ODISHA COMPUTER APPLICATION CENTRE
EXPRESSION OF INTERST

Enq.No.: OCAC-TE-05/2023/ENQ/23024

OCAC invites Expression of Interest (EOI) for Selection of Firms for Development & Implementation of Enterprise Archival Solution for I&PR Department, Govt. of Odisha. For details please visit websites www.ocac.in & www.odisha.gov.in. **The bid shall be submitted in electronic mode only in the portal https://enivida.odisha.gov.in latest by 09.05.2023, 2.00 PM.** OCAC reserves the right to accept/ reject any/ all bids without assigning any reason thereof.

General Manager(Admin), **OCAC**, Plot No.-N-1/7-D, Acharya Vihar, P.O.-RRL, Bhubaneswar-751013, Ph.-2567280/ 2567064/ 2567295

Expression of Interest (EOI)
For Selection of Firms for Development & Implementation of Enterprise Archival Solution for I&PR Department, Government of Odisha.

EOI No.: OCAC-TE-05/2023/ENQ/23024

Date : 18/04/2023

ODISHA COMPUTER APPLICATION CENTRE (OCAC)
TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVT. OF ODISHA
OCAC Building, Acharya Vihar Square,
Bhubaneswar-751013, www.ocac.in |
T: 0674-2567295/2567283 | F: 0674-2567842

Disclaimer

The information contained in this Expression of Interest (hereinafter referred to as "EOI") document provided to the Bidders, by the Odisha Computer Application Centre (OCAC) Odisha , or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This EOI document does not aim to hold all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for the Odisha Computer Application Centre (OCAC) Odisha and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this EOI document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources. Odisha Computer Application Centre (OCAC) Odisha and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document. Client Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Bidding Documents.

Information provided in the EOI Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC/Client Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this EOI Documents does not imply that the OCAC/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the Project and the OCAC/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by OCAC/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the OCAC/Client Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection process. OCAC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

Instruction to Bidders for Online Bid Submission

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids , evaluation and award of contract using the system. You may keep a watch of the tenders floated under **https://enivida.odisha.gov.in**

Bidder Enrolment can be done using "**Bidder Enrolment".**

The instructions given below are meant to assist the bidders in registering on the e-Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: **https://enivida.odisha.gov.in**

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol themselves on the eNivida Portal https:// enivida.odisha.gov.in or click on the link "Bidder Enrollment" available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.

8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id *odishaenivida@gmail.com*, for activation of the account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.

2. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
3. Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD declaration as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-tender
Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060
Mail id: - odishaenivida@gmail.com

Table of Contents

1. Introduction

1.1. Introduction and Issuer

Odisha Computer Application Center (OCAC) invites EOI from eligible Firms for Development & Implementation of Enterprise Archival Solution for I&PR Department, Govt. of Odisha.

The Bid document has been published on the official website of Odisha Computer Application Center (OCAC). The EOI advertisement has also been published in leading newspapers for wide circulation. Bidders are requested to go through the EOI document carefully and participate in the bidding process with all necessary details as required.

This EOI is issued by Odisha Computer Application Center (OCAC), which is the sole point of contact during the selection process. The Nodal Officer responsible for the entire process is General Manager (Admn.), OCAC.

1.2. Purpose & Objective

The purpose of this Expression of Interest is to shortlist reputed organizations for Development & Implementation of Enterprise Archival Solution for I&PR Department, Govt. of Odisha. The objective of this document is to implement an Archival Solution for I&PR Department to store various contents created over past and created over time along with image, audio & video visuals with workflow facility for archiving and publishing the contents through role-based user management system.

The solution should be capable to collate, organize and protect hundreds and thousands of documents, audio, video & images in a central library and should have the capability to implement the analytics for searching of relevant contents i.e. document, image, audio, video frame, audio clip etc., from the central library.

1.3. Critical Information

Bidders are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Bidders are requested to attend a pre-bid conference on **26/04/2023, 04:00 PM** as per details provided below.

