

DETAILED TENDER CALL NOTICE/ REQUEST FOR PROPOSAL

**PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR
DIGITIZATION OF ARCHIVAL RECORDS & RARE BOOKS OF ODISHA
STATE ARCHIVES (OSA), BHUBANESWAR**



**GOVERNMENT OF ODISHA
ODISHA STATE ARCHIVES
BHUBANESWAR**

NOVEMBER, 2023

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Superintendent, Odisha state Archives, Bhubaneswar**.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Superintendent, Odisha State Archives, Department of Odia Language, Literature & Culture, Government of Odisha nor any of its officers or employees, nor any of its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a bidder may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. The issue of this RFP does not imply that the Client is bound to select a Bidder or to engage the selected bidder, as the case may be, for the required service and the Client reserves the right to reject all or any of the proposal/s, cancel the selection process without assigning any reasons whatsoever.

The **Superintendent, Odisha state Archives, Bhubaneswar** shall be the sole and final authority with respect to selection of a consultant through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Superintendent, Odisha State Archives, Bhubaneswar.
2.	Method of Selection	Least Cost Selection (LCS) Method
3.	Date of Issue of RFP	15.11.2023
4.	Deadline for Submission of Pre-Proposal Query	23.11.2023 by 17:30
5.	Pre-Bidding Meeting	24.11.2023 at 11:30
6.	Issue of Pre-Proposal Clarification	28.11.2023
7.	Proposal Due Date	05.12.2023 by 17:30
8.	Date of opening of Technical Proposal	06.12.2023 at 11:30
9.	Date of Technical Presentation and opening of Financial Proposal	To be intimated to qualified bidders through email.
10.	Expected Date of Commencement of Assignment	DECEMBER, 2023
11.	Tender Paper Cost	Rs. 2,000/- (Rupees Two Thousand Only) (Through on-line transfer system)
12.	Earnest Money Deposit (EMD)	Rs. 45,000/- (Rupees Forty Five Thousand Only) (Through on-line transfer system)
13.	Contact Person	Prasant Kumar Mohakud Tel no.: 9338214542 Email: odishaarchives@gmail.com
14.	Mode of Submission of Proposal	Mode of Submission: Online through e-tender portal of Govt of Odisha at www.tendersodisha.gov.in . Any other mode and late bid will be rejected.
15.	Venue for Opening of Technical and Financial Proposal	Conference Hall, Office of Superintendent, Odisha State Archives, Sachivalaya Marg, Unit-IV, Bhubaneswar, Odisha. 751001

For download of the complete tender document please visit: www.tendersodisha.gov.in and www.odishaarchives.nic.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

E-TENDER / RF No: 06/OSA/2023-24

Dated: 15.11.2023

**Name of the Assignment: PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR
DIGITIZATION OF ARCHIVAL RECORDS & RARE BOOKS OF
ODISHA STATE ARCHIVES (OSA), BHUBANESWAR**

- 1. Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar, Odisha. 751001** (The Client) invites sealed proposal from eligible bidders for **“PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR DIGITIZATION OF ARCHIVAL RECORDS & RARE BOOKS OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR”**. More details on the proposed work are provided at **Section-3: Scope of Work** of this RFP Document.
- 2.** An agency will be selected under **Least Cost Based Selection (LCS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures under **Odisha General Financial Rules (OGFR), 2023 (Chapter-6, Procurement of Goods and Services)** circulated vide Office Memorandum No. 25914/F, Dated: 13.09.2023 of Finance Department, Government of Odisha.
- 3.** The proposal complete in all respect as specified in the RFP document must be accompanied with non-refundable **RFP document Fee** amounting to **Rs. 2,000/- (Rupees Two Thousand only)** and refundable **Earnest Money Deposit (EMD)** amounting to **Rs. 45,000.00 (Rupees Forty Five Thousand Only)**, should be furnished online as per the procedure prescribed in the Guideline for E Tender at Annexure-IV, failing which the bid will be rejected.
- 4.** Bid should be submitted On-line in www.tendersodisha.gov.in only. Tender document consisting of qualification, information and eligibility criteria of bidders, specification and Bill of Quantities of the works are available in the web-site www.tendersodisha.gov.in and the set of terms and conditions of contract and other necessary documents can be seen in the web-site till last date of submission of Bid
- 5.** The last date and time for submission of proposal complete in all respects is **05.12.2023 by 17:30** and the date of opening of the technical bid is **06.12.2023 at 11:30** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No.15**). Representative of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

1. This RFP includes following sections:
 - a. Letter of Invitation **[Section – 1]**
 - b. Information to the Bidder **[Section – 2]**
 - c. Scope of Work **[Section – 3]**
 - d. Technical Proposal Submission Forms **[Section – 4]**
 - e. Financial Proposal Submission Forms **[Section –5]**

2. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data provided in this RFP document. The Client reserves the rights to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-

**Superintendent,
Odisha State Archives,
Bhubaneswar**

SECTION: 2

INFORMATION TO THE BIDDER

Conditions of Eligibility:

Bidder should read carefully minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for further evaluation. Before evaluation of the technical proposal, the proposal of each bidder will be assessed with respect to the following conditions of eligibilities, subject to submission of the required documents / information as part of their technical proposal.

