

GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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

/R&DM Dated 25 JUN 2018

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

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

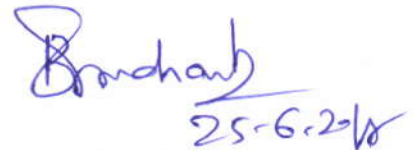
- Scanning, Indexing. Storing, Archiving & Retrieval of Board of Revenue, Govt. of Odisha land records in digital form in secured manner.
- Application Software & Methodology to be adopted for seamless integration with existing workflow based on Document Management Information System (DMIS) Software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

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

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

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

**revenueodisha.gov.in**



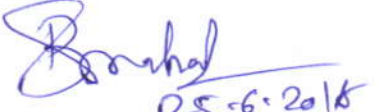
Deputy Secretary to Government  
Revenue & DM Department.

Memo No. 22692

/R&DM dated 25 JUN 2018

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

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

  
25.6.2018

Deputy Secretary to Government

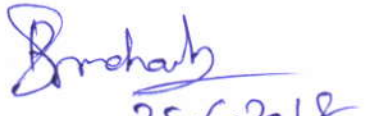
Memo No. 22693

/R&DM dated 25 JUN 2018

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

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

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

  
25.6.2018

Deputy Secretary to Government.

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

1. Sealed Expression of Interests (EOIs) are invited for Scanning, Indexing, DMIS, Retrieving, Printing, capacity Building and hand holding up to one year for the staff of Board of Revenue, Govt. of Odisha, Cuttack, where the records of about 80 years old and amounting approximately 10 crore pages of A4 size / Legal Paper size.
2. The person should be able to scan and digitize the entire record in about 1 year with minimum commitment of pages each day, as may be mutually agreed in the space to be made available to such concern for the purpose of scanning/digitization.
3. The person is to create Scanning/Digitizing, Indexing, Storing and Retrieval facility set up.
4. The person must have minimum five years of experience of Scanning/digitizing, indexing, storing and providing retrieval facility for documents in the Government / Semi-Government / Autonomous Offices and must provide proof for this.
5. The person must attach documents as proof to show that similar or related projects having been completed successfully and Balance Sheets of the past three-year period with special reference to turn over of minimum five crores, if any, from scanning and/or digitization of records.
6. A demonstration of the proposed solution shall have to be given to the Director, Land Records & Surveys, Board of Revenue, Cuttack and a Committee of other experts, if formed. Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the person whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.
7. The person may suggest any addition/alternation to the scope of the work and/or terms & conditions depending upon their experiences.
8. The interested persons can inspect the records lying in the Record Room(s) after contacting Director, Land Records & Surveys, Board of Revenue, Cuttack on Telephone No. **0671-2507125** during working hours of the Office.
9. The Director, Land Records & Surveys, Board of Revenue, Cuttack shall reserve the right to reject any "Expression of Interest" without assigning any reason.
10. The "Expression of Interest" received after due date and time i.e.12.07.2018 at 4:45 P.M., shall not be entertained.



### TENTATIVE SCOPE OF SCANNING WORK

1. Batch Processing, Archiving (Scanning and storing into image/digital form) and Retrieval. The papers to be scanned will be mostly of A4/Legal Size and written on one side / both sides. It can be of other sizes and printed/typed or handwritten on both sides as well. The condition of some of the records may not be very good being old. The person shall come up with technical solution for scanning/digitization of brittle record as well.

2. The process may include:

(i) Receiving files by the person from Board of Revenue staff.

(ii) Preparing the files for scanning/digitization purpose, i.e., removal of tags, pins, etc.

(iii) The person shall also include, in the proposal, to shred the case record using Shredding Machines as some part of the record may be required to be discarded/destroyed before or after the scanning / digitization.

(iv) Scanning and Storing the Data in Scanned form with mirroring facility and one additional back up on hard disk drive.