Critical Information regarding the Bidding

SL. No	Information	Details
1.	EOI Enquiry Number	**OCAC-TE-05/2023/ENQ/23024, dated 18/04/2023**
2.	Last date and Time for submission of written queries for clarifications e-mail id – gm_ocac@ocac.in, sudha.mohanty@ocac.in, chandan.pradhan@semt.gov.in	24/04/2023, 03:00 PM
3.	Date of Pre-Bid Meeting	26/04/2023, 04:00 PM (through virtual mode – MS Team)
4.	Release of response to Clarifications	29/04/2023, 05:00 PM
5.	Last date for submission of EOI Response	**09/05/2023, 02:00 PM,** EOI Proposals must be submitted through electronic mode only. Note: Physical Bid documents will not be accepted.
6.	Opening of Responses	09/05/2023, 04:00 PM
7.	Presentation on EOI Proposal by the applicants	To be Informed Later
8.	Contact Person for queries	gm_ocac@ocac.in, sudha.mohanty@ocac.in, chandan.pradhan@semt.gov.in
9.	Addressee and Address at which proposal in response to EOI notice is to be submitted:	General Manager (Admin) Plot No. N-1/7-D, Acharya Vihar RRL Post Office, Bhubaneswar, Odisha - 751013 gm_ocac@ocac.in
10.	Shortlisting of Applicants and Floating of EOI	Will be intimated later

2. Background Information

Odisha Computer Application Center (OCAC) invites EOI from Registered Firms/Companies ("Bidders") for Selection of firms for Development & Implementation of Enterprise Archival Solution for I&PR Department, Govt. of Odisha as described in this EOI "Scope of Work".

The response of EOI must be received not later than time, date and venue mentioned on the cover page. EOI papers that are received after the deadline WILL NOT be considered in this procurement process.

The Government of Odisha undertakes several welfare schemes, events, Interactions and various other activities that are captured across various mediums like photographs, electronic documents, audios and video clips which are either shared through in

Newspapers, Journals, Social Media, YouTube or any other Digital Platform. Additionally, Media Channels are also telecast several videos which need to be captured, managed and stored for long term retention.

The Information & Public Relations Department (I&PR), Government of Odisha mandate to manage the various contents created over past and created over time relating to Government activities and facilitate the public and make everyone aware and conscious about the state departmental activities, events, news, information, Government policies, schemes, etc., so that public can make most out of it.

3. Objective

I&PR Department requires to implement an Archival Solution to Store various contents created over past and over time along with image, audio visuals & Video visuals with workflow facility for archiving and publishing the contents through role-based user management system.

The solution should capable to collate, organize and protects hundreds and thousands of documents, videos and images in a central library and should have the capability to implement the analytics for searching relevant contents i.e. documents, image, videos, audio clip etc. from the central library.

Enterprise document management helps organizations retain certain documents in a single platform so that they can be retrieved quickly for compliance or knowledge sharing.

By implementing a concise document management plan, businesses can employ more efficient workflow processes, enable faster dissemination of information, instill a 'self-service' learning culture, and improve transparency in all facets of operations.

At its core, an enterprise document management system reduces operational costs associated with the need for physical storage while also reducing the time and effort required to retrieve data.

4. Eligibility Criteria

The bidder agencies should check carefully the eligibility criteria as mentioned below, based on the supporting documents as per the detailed below:

1	Legal Entity	The firm/organization must be a company registered in India under Indian Companies Act 1956/2013 and must have GST registration & up-to-date Income Tax Return, PAN Number as on 31st March, 2022 and must be having business operations in India for the last ten years as on 31st March 2022.	a. Valid copy of certificate of incorporation and registration certificates. b. Copy of GST registration. c. Copies of relevant Certificates of registration Income Tax / PANNumber from the respective Government Department.

