

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT**

No.9483/DRDM/EDP/Scan/2017

Puducherry, dt.21.06.2017

INVITATION FOR EXPRESSION OF INTEREST FOR SCANNING & PREPARING DIGITIZED REPOSITORY OF LEGACY DOCUMENTS IN THE OFFICE OF THE DISTRICT REGISTRAR & SUB-REGISTRARS IN THE U.T. OF PUDUCHERRY

The Department of Revenue and Disaster Management, Puducherry invites Expression of Interest for scanning & preparing digitized Repository of Legacy documents (year 1969 - 2005) of approximately 30 lakhs pages in the Office of the District Registrar and Sub-Registrars in the UT of Puducherry. The scope of the work is as follows.

- Scanning, Indexing, Storing, Archiving and Retrieval of legacy documents in digital form in a secured manner.
- Imparting training to the Staff of the Department of Revenue and Disaster Management on retrieval and printing process.

Only interested Public Sector Undertakings having relevant experience in this area will be eligible for short listing.

The details are available in the document entitled as Invitation of Expression of Interest (EOI) for scanning / digitization repository of legacy documents posted on the official website of this department <http://collectorate.py.gov.in> and also may be obtained from this office during office hours between 8.45 AM to 5.45 PM on any working day from 21.06.2017 to 06.07.2017. The Public Sector Undertaking(s) satisfying the eligibility criteria may submit the application(s) along with their profile and past experience either personally or through post to **The Special Secretary (Revenue)-cum-District Collector, Vazhudavur Road, Pettaiyanchatiram, Puducherry-605 009** so as to reach *on or before 10.07.2017 at 5.00 P.M.*

**SPECIAL SECRETARY (REVENUE)
-CUM- DISTRICT COLLECTOR**

1. EOI NOTICE

INVITATION FOR EXPRESSION OF INTEREST FOR SCANNING/ DIGITIZATION REPOSITORY OF LEGACY DOCUMENTS IN THE OFFICE OF DISTRICT REGISTRAR AND SUB-REGISTRARS IN THE U.T. OF PUDUCHERRY

1. Sealed Expression of Interests (EOIs) are invited for Scanning /Digitizing of Old Records available in the Office of District Registrar and Sub-Registrars i.e approximately 30 lakhs pages on actual work basis and/or to scan and digitize record of current files.
2. Public Sector Undertaking(s) having relevant experience in this field are only eligible for short listing.
3. The bidders are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
4. Interested bidders may download the EOI document from this department website <http://collectorate.py.gov.in>
5. The bidder has to furnish a sum of Rs.10,00,000/- (Rupees Ten Lakhs only) as EOI Security in favour of the Special Secretary (Revenue), Department of Revenue and Disaster Management, Puducherry in the form of Demand Draft payable at any branch of any scheduled bank in Puducherry.
6. No interest will be payable by this department, on the amount of EOI Security. The EOI security of unsuccessful tenderers will be returned to them after selection of successful tenderers as early as possible however, not later than 30 days. The selected bidder's EOI Security may be adjusted against the performance security in the later stage.
7. The EOI responses should reach the Special Secretary (Revenue)-cum-District Collector, Department of Revenue and Disaster Management, Vazhudavur Road, Pettaiyanchatiram, Puducherry as per the schedule mentioned in the Annexure – I along with requisite EOI document fee and EOI Security.
8. The Public Sector Undertaking herein called the "Tenderer" should be able to scan and digitize the entire record in about 6 months with minimum commitment of pages each day, as may be mutually agreed in the space to be made available to such concern for the purpose of scanning/digitization.
9. The tenderer is to create Scanning/Digitizing, Indexing, Storing and Retrieval facility set up in open source and provide source code.

