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4-7-26

**GOVERNMENT OF ODISHA  
ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT**

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No 3471 /E&IT,  
EIT-DEV-III-SCHMOT -0006-2021

Bhubaneswar  
Dated 01.07.2026

**NOTIFICATION**

The Government in E & IT Department, after careful consideration, have been pleased to empanel the following firms to facilitate scanning and digitizing documents including data entry for departments/PSUs/Organizations across state of Odisha with the Terms of Reference (ToR) as laid down.

**List of firms under Tier-I**

1. ANTHEM GLOBAL TECHNOLOGY SERVICES PVT LTD
2. BPO CONVERGENCE PVT LTD
3. COMPUTER LAB
4. LN SYSTEM PVT LTD
5. LUMINOUS INFOWAYS PVT LTD
6. PARAMETER SOFTWARES PVT LTD
7. PORTAL INFOTECH
8. REDTECH SOLUTION INDIA PVT LTD
9. SARADA SYSTEMS PVT LTD
10. SUYOG COMPUTECH PVT LTD

**List of firms under Tier-II**

1. EPSUM LABS PVT LTD
2. INSPAVO CONSULTANCY SERVICES PVT LTD
3. INTERFINET TECHNOLOGIES PVT LTD
4. MINDTRACK TECHNOLOGIES PVT LTD
5. MULTISOFT COMMUNICATIONS PVT LTD
6. NEXGEN RENAISSANCE PVT LTD
7. SWATIK INFOTECH PVT LTD

**List of firms under Tier-III**

1. DIVINEAI PVT LTD
2. FORTELAN INNOVATIVE PVT LTD
3. GLOBAL E-VILLAGE SERVICES INDIA LIMITED

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4. GLOBX SYSTEM AND NETWORK PVT LTD
5. INOVEX SOLUTION PVT LTD
6. LOBELITE INFOTECH PVT LTD
7. MITRA ALLIANCES AND RESOURCES PVT LTD
8. NIMBLEFOX CONSULTING PVT. LTD.
9. RISESMART SOLUTIONS PVT LTD
10. SCIUS SOLUTION PVT LTD

**Terms of Reference**

1. The empanelment has been made to execute the work by selecting the firm from empanelled list on respective category.
2. **Categorization of empanelment and value of work:**

| Category | Maximum value of order to be awarded (Excl. GST)<br>(Scanning and data entry Component Only) |
|----------|--|
| Tier-I   | No limit   |
| Tier-II  | More than ₹15 Lakhs up to ₹50 Lakh   |
| Tier-III | Up to ₹15 Lakhs  |

3. **Duration:** Validity of empanelment would be initially for a period of 3 years from the date of notification. However, the Contract Period may be extended by an additional period of upto 2 years, if required. Addition/ deletion of the firms, if any, shall be made when required and to be notified.
4. **Broad scope of work:**
  - a. Setup of scanning and digitization facility at the End User Department's office
  - b. Pre-scanning preparation
  - c. Scanning & Digitization
  - d. Meta Data entry/Indexing & cataloguing
  - e. Post Scanning work
  - f. Storage and Backup
  - g. Data Entry of Legacy files/document

The Departments have to finalise the scope of work as well as deliverables.

For detailed Terms of Reference (ToR), websites of E&IT Department/OCAC may be referred.

5. User Department/Organization may assign the work to the empaneled firm (through limited tender) directly without involving OCAC or may assign the work to OCAC and OCAC will select the appropriate firm through the empanelment on behalf of the user Department/Organization. In case OCAC executes the

work on behalf of user department/organization, OCAC will charge 10% of the final project cost as consultancy fee.

6. The cost of the assignment/project shall be determined based on the estimated requirements, including the number of records and the extent of data entry involved and it should be finalized through a Technical Committee constituted by the respective department/ organization involving members from OCAC/NIC.
7. User Department/ organizations may assign any of the empanelled firms among different Tiers for scanning and digitization work and other related activities as per applicability stated at Point No.4 either through limited tender or through any other procedure to be decided by the Department/office. In case of limited tender, the procedure to be followed is as mentioned below:

Step-I - Preparation of scope of work and estimate

Department/Organization shall prepare a requirement document (i.e. scope of work) and cost estimate on its own or by engaging a suitable consultant/agency.

Step - II - Floating of limited tender

A limited tender may be floated (by circulating the scope document) among the empanelled firms under appropriate Tier by the user department/ organization for scanning and digitization work. The selection of the firm may be based on technical evaluation, depending on the volume of the work. General bid evaluation is not required. Technical evaluation may be carried out on a case-to-case basis, considering factors such as the nature of records, quality requirements, metadata/ indexing needs and preservation standards.