2	Turnover	The average annual turnover of the firm/organization during the last 3 financial years ending with 2021-22 (i.e. 2019-20, 2020-21, 2021-2022) should not be less than INR 20 Crores in IT/ITeS.	- Audited Balance Sheets/ CA Certificate
3	Net Worth	The firm/organization must be positive net worth in last three financial years ending at 31st March 2022.	- Certificate from CA
4 (A)	Technical Capability -I	The firm/organization should be in the business in ICT Services field for minimum 10 years having minimum 50 full time tech resources on his pay roll.	Copies of the relevant documents.
(B)	Technical Capability -II	The firm/organization must have expertise in development & implementation of Document Management System (DMS)/Work flow based e-governance application for any Govt. department/Govt. Agency/PSUs in India.	Copies of the relevant documents
(C)	Technical Capability -III	The firm/organization must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.	Copies of the relevant documents
(D)	Technical Capability -IV	The Service provider/bidder must have experience of Implementing large Digitization project in any State/Central Government departments in India for Images, Documents, Audio & Video Files.	Copies of the relevant documents
5	Quality Certification	The firm/organization must have valid Certificates for ISO 9001-2015, ISO 20000-1 and ISO 27001 and CMMI L3 or above.	Copies of the valid certificates.
6	Blacklisting	The firm/organization should not be under a declaration of Ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	Self- declaration
7	EoI Document Fee	The firm/ organization must have made a payment of ₹5,600.00 (Five Thousand Six Hundred Only, Inclusive of 12% GST) towards EOI document fee.	The EOI document fee must be in favor of OCAC from any Nationalized / Scheduled Commercial Bank payable at Bhubaneswar.

5. Indicative Scope of Work

Enterprise Document Management System (EDMS) involves the day-to-day capture, storage, modification and sharing of paper, digital files etc. within the I&PR Department.

In the proposed system, physical documents are converted to digital formats and then integrated into the DMS so that everything is searchable, trackable, and secure. This process eliminates the need for excessive paper and begins with scanning hard copies of documents, then includes steps like indexing, data extraction, workflow management, and document retention.

Audit Trails

Enterprise Document Management Systems have a complete, step-by-step tracking log of user access and file amendments traced to its source. When needed, systems administrators look at this audit trail and manage and track any changes within the DMS. It improves accountability when teams collaborate on files together. Audit trails verify and track transactions, including accounting transactions and trades within brokerage accounts.

Analytics

With powerful analytical tools, analytics pinpoints operational inefficiencies, discovers where you may benefit from automation, and streamlining your workflows. It manages bottlenecks and evaluates the way you execute complex processes.

Document analytics uses data to track which users access documents within your workflow and when these files are accessed. This optimizes your internal processes and evaluates strengths and weaknesses team-wide and with external vendors. Organizations implement document analytics for things like:

- ✓ Quality parameters
- ✓ Lead time
- ✓ Document processing time
- ✓ Employee productivity

Document Retention Control

Certain documents must legally be kept within an organization for a set amount of time.
Document retention establishes rules for what happens to your data (either for some or all of your documents) that's stored in your data repository, including notifying employees with instructions on what to do as files reach their designated "end of life."

Document retention is a major part of regulatory compliance, making paperless systems easier to maintain. Not only is there a timeline for managing old files, but document retention policies also define how to destroy or archive older documents based on your established set of rules.

Document Security

Document security prevents unwanted users from gaining unauthorized access to your data and protects against things like unwanted amendments and document deletion of your documents. Secure file sharing is a critical function of document management systems.

This is especially important for organizations that handle sensitive customer information like financial institutions or healthcare facilities—advanced encryption secures documents during handling, transfer, and storage.

Scanning
Scanning is the first step in document digitization.
High-speed, high-production scanners can scan and process tens of thousands of pages per day, saving files in various formats as required. A production scanner converts your paper documents into digital documents, revolutionizing the way your organization does work every day.

Indexing
After scanning, digital files need to be indexed. This means categorizing those files to make it easy to search and retrieve within your DMS. To index your files, you can attach identifiers—also called tags—to each one using a pre-defined system. These tags can be things like a serial number, name, and date, and can be personalized to match the needs of each organization. This creates a uniform system while also avoiding needless processing errors like lost or misplaced files. New to DMS file indexing is machine learning. By building algorithms that improve as you go, your files are categorized automatically, with no input from your team.

Data Extraction
Not all documents have a fixed structure. While things like banking forms are always the same, PDFs, contract documents, and spreadsheets are unstructured (they are designed differently by each user). Unstructured data is complex and can't always be reduced. Some records may also be semi-structured, which means that they have the same kind of data repeating, but where those data fields are located is different each time. Because your files are semi-structured or unstructured, you'll need different methods of data extraction. Since unstructured data doesn't have extractable information on its own, it's not extractable or searchable in a DMS. This is where optical character recognition (OCR) comes into play. OCR software uses technology to distinguish both printed and handwritten text characters in your scanned files so that you can extract this data and convert it from unstructured data into structured, searchable, index-able data.

