REQUEST FOR PROPOSAL

OUTSOURCING OF SERVICES FOR

"UPLOADING OF REVENUE CASE RECORDS IN

DOCUMENT MANAGEMENT SYSTEM SOFTWARE"

GOVERNMENT OF ODISHA

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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BIDDER DATA SHEET

Sl. No.	Particular	Details
1	Name of the Client	Collector, Koraput
2	Method of Selection	Cost based Selection Method [L1]
3	Date of Issue of RFP	15.05.2018 To 25.05.2018
4	Bid Due Date	25.05.2018 (5.00 PM)
5	Date of Opening of Technical Proposal	26.05.2018 (11.00 AM)
6	Date of Opening of Financial Proposal	26.05.2018 (After finalization of Technical Bids)
7	Expected Date of Commencement of Assignment	29.05.2018
8	Bid Processing Fee (Non-Refundable)	**Rs.2000/- (Rupees Two Thousand)** only in shape of Banker's Cheque/ Demand Draft in favour of **"Collector, Koraput"** drawn in any scheduled Commercial Bank payable at Koraput.
9	Earnest Money Deposit (EMD) (Refundable)	**Rs.10000/- (Rupees Ten Thousand)** only in shape of Banker's Cheque/ Demand Draft in favour of **"Collector, Koraput"** drawn in any scheduled Commercial Bank payable at Koraput.
10	Address for Submission of Proposal	**[Collector, Koraput (Record Section)]** **At/Po: Collectorate, Koraput** **Koraput-764020** Mode of Submission: **Speed /Registered Post** only to the address specified above during the office hours only. Submission of Bid through any other mode and late receipt of Bid will not be accepted.
11	Place of Opening of Proposal:	**[Collectorate, Koraput]** **At/Po: Koraput** **Dist.: Koraput-764020**

For details please visit: [https://www.koraput.nic.in]

SECTION – I

ADVERTISEMENT NOTICE

REQUEST FOR PROPOSAL

OUTSOURCING OF SERVICES FOR

"UPLOADING OF REVENUE CASE RECORDS IN DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE"

RFP Reference No 185 **/2018** **Date:** 14 **.05.2018**

Collector, Koraput invites sealed proposal from the reputed and experienced computer firms/Agencies under two-Bid system to undertake "UPLOADING OF REVENUE CASE RECORDS IN DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE" in Tahasil Offices under Koraput District.

The RFP Document containing eligibility Criteria, Scope of work, Terms and Conditions and other details can be downloaded from the website: https://www.koraput.nic.in

The critical dates relating to the above Bid process are as follows...

Sl. No.	Critical Events	Date line
1	Issue of RFP	15.05.2018
2	Date line for submission of Bid	25.05.2018 (5.00 PM)
3	Opening of Technical Bid	26.05.25018 (11.00 AM)
4	Opening of Financial Bid	26.05.2018 (After Finalization of Technical Bid)
5	Commencement of Service	29.05.2018

The Tender complete in all respect must reach the undersigned through Speed Post/Registered Post only latest by 25.05.2018 (5.00 PM) in a sealed envelope superscribing on it as **"REQUEST FOR PROPOSAL- UPLOADING OF REVENUE CASE RECORDS IN DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE"** . Bids received beyond the last date of the submission will be rejected. The Authority reserves the right to reject any/ all Bids/ cancel the tender process without assigning any reason thereof.

Complete Address for Submission of Bid:

COLLECTOR, KORAPUT
(RECORD SECTION)
AT/PO: KORAPUT
DIST: KORAPUT-764020

By Order of Collector, Koraput

ADDL. DISTRICT MAGISTRATE, KORAPUT

P-05

SECTION – II

LETTER OF INVITATION

RFP No. 186 /2018 Date: 14 .05.2018

Name of the Assignment: **"UPLOADING OF REVENUE CASE RECORDS IN DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE"**

1. Collector, Koraput requires the service of reputed, well established, financially sound and Registered IT firms/Agencies for Uploading Revenue Case Records by deploying adequate trained and well-disciplined manpower as per the scope of work as described in the RFP documents.
2. The duration for providing the aforesaid service will be for a period of 3 months from the date of starting of the work. The Authority reserves the right to terminate the Order at any time after giving 15 days' notice to the Service provider.
3. The interested Bidders are requested to go through the details of the Scope of the work (Section-IV) of the RFP Documents or may visit the office on any working day between office hours from 10.00 AM to 5.00 PM to have thorough impression of the services to be performed prior to preparation and submission of the Bid. It will be essential on each Bidder to fully acquaint himself with the local condition and factors which would have any effect on the performance of the service and /or the cost.
4. The Critical dates for the biding process are as follows.