Sl. No.	Eligibility Criteria	Supportive Documents
1	<p>Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</p> <p><i>Consortium or Joint Venture not allowed</i></p>	<p>Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity</p>
2	<p>The bidder should have been in business of Digitization of Archival Documents, Records, Rare Books, Newspapers and Manuscripts under Central or State Government or reputed archive institutions for more than 5 years from the date of Incorporation on the last date of submission of the proposal.</p>	
3	<p>Successfully completed more than 1 assignment of Digitization of Archival Documents/ Records/ Manuscripts having Contract Value \geq Rs. 20.00 Lakh and Duration \geq 2 Months under Central / State Govt. / Autonomous bodies operated under Government administrative control / International and National Organisation during the last 3 years*.</p>	<p>Copies of Work Order / Contract Document / Completion Certificate from the previous clients</p>
4	<p>The average annual financial turnover must be Rs. 50.00 Lakh from the digitization services only during the last 3 financial years*.</p>	<p>Financial Details of the bidder (TECH -3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.</p>

5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH - 5)
6	The bidder should have ISO certification of Occupational Health & Safety Management System Registration certificate and ISO Registration (ISO 9001:2008 or ISO 9001:2015) for providing digitization services the following certification since last 4 years on the last date of submission of bid for providing digitization services in India.	Copies of the valid relevant certificates of Registration and Surveillance Audit letter
* Financial Years (20-21 , 21-22 and 22-23)		

2. Documents to be submitted along with TECHNICAL PROPOSAL:

The bidders have to furnish the following duly certified documents along with their Technical Proposal as part of their responsiveness as mandatory:

- Filled in Bid Submission Check List in Original **(Annexure-I)**
- Covering letter **(TECH – 1)** on bidder's letterhead to participate in the bidding process
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years **(AY 2020-21, 2021-22 and 2022-23)**.
- General details of the Bidder **(TECH – 2)**.
- Financial details of the bidder **(TECH – 3)** along with all the supportive documents as applicable duly signed as per the instruction/s.
- Power of Attorney **(TECH – 4)** in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations **(TECH -5)**
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head **(TECH-6)**.
- Duly filled in Technical Proposal Submission Forms **(TECH 7 to TECH 13)**.

NB:

Bidders should submit the required supporting documents / information as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP

document. The proposal must be complete in all respect, indexed. Each page should be numbered and certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal. The authorities have the rights to seek any clarification / information from the participated bidders during the preliminary stages of the evaluation, if required.

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal non-refundable Bid Processing Fee amounting to **Rs. 2, 000/- (Two Thousand Rupees Only)** through online mode. Proposal received without bid processing fee will be outright rejected. The bid processing fee is non-refundable in any case.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal Earnest Money Deposit (EMD) amounting to **Rs. 45,000/- (Rupees Forty Five Lakh Only)** through online mode. The EMD of unsuccessful bidders shall be refunded after finalization of tender process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarification to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee within the prescribed time period as per the agreed terms and conditions of the RFP
- Any other circumstance which holds the interest of the Client during the overall selection process.
- Bid not accompanied by the required EMD shall be rejected by the Client as non-responsive.
- **Further, if the Bidder fails to perform or commit any breach of RFP Conditions or fails to execute the Contract within the valid time period, the Client may impose penal action and suspend the bidder from participating in any future tender process of Government of Odisha for a period of three years from the date of notification.**

5. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent between the TIA and the participated bidders.

6. Submission of Pre-Proposal Queries:

Bidders can submit their queries as per the prescribed format provided at (**Annexure-II**) in respect to the tender and other details if any, to the Client by e-mail at odishaarchives@gmail.com on or before **23.11.2023 by 17:30**. A **Pre Bid Meeting** will be conducted at **Odisha State Archives, Sachivalaya Marg, Unit-IV, Bhubaneswar, Odisha. 751001** to address the queries of the participated bidders on **24.11.2023 at 11.30**. Request for alteration/change in existing terms and conditions of the TENDER DOCUMENT will not be considered /entertained. Clarifications to the above will be uploaded in the website for information of the bidders latest by **28.11.2023**. Queries submitted beyond the above deadline will not be entertained.

7. Submission of Proposal:

Bidder must submit their proposals by **online mode** on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The proposal must have to be submitted in two parts i.e Technical and Financial. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the due date will be out rightly rejected by the Client.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal :

The **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client on the date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. The second part containing **FINANCIAL PROPOSAL** only of the technically **qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
 - ✓ Bid Processing Fee and EMD as applicable
 - ✓ Copy of Certificate of Incorporation/ Registration
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
 - ✓ Copies of IT Return for the last three assessment years (**AY 2020-21, 2021-22 and 2022-23**).
 - ✓ General Details of the Bidder (**TECH – 2**)
 - ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
 - ✓ Self-Declaration on Conflict of Interest (**TECH - 5**)
 - ✓ Undertaking for not being blacklisted in the recent past (**TECH -6**)
 - ✓ Duly filled in Technical Proposal Forms **TECH - 7 to TECH -13**.
 - ✓ All the relevant documents and information towards confirmation of the facts and requirements.
 - ✓ All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder

Bid not complying to any of the eligibility and responsive requirements of the RFP will be out rightly rejected.