Workflow
Essentially, a workflow is a business process that defines a path and the rules of that path for documents throughout their lifecycle within your organization.

Workflows have an orchestrated and repeatable pattern of activity; a sequence of tasks. Workflow management software is incorporated in document management systems today. As The Digital Project Manager states, "A solid workflow tool serves as a guide for the flood of project tasks that need to happen along the way, with project outcomes becoming fully formed as they flow through different processes, checks, and balances."

Version Control

As work happens and files travel through your workflows, edits and amendments create multiple versions. Through version control, you track and control these changes over time, which is immensely helpful when working in a collaborative environment.

Teams struggle with multiple versions of a file on their own. Version control software does the following:

- ✓ Automate version storage
- ✓ Create backups
- ✓ Track access and changes to documents
- ✓ Maintain a history of all versions of files

This accelerates business processes, limits the mistakes that happen, and prevents the loss of information that results from version conflicts.
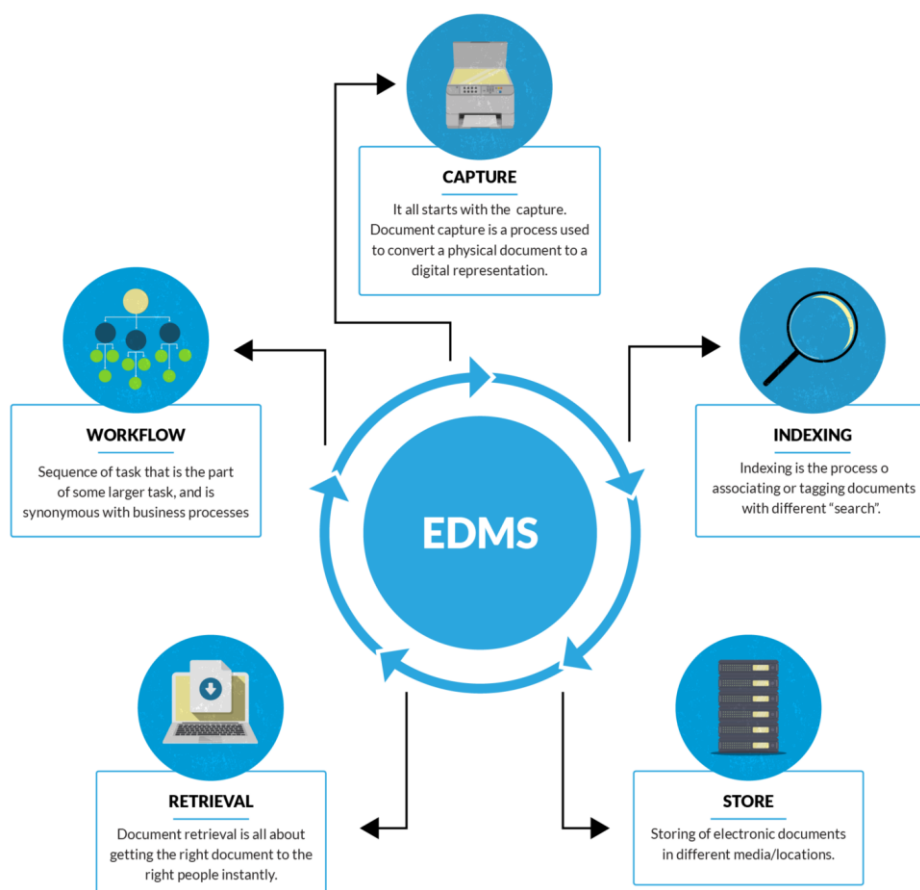
The Enterprise DMS software solution should include

➢ <u>Capturing Documents</u>
  This component is simply associated with capturing documents as scanned images. Various printers and scanners are used to take pictures and create digital images of paper documents. A document management system also uses OCR (optical character recognition) to convert digital images into machine readable format.

➤ Storing Documents
DMS stores electronic documents in a file once they have been captured. These files are stored on computers and can be easily accessed by personnel with clearance. Moreover, DMS also helps in migrating files to a remote location.

