



Government of Odisha  
Odisha State Archives  
Bhubaneswar  
\*\*\*\*\*

RFP No: 01/OSA/2023-24

Date: 24.07.2023

**REQUEST FOR PROPOSAL**

**SELECTION OF AGENCY FOR PREPARATION OF DETAIL PROJECT  
REPORT FOR DIGITIZATION OF ODISHA STATE ARCHIVES (OSA),  
BHUBANESWAR**

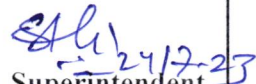
Superintendent, Odisha State Archives (OSA), Bhubaneswar, Odisha, Government of Odisha invites sealed proposals from eligible bidders to carry out "PREPARATION OF DETAIL PROJECT REPORT FOR DIGITIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR". Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://www.odishaarchives.nic.in>, <https://culture.odisha.gov.in>. The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	25.07.2023
2	Last Date for Submission of Bid	09.08.2023 at 5.00 P.M
3	Date of Opening of Technical Bid	10.08.2023 at 10.30 A.M
4	Date of Opening of Financial Bid	10.08.2023 at 3.30 P.M

The proposal complete in all respect must reach the undersigned through **Speed Post/ Registered Post** only latest by **09.08.2023 up to 5.00 P.M** in a sealed envelope clearly mentioning on the top of it "SELECTION OF AGENCY FOR PREPARATION OF DETAIL PROJECT REPORT FOR DIGITIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR)". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

**Address for Submission of Proposal:**

Office Superintendent, Odisha State Archives  
Sachivalaya Marg, Unit 4, Bhouma Nagar,  
Bhubaneswar, Odisha - 751001

  
24/7-23  
Superintendent,  
Odisha State Archives  
Bhubaneswar

## REQUEST FOR PROPOSAL

### **SELECTION OF AGENCY FOR PREPARATION OF DETAIL PROJECT REPORT FOR DIGITIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR.**

#### **Introduction**

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

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

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

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

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

Odisha State Archives (OSA) is the Central repository meant for housing the non-current records of enduring value for administrative use as well as for historical research. The origin of the State Archives as an independent institution goes back to the year 1960. A separate building was constructed and made available to the State Archives in the year 1971. This building has a large stack area in five floors each measuring 100' X 50' and is insulated from the administrative block. It consists of spacious halls used as Library and research room, committee room and for housing photo Duplication Unit and Repair and Rehabilitation Unit. Besides there is a room for reception of records. The head of the State Archives is designated as the Superintendent of Archives and entrusted with the following duties and responsibilities:

1. He is the Inspecting Officer of all public records and records of semi- public institutions like the municipalities and Zilla Parishads, etc, "vide Government Resolution No. 1756-CA., dated the 6th March 1978" (See Appendix II).

2. He is responsible for the custody, proper care and management of all records received in the State Archives of Odisha.
3. He is required to co-ordinate and guide all operations connected with the public records in respect of the administration, preservation and elimination with a view to ensuring that records of permanent value are not destroyed and are transferred to the State Archives at the appropriate time.
4. He is required to render such advice and assistance as may be possible to the officers and institutions in respect of technical problems bearing on record management.
5. He is responsible for attending to ancillary matters such as archival commissions and committees, archival publications, organizing exhibitions and for development of general archival consciousness in the State.
6. He is required to submit a report to Government every year on the management of public records with particular reference to actual working of the record management system.
7. Archival Policy of the State Government has appropriately defined the role of Records managers of the State Government and a Resolution to that effect has been issued with the approval of the with the approval of the cabinet. (See Appendix III).

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

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

### **Holdings Records**

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

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

### **List of Significant Records Series Preserved in the Odisha State Archives**

- Secretariat Records
- District Records
- Board of Revenue
- Newspaper
- Oral archives

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

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

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

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

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

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

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

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

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

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

**Technical Infrastructure:**

Detail the necessary technical infrastructure required to support the digitization project, including hardware, software, and storage solutions.

Discuss any required upgrades or investments in technology to ensure efficient and effective digitization processes.