- **Technical Presentation (2nd Stage):** Technical presentation stage will be conducted to measure the capability and understanding of those bidders who qualify the preliminary evaluation stage. The qualified bidders will make the technical presentation before the Consultant Evaluation Committee (CEC) as per the following parameters :

Technical Presentation Parameters	Maximum Mark
A) Understanding about the objective and the scope of the proposed assignment	10
B) Approach and Methodology	
C) Staff Deployment Strategy and Work Plan	
Grand Total	10

The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders through email. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. Bidder securing a technical score more than **7 Mark** in the technical presentation stage, will be qualified for financial evaluation stage.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage. The name of the bidder along with the quoted financial price inclusive of all will be announced on the website.

10. Evaluation Process:

Least Cost Selection (LCS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest financial bid price as announced during the meeting. Bid with lowest evaluated financial price will be the preferred bidder for recommended for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant for the required service. In case of negotiation with the L1 bidders fails, then the Client may invite L2 bidder to execute the assignment at L1 price.

11. Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Security amounting to **10% of the total contract value** in the form of Bank Guarantee (BG) / Fixed Deposit Receipt (FDR) from a scheduled commercial bank pledged to **“Superintendent, Odisha State Archives, Bhubaneswar”** on its local branch situated at Bhubaneswar for a period of 3 months beyond the entire contract period (i.e. Performance Security must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. If the Performance Security to be furnished through BG, it must be furnished as per the format provide at **Annexure-III** of the RFP Document only. Any deviation to the prescribed format will lead to rejection of the BG by the Authority. The BG is to be authenticated by the local branch of the issuing bank at **“Bhubaneswar”** and a confirmation letter towards the same must be furnished by the bidder’s representative at the time of signing of the contract.

Failure to comply with the terms and conditions of the contract requirements shall constitute sufficient ground for the forfeiture of the performance security and disciplinary actions will be imposed against the Consultant as per the provisions. The performance security shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the selected bidder. No interest shall be paid on the performance security.

12. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the preferred bidder. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **2 Months** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

14. Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar, Odisha only.

20. Governing Law and Penalty Clause:

The timeline given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery of the deliverable/s shall render the Consultant liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the assignment through any suitable source of delivery. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the Consultant from his obligations and liabilities under the contract. The rights and obligations of the Client and the Consultant under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. The implications of penalty will be governed by the agreed terms and conditions of the contract between parties.

Further, if the Consultant fails to perform or commit any breach of RFP Conditions/Contract, the Client may impose penal action and suspend the Consultant from participating in any future tender process of Government of Odisha for a period of three years from the date of notification.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through its website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their

proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals. All clarifications and outcomes of the selection process will be published through the website of the Client. Hence, bidders are advised to refer to the designated website for all updates during the selection process.

23. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any /all proposal, and to annul or amend the bidding / selection / evaluation process at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

Odisha State Archives (OSA), Bhubaneswar shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Professionals:

The Professionals and support staff to be deployed under this contract must be dedicated in nature. Replacement of professionals and support staff is not allowed in any case taking into consideration the duration of the assignment. However, the Client reserves the right to request the Consultant to replace the deployed professional if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Authority will not consider substitution of Key Personnel except for reasons beyond its capacity or due to any critical health issues. Such substitution shall ordinarily be limited to One **(1)** Key Professional subject to equally or better qualified and experienced Professional being provided to the satisfaction of the Client. In case of more than the above prescribed limit to such substitution, a sum equal to **1%** of the agreed Contract value shall be deducted from the Invoice of the Consultant.

26. Force Majeure:

For purpose of this clause, “Force Majeure” means an event beyond the control of the agency and not involving the agency’s fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

27. Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Director, Odisha State Archives will be the final authority to resolve any dispute arising between Client and the Agency.

28. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee and EMD as applicable
- Proposal not submitted in accordance with the procedures and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal
- Proposal is received in incomplete form or formats
- Proposal is received after due date and time for submission of bid

- Proposal is not accompanied by all the requisite documents / information / filled in proposal formats

- A commercial bid submitted with own assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly signed
- Proposal is not conforming to the requirements of the scope of the work
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- If the proposed remuneration for the support staff is below the minimum wages as fixed for the various category of manpower as per the notification of Government of Odisha vide OM No. 5639/LC, 02.11.2019.
- ***Any other condition / situation which holds the paramount interest of the Client during the overall section process.***

SECTION – 3

SCOPE OF WORK

Introduction

Archives are the source of primary information about the economic, political and social development of a nation and as such constitute a priceless part of its cultural heritage. They are connecting link between the past and present and therefore much valued by the creating agencies and academic investigators who are deeply interested in the records of the hoary past. They are valuable treasure of a civilized nation and thus need constant care and maintenance from the time of their creation to their final retirement to an Archival Institution for scientific preservation. In preserving the documentary heritage of a nation, the Archival institutions fulfill the objectives, namely, digitization, organization and service to the public of documents either public or private in nature.

The professional Archivists engaged in an archival institution are expected to implement this objective in a responsible manner in accordance with the rules and objectives and techniques of the archival profession. The creators and users of archives should lend the Archivists all help possible for enabling them to carry out their primary functions efficiently.

Keeping records in modern times date from the East India Company's administration. Gradually as the years rolled on, the accumulation of records provided the foundations on which government relied for its activities. The French Revolution of 1789 marked the beginning of a new era in records management and archives administration. The principle of accessibility of archives to the public owes its contribution to the Revolution itself.