Sl. No.	Critical Events	Date line
1	Issue of RFP	15.05.2018
2	Date line for submission of Bid	25.05.2018 (5.00 PM)
3	Opening of Technical Bid	26.05.25018 (11.00 AM)
4	Opening of Financial Bid	26.05.2018 (After Finalization of Technical Bid)
5	Commencement of Service	29.05.2018

5. The proposal complete in all respect as specified in the RFP Documents must be accompanied with a Non-refundable amount of **Rs.2000/-(Rupees Two Thousand)** only towards Bid processing fee and a refundable amount of **Rs.10000/- (Rupees Ten Thousand)** only towards EMD in form of Demand Draft/Bankers Cheque in favour of **"Collector, Koraput"**, drawn in any scheduled commercial bank and payable at Koraput failing which the Bid will be rejected.
6. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed/Registered Post** only. The client shall not be responsible for postal delay or any consequence thereof. Submission of proposal through any other mode will not be accepted.

7. The last date and time for submission of proposal complete in all respect is 25.05.2018 (5.00PM) and the date of opening of the Bid is dated 26.05.2018 (11.00 AM) in the presence of Bidders/ Bidder's representative at the specified address as mentioned in the Bidder data Sheet. Representative of the Bidders may attend during opening of the Bidwith due Authorization letter on behalf of the Bidder.
8. The RFP includes the following sections:
    - Advertisement Notice [Section-I]
    - Letter of Invitation[Section-II]
    - Information to the Bidder[Section-III]
    - Scope of work[Section-IV]
    - Technical Proposal submission forms[Section-V]
    - Financial Proposal submission forms[Section-VI]
    - Annexure [Section-VII]
9. 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 included in this document. The client reserves the right to accept/reject any /all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

By order of Collector, Koraput

ADDL. DISTRICT MAGISTRATE, KORAPUT

SECTION – III

INFORMATION TO THE BIDDER

1. **Eligibility Criteria:**

Bidders fulfilling the following eligibility criteria are invited to participate in the bidding process and to this effect must produce the required supportive documents /information as part of their technical proposal:

- The bidder must be a Proprietary Firm / Partnership Firm / Limited Company legally constituted and registered under Indian Companies Act.
- The bidder must have at least 3-5 years of past experience (from the last date of submission of bid) of providing similar type of services to Central / State Govt. / PSU / Nationalised Banks / Reputed organisations.
- The registered office of the agency must be located within the jurisdictional area of ODISHA.
- Must have successfully completed at least **2 assignments of similar nature** during last 3 financial years in the state of Odisha. ***(Data Entry, Data Digitization, Scanning etc)***
- Must have average annual financial turnover Rs.50,00,000/-(**Fifty Lakhs**) in the last three financial years. (copies of CA certified P/L Statement and Balance Sheet for the concerned period must be provided)
- It must have its own Bank Account operated in any of the nationalised bank situated in Odisha
- Must be registered with Income Tax and Service Tax authorities.
- Must not be blacklisted by any authority at any time during the recent past.

2. **Enclosures along with TECHNICAL PROPOSAL :**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original **(Annexure-I)**
- Covering letter **(TECH – 1)** on bidder's letterhead requesting to participate in the bidding process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Registration Certificate
- Copy of PAN
- Copy of Service Tax Registration Certificate
- Copies of IT Return for the last three Assessment Years (AY , 2015 -16 & 2016-17). i.e. 2017-18
- 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.
- List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous Clients.

- Authorization Letter (TECH – 5)
- Undertaking for not being been black-listed during the recent past (TECH – 6).

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal the [illegible] fee amounting to Rs. 2000/- (Two Thousand Only) in shape of Demand Draft/ Banker's Chaque from any scheduled commercial bank in favour of "Collector, ***koraput***" payable at ***koraput***. Proposals received without the processing fee will be rejected.

4. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs. 10000/- (Ten Thousand Only) in the shape of Demand Draft /Banker Chaque from any scheduled commercial bank in favour of "Collector, ***koraput***" payable at ***koraput***. The EMD of unsuccessful bidders will 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 Performance Bank Guarantee (PBG) and signing of the agreement. The EMD may be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period after bid opening.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the tender process or is found to be non-responsive or has submitted false information to support the qualification.
- If the bidder fails to
  - provide clarifications
  - sign the agreement or
  - does not furnish required Performance Bank Guarantee.
- Any other circumstance which holds the interest of the Client paramount in the tender process.

5. Validity of the Proposal:

The bids shall remain valid for a period of 90 (Ninety Days) from the date of opening of the technical proposal. The Client reserves the right to reject any proposal valid for a shorter period as non-responsive and will make its best efforts to finalize the tender and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. **Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post /** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. **The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets.** Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. Any Proposal received after the deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

The procedure for submission of the proposal is described below:

i) **Technical Proposal**

The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal – Name of the Service".** The duly filled-in technical proposal submission forms along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal**

The envelope containing financial proposal shall be sealed and superscripted as "**Financial Proposal – Name of the Service Odisha**". The duly filled-in financial proposal submission form should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE RFP:
RFP NUMBER AND DATE:
DEADLINE FOR SUBMISSION OF BID:
NAME AND COMPLETE ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / 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.

7. Opening of the Proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, 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. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the 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 qualified bidders well in advance.

8. Evaluation of Proposal:

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

- **Technical EVALUATION (1st Stage):** Technical evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. The bidder whose technical proposal found to be meet the prescribed eligibility criteria of the RFP, will be qualified for opening of the financial proposal
- **FINANCIAL EVALUATION (2nd Stage):** The financial proposals of the qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced at this stage.

9. Evaluation Process:

The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the overall selection process. To assist in the analysis, evaluation and computation of the bids, the competent authority, may ask bidder any clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

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 agency.

10. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of proposal for the award of contact, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a scheduled commercial bank situated in **Koraput** in favour of **"Collector, Koraput"** , as per the format at **Annexure-II,** for a period of three months beyond the entire contract period (i.e. **6 months beyond the contract period)** as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. NO interest shall be paid on the PBG.

11. Award of Conctract:

After completion tender process, 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 7 days of the notification. 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. **Sub-contracting is not allowed under this assignment.**

12. 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.

13. Cost of biding:

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.

14. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Koraput only.

15. Governing Law and Penalty Clause:

The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of **2%** of the contract value. The amount will be deducted from the subsequent payment. The contract will be terminated if the delay persists more than **2 weeks**.

16. 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.

17. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through the 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.

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

19. Copyright, Patents and Other Proprietary Rights:

Client 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.

SECTION – IV

SCOPE OF THE WORK

1. Introduction:

The Government of India have decided to implement the Centrally-Sponsored integrated scheme in the shape of the National Land Records Modernization Programme (NLRMP). The integrated programme would modernize management of land records, minimize scope of land/property disputes, enhance transparency in the land records maintenance system, and facilitate moving eventually towards guaranteed conclusive titles to immovable properties in the country. For safe and secured keeping of the Land Records and their early retrieval in a scientific manner, a large number of Records are kept in Modern Record Rooms at Tahasil Offices level. Such Records are required to be preserved permanently so as to become available to who-so-ever may need it at a later point of time.

The basic objectives of the service are:

- To safeguard valuable Case Records and Files of Tahasils from tampering, fire accident, insects, thefts and Natural Calamity.
- To preserve Case Records in a chronological manner in the Electronic Device as well as in Compactor for future reference and use.
- To get various information instantaneously.
- To meet legal requirements as and when necessary.
- To provide time-bound services to the citizens.
- To implement and streamline the process of Quick Management System (QMS) at the Base Level of Revenue Administration.

2. Scope of the Service

As part of its initiatives, the Client have already scanned and digitized the Land Records to preserve their life span. As part of the service, selected agency will be responsible to data entry of the required information and uploading the scanned record documents and metadata files on the local server using DMS Software.