**Relevant Policies and Guidelines:**

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

**Digitization Equipment:**

Specify the type and specifications of digitization equipment required, such as scanners, cameras, or specialized preservation equipment.

Consider factors such as resolution, color accuracy, speed, document size compatibility, and compatibility with existing systems or workflows.

**Software and Tools:**

Identify the software and tools necessary for digitization, metadata management, and quality control.

Include details about the software's capabilities, compatibility with file formats, and features such as image enhancement, OCR (Optical Character Recognition), or metadata extraction.

**Data Storage and Management:**

Define the requirements for data storage and management systems to store digitized files securely.

Consider factors such as storage capacity, redundancy, backup and recovery procedures, data integrity, and access control to ensure the long-term preservation of digital assets.

**Metadata Standards:**

Specify the metadata standards and schemas to be used for describing and organizing digitized materials.

Outline the required metadata elements, such as title, creator, date, description, and keywords, to ensure efficient search and retrieval of digitized materials.

**Workflow Design:**

Develop a workflow that outlines the sequential steps involved in the digitization process, from document preparation to quality control and storage.

Define roles and responsibilities for each step, considering the coordination among digitization technicians, metadata specialists, and quality control personnel.

**Quality Control Measures:**

Establish quality control procedures to ensure the accuracy and integrity of digitized materials.

Specify quality control checks, such as resolution verification, color accuracy, completeness of metadata, and visual inspection for artifacts or damage.

**Integration with Existing Systems:**

Assess the integration requirements with existing systems, such as archival management systems or digital repositories.

Consider data exchange formats, APIs (Application Programming Interfaces), or integration mechanisms to ensure smooth interoperability and data synchronization.

**User Access and Interface:**

Define the requirements for user access and interface, considering factors such as user authentication, access levels, and user-friendly navigation.

Address accessibility considerations to ensure compliance with accessibility standards and guidelines.

**Security and Data Privacy:**

Address security measures to protect digitized materials, including encryption, access controls, and data privacy considerations.

Comply with relevant regulations and best practices to ensure the security and confidentiality of sensitive information.

**SOFTWARE REQUIREMENT:****Document Management System (DMS):**

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

**Image Capture and Editing Software:**

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

**Optical Character Recognition (OCR) Software:**

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

**Metadata Management System:**

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

**Preservation and Archival Software:**

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

**Search and Discovery Interface:**

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

**Access Control and Security:**

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

**Integration Capabilities:**

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

**Scalability and Flexibility:**

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

**Vendor Support and Training:**

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

**APPENDICES:**

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

**Training Materials:**

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

### **Vendor or Software Documentation:**

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

## **SCOPE OF WORK:**

### **1. SELECTION**

#### **1.1 Principal reasons for digitization**

- 1.1.1 For enhanced access
- 1.1.2 To facilitate new forms of access and use
- 1.1.3 For preservation

#### **1.2 Criteria for selection**

- 1.2.1 Content
- 1.2.2 Demand
- 1.2.3 Condition

### **2. TECHNICAL REQUIREMENTS & IMPLEMENTATION**

#### **2.1 Conversion**

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

#### **2.2 Quality control**

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

#### **2.3 Collection management**

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

### **3. LEGAL ASPECTS**

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

### **4. BUDGETING**

- 4.1 Cost recovery**
- 4.2 Areas of expenditure**
  - 4.2.1 Staff development
  - 4.2.2 Facilities management
  - 4.2.3 Operational expenses
    - 4.2.3.1 Selection & preparation of source material for digitization
    - 4.2.3.2 Digital conversion
      - 4.2.3.3 Metadata capture
      - 4.2.3.4 Data management
    - 4.2.4 Managing storage & delivery systems

### **5. HUMAN RESOURCE PLANNING**

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

### **6. DEVELOPMENT & MAINTENANCE OF WEB INTERFACES**

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



## **7. PRESERVATION OF DIGITAL CONTENT**

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

## **8. PROJECT MANAGEMENT**

- 8.1        Proposal writing**
  - 8.1.1     Introduction
  - 8.1.2     Vision & mission
  - 8.1.3     Needs assessment
  - 8.1.4     Activities
  - 8.1.5     Performance indicators
  - 8.1.6     Responsible people
  - 8.1.7     Time frame
  