10. The tenderer must have adequate experience of having Scanning/Digitizing, Indexing, storing and providing retrieval facility for documents and must provide proof for this.
11. The tenderer must attach documents as proof to show that similar or related projects having been completed successfully and Balance Sheets of the past three year period with special reference to turn over, if any, from Scanning and /or Digitization of records.
12. A demonstration of the proposed solution may have to be given to the Committee Constituted for the purpose and a Committee of Experts, if required. Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the tenderer whose solution is found suitable or fresh tenders & conditions to be called after finalization of the tender documents.
13. The interested tenderer(S) can inspect the records available in the Office of District Registrar and Sub-Registrars after contacting this office on Telephone No.0413-2299503, 2299520, 2299529 during office hours.
14. The Department of Revenue and Disaster Management reserves the right to reject any “expression of interest” without assigning any reason there for.
15. The “Expression of Interest” received after due date and time shall not be entertained at any cost.
16. The EOI document is not transferrable.

2. INSTRUCTION TO BIDDERS

2.1 This is an invitation for submission of Expression of Interest (EOI) to provide comprehensive services as listed in this document but not restricted to those mentioned here, related to the requirement. The exact services will be intimated through the RFP document.

2.2 Please note that this is not a Tender / Request for Proposal (RFP). After review of the EOI, a short list will be prepared and RFP will be issued to the short listed bidders.

2.3 The bidders are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

2.4 This department reserves the right to accept or reject any or all responses without assigning any reason. It also reserves the right to seek further information / details.

2.5 Firms / Organizations if found to have indulged in any corrupt or fraudulent practices will have their EOI document not taken up for consideration.

2.6 If required, this department will call all the bidders to make a presentation on their strength and capabilities, past experience on similar type projects and their proposed view on the project.

2.7 The Bidder shall be responsible for all the costs associated with the preparation of the proposal. The client shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

2.8 Mere submission of information does not entitle the bidder to meet an eligibility criterion. This department reserves the right to vet and verify any or all information submitted by the bidder.

2.9 This department reserves the right to change, modify, add to or alter the bidding process including the right to rank and shortlist the Pre-Qualified Bidders, based on detailed evaluation of capabilities.

2.10 No exclusive rights will be provided and should be assumed by the bidder at any stage.

2.11 Sealed EOI prepared in accordance with the procedures enumerated in EOI document should be submitted to this department, not later than the date and time laid down, at the address given in the schedule of events as mentioned in Annexure I.

2.12 The detailed schedule of events is as per Annexure I. This department shall not be responsible for non receipt / non delivery of the EOI due to any reason whatsoever.

2.13. The bidders who fulfill the requirements of this department shall alone be shortlisted for further consideration. If the number of EOIs received is more, then the department shall reserves the right to restrict the number of bidders based on the requirements of the department.

2.14. The shortlisted Public Sector Undertakings shall alone be allowed to participate in the bidding process on limited tender basis.

3. OBJECTIVE OF THE PROJECT

The envisaged objectives of the project are :

- Establish a secure and error-free Registration of movable and immovable properties
- Transparency and accountability of registered deeds
- Provide integrated registration related services
 - a) Through a unified interface using web
 - b) With efficiency and easy accessibility
 - c) In a cost effective manner
- Maintain all records in integrated digital form in a central repository
- Effective delivery of services to the citizen
- Establishing a self sustainable system.

4. SCOPE OF WORK

The Public Sector Undertaking so selected is expected to perform the following activities:

- Scanning, Indexing, Storing, Archiving and Retrieval of legacy documents in digital form in a secured manner.
- The bidder should be in a position to deploy necessary infrastructure for digitization activities at the office of the District Registrar and various Sub-Registrar offices.
- The bidder should have the capacity to deploy skilled personnel for scanning, digitization, quality check, correction, supervision etc. The personnel utilized for scanning must be able to understand/read documents which may be in English/Tamil/Malayalam/Telugu.
- The scanned documents after due authentication should be stored in the State Data Centre directly.
- The bidder shall be responsible for preparations of appropriate software/online application for scanning, indexing, storing and retrieval of documents. The said software must be compatible with “e-pathiram” software developed by NIC, Puducherry.
- The bidder shall have to digitalize all documents available in the Office of the District Registrar and Sub-Registrars from the year 1969 to 2005. The bidders may note that post 2005 documents are already available in digital format in “e-pathiram” online application developed by NIC, Puducherry.