The DMS software is having search provisions with parameters like Party Details, Case Details, Case types, Compactor Details etc. It primarily consists of two parts:

1. The Case Details and list of documents which can be known from the indexing in the title page of the case record.
2. The second part of the DMS software consist of
   a. Party Details
   b. Land Schedule Details
   c. Storage Detail
   d. Court Detail

The selected bidder has to enter the information as above for each of the case records, which is to be provided by the Client on the title page of the respective case records and upload the scanned case record file using DMS Software. The details guideline for data entry and uploading of the case record using DMS Software is provided at **Annexure – III**.

The Document Management System (DMS) software should be used to capture the me data of individual case record and to upload the scanned data in the main server. The scanned data must be uploaded in the main server preferably on the same day to avoid the possibility of deletion of scanned data from the client in case of sudden failure of hard disk of the CPU. It is essential to establish **Bar code Tagging** of each of the hard copy documents after validation of the captured meta-data through DMS software.

The uploaded data has to be stored in local server/ high-end desktop identified by the client and it has also to be written on the DVD and submitted to the client at regular interval as agreed with the client. Bidder shall be responsible for updating the centralized storage facility with the digitized data captured at least once every week.

Duration of the Service:

The agency has to complete the work within **3 months** from the date of start of the work. The duration of the contract may be extended on mutual consent between the client and the service provider.

Manpower Requirement:

The meta data entry and uploading work to be done at the respective Tehasil offices only. Documents are available at the concerned Tehasil offices. The agency has to deploy the adequate number of manpower resources as outlined in the document for execute the service in each project site. The following categories of manpower are required by the client at each location:

Supervisor -- 1

Data Entry Operator - (To be mentioned)

Roles and Responsibilities:

Service Provider

- Entering into agreement with the Client.
- Maintaining the confidentiality of the data as per Data Protection Act.
- Ensuring of adequate manpower resources Insuring all men, machines and material against all risks. The Client shall not be responsible for any damage or loss of the Bidders' equipments.
- To implement the project with his own manpower resources and materials if any. Sub-Contracting is not allowed.
- Collect the documents from the concerned authority with strict security and vigilance measures at the risk of the bidder. Duly acknowledging the receipt of the documents and accountability for the same.
- Handing over the deliverables and obtaining necessary certification and accountability for the same.
- Reporting the progress of the work Weekly/ Fortnightly as required by the authority.
- The selected agency will be responsible to upload the documents and metadata file on central DMS Server.

- Backup Media: After data entry and uploading of the case records, back up of uploaded records should be maintained in CD / DVD form.
- The Service Provider should maintain a Register containing at-least following details:
  - Date
  - Number of Case Record Received
  - Case Record Number (From ---- To) with number of pages
  - Collected from [Name of the Official]
  - Collected by and signature (Bidder Representative)
  - Date of collection
  - Date of Return
  - Returned to Department [Name of the Official with Signature]
  - Returned by (Bidder Representative)
  - Actual Date of Return
  - Remark
- After collection of the case records by the bidder, it would be the responsibility of the Bidder to maintain and return the documents in their original form to the authority with proper care.

Client

- Entering into an agreement with selected agency.
- Nominating a nodal officer for project to coordinate with the manpower deployed by the bidder.
- Make available the uninterrupted power supply / back up and with adequate infrastructure and system at the site where the service has to be performed
- Provide storage facility of the documents while in possession of the agency.
- Provide hands on training to the deployed manpower about the operational aspects of the system.
- Periodic monitoring the progress of the project.
- Validation of the data before uploading of the same to DMS.
- Payments to the bidder as per the mutual agreement in time.

Service Level Objectives

- The bidder is required to deploy its resources along with required computers/laptops where they are allotted work space. The basic office space, electricity would be provided by client. The setup would consist of required desktops, DMS software along with qualified manpower for the commissioning of the project.
- The bidder should ensure data entry & uploading of **at least 200 case records** per system per day. Bidder shall be allowed to operate during office hours only.
- The records will be digitized and uploaded at Tahasil office. The authority shall provide space with adequate power supply and back up and required furniture etc.
- The operation involves collection of the documents from the concerning sections/ districts for digital archiving. The documents once received are to be arranged, Data entry, Uploaded, Backup, create MIS reports, Re-filing and handing over the case records back in the same shape/ form to the concern authority.