But in India the setting up of a Central Muniment room known as Civil Secretariat Record Room was the outcome of the recommendations of the Record Commission of 1861 which was headed by Mr. Seton Karr. But the idea of a Central Records Room was abandoned in 1865 in place of separate record room attached to certain departments of the Government of India and Government of Bengal to be styled as permanent offices of Records. Later on the question of better preservation of old historical records in the Secretariat & Mofassil offices was taken up in 1902 by Mr. Hill, the Record Officer of the Government of India. In 1915 after the separation from Bengal the State Government received a memorandum from the Government of India which was prepared by Mr. William Foster.

In 1917 the adoption of the Destruction of Records Act gave it a statutory basis. The urgency of the matter was brought to the notice of the Bihar Government by the Indian Historical Records Commission which was set up in 1919 and more so in 1930 when it held its session in Patna. The Commission recommended to the Government of Bihar and Orissa to establish a Provincial Record Office, at which the records surviving in the districts and divisions would be concentrated, and to place this office in charge of a competent Record Keeper, with facilities for study by genuine students subject to the conditions that usually obtain in other Record Offices.

Odisha State Archives (OSA) is the Central repository meant for housing the non-current records of enduring value for administrative use as well as for historical research. The origin of the State Archives as an independent institution goes back to the year 1960. A separate building was

constructed and made available to the State Archives in the year 1971. This building has a large stack area in five floors each measuring 100' X 50' and is insulated from the administrative block. It consists of spacious halls used as Library and research room, committee room and for housing photo Duplication Unit and Repair and Rehabilitation Unit. Besides, there is a room for reception of records. The head of the State Archives is designated as the Superintendent of Archives and entrusted with the following duties and responsibilities:

1. He is the Inspecting Officer of all public records and records of semi- public institutions like the municipalities and Zilla Parishads, etc, “vide Government Resolution No. 1756-CA., dated the 6th March 1978” (See Appendix II).
2. He is responsible for the custody, proper care and management of all records received in the State Archives of Odisha.
3. He is required to co-ordinate and guide all operations connected with the public records in respect of the administration, preservation and elimination with a view to ensuring that records of permanent value are not destroyed and are transferred to the State Archives at the appropriate time.
4. He is required to render such advice and assistance as may be possible to the officers and institutions in respect of technical problems bearing on record management.
5. He is responsible for attending to ancillary matters such as archival commissions and committees, archival publications, organizing exhibitions and for development of general archival consciousness in the State.
6. He is required to submit a report to Government every year on the management of public records with particular reference to actual working of the record management system.
7. Archival Policy of the State Government has appropriately defined the role of Records managers of the State Government and a Resolution to that effect has been issued with the approval of the with the approval of the cabinet. (See Appendix III).

The main functions of the State Archives are the collection, the preservation and the management of records. These functions are performed to serve the creators or records as well as to serve the bona fide users of records.

Archives contain the original and basic information in many important fields of study in humanities and social sciences. Though Archives are nothing more than mere instruments of administration and they are preserved primarily to enable the administrative bodies which created them to function efficiently, as time passes, archives come to acquire values other than purely administrative values – values for historians, economists, sociologists and genealogists; in short, for any enquirer into his country's past. The special value of archives to research has been realized from the gray down of written history, i.e. from the very moment when archives keeping was started. But it is from the latter half of the 19th century, that the archives have been used as source materials for history.

Holdings Records

The records preserved in the Odisha State Archives (OSA) show the rich wealth of historical material- political, administrative, economic and social. These materials are the outcome of administrative activities of the State Government which have accumulated in course of years. They are virtually the administrative memory of the state preserved in its entirety, in undisturbed continuity and unalloyed integrity.

Odisha State Archives (OSA) holds a valuable collection of documents especially from colonial period. Secretariat Records of the Government of Odisha, Records of Government of Bengal for the Pre 1912 period and considerable amount of Divisional and District Records are significant holdings of Odisha State Archives (OSA).

List of Significant Records Series Preserved in the Odisha State Archives

- Secretariat Records
- District Records
- Board of Revenue
- Newspapers/ Gazettes /Private Records
- Oral archives (Audio-visual)
- Rare Books
- Microfilm

Track the progress, effectiveness, and impact of the project, ensuring that it meets its objectives and delivers the desired outcomes. Here are some key aspects to consider when developing digitization project.

Scope and Objectives: Clearly define the scope of the digitization project, including the specific processes, systems, or documents that will be digitized. Outline the objectives of the project, such as improving efficiency, enhancing accessibility, reducing costs, or streamlining workflows.

Project Methodology: Describe the approach and methodology that will be followed for the digitization work. This may include details on data collection, analysis, software or hardware requirements, project management methodologies, and quality assurance processes.

- Outline the proposed methodology for digitization, including the steps involved in the process.
- Discuss the selection criteria for prioritizing documents for digitization, if applicable.
- Describe the digitization techniques and equipment to be used, ensuring compliance with archival preservation standards.
- Explain the quality control measures to ensure accurate digitization and metadata capture.

Project Timeline: Develop a detailed project timeline, including major milestones, key activities, and estimated timeframes for each phase of the digitization project. This will help in tracking progress and ensuring timely completion of the work.

Electronics Documents & Record Management System (EDRMS): Records Management system (RMS) is the management of records for an organization throughout the records-life cycle.

Activities involved in records management are:

- Appraisal and quantify the records
- Identifying the information which needs to be captured.
- Information planning for the organization.
- Enforcement of policies and practices regarding creation, maintenance, disposal of records
- Creation of a records storage plan.
- Classification, identification and storing the records.
- Coordination of providing internal and external access to the records keeping in view of data privacy and business and data confidentiality.