- 8.2        Cost estimates**
  - 8.2.1     Operational costs
  - 8.2.2     Organizational costs
  - 8.2.3     Staffing costs
  
- 8.3        Managing the digitization cycle**
  - 8.3.1     Source material
  - 8.3.2     Data management
  - 8.3.3     Imaging standards
  - 8.3.4     Extent of metadata
  - 8.3.5     Delivery systems
  
- 8.4        Managing the workflow**

**Bid Processing Fee**

Bidders are required to submit a non-refundable bid processing fee of Rs. 2,000/- (Rupees Two Thousand only) in the form of a demand draft drawn from a Nationalized/Scheduled Bank located in India in favour of “SUPERINTENDENT, ODISHA STATE ARCHIVES, BHUBANESWAR”.

**Earnest Money Deposit (EMD)**

Bidder(s) shall submit along with the Proposal an EMD of Rs.45,000/- (Rupees Forty Five Thousand only) in the form of demand draft drawn from a Nationalized/Scheduled bank located in Indian in favour of “SUPERINTENDENT, ODISHA STATE ARCHIVES, BHUBANESWAR payable at Bhubaneswar. The EMD of unsuccessful Bidder(s) will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by Odisha State Archives, Bhubaneswar. EMD of the successful bidder will be returned upon submission of Performance Security in the form of Bank Guarantee as mentioned in Clause 6.

The EMD may be forfeited:

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this EOI cum RFP document.
- The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this EOI cum RFP.

**Performance Bank Guarantee**

The selected Bidder shall have to furnish performance security by way of an irrevocable bank guarantee / FDR (Fixed Deposit Receipt), issued by a nationalized/scheduled bank located in India in favour of the “SUPERINTENDENT, ODISHA STATE ARCHIVES, SACHIVALAYA MARG, BHUBANESWAR-751 001” for an amount calculated@10% (Ten Percent) of the total contract value (including Applicable Taxes) within 7 (Seven) days from the date of issue of LoI. The Performance bank guarantee should be valid for 5 (Month) month.

**Contract Agreement**

The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with Odisha State Archives, Bhubaneswar. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.

**Right to amend document**

Odisha State Archives (OSA), Bhubaneswar reserves right to modify the EOI cum RFP document through addendum/corrigendum, any time prior to the last date for submission of Proposal. In order to provide prospective Bidder(s) reasonable time to respond to the modifications, Odisha State Archives (OSA), Bhubaneswar may, at its sole discretion, extend the last date for submission of bids.

**Right to accept or reject bids**

Odisha State Archives, Bhubaneswar reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of Odisha State Archives (OSA), Bhubaneswar in this regard will be final.

**Number of Proposals**

No Bidder shall submit more than one Proposal for the proposed work.

**Currency**

The Bidder(s) shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.

**Due diligence**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this EOI cum RFP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the EOI cum RFP document. Failure to furnish all information required by the EOI cum RFP document or submission of Proposal not responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of Proposal. Odisha State Archives, Bhubaneswar shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder. Odisha State Archives (OSA), Bhubaneswar

**Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and Odisha State Archives (OSA), Bhubaneswar shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**Period of Validity**

Proposals shall remain valid for 120 (One hundred and Twenty) days after the last date of submission of bids. Odisha State Archives, Bhubaneswar holds the right to reject a Proposal valid for a period shorter than 120 days as nonresponsive, without any correspondence. In exceptional circumstances, Odisha State Archives, Bhubaneswar may solicit the Bidder's consent to an extension of the period of validity.

The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. EMD provided may also be mutually extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his Proposal.

**Pre-bid Meeting**

A Pre-bid meeting is scheduled to be held on 01.08.2023 at 10.30 AM in the office of Superintendent, Odisha State Archives, Bhubaneswar for any clarification of the documents.