- The bidder has to established seamless project coordination and project management framework to execute this project.
- The bidder must take the daily / weekly backup of the records and keep it in a safe place. However, in any case, if the data is lost / corrupt, then it would be the sole responsibility of the agency to re-enter the data without any additional cost.

Payment

The client will release the payments to the agency on **monthly basis**. Payment will be made for the completed work from time to time on a prorate basis as per the progress of the work and number of case records data entry and uploading of to the central server through DMS. Payment of the agency will be made based on the verification of the digitized data record in the central storage.

Warranty

The bidder warrants that the data for a period of Six months from the date of submitting the final deliverables to the client and also from the date of its acceptance. During the Warranty Period, the data will be checked, put to use or reuse. Any deviation will be notified immediately. If the bidder, having been notified, fails to remedy the defect(s) within a weeks time, the Client may proceed to take such reasonable remedial action as may be necessary, at the bidder's risk and expense and without prejudice to any other rights, which the Client may have against the bidder under the Contract.

SECTION – V

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

[Name and Address of the
Bid Inviting Authority]

Subject: UPLOADING OF REVENUE CASE RECORDS IN DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE (TECHNICAL PROPOSAL)

Dear Sir

I, the undersigned, request you to participate in the selection process to provide service for _____ in accordance with your Request for Proposal No: _____, Dated._____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that 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. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case, any provisions under this RFP are found violated, then your office shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized *Signatory with Date and Seal*:

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	**Address for communication:** Tel : Fax: 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	**Bid Processing Fee Details** Amount : DD / BC No. : Date: Name of the Bank:	
6	**EMD Details** Amount : DD / BC No.: Date: Name of the Bank:	
7	PAN Number	
8	Service Tax Registration Number	
9	Bank Account Details: Bank Name & Address: Account No:	
10	Confirm to carry out assignments as per the scope of work of the RFP	YES
11	Confirm 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

Bidder Organisation (Financial Details)

Financial Information in INR				
Detais	FY 2015-16	FY 2016-17	FY 2017-18	Average
Turn Over Amounting (in Lakh)				

Supporting Documents:

Audited financial statements for the last three FYs **(2015-16, 2016-17 and 2017-18)**(Submission of copies of Income & Expenditure Statement for the respective financial years is mandatory along with this form)

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 rejected. No scanned copy will be entertained.

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

Communication Address of the Bidder: _____

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 Detais of the similar nature services performed by the bidder during last 3 years in Odisha

Sl. No.	Period	Detais fo the services performed	Name of the Client	Contact 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							
3							
4							

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

Name and Designation with Date and Seal: _____

Note: ***Bidders are requested to furnish the list of the assignments undertaken during the last 3 financial years (15-16, 16-17 and 17-18) as per the above prescribed format only. Informatin not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Paper / Completion Certificate from the previos Clients need to be furnished along with the above information.***

AUTHORIZATION LETTER

To:

[Name and Address of the
Bid Inviting Authority]

Ms. / Mr. _____ is hereby authorised to sign relevant documents on behalf of our company in dealing with your RFP No: _____ . S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of the tender process.

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

Name of the Authorized Representative:

_____

(Signature of the Authorized Representative with Date)

Signature attested

Signature, Name & Designation with Seal

Address of the Bidder:

TECH - 6

Undertaking for Not Blacklisted

To:

[Name and Address of the
Bid Inviting Authority]

Sir,

In response to the RFP No. _____, Dated: _____, I / We hereby declare that our company [Name of the Bidder] is having unblemished past record and have not been blacklisted by any Central/State Government Institutions in the recent past and there has been no pending litigations with any government departments on any consequence.