Resource Requirements: Identify the resources needed to execute the digitization project effectively. This may include personnel, equipment, software, infrastructure, or any other resources required for successful implementation.

Risk Assessment: Identify potential risks and challenges that may arise during the digitization process. Assess their impact and likelihood and propose mitigation strategies to minimize their negative effects on the project.

Cost Estimation: Provide a comprehensive cost estimate for the digitization project, including expenses related to personnel, hardware, software, training, infrastructure, and any other relevant costs.

Monitoring and Evaluation: Define the monitoring and evaluation mechanisms that will be put in place to track the progress and success of the digitization project.

Implementation Plan: Outline a detailed plan for implementing the digitization project, including coordination mechanisms, communication channels, change management strategies, and any other activities required for successful implementation.

Technical Infrastructure: Detail the necessary technical infrastructure required to support the digitization project, including hardware, software, and storage solutions. Discuss any required upgrades or investments in technology to ensure efficient and effective digitization processes.

Relevant Policies and Guidelines: Include any relevant policies, guidelines, or standards that apply to the digitization project. This may include records management policies, archival preservation guidelines, or compliance regulations that need to be adhered to during the digitization process.

Digitization Equipment: Specify the type and specifications of digitization equipment required, such as scanners, cameras, or specialized preservation equipment. Consider factors such as resolution, color accuracy, speed, document size compatibility, and compatibility with existing systems or workflows.

Software and Tools: Identify the software and tools necessary for digitization, metadata management, and quality control. Include details about the software's capabilities, compatibility with file formats, and features such as image enhancement, OCR (Optical Character Recognition), or metadata extraction.

Data Storage and Management: Define the requirements for data storage and management systems to store digitized files securely. Consider factors such as storage capacity, redundancy, backup and recovery procedures, data integrity, and access control to ensure the long-term preservation of digital assets.

Metadata Standards: Specify the metadata standards and schemas to be used for describing and organizing digitized materials. Outline the required metadata elements, such as title, creator, date, description, and keywords, to ensure efficient search and retrieval of digitized materials.

Workflow Design: Develop a workflow that outlines the sequential steps involved in the digitization process, from document preparation to quality control and storage. Define roles and responsibilities for each step, considering the coordination among digitization technicians, metadata specialists, and quality control personnel.

Quality Control Measures: Establish quality control procedures to ensure the accuracy and integrity of digitized materials. Specify quality control checks, such as resolution verification, color accuracy, completeness of metadata, and visual inspection for artifacts or damage.

Integration with Existing Systems: Assess the integration requirements with existing systems, such as archival management systems or digital repositories. Consider data exchange formats, APIs (Application Programming Interfaces), or integration mechanisms to ensure smooth interoperability and data synchronization.

User Access and Interface: Define the requirements for user access and interface, considering factors such as user authentication, access levels, and user-friendly navigation. Address accessibility considerations to ensure compliance with accessibility standards and guidelines.

Security and Data Privacy: Address security measures to protect digitized materials, including encryption, access controls, and data privacy considerations. Comply with relevant regulations and best practices to ensure the security and confidentiality of sensitive information.

SOFTWARE REQUIREMENT:

Document Management System (DMS): A DMS facilitates the organization, storage, and retrieval of digitized documents. Look for a DMS that offers features such as document indexing, search capabilities, version control, and access controls to ensure efficient management of digitized materials.

Image Capture and Editing Software: Select software that supports high-quality image capture and editing functionalities. This software should be compatible with the digitization equipment being used and offer features for adjusting image resolution, brightness, contrast, cropping, and image enhancement to ensure optimal digitization results.

Optical Character Recognition (OCR) Software: OCR software enables the conversion of scanned images into searchable and editable text. Choose OCR software that provides accurate recognition capabilities, supports multiple languages, and offers features such as bulk processing and the ability to handle complex document layouts.

Metadata Management System: A metadata management system allows for the creation, storage, and retrieval of metadata associated with digitized materials. Look for a system that supports the creation of metadata templates, standardizes metadata elements, and facilitates efficient metadata entry and search functionalities.

Preservation and Archival Software: If long-term preservation of digitized materials is a requirement, consider using preservation and archival software. This software should support the creation of preservation metadata, ensure file integrity through checksums, and provide tools for migration, format conversion, and adherence to archival standards.

Search and Discovery Interface: Choose a software solution that provides a user-friendly interface for searching and discovering digitized materials. Look for features such as advanced search capabilities, filters, faceted browsing, thumbnail previews, and the ability to view document details or download digitized files.

Access Control and Security: Ensure that the software solution offers robust access control mechanisms to protect sensitive or restricted materials. Features such as user authentication, role-based access control, and encryption should be considered to safeguard the digitized content.

Integration Capabilities: Consider software solutions that can integrate with existing systems or platforms within the organization. This includes integration with archival management systems, digital repositories, or other information management systems to ensure seamless interoperability and data exchange.

REQUEST FOR PROPOSAL

Scalability and Flexibility: Choose software that can scale with the growing needs of the digitization project. Consider its ability to handle large volumes of digitized materials, accommodate future expansion, and adapt to evolving technologies and standards.

Vendor Support and Training: Evaluate the vendor's support offerings, including technical support, software updates, and user training resources. Ensure that adequate training and documentation are available to assist users in effectively utilizing the software.