➤ Retrieving Documents
Document management system provides a flexible way of retrieving documents. You can easily search your documents using keywords. As soon as you enter a search term, you will see a list of documents matching the term. This will help you access all kinds of documents in a matter of seconds. With document management systems, you do not have to spend a lot of time looking through files and folders.

➤ Security
Every company deals with many confidential documents that need to be secured. Security is one of the most beneficial components of a document management system. This component allows you to restrict access to certain documents. This way only authorized persons will be able to access your private or confidential documents.

➤ Document sharing: The DMS should also facilitate sharing data in-house with clients and stakeholders.

➤ Version Control
In a way, version control is similar to document retrieval. Once electronic documents have been stored in a document management system, people can make changes to documents. A document management system allows you to view previous and latest versions of a single document. This way, you are aware of all changes that are made to your documents. Users can even track people who have made changes to documents. This helps in maintaining a more trustworthy and productive work environment.

- Digitization of available content i.e. Images, Documents, Audio, Video etc.
- Setting-up required IT Infrastructure Solution for Scanning and Digitization of old contents (Document, Image, Audio Clip & Video Footage).
- File based ingress to Central Storage and Cataloguing and Metadata tagging.
- Storing various document types, including Videos, Audios, Images, PDFs, spreadsheets and any other relevant documents.
- Searching an entire library of files by individual keyword

- Restricting access to certain documents
- Monitoring who is viewing Contents and when
- Tracking edits being made to documents
- Retrieving previous versions of edited documents
- Controlling and regulating when out-of-date documents can be deleted
- Accessing, editing and sharing documents via mobile device
- Criteria based search (Elastic Search, Full Text Search, Meta data Search & Advance Search) and Metadata update.
- Advance Search can be Title, Category, Department, Keywords, Document Type, Branch, Scale, Year, Date, Place, Organization, Publisher, Creator, Access Number etc.)
- Facility to define users and groups permission to access, edit, move, copy, publish the contents.
- APIs for integration with social media (Facebook, Twitter, Linked in etc.) and other applications.

6. DIGITIZATION PROCESS

6.1 Audio Conversion

Any Audio cassettes will convert into high quality audio format like MP3 (48 KBPS, 96 KBPS, 128 KBPS) by reducing noise dissertation. Audio Converter supports several common audio formats and is extremely easy to use. In addition to converting single audio files into other formats in bulk, you can join multiple files into one larger audio file. You can also adjust the output quality before converting files.

6.2 Film Conversion

All size or type of photo films to be clean and scan using good scanner (Kodak, Cannon) and software to improve the quality of photograph. We scan negatives at very high quality and restore each image manually pixel by pixel.

- High quality digitization up to 3000 DPI
- Manual dust & scratch removal on PC
- Color & brightness adjustment on each image

6.3 Text and Image Scanner

Document conversion is the process of converting paper documents into digital formats. By converting your documents into digital formats, you can preserve your documents. Services allied with such conversion work are termed as Document Digitizing Services. Any kind of document or data, right from texts, images, audio, video, business cards, books, periodicals to newspapers, can be digitized.

Further, digitized documents can be shared with anyone, irrespective of the geographical location, through data sharing mediums like Internet. There are many benefits of shifting to digitized documents. Digital documents and data are:

- Easy to preserve
- Easy to store, retrieve and update
- Easy to clone
- Quickly accessible
- Easy to share and transport
- Compatible with all modes of digital data transfer

7. Completeness of the EOI Document

a) Submission of the EOI response shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

b) Failure to comply with the requirements or any clause of the EOI document may render non-compliant and the EOI Response may be rejected. Bidders must:

- Include all documentation specified in this EOI document;
- Follow the format prescribed in this EOI document and respond to each element in the order as set out in this EOI document.
- Comply with all requirements as set out within this EOI document.