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

Name and Designation with Date and Seal: _____

SECTION – VI

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

To:

**[Name and Address of the
Bid Inviting Authority]**

Subject: UPLOADING OF REVENUE CASE RESORDS BY DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE (FINANCIAL PROPOSAL)

Sir

I, the undersigned, offer to provide the services for [*Insert name of the services*] 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 service tax and others as applicable. 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 90 days. 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:

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

[TABLE – 1]

Particulars	Unit Price in INR	No. of Records to be uploaded	Sub Total	GST	Total Amount in INR
A	B	C	D = B*C	E = D*GST	F = D+E
Meta Data Upload Cost Per Case Record					
In Words					

- *The bidder should take care that the rate mentioned sufficiently covers the expenses that the bidder shall incur for resource deployment, Meta Data Entry and other expenses, etc. for the assignment as mentioned in the scope of work.*
- *The total amount quoted by the bidder should be inclusive of all statutory dues and liabilities in force at the time of entering into the contract & fixed for entire period of contract. No price escalation shall be allowed.*
- *The financial offer shall be on a fixed price basis and any changes in the taxes will be paid on prevalent rate.*
- *There should not be any separate cost and conditional bids will be summararily rejected*
- *Bids will be evaluated on L1 basis and bidder with lowest evaluated cost (inclusive of tax) for the required service will be awarded with contract.*
- *The payment shall be made on monthly basis for no. of validated Meta Data Records uploaded to DMS.*

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

Name and Designation with Date& Seal:_____

SECTION – VII

ANNEXURES

ANNEXURE - I

BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List **(ANNEXURE-I)**		
2	Covering Letter **(TECH -1)**		
3	Bid Processing Fee of **Rs. 2000**/- in form to DD/ BC		
4	EMD of **Rs. 10000/-** in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Service Tax Registration Certificate		
8	Copies of IT Returns for the last 3 AYs (14-15, 15-16 & 16-17)		
9	General Details of the Bidder **(TECH - 2)**		
10	Financial details of the bidder **(TECH - 3)** along with supportive document		
11	Past Experience Details **(TECH - 4)** with supportive documents		
12	Authorization Letter **(TECH - 5)**		
13	Undertaking for not have been black-listed **(TECH – 6)**		
FINANCIAL PROPOSAL (ORIGINAL) (PART –B)			
1	Covering Letter **(FIN-1)**		
2	Summary of Financial Proposal **(FIN-2)**		

It is ensured that:

- *All 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 three 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&

Seal:_____

ANNEXURE-II

[PERFORMANCE BANK GUARANTEE FORM]

To,

NAME & ADDRESS OF THE CLIENT

WHEREAS..... (Name and address of the Bidder) (hereinafter called "the Bidder") has undertaken, in pursuance of RFP No..... dated ..... to undertake the service ..... (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 supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, 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 supplier 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 ....., 2018

Our branch at _____ (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

.....

.....

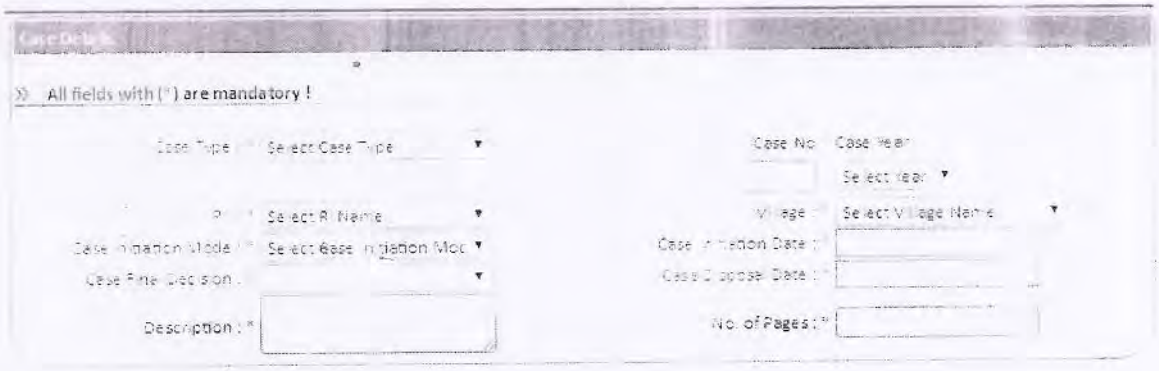
Seal, name & address of the Bank & Branch