APPENDICES: Include any supporting documents, such as sample digitized documents, equipment specifications, organizational charts, or relevant policies and guidelines.

Training Materials: If training is required for project team members or end-users, provide sample training materials or outlines. This can include training modules, presentations, or user manuals that outline the procedures and best practices for working with digitized materials.

Vendor or Software Documentation: If third-party vendors or specialized software will be utilized in the digitization project, include documentation or brochures that provide details about the vendors or software products being considered. This can help stakeholders understand the capabilities and features of the proposed solutions.

SCOPE OF WORK:

A. Electronics Documents & Record Management System (EDRMS):

- a) Appraisal and quantify the records
- b) Identifying the information which needs to be captured.
- c) Information planning for the organization.
- d) Enforcement of policies and practices regarding creation, maintenance, disposal of records
- e) Creation of a records storage plan.
- f) Classification, identification and storing the records.
- g) Coordination of providing internal and external access to the records keeping in view of data privacy and business and data confidentiality.

B. Digitization

1. SELECTION

- 1.1 **Principal reasons for digitization**
 - 1.1.1 For enhanced access
 - 1.1.2 To facilitate new forms of access and use
 - 1.1.3 For preservation
- 1.2 **Criteria for selection**
 - 1.2.1 Content
 - 1.2.2 Demand
 - 1.2.3 Condition

2. TECHNICAL REQUIREMENTS & IMPLEMENTATION

2.1 Conversion

- 2.1.1 The attributes of the documents
- 2.1.2 Image quality
 - 2.1.2.1 Resolution
 - 2.1.2.2 Bit depth
 - 2.1.2.3 Image enhancement processes
 - 2.1.2.4 Compression
- 2.1.2.5 Equipment used & its performance
- 2.1.2.6 Operator judgment & care

2.2 Quality control

- 2.2.1 Substance of a quality control programme
 - 2.2.1.1 Scope
 - 2.2.1.2 Methods
- 2.2.2 Scanner quality control
 - 2.2.2.1 Spatial resolution
 - 2.2.2.2 Tonal re production
 - 2.2.2.3 Colour re production
 - 2.2.2.4 Noise
 - 2.2.2.5 Artifacts
- 2.2.3 Monitor quality control
 - 2.2.3.1 Viewing conditions

2.3 Collection management

- 2.3.1 Organization of images
- 2.3.2 Naming of images
- 2.3.3 Description of images
- 2.3.4 Use of metadata
 - 2.3.4.1 Data management techniques
 - 2.3.4.2 Document encoding

3. LEGAL ASPECTS

- 3.1 Copyright
- 3.2 Authenticity
- 3.3 Intellectual property management
- 3.4 Legal deposit

4. BUDGETING

- 4.1 Cost recovery
- 4.2 Areas of expenditure
 - 4.2.1 Staff development
 - 4.2.2 Facilities management
 - 4.2.3 Operational expenses
 - 4.2.3.1 Selection & preparation of source material for digitization
 - 4.2.3.2 Digital conversion

- 4.2.3.3 Metadata capture
- 4.2.3.4 Data management
- 4.2.4 Managing storage& delivery systems

5. HUMAN RESOURCE PLANNING

- 5.1 Change management
- 5.2 Capacity building
- 5.3 The social contract

6. DEVELOPMENT & MAINTENANCE OF WEB INTERFACES

- 6.1 Developing digital content
- 6.2 Building a Web team
- 6.3 Website production and management
 - 6.3.1 Website production guidelines
 - 6.3.1.1 File & folder structure
 - 6.3.1.2 File naming conventions
 - 6.3.1.3 Page layout & design
 - 6.3.1.4 Web-ready graphics
 - 6.3.1.5 Minimum requirements
 - 6.3.1.6 Site maintenance
- 6.4 **Introducing Web-based services**
 - 6.4.1 Indexing digital content
 - 6.4.2 Access management

7. PRESERVATION OF DIGITAL CONTENT

- 7.1 Preservation challenges
 - 7.1.1 Technical support
 - 7.1.2 Technology obsolescence
- 7.2 Policy development at the point of capture
- 7.3 International standards
- 7.4 Non-proprietary models
- 7.5 Persistent archive management
- 7.6 Trusted digital repository

8. PROJECT MANAGEMENT

- 8.1 **Proposal writing**
 - 8.1.1 Introduction
 - 8.1.2 Vision & mission

- 8.1.3 Needs assessment
- 8.1.4 Activities
- 8.1.5 Performance indicators
- 8.1.6 Responsible people
- 8.1.7 Timeframe

- 8.2 **Cost estimates**
 - 8.2.1 Operational costs
 - 8.2.2 Organizational costs
 - 8.2.3 Staffing costs

- 8.3 **Managing the digitization cycle**
 - 8.3.1 Source material
 - 8.3.2 Data management
 - 8.3.3 Imaging standards
 - 8.3.4 Extent of metadata
 - 8.3.5 Delivery systems
 - 8.3.6 Managing the work flow

Deliverables vis-a-vis time frame and payment Schedule:

The Agency shall commence work within a week of signing of the contract and shall complete the assignment within two **(2)** months from the date of effectiveness of the contract. The following schedule summarizes the deliverables vis-à-vis the time frame of the assignment.