**Submission of Proposal**

Bidder must submit their proposals through Registered Post / Speed Post/by hand only to "Office Superintendent, Odisha State Archives, Sachivalaya Marg, Unit 4, Bhouma Nagar, Bhubaneswar, Odisha – 751001 on or before 09.08.2023 at 5.00 P.M. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

**Contact details**

Regarding any quires or clarification bidder can contact Sri Prasant Kumar Mohakud,I/C-Reprographer, Odisha State Archives, Bhubaneswar during office hour from 10.30 a.m to 5.30 p.m. Contact No-9338214542.

**Time of Completion**

Selected Bidder within 60(Sixty) days from the date of signing the contract agreement

**Delay in Completion of Work**

In case of any delay by the selected Bidder to complete the work in the scheduled time, Odisha State Archives (OSA), Bhubaneswar will serve show cause notice to it. Depending on the reply of the selected Bidder and subsequent enquiry regarding the matter, Odisha State Archives(O SA), Bhubaneswar may extend the time period for the proposed work and impose a penalty @ 1% (One Percent) of the total Contract Value per week delay on the selected Bidder or terminate the contract which it deems fit. In case the performance of the selected Bidder is not found satisfactory even after serving of show cause notice or imposition of penalty, Odisha State Archives (OSA), Bhubaneswar reserves the right to Blacklist the selected Bidder with immediate effect.

**Termination of Contract**

Odisha State Archives (OSA), Bhubaneswar reserves the right to terminate the agreement with immediate effect at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. Odisha State Archives (OSA), Bhubaneswar shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. Odisha State Archives (OSA), Bhubaneswar may also terminate the Contract at any time without cause by providing at least 15 (Fifteen) days' prior written notice to selected Bidder.

**Sub-Contracting**

Any part of the Assignment as per the scope of work mentioned in the EOI cum RFP document shall not be outsourced to a third party without seeking the consent of the Odisha State Archives (OSA), Bhubaneswar Authority in writing. The Authority may allow or disallow sub-contracting of a part of the Assignment depending upon the justification for the necessity of subcontracting. (Not allowed being a small value of work)

**Indemnity**

The selected Bidder shall have to indemnify Odisha State Archives (OSA), Bhubaneswar against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the selected Bidder to manufacture the patented designs shall be given to Odisha State Archives (OSA), Bhubaneswar.

**Date of Reckoning**

The experience of the Bidder(s) and their professionals should be reckoned from the last date of submission of Proposal for the proposed work of Odisha State Archives (OSA), Bhubaneswar

**Eligibility Criteria: The Bidder should have the following eligibility criteria to participate in the technical bid-**

The Bidder must satisfy all of the following qualification criteria for experience.

**Technical Capacity:**

- Profile of the Firm/Agency
- The Agency should have minimum 5(five) years' experience in Digitization of Archival Documents, records, Manuscripts in Central or State Government institution.
- Bidder Should be Digitize at least one project minimum of 20 Lakhs images in the form of Archival Documents/Records/Manuscripts in any state Archives or National

Archives of India (Supply of manpower not to be considered in this project.)

- The agency should have ISO certification of Occupational Health & Safety Management System Registration certificate for providing) at least 4 years before the release of this advertisement and Surveillance Audit letter for valid certification. Copies of relevant certificate of registration and Surveillance Audit letter for valid certification.
- The agency should have ISO Registration (ISO 9001:2008 or ISO 9001:2015 for providing digitization services) at least 4 years before the release of this advertisement and Surveillance Audit letter for valid certification. Copies of relevant certificate of registration and Surveillance Audit letter for valid certification.
- The agency should have valid ISO 27001 Certificate for Data / Information Security and CMMI Level 5 certified for Software Solution etc.
- Work Understanding Certificate from Odisha State Archives (OSA), Bhubaneswar, without work understating certificate tender will be rejected.
- The bidder(s) should not have been blacklisted / debarred / never been convicted / defaulted in execution / returned back any contract / order unexecuted to any State / Central Government department for providing such services. The bidder should not have any litigation pending with central / any state government department before any Court in India.
- The agency should have a valid Permanent Account Number (PAN).
- Income Tax Return(ITR) - last Three Year( 2019-20, 2020-21 , 2021-22)
- GST Certificate-
- GST Return : last three years
- Team Strength CV's of professionals- Profile, qualification and experience of the manpower to be engaged in the project