ANNEXURE- III

META DATA CAPTURED FOR DOCUMENT MANAGEMENT SYSTEM

Case Details

Case Type	: (Selection from Combo)
Case No.	: Text to Be Entered
Case Year	: (Selection from Combo)
Revenue Circle	: (Selection from Combo)
Village	: (Selection from Combo)
Case Initiation Mode	: (Selection from Combo)
Case Initiation Date	: Date
Case Final Decision	: (Selection from Combo)
Case Disposal Date	: Date
Description	: Text to Be Entered
No of Pages	: Number to Be Entered



List of Documents Attached

Document Type	: Check Box (To be ticked)
Start Page	: Number to be entered
End Page	: Number to be entered

Sl No.	Document Types	Start Page	End Page	No. of Pages
1	Title Page			
2	Application Form			
3	Order Sheet			
4	Copy of RSD with Interim Deed(s)			
5	Enquiry Report			
6	Show Cause			
7	Amin Report			
8	Citation(s)			
9	Trace Map			
10	Notice(s)			
11	Hal Vaki(s)			
12	Written Argument(s)			
13	Memo(s)			
14	Spot Visit Memorandum			
15	Site Selection Committee Report			
16	Letter of Authorization			
17	Affidavit(s)			
18	Others			

Party Details

Party Name : Text to Be Entered

Father/Husband's Name : Text to Be Entered

Relationship : (Selection from Combo)

Address : Text to Be Entered

Party Name	Father/Husband Name	Relationship	Address	Delete
		Father		

Add

Land Schedule Details

Khata No. : Text to Be Entered

Plot No. : Text to Be Entered

Area (Acre)/ (Hectare) : Decimal to Be Entered

Kisam : (Selection from Combo)

Storage Details

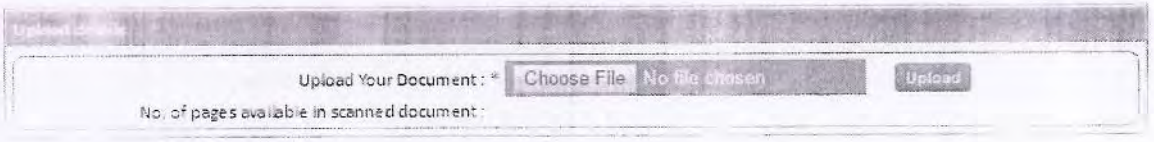
Compactor No : (Selection from Combo)

Rack No : (Selection from Combo)

Bundle No. : (Selection from Combo)

Upload Details

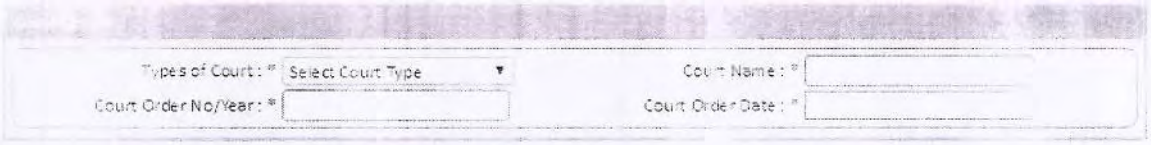
Document : Browse the corresponding **pdf** from local drive and click **"Upload"**



- If **Case Initiation Mode** is **Court Order** selected in ***Case Detail***, then ***Court Details*** to be entered.

Court Details

Types of Court	: (Selection from Combo)
Court Name	: Text to Be Entered
Court Order No. / Year	: Text to Be Entered
Court Order Date	: Date



ANNEXURE-IV				
Client to provide the details of the case records to be uploaded through DMS Software (Tahasil Wise)				
Sl. No.	Name of the District	Name of the Tahasil	No. of Record Scanned	No. of case records to be uploaded in DMS (Approx.)
1	Koraput	BANDHUGAON	22534	22443
2		BOIPARIGUDA	50564	40559
3		BORIGUMMA	60482	60356
4		DASAMANTPUR	47261	45896
5		JEYPORE	88970	87374
6		KORAPUT	6782	6550
7		KOTPAD	52627	50567
8		KUNDRA	23020	20633
9		LAXMIPUR	20765	3198
10		MACHHKUND	21022	20533
11		NANDAPUR	5117	2872
12		NARAYANPATNA	20826	20430
13		POTTANGI	8221	5456
14		SEMILIGUDA	7784	5359
		Total=	435975	392226