Deliverables vis-à-vis time frame

Sl. No.	Description of Items	Corresponding time frame
1	Submission of Work plan for the assignment	T + 6 Days
2	Submission of Draft DPR and its acceptance	T + 50 Days
3	Submission of Final DPR	T + 59 Days

Note: All reports being submitted to the Client are to be supplied in Four (4) hard copies in spiral bound with good quality colour print along with soft copy in USB sticks in Word and PDF Print ready Format. The payment for the assignment will be made to the agency after submission of the final DPR and its acceptance by the competent authority of the Client. No advance / part payment will be made to the agency in any case.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Superintendent
Odisha State Archives (OSA)
Bhubaneswar**

**Subject: PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR DIGITIZATION OF ARCHIVAL
RECORDS & RARE BOOKS ODISHA STATE ARCHIEVES (OSA), BHUBANESWAR
[TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal with duly filed and signed. Our proposal will be valid for acceptance up to **2 months** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre- contract costs. In case, any provisions of this RFP/ Scope of Work including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation and Address: _____

TECH -2

General Details of Bidder

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount :	
7	EMD Details Amount :	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Financial Details of Bidder

Financial Information in INR				
Details	FY 2020-21	FY2021-22	FY2022 -23	Average
Turnover from Digitization Services Only (In Lakh)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last 3 FYs (2020-21, 2021-22 and 2022-23) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with the Technical Proposal)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Auditor with Date and Seal (In original)

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH – 4

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

I, _____, the **<Designation>** of **<Name of the Organisation>** in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the organisation acting for and on behalf of the organisation under the authority conferred by the Date **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney with Seal:

Address of the Bidder:

TECH – 5

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDERS LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 6

Undertaking regarding not Banned / Blacklisted

(To be submitted on Bidder's Letter Head)

In response to the RFP No. _____, Dated: _____

Name of the Assignment: _____

I/We hereby declare and solemnly swear that our Company / firm is not been banned / blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the on-going tender process. In addition to the disqualification the proposal, our concern/entity may be banned / blacklisted.

AND, that I/We shall have no right whatsoever, to claim for consideration of our bid at any stage and the RFP, if any to the extent accepted may be cancelled.

Authorized Signatory : _____

Name and Designation with Date and Seal: _____

TECH - 7

BIDDER'S ORGANISATION
(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory *[In full and initials]*: _____

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH - 8

Bidder's Experience

CATEGORY –I

(TABLE– A)

(List of completed assignment of similar nature in any sector during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory with date and seal _____

NB:

- *Bidders are requested to furnish the information up to 2 projects. Completed Projects having contract value \geq Rs. 20.00 Lakh and duration \geq 2months during the last 3 FYs (20-21, 21-22 and 22-23) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.*

TECH - 9

**Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and
Counterpart Staff and Facilities to be provided by the Client**

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / process modifications).

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -10

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE
ASSIGNMENT**

[Technical approach, methodology and work plan are key components of the technical proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Scope of Work, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the Scope of Work here.***

B. Description of Approach:

C. Assignment Management Plan:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Team Composition and Task Assignment

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days	Task assigned
1				
2				
3				
4				
5				

(Please provide the details of all the Key Experts and Support Staff to be deployed for the proposed assignment as per the format.)

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11.

TECH - 11

Manpower Resources Strength of the Bidder under current payroll

Sl No	Emp Id	Name of the Staff	Designation
1			
2			
3			

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

WORK PLAN FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

<u>Month</u> →	1	2	3	4	5	6
<u>Sequence of Alignments Activities / Sub Activities</u>						

Indicate all main activities and related sub activities under the proposed assignment and proposed schedule of Implementation.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The Superintendent
Odisha State Archives (OSA)
Bhubaneswar

**Subject: PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR DIGITIZATION OF ARCHIVAL
RECORDS & RARE BOOKS ODISHA STATE ARCHIVES (OSA), BHUBANESWAR
[FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of **[Insert amount(s) in words and figures*]**. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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 of **2 months**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in FIN-2*

FIN-2

FINANCIAL PROPOSAL

Sl. No.	Particulars	Amount in INR
A	Preparation of Detailed Project Report (DPR) for Digitization of Archival Records & Rare Books of Odisha State Archives, Bhubaneswar as per Scope of Work and Submission of soft copy of DPR along with 4 –set of hard copy (As per the specified specification mentioned in the scope of work)	
B	GST @18% of A	
Grand Total (INR) (A + B)		
In Words		

- Bidder shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consulting fee proposed for the assignment shall remain fixed till completion of the contract.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

SECTION - 6

ANNEXURES

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Tender Paper Cost Rs. 2,000/-		
4	EMD of Rs. 45,000/-		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (20-21, 21-22 and 22-23)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during in the recent past (TECH-6)		
14	Duly Filled in Technical Forms along with required documents (TECH 7 to TECH 12)		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy should reach to the Superintendent, OSA, Bhubaneswar through email at odishaarchives@gmail.com on or before **23.11.2023 by 17:30** as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client.]

PERFORMANCE BANK GUARANTEE FORMAT

To

The Superintendent, Odisha State Archives, Bhubaneswar.