**Financial Capacity:**

- A Bidder should have an average annual turnover in last three financial years of at least Rs.50 Lakh.
- The Bidder should have done the project of Digitization of archival Records/ Manuscripts in government institute (Museum, Archives and Research institute/Library) value of Rs 150 Lakh in last five year financial years. 2017-2022. Work order and completion certificate /CA certificate regarding total value of Project related to Digitization of archival Records/ Manuscripts in government institute (Museum, Archives and Research institute/ Library)
- The Bidders(s) should have net profit and positive net worth of minimum 1 Crore in the last 3 years in each of the last 3 audited 2019-2020, 2020-21 and 2021-22.

## Evaluation of Technical Proposal

Category - Evaluation of the Work Experience			
		Maximum Marks	Documents to be submitted
Digitization & Preservation of Manuscripts and Archival records – Number of Projects in Digitization of archival records and manuscripts	0 to 4 = 0 marks 5 to 6 = 3 marks 6 to 10 = 5 marks	05	Work Order/Purchase Order /LoA/LoI from the Purchaser along with Completion Certificate. In case, completion certificate is not available, CA certified proof of a project completion in public domain should be submitted.
Digitization & Preservation of Manuscripts and Archival records -Number of years in Digitization of archival records manuscripts	0 to 2 = 0 3 to 5 = 2 6 to 10 and above = 5	05	Supporting documents to be attached.
The bidder must have experience of having successfully completed Digitization work of Archival Records/ Manuscripts in any State Archives in India, value of project. (Supply of manpower not to be considered be considered in this project.)	20-30 lakhs = 5 30 to 45 lakhs= 10 45 lakhs and above = 15	15	Supporting documents to be attached.
The bidder having valid ISO certification of Occupational Health & Safety Management System Registration certificate		05	Supporting documents to be attached.
The bidder having valid ISO Registration (ISO 9001:2008 or ISO 9001:2015 for providing digitization services		05	Supporting documents to be attached.
The bidder having valid ISO 27001 Certificate for Data / Information Security and CMMI Level 5 certified for Software Solution etc.		05	Supporting documents to be attached.
The bidder having valid ISO 15489 Certificate for Record Management		05	Supporting documents to be attached.
The bidder should have at least 50 professionals on its permanent roll (out of which at least 3 should be PRINCE2 or PMP Certified		05	Supporting documents to be attached.

professionals) to facilitate the execution of the work			
The bidder having ownership of at least 4 (five) CCD based Face up/ Overhead/ Non Contact Scanners with native TIFF Image output. Documentary proof of holding of such scanners with the bidder should be submitted.		05	Supporting documents to be attached.
Bidder having experience in digitization of Microfilm reel		05	Supporting documents to be attached.
<b>Evaluation of the Financial Soundness</b>			
Average annual turnover in the three financial years 2019-2022. digitization of archival Records/ Manuscripts.	1)Rs 50-60 Lakhs - 5 Marks 2)Above Rs 60 Lakhs- 70 Lakhs – 10 Marks 3)70 Lakhs above – 15 Marks	15	Turnover certificate audited CA of FY 2019-2022. Aud balance sheet for finan years 2017-2022.
Project capability/strength	Value of work >= 1) 50lakhs - 10 marks for each work 2) Rs 100 Lakhs - 15 marks each work	15	
<b>Technical presentation</b>	<b>the pre-qualified bidder to know about his understanding about the assignment</b>	<b>10</b>	Work methodology and details presentation submit in technical bid

Compliance with the criteria prescribed as Eligible Experience is mandatory. Bidders who do not meet the minimum requirements of the Eligibility Criteria shall not be qualified for technical evaluation stage. Bidders must secure a score of 70 mark or above during the technical evaluation stage to be qualify for the Financial Evaluation.