(v) Indexing the stored scanned data. Following are the proposed Indexing Parameters:

- Case Type, Number, Year
- Petitioner Name(s)
- Respondent Name(s)
- Advocate Name(s)
- District Name
- Latest Case Status
- List Type
- Category
- Bench Type
- General Remarks
- Type of Document
- Date of Document
- Keywords
- Sections
- Date of Storage User, who entered it

vi) Handing over the files back to the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer staff in their original condition and or after discarding/destroying specified record.

vii) Handing over the scanned data on appropriate electronic media to Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

- viii) Providing licensed updated Application Software to Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.
- ix) Transferring the stored scanned data on the hard disk or Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer's Servers for future retrieval.
- x) Imparting of adequate training to the staff of Director Land Records & Surveys, Board of Revenue, Cuttack for (1) archival (scanning and storing) (2) Indexing (3) retrieval and printing.
- xi) Full maintenance and support for one year after the completion of the work.
3. If the person is already doing the Scanning/digitizing work on '**job work basis**' in any Government department or any reputed private firm, then the name, address and telephone number of the same may be mentioned.
4. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer, in its discretion, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason therefor.
5. The work at the discretion of the Director Land Records & Surveys, Board of Revenue, Cuttack may be awarded to one or more persons, as the case may be.
7. The person will execute an appropriate agreement, on the agreed terms & conditions with the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer and also furnish performance guarantee equivalent to 5% of contract value to be valid for one year after the successful completion of the project.
8. The person should submit the Proposed Technical Details as per **Annexure 'I'** attached herewith as far as possible. In case, the person is found not suitable in Technical Details, its financial bid need not be called.
9. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer will deal with the person directly and no middlemen / agents / commission agents etc. should be asked by the person to represent their cause.



**TENTATIVE TERMS & CONDITIONS**

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



Scanning /digitizing work, on day to day basis under proper receipt and it will be the responsibility of the person to accomplish the task of scanning / digitization after following all the processes, namely Unbundling, Rebundling, Super Indexing, Scanning/digitizing, Splitting & Merger, Page numbering, Storing, Retrieval, etc.

11) It will be the responsibility of the person to return the files to Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer staff under acknowledgment in the same shape and condition it was taken.

12) The person will ensure that the documents / files handed over to it are kept in proper condition and no document is soiled / lost / misplaced / damaged.

13) In case the person finds any original document which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant database. The original papers shall however be retained in the main file.

14) The person, after successfully storing the data on its own computer shall transfer the same on the computer to be provided by the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer along with the documentation, technical and user manual. However, the person shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/digitized data for a minimum period of one year after completion of its work on its hardware. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer may seek suggestion of the person about the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.

15) Complete secrecy and confidentiality is required to be maintained by the person and its employees.

16) The person shall not be allowed to take away any file / record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer premises itself.

17) The person has to develop and supply two copies each of the software products along with the source code. The person has to develop the software specific to Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer needs, with water marking and digital signature facilities.

18) The person using the integrated software for Scanning / Digitization and Document Management System shall provide its license to the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

19) The software module should have multiple accesses with security features, with facility for updation of information.

20) The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer of Govt. of Odisha will have copyright on the product, format, concept layout and



design. The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer will have exclusive rights to use it anywhere, in any manner.

21) It shall be the duty of the person to have the licensed software updated from time to time and provide all possible assistance / help during the scanning / digitization work.

22) Time is the essence of the contract and the person shall adhere to the time schedule, contracted page work and deadline as prescribed by the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer for execution of the work.

23) On the completion of the work, the person shall hand over the latest licensed updated software and also the database to this Court, which shall become the property of Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer of Govt. of Odisha for all intents and purposes.

24) Licensed copy of the application software and database design as may be developed by the person or its employees for and during execution of the work shall vest in favour of Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

25) The data is to be stored by way of images in Searchable Portable Document Format with adequate resolutions to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form.