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No..... Dated to undertake the service of (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Consultant such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 2023

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

Guideline for E-Tender

E-Tender Notice No. 06 /OSA/dated 15.11.2023

Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids. (Vide Works Department of Govt. of Odisha O.M. No. 6785 /W. Dtd. 09.05.2017)

- i. The State Government have formulated rules and procedures for Electronic receipt, accounting and reporting of the receipt- of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>".
- ii. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank for all Government Departments, State PSUs. Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (Annexure-1). The process outline as well as accounting and reporting structure are indicated below :
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like Cost of Tender Paper and Earnest Money Deposit on submission of bids.
 - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts in to the Government accounts and to the designated Bank account of the participating entities indicated in Para ii above would be faster.
- iii. Only those bidders who successfully remit their Cost of Tender Paper and Earnest Money Deposit on submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure

iv. **Banking arrangement:**

- a) Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e- Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)
- b) The Designated Banks participating in Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

v. **Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder :**

- a) Log on to e-Procurement Portal: The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- b) Uploading of Prequalification/Technical/Financial bid: The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum no.7885, dt.23.07.2013

Electronic payment of tender paper cost and EMD:

Then the bidders have to select and submit the bank name as available in the payment options

- i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
- ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks. Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an inter bank beneficiary.

Bid submission:

Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.

System generated acknowledgement receipt for successful bid submission:

System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

Settlement of Cost of Tender Paper:

- a) Cost of Tender Paper: In respect of Government receipts on account of Cost of Tender Paper, the e- Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to Bid Identification Number. The State Procurement Cell shall generate Bank-wise-head-wise challans separately for Cost of Tender Paper and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800- Other Receipts 0097-Misc. Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc., Cost of Tender Paper, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to Bid Identification Number. The State Procurement Cell shall generate Bank-wise list of challans and instruct the designated Banks to remit the money through the Odisha Treasury portal. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc.
- d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee, EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.
- e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the Annexure.1. Settlement of Earnest Money Deposit on submission of bids: a) The Bank will remit the Earnest Money Deposit on submission/cancellation of bids to respective bidders accounts as per direction received from TIA through e-procurement system.

Forfeiture of EMD :

Forfeiture of Earnest Money Deposit on submission of bid of defaulting bidder is occasioned for various reasons as follows.

- a) In case the Earnest Money Deposit on submission of bid is forfeited, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority.

b) The Tender inviting authorities of the Government Departments will deposit the forfeited Earnest Money Deposit on submission of bid, in the State Government Treasury under the appropriate head (8782-Cash Remittances and Adjustments between the officers rendering accounts to the same Accounts Officer-102 P.W.Remittances-1683-Remittances-91028-Remittances into Treasury) after taking the amount as a revenue receipt in their Cash Book under the head 0075-Misc. General Services-00-101 - Unclaimed Deposits-0097 Misc, Receipts-02080-Misc. Deposits and submit the detail account to DAG(Puri) as a deposit of the Division.

c) By clicking submit button, system will initiate the forfeiture of EMD. System will not allow the evaluator to edit the initiation after clicking the submit button. Forfeiture option can be carried out in phased manner like one bidder at a time.

Role of the Banks:

a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.

b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.

c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e- Procurement portal.

d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.

e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation

Role of State Procurement Cell:

a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorized Banks for mapping/ customization.

b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.

- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government departments / State PSUs/ Autonomous Bodies / ULBs through an MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) E-procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a day
- h) E-procurement system will update the status accordingly for reconciliation on report.

Role of National Informatics Centre:

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify /rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an inter facet organizations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorized Banks for enabling automatic refund/settlement of funds.
- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury portal.

Role of Cyber Treasury:

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

Redressal of Public Grievances:

The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with public complaints for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of receipt of tender paper cost and EMD, either suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

Applicability and modification of existing rules/orders:

The modalities prescribed in this Office Memorandum for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal. Existing provisions regulating cost of tender paper, earnest money deposit in OPWD Code and OGFR would stand modified to the extent prescribed. 15. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper and Earnest Money Deposit on submission of bids.

	Cost of Tender Paper on submission of bids	Earnest Money Deposit on submission of bids
Government Departments	<p>I. The payment towards the cost of Tender Paper, in case Government Departments, shall be collected in separate Pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on T+1_day.</p> <p>II. With reference to the Notice Inviting Tender/ Bid Identification Number, the amounts released is to be remitted to Government Account under the Head Of Account 0075- Misc. General Services-800-Other Receipts-0097Misc. Receipts-02237- Cost of Tender Paper through Odisha Treasury Portal after opening of the bid.</p>	<p>I. In case of tenders of Government Departments, amount towards Earnest Money Deposit on submission of bids shall be collected in a pooling account opened for this purposes Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's account within two working days on receipt of instruction from TIA through refund and settlement of e- procurement system.</p> <p>II. In case of forfeiture of Earnest Money Deposit on submission of bids, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>
State PSUs Statutory Corporations, Autonomous Bodies and Local Bodies.	<p>I. In case of State PSUs, Statutory corporations, Autonomous Bodies and Local Bodies etc. the amount towards Cost of Tender Paper, on submission of bids shall be collected in separated pooling accounts opened in Focal Point Branch called e-FPB of respective designated Banks at Bhubaneswar on T+1 days.</p> <p>II. The Paper cost will be transferred to the respective</p>	<p>Statutory Corporations, Autonomous Bodies and Local Bodies.</p> <p>I. Amount towards EMD on submission of bids shall be collected in a separate pooling account of Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's account on receipt of instruction from TIA through refund and settlement of e-procurement system within two working days</p>

	current accounts of concerned State PSUs, Statutory Corporation, Autonomous Bodies and Local Bodies etc. after opening of bid.	from receipt of such instruction. II. In case of forfeiture of Earnest Money deposit on submission of bids, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.
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