Step - III - Submission of response by firms

The firms shall submit the response to the respective department/ organizations.

Step-IV - Technical evaluation

The department/ organization may conduct technical evaluation of the proposal on the basis of presentation and/or documentation on approach, methodology, best practice followed in other states/ countries on the said requirement, timeline, past experience of agency etc. within a specified timeframe and shortlist the firms.

Step- V – Determination of Cost of Work

Since the rate of scanning has already been pre-determined, the cost shall be based on the applicable unit rates multiplied by the actual quantity of

work. Accordingly, opening of separate financial bids after technical evaluation is not required.

8. User Department/ Organisations should take a Performance Bank Guarantee (PBG) from the selected Agency which shall be returned back after successful completion of work. The value of the PBG shall be decided as per the guideline issued by Finance Department time to time. No EMD should be collected by the departments/ organizations during limited tender.

9. **Special Clauses:**

- i. There is no restriction for any departments/ organizations to even go for open tender for any project value instead of executing through empanelled firms mode as stated above.
- ii. No department/ organization should split the work to bring it below the ceiling price to execute the same through empanelled firms.
- iii. Maximum value of order (Scanning and data entry Component Only) to be awarded to the firms in the respective tiers should not exceed the ceiling stated at Point- 2.
- iv. DMS Application cost should be excluded from the "maximum value of order" mentioned at Point- 2.
- v. OCAC shall also sign agreement with the empanelled firms on detail terms and conditions of empanelment.
- vi. For any clarification/ doubts by any departments on detailed scope of work along with other terms and condition laid down above, OCAC may be consulted. Details of the Terms of Reference along with terms of engagement is available at E & IT Department website ([www.it.odisha.gov.in](http://www.it.odisha.gov.in)) and OCAC website([www.ocac.in](http://www.ocac.in)).

10. **Cost of the services**

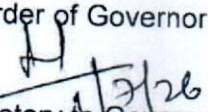
The rate for all tiers is as follows:

| Sl. No.  | Particulars                        | Type/Category                        | Cost /Per page incl. QC (Excl. applicable Tax) |
|----------|------------------------------------|--------------------------------------|--|
| <b>A</b> | <b>Scanning of Document</b>        |                                      |  |
| 1        | Scanning of Document (without OCR) | A4/Legal with 200 DPI Gray Scale/B&W | ₹ 0.86   |
|          |                                    | A4/Legal with 300 DPI Gray Scale/B&W | ₹ 0.87   |
|          |                                    | A4/Legal with 600 DPI Gray Scale/B&W | ₹ 0.93   |
|          |                                    | A4/Legal with 200 DPI Colour         | ₹ 0.91   |
|          |                                    | A4/Legal with 300 DPI Colour         | ₹ 0.93   |
|          |                                    | A4/Legal with 600 DPI Colour         | ₹ 1.01   |

|                |  |   |   |
|----------------|--|---|---|
|                |  | Through overhead Book Scanner   | ₹ 1.70  |
| 2              | Scanning of Document (with OCR)  | A4/Legal with 200 DPI Gray Scale/B&W  | ₹ 0.93  |
|                |  | A4/Legal with 300 DPI Gray Scale/B&W  | ₹ 0.95  |
|                |  | A4/Legal with 600 DPI Gray Scale/B&W  | ₹ 1.03  |
|                |  | A4/Legal with 200 DPI Colour  | ₹ 1.01  |
|                |  | A4/Legal with 300 DPI Colour  | ₹ 1.02  |
|                |  | A4/Legal with 600 DPI Colour  | ₹ 1.11  |
|                |  | Through overhead Book Scanner   | ₹ 2.00  |
| 3              | Uploading  | Cost of uploading scanned document to the online application (file size upto 2 mb)* | ₹ 7.02  |
| <b>B</b>       | <b>Data Entry (which includes index entry/data entry of legacy records)</b>  |   |   |
| <b>Sl. No.</b> | <b>Particulars</b>   |   | <b>Cost /Per 100 characters incl. QC (Excl. applicable Tax)</b> |
| 1              | Cost of Data Entry per 100 Character in English including one copy of printout for proof reading   |   | ₹ 3.72  |
| 2              | Cost of Data Entry per 100 Character in Odia including one copy of printout for proof reading  |   | ₹ 4.95  |