5. PRE-QUALIFICATION CRITERIA

5. 1. The Bidder should have to submit Rs.1000/- (Rupees one thousand only) towards the cost of EOI document.
- 5.2. The Bidder should have to furnish the EOI security of Rs.10,00,000/- (Rupees Ten lakhs only).
- 5.3. The Bidder must be a Public Sector Undertaking registered under the Indian Companies Act 1956 (or) any other Central / State legislation for at least three years as on March 2017.
- 5.4. The bidder should submit the copy of the up to date VAT clearance certificate, Service Tax Registration certificate, service tax return and copy of PAN.
- 5.5. The Bidder should have minimum average turnover of Rs.50.00 Lakhs from digital structuring (scanning and digitization) and related activities for the preceding three financial years ended on 31st March 2017. The bidder should have been profitable for all these three financial years.
- 5.6. The Bidder should have minimum 50 professionally qualified personnel, on its payroll as on 31.03.2017.
- 5.7. The Bidder should have successfully implemented / in the process of implementation of at least two domestic projects for data capture and management in any Govt. Organization / PSU / Govt. Autonomous body / Govt. Under takings / Banks of at least 15 lakhs each. Purchase order of each of these projects must have been issued to the bidder not prior to March, 2016.
- 5.8. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

- 5.9. The Department of Revenue and Disaster Management if required at the EOI stage would visit the sites / office locations mentioned by bidder as “Relevant Experience” to verify the level of implementation, completeness and details related to the capability of bidder and other aspect of the project.
- 5.10. Consortium bids are not allowed.
- 5.11. The Department of Revenue and Disaster Management reserves the right to reject or accept any or all responses without assigning any reason.
- 5.12. The application form has to be submitted in the Official letter head.

The bidders should have to submit documentary proof of the above criteria in their bids.

6. CHECK LIST

Please check whether the following have been enclosed in the bid.

1. Demand Draft for EOI document cost
(Please refer to clause 5.1) - Yes / No
2. Demand Draft for EOI Security
(Please refer to clause 5.2) - Yes / No
3. Evidence of registered PSU / Company - Yes / No
4. Evidence for operation of the PSU in India for last three years
(Please refer to clause 5.3) - Yes / No
5. Upto date VAT clearance certificate, Service Tax Registration
Certificate, Service Tax Return and PAN
(Please refer to clause 5.4) - Yes / No
6. Proof of average turnover of not less that Rs.50.00 lakhs
(Please refer to clause 5.5) - Yes / No
7. Proof for deployment of minimum 50 professionals
(Please refer to clause 5.6) - Yes / No
8. Proof for successful implementation of at least two domestic
Projects in the relevant field in State / Central Govt. each of
Order value at least Rs.50.00 lakhs each in the last three years
(Please refer to clause 5.7) - Yes / No
9. Details of project completed / under implementation
(Please refer Annexure -4) - Yes / No
10. Declaration of ineligibility for corrupt and fraudulent practices
(Please refer Annexure-6) [Refer clause No.5.8] - Yes / No
11. Acceptance of terms and conditions contained in the EOI
(Please refer Annexure-2) - Yes / No
12. Representative authorization letter
(Please refer Annexure-3) - Yes / No
13. Profile of the PSU
(Please refer Annexure-5) - Yes / No

Annexure 1

Schedule of Events

Sl. No.	Event	Timeline
1	Opening date for sale of EOI documents	21.06.2017
2	Last date for sale of EOI documents	06.07.2017
3	Last date for submission of EOI documents	10.07.2017
4	Opening of received EOIs	12.07.2017
5	Presentation required if any	Will be informed later
6	Address for submission of EOI	The Special Secretary (Revenue)-cum- District Collector, Office of the Special Secretary (Revenue), Vazhudavur Road, Pettaiyanchatiram, Puducherry.

In case a Central / State Holiday is declared on any day, the event will be shifted to the next working day.