26) The database created by the firm shall be retrievable in Portable Document Format by the user. Necessary training for the retrieval of the database for the Scanning/digitizing, storing, organizing and retrieval are to be imparted to the staff of Director, Land Records & Surveys.

27) The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer of Govt. of Odisha, in consultation with the person, will finally decide the retrieval parameters.

28) All Scanned/digitized files will be stamped and duly signed by the user indicating that the "FILE IS SCANNED/DIGITISED AND DULY RECONSTRUCTED" and the person will be fully responsible for any loss/damage of any document.

29) At the end of every quarter the firm will hand over complete Scanned/digitized data to the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

30) If it is found at any time that the Scanning/digitizing, Indexing, storing or retrieval has not been done in accordance with the agreed terms and conditions, the Director, Land Records & Surveys shall be entitled to withhold further payment of the firm and also to recover the payment already made.

31) The staff of the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer will do random checking of the work being done by the person and in the





event of the person not executing or completing the minimum agreed volume of work, the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer may impose suitable penalty per unfinished page in addition to the recovery of other losses and damages that may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the person.

32) The Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer shall provide space for work, electrical supply, table, chairs, shredders and file racks etc. as per requirement but the person will ensure that the space and other facilities provided to it by the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer are not misused in any manner.

33) Payment for scanning/digitization work done under the contract shall be made on quarterly basis, subject to statutory, other deductions and penalties and damages, if any, levied and recoverable under the contract for the work done as per agreed terms to the satisfaction of Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer.

The person will be responsible for liabilities of all kind including local and other taxes.

34) The digitization software should be web enabled.

35) The Scanned/digitized record will be the property of the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer of Himachal Pradesh. The person shall have no right, title or interest in it and shall not use it in any manner.

36) In the event of termination of Contract, Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer shall be entitled to forthwith forfeit the amount of performance guarantee either full or in part apart from taking such legal remedies as are available in law. The person shall thereupon hand over the records, which are in its possession. The person shall not be entitled to remove the digitized data, which will be the property of Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer of Govt. of Odisha.

Interested persons may send their details in sealed covers subscribing on the top of outer cover as "**TECHNICAL INTEREST**" addressed to the Director Land Records & Surveys, Board of Revenue, Cuttack, Govt. of Odisha so as to reach on or before **12.07.2018** at **4.45 PM**. The Technical Interest will be opened in the Office of Director Land Records & Surveys, Board of Revenue, Cuttack of Govt. of Odisha, PIN- 753002 in the presence of Technical Committee, at 3.30 PM. on 20.07.2018.



**ANNEXURE-I**

- (i) Description/Name of the vender (including legal status, ownership etc.)
- (ii) The person's understanding of the project requirements and the proposed total solutions.
- (iii) Methodology to be used for Scanning/digitizing. Separate Methodology may be specified for scanning/digitization of old record and fresh-filed cases.
- (iv) What would be the output/day in terms of number of pages that can be Scanned/digitized, indexed, stored and retrieved?
- (v) Maintenance and technical support services to be provided after supply of the software.
- (vi) Number of technical persons to be deputed by the person for the work (with details of their educational qualifications, experience, functions, etc.)
- (vii) Number of non-technical persons to be deputed by the person (with details of their educational qualifications, experience, functions, etc.)
- (viii) Other Hardware equipment the person proposes to provide.
- (ix) What is the Software the person proposes to use for scanning/digitizing, indexing, storing and retrieval?
- (x) How much space the person may require to execute the work?
- (xi) How long the person estimates to complete the work in all respects?
- (xii) What facilities the person expects from the Director Land Records & Surveys, Board of Revenue, Cuttack or his Authorised Officer in executing the work?
- (xiii) List the clientele of the person with amount of work completed, their addresses and contact person's details.
- (xiv) Main features of proposed solution and any area of risk.
- (xv) Details of LAN to be established by the person.
- (xvi) Steps to prevent accidental or intentional destruction of software and data.
- (xvii) Any other relevant information which the person considers necessary for such type of projects.