**Selection Criteria:**

**The financial evaluation of the technically qualified bids will be based on Least cost selection (L1) basis. The technically qualified bid with lowest evaluated competitive price will be the preferred bidder for further consideration and award of contract observing due procedure.**

## **Language of Proposal**

The language of Proposal, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

## **Validation of Interlineations in Proposal**

Any interlineations, erasures, alterations, overwriting, additions shall be valid only if the person or persons signing the Proposal have authenticated the same with signature.

## **Sealing and Marking of Proposal**

The envelopes for the technical bid and the financial bid shall be placed in a sealed outer envelope clearly marked as “Selection of Agency for Preparation of DPR for Digitization of Odisha State Archives (OSA), Bhubaneswar.”. If the outer envelope is not sealed and marked as required, Odisha State Archives (OSA), Bhubaneswar will assume no responsibility for the Proposal’s misplacement or premature opening.

## **27. Address for Proposal submission**

The Proposal complete in all respect should be submitted to the following To, THE SUPERINTENDENT, ODISHA STATE ARCHIVES, SACHIVALAYA MARG, BHUBANESWAR-751 001.

## **Rejection of Proposal**

Incomplete in any respect or received without drafts for EMD or received after due date and time will be summarily rejected.

## **Conflict of Interest:**

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

## **Consultant Monitoring Committee (CMC)**

A Consultant Monitoring Committee (CMC) will be constituted by the Director, Odia Language, Literature and Culture Department an, consisting of officials from stakeholder department/agencies to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied by the Consultant accordingly.



### **Submission of Work Plan**

Bidder(s) need to submit its work plan for the approach and methodology to be adopted in carrying out the proposed assignment as a part of the technical bid. The work Plan should contain all the technical specifications, workflow, process flow, interaction among modules, implementation strategy, maintenance procedure etc.

### **Payment Terms:**

The payment will be made on achievement of the following milestones:

S.No	Description of Deliverable	% of Payment of the Contract V
1	Submission of Inception report	20%
2	Submission of Draft DPR with cost estimates	30%
3	Submission and approval of the Final DPR by OSA	50%
	Total	100%

**Confidentiality** The selected Bidder shall be responsible to maintain the confidentiality of data and any other information and make sure that information is not shared outside the Odisha State Archives (OSA), Bhubaneswar. No information either in softcopy or hardcopy is allowed to take outside the specific area of Odisha State Archives (OSA), Bhubaneswar. The required confidentiality agreement shall be signed by the selected Bidder.

**Covering Letter**

(On Bidder's letterhead)

FROM: (Full name and address of the Bidder) .....  
.....  
.....

To,  
THE SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWAR- 751 001.

**Sub: - Request for Proposal for Digitization** of Odisha State Archives (OSA), Bhubaneswar.

Ref: .....

Sir,

We hereby submit our Proposal in full compliance with terms & conditions of the above referred RFP document. A copy of the RFP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & conditions. We have submitted the requisite amount of Bid Processing Fee and EMD in the form of Demand Draft.

Yours faithfully,

Signature of the authorized signatory of the Bidder with name,  
Designation,  
Date  
Place  
Seal

Self-Declaration

To,  
THE SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWAR- 751 001.

In response to the invitation No.....OSA, Dt. ....Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and have not declare blacklisted by any Central/State Government institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company have not defaulted in executing any Government order in the past.

Signature of the Tenderer

Date:-

Place:-

Company Seal

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION THEREOF**

**IN BIDDERS LETTER HEAD**

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **under Eligibility Criteria**

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

Authorized Signatory [*In full initials with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

ANNEXTURE IV

**Format for Financial Proposal**

(To be enclosed in a separate cover) (On the Letterhead of the Bidder)

Date:

To  
The Superintendent  
Odisha State Archives  
Bhubaneswar

**Financial Bid**

S.No	Work Description	Unit	Price In INR	GST	Price Including GST In INR
1	Preparation Detailed Project Report for <b>Digitization Archival Records of Odisha State Archives, Bhubaneswar as per Scope of Work. Submit soft copy of DPR along with 4 –set of hard copy</b>	1 Job			

Signature of the Tenderer

Name of Bidder:

Address of Bidder:

Email:

Contact No:

Date:-

Place:-

Company Seal