8. Pre-Bid Queries

a) All queries may be sent to the Nodal Officer of Odisha Computer Application Center (OCAC) specified before by post, or email on or before **24/04/2023 till 03:00 PM.**

b) Odisha Computer Application Center (OCAC) shall hold a pre-proposal meeting with the prospective applicants. The applicants will have to send their queries for Pre-proposal meeting by post or email.

c) All queries to be raised at the EOI stage will relate to the EOI alone and no queries related to Scope of work and mode of selection will be entertained. These issues will be amply clarified at the EOI stage.

d) All enquiries / clarifications from the applicants, related to this EOI, must be directed in writing exclusively to the contact person notified in this EOI document.

e) The preferred mode of delivering written questions to the aforementioned contact person would be through mail or e-mail. Telephone calls will not be accepted. In no event will the Odisha Computer Application Center (OCAC) be responsible for ensuring that applicants' inquiries have been received by Odisha Computer Application Center (OCAC). The queries by the applicants will be provided in the following format. Request for clarifications Format:

Company Name	Person Name	Designation, E-Mail, Contact Number		
Page No	Section	Sub-Section	Clarification	Remarks

9. Responses to Pre-Bid Queries and Issue of Corrigendum

a) After distribution of the EOI, the contact person notified by Odisha Computer Application Center (OCAC) will begin accepting written questions from the applicants. The Nodal Officer notified by the Odisha Computer Application Center (OCAC) will endeavor to provide timely response to all queries. However, I&PR Dept. makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Odisha Computer Application Center (OCAC) undertake to answer all the queries that have been posed by the applicants. The responses to the queries from all applicants will be posted online on www.odisha.gov.in and Dept. official website.

b) At any time prior to the last date for receipt of EOI, Odisha Computer Application Center (OCAC) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI Document by a corrigendum.

c) The Corrigendum (if any) & clarifications to the queries from all applicants will be posted online at the www.odisha.gov.in and Dept. official website.

d) Any such corrigendum shall be deemed to be incorporated into this EOI.

e) In order to provide prospective applicants reasonable time for taking the corrigendum into account, Odisha Computer Application Center (OCAC) may, at its discretion, extend the last date for the receipt of EOI Proposals.

10. Preparation and Submission of EOI

a) The bidder shall be responsible for all costs incurred in connection with participation in the EOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of EOI response, in providing any additional information required by I&PR Dept. to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Odisha Computer Application Center (OCAC) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

b) The bidders shall submit their response as per the format given in this EOI document.

c) The bidders shall submit the EOI document duly signed in the EOI response

d) The sealed outer envelope clearly marked "EOI document for Selection of firms for Development & Implementation of Enterprise Archival Solution for I&PR department, Govt. of Odisha.".

e) The outer envelope shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.

f) All the pages of the EOI response paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

g) All pages of the EOI shall be initialed and stamped by the person who signs the bid.

11. Language

The response proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

12. Venue & Deadline for Submission of EOI

Proposals, in its complete form in all respects as specified in the EOI, must be submitted on or before the last date and time of submission of EOI as mentioned on the cover page of the EOI paper at the address specified in Clause 1.3 through on-line i.e., eNivida portal (https://enivida.odisha.gov.in). Physical copies of the bid documents will not be accepted.

13. Late EOI Submission

a) EOI received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

b) The proposal submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c) OCAC / I&PR Dept. shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

d) OCAC / I&PR Dept. reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities *vis-à-vis* urgent commitments. Such amendments shall be hosted in the website and shall be published in the same newspaper in which the EOI is published.

14. Short listing Criteria

a) OCAC / I&PR Dept. will shortlist agency(ies) based on the evaluation criteria including a Technical presentation made to an Evaluation Committee

b) Any attempt by applicant to influence the EOI process may result in the rejection of its EOI Proposal

15. Evaluation Process

a) OCAC will constitute an Evaluation Committee to evaluate the responses of the Applicants.

b) The Evaluation Committee shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal. The Committee may seek additional documents as it deems necessary.

c) Each of the responses shall be evaluated to validate compliance of the applicant according to the eligibility criteria, Forms and the supporting documents specified in this document.

d) The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

e) The Evaluation Committee may ask for technical presentation from the applicants to evaluate its suitability for the assignment.

f) The Evaluation Committee reserves the right to reject any or all proposals. The EOI Proposal will be evaluated based on the documentary evidences provided.

g) The EOI Proposal will be evaluated based on the documentary evidences provided and, marks will be assigned to the proposal based on the following criterion:

	Technical Evaluation Marks (Total Marks = 100)		
Sl. No.	Description of the Parameters	Max Score	Supporting Document
1.	The firm/bidder annual average turnover minimum of ₹ 5 Crores generated from IT/ITES during last three Financial Years i.e., FY 2017-18, FY 2018-19 and FY 2019-20. UP to >= ₹20 Cr = 03 Marks >= ₹20 Cr to < ₹25 Cr = 05 Marks >= ₹25 Cr = 10 Marks	10	Proof of Supporting Documents
2.	Bidder's Quality Certification: - • ISO 9001:2015 = 03 Marks • ISO 27001: 2013 = 02 Marks • ISO 20000-1:2011 = 03 Marks • CMMI L3 or above = 02 Marks	10	Proof of Supporting Documents

3.	Web Based Data Digitization Project experience in India State/Central departments. in last 7 years i.e. 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22. •30 to 50 Lacs: (3 Marks for each project subject to 5 projects for full marks) Or •50 Lacs to 1 Cr: (5 Marks for each project subject to 3 projects for full marks) Or •More than 1 Cr : (7.5 Marks for each project subject to 2 projects for full marks)	15	Work Order/ Completion Certificate
4.	Experience of Development & Implementation of DMS/archival system with Digitization in state/central government departments/PSU sector in India in last 7 years 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22. • 2 Projects: 10 Marks • 3 Projects: 15 Marks Value of Each project Should be INR 20 Lacs or more	15	Work Order/Completion Certificate
5.	The Bidder should more than 50 numbers of on roll Technical Manpower,	10	Current PF Challan to be furnished
6.	Understanding of the requirements of the EOI as per ToR, Approach and Methodology to execute the work in this assignment − Proposed Solution and its components − Technologies used, − Scale of implementation, − Learning on Issues − Challenges − Challenges likely to be encountered − Client references: - Risks and Mitigation Plan, Training Methodology and plan time frame.	20	
7.	Work Plan Approach & Methodology, Experience, Domain Knowledge & Understand software solution's features in greater detail, Understand solution's fit to Client requirements	20	

h) Applicants securing greater than or equal to 70% marks i.e. 70 marks out of total 100 would be shortlisted for issuance of EOI.

16. Notification of Short listing

Odisha Computer Application Center (OCAC) shall intimate through email to all applicants that have been shortlisted. Only Shortlisted applicants will be issued the Request for Proposal (EOI).

17. Right to Terminate the Process

a) Odisha Computer Application Center (OCAC) may terminate the EOI process at any time and without assigning any reason thereof. OCAC / I&PR Department makes no commitments, express or implied, that this process will result in a business transaction with anyone.

b) The submission of EOI paper does not constitute an offer by Odisha Computer Application Center (OCAC) The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

18. Appendix-I: EOI Submission Forms

18.1. Form 1: Compliance Sheet

EOI No: **OCAC-TE-05/2023/ENQ/23024,** Date: 18/04/2023

Please check whether following have been enclosed.

Sl. No	Enclosure description	Enclosed (Yes/No)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1.	Copy of Certificate of Incorporation of Company or Registration Firm		
2.	Copy of GST Registration Certificate		
3.	Copy Service Tax Registration Certificate		
4.	Copy of PAN no allotted by Income Tax Department		
5.	Copy of Up to date GST Clearance / IT Return		
6.	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2018-19, 2019-20, 2020-21) certified by a chartered Accountant		
7.	Bid Letter (From 2)		
8.	Copies of Certificates		
9.	Particulars of the Bidder (Form 3)		
10.	Self Declaration that the bidder hasn't been black listed / performance issues by any Govt./PSU (Form 4A,4B)		
11.	Authorization Letter (Form 5)		
12.	Acceptance Of Terms & Conditions Contained In The Tender Document (Form 6)		
13.	Project Experience (Form 7)		
14.	Letter (Form 8)		
15.	Signed EOI Document		
16.	Signature with Date & Seal		

Signature of the Bidder
Date:
Place:

Company Seal

18.2. Form 2: Cover Letter

EOI No: **OCAC-TE-05/2023/ENQ/23024**, Date: <u>18/04/2023</u>

<div align="right"><Location, Date></div>

To

The Director
I&PR Dept. , Bhubaneswar, Odisha

Subject: Submission of the EOI: Selection of firms for Development & Implementation of Enterprise Archival Solution for I&PR Department, Govt. of Odisha.

