizing work on '**job work basis**' in any Government department or any reputed private firm, then the name, address and telephone number of the same may be mentioned.

4. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer, in its discretion, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason therefor.

5. The work at the discretion of the Director Land Records & Surveys, Board of Revenue, Cuttack may be awarded to one or more persons, as the case may be.

7. The person will execute an appropriate agreement, on the agreed terms & conditions with the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer and also furnish performance guarantee equivalent to 5% of contract value to be valid for one year after the successful completion of the project.

8. The person should submit the Proposed Technical Details as per **Annexure 'I'** attached herewith as far as possible. In case, the person is found not suitable in Technical Details, its financial bid need not be called.

9. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer will deal with the person directly and no middlemen / agents / commission agents etc. should be asked by the person to represent their cause.



TENTATIVE TERMS & CONDITIONS

- 1) The person furnishing the Technical interest shall have to compile and make an instruction manual for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer for use of its staff or carrying out the operation of Scanning/digitizing and retrieval.
- 2) The person shall have to arrange its own staff for the entire scope of work. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer would neither bear any expenses nor accept responsibility for the same and there would be no relationship of employer and employee between the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer and the staff of the person. Likewise, the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer shall not be a principal employer of the employees employed by such person for the purpose of Employees' Compensation Act.
- 3) The person should have its own sufficient infrastructure and qualified professionals at the 4 Revenue Divisions, Board of Revenue, Govt. of Odisha.
- 4) The Director Land Records & Surveys, Board of Revenue, Cuttack reserves the right to deny entry into its premises to any staff member of the person, if so deemed appropriate by it.
- 5) The person will ensure that the staff engaged is disciplined and maintains full decorum of the Office.
- 6) The Hardware for the project will be provided by the firm or any other mandatory hardware or ICT infrastructure required for execution of the project shall be also provided by the firm. Once the hardware is installed, the firm will not take any storage device away, without permission of the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.
- 7) The successful person shall undertake the job of Scanning/digitizing only in the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer premises.
- 8) Continuance of the contract shall be subject to satisfactory performance of the person and it may be cancelled at any time without assigning any reason for the same. The decision of the Registrar General, Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer of Himachal Pradesh, Shimla in this regard shall be final and binding.
- 9) The person may be allowed to do the scanning/digitization work on all working days. The timings and work schedule will be decided, mutually between the person and Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer but in all probability, it must coincide with office timing of the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer i.e. 10.00 a.m. to 5.00 p.m.
- 10) The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer will provide the files to the authorized representative of the person supervising the