Annexure 2

(On Official Letterhead)

Ref No. : No.9483/DRDM/EDP/Scan/2017

To

**The Special Secretary (Revenue)-cum-District Collector,
Department of Revenue and Disaster Management,
Vazhudavur Road, Pettaiyanchattiram,
Puducherry – 605 008.**

Subject : Expression of Interest (EOI) for selection of Agencies for scanning and Digital Repository of Legacy Records at the Office of the District Registrar and Sub-Registrars, Puducherry – Regarding.

Sir,

1. Having examined the EOI, We, the undersigned, offer to propose for empanelment of agencies for Scanning and Digital Repository of Legacy documents at the office of the District Registrar and Sub-Registrars, Puducherry in full conformity with the said EOI.
2. We have read the provisions of the EOI and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.
3. We agree to abide by this EOI, consisting of this letter, the detailed response to the EOI and all attachments, for a period of 90 days from the date fixed for submission of EOI as stipulated in the EOI.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. We understand that you are not bound to accept any proposal you receive.

Our correspondence details with regard to this EOI are as follows:

Sl. No.	Information	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Name, Designation and Address of the contact person to whom all correspondences shall be made regarding this EOI	
4.	Telephone No. of contact person	
5.	Mobile No. of Contact person	
6.	Fax No. of contact person	
7.	E-Mail address of the contact person	

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

<Signature of the Authorized Signatory>

<Name>

<Designation>

<Contact Address>

<Telephone and Mobile number>

Company Seal

Annexure 3

Representative Authorization Letter

Date :

Ref :

To

**The Special Secretary (Revenue)-cum-District Collector,
Department of Revenue and Disaster Management,
Vazhudavur Road, Pettaiyanchattiram,
Puducherry.**

I hereby authorize Shri./Smt..... to sign relevant documents on behalf of the company in dealing with invitation reference No. No.9483/DRDM/EDP/Scan/2017. He / She is also authorized to attend meetings and submit technical and commercial information as may be required by you in the course of processing above said application.

Thanking You,

Yours faithfully,

Authorized Signatory

Signature of the Representative

Signature Attested

Name and Designation of the Attesting Authority.

Seal

Annexure 4

Project Information Template

S. No.	Information	Details
1.	Name of the Client	
2.	Name of the Project	
3.	Brief Description of the Project	
4.	Scope of the Project (Activities involved)	Attach additional sheets and Annexure if required.
5.	Details of solution and methodology adopted	
6.	No. of locations at which Project is being / was implemented	
7.	Resource Base <ul style="list-style-type: none"> • Total Number of Records Digitized in the Project • Total Number of Employee deployed for the project • Total number of scanner and printer used in the project • Other equipments if used any in the project 	
8.	Value of the Project (INR)	
9.	Date of award of contract	
10.	Date of commencement of the Project	
11.	Date of successful completion of the project	
12.	If not completed, expected date of completion	
13.	Name of the person who can be referred from Client's side with Name, Designation, Postal address, Contact number, Fax number, E-mail etc.	

Annexure 5

BREIF PROFILE OF THE BIDDER (PSU)

Sl. No.	Information	Details
1.	Name of the PSU/ Company	
2.	Year of Establishment	
3.	Address	
4.	Telephone No.	
5.	Fax No.	
6.	E-mail Address	
7.	Website	
8.	Sectors in which the company / PSU has provided similar services to Govt./PSU/Agencies in India	
9.	No. of full time personnel currently under employment	
10.	No. of years of proven experience of providing similar services	
11.	Annual turnover Audited in last three years	
12.	Certification (ISO 9001 : 2000) , any other certifications	

Annexure 6

Self Declaration

Date :

Ref :

To

**The Special Secretary (Revenue)-cum-District Collector,
Department of Revenue and Disaster Management,
Vazhudavur Road, Pettaiyanchattiram,
Puducherry.**

Subject : Declaration letter for “Agencies for Scanning and Digital Repository of Legacy Documents in the Office of the District Registrar and Sub-Registrars, Puducherry.

Sir,

This is to notify you that our PSU/Company intends to submit a proposal in response to your EOI reference No.9483/DRDM/EDP/Scan/2017.

In accordance with the above we would like to declare that :

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

[Bidder's Name]

Name

Title

Signature

Date

Company Seal