Dear Sir/Madam,

We, the undersigned, offer to provide our services against your EOI No. <Insert EOI no> dated <insert date>. We are hereby submitting our Expression of Interest in printed format. We hereby declare that all the information and statements made in this EOI Response are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the EOI document. We understand you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

<div align="right">Yours sincerely,</div>

<div align="right">Authorized Signature [<i>In full and initials</i>]: Name and
Title of Signatory:
Name of Firm:
Address:</div>

Location:
Date:

18.3. Form 3: Particulars of the Bidder

EOI No: **OCAC-TE-05/2023/ENQ/23024**, Date: 18/04/2023

1. Name of the Organisation:

2. Organisation Status of Registration

3. Address of Corporate Office

4. Address of Office in Odisha (if any)

5. Telephone No   Fax No

6. Email Address

7. Website

8. Registration No of Certificate of

    Incorporation & Date

9. Registration No of GST

11. Permanent Account Number of

    Income Tax & Date of Regn.

12. No. of years of proven experience of providing similar Services:

Signature of witness   Signature of the Bidder
Date: Date:
Place: Place:
                                    Company Seal

18.4. Form 4A: Self Declaration of not be under Ineligibility

EOI No: **OCAC-TE-05/2023/ENQ/23024**, Date: 18/04/2023, Location: _____

To

The Director
I&PR Dept. , Bhubaneswar, Odisha

Dear Sir/Madam,

In response to the EOI No. OCAC-TE-05/2023/ENQ/23024 **,**Ms./Mr. _____,
as a _____, I / We hereby declare that our company
_____is having unblemished past record and have not been
declared blacklisted by any Central/State Government/PSU institution and there has been no
pending litigation with any government department on account of similar services. I/We
further declare that our company has not defaulted in executing any Government order in the
past.

Signature of witness   Signature of the Bidder
Date: Date:
Place: Place:

<div align="center">Company Seal</div>

18.5. Form 4B: Self Declaration of not being declared ineligible for poor performance

EOI No: **OCAC-TE-05/2023/ENQ/23024,** Date: 18/04/2023, Location: _____

To
The Director
I&PR Dept. , Bhubaneswar, Odisha

Dear Sir/Madam,

In response to the invitation of EOI NO. OCAC-TE-05/2023/ENQ/23024, Date: 18/04/2023. Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any central Govt./State Govt./PSU in India.

Signature of the witness   Signature of the Bidder
Date: Date:
Place: Place:

<u>Company Seal</u>

18.6. Form 5: Authorization Letter

EOI No: **OCAC-TE-05/2023/ENQ/23024,** Date: 18/04/2023, Location: _____

To,

General Manager (Admin)
Plot No. N-1/7-D,
Acharya Vihar RRL Post Office,
Bhubaneswar, Odisha - 751013

Dear Sir/Madam,

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with the EOI No**. -,**Date: _____.

She /He is also authorised to attend meetings & submit any necessary information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

_____
Representative Signature

_____
Signature attested

Company Seal

18.7. Form 6: Acceptance of Terms & Conditions Contained In the EOI Document

EOI No: <u>OCAC-TE-05/2023/ENQ/23024</u>, Date: <u>18/04/2023</u>, Location: _____

To,

General Manager (Admin)
Plot No. N-1/7-D,
Acharya Vihar RRL Post Office,
Bhubaneswar, Odisha - 751013

Dear Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the EOI No. OCAC-TE-05/2023/ENQ/23024, Date: 18/04/2023 regarding EOI: Selection of firms for Development & Implementation of Enterprise Archival Solution for I&PR Department, Govt. of Odisha.

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

Signature of witness   Signature of the Bidder
Date: Date:
Place: Place:

<u>Company Seal</u>

18.8. Form 7: Format for List of Previous Work Orders Executed

EOI No: **OCAC-TE-05/2023/ENQ/23024,** Date: 18/04/2023

SL. No	Name of Client	Name of Project	Project Start Date and End Date, Brief of Project	Project Cost	Status (Complete/ In Progress/ Delay)

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

Signature of witness   Signature of the Bidder
Date: Date:
Place: Place:

<u>Company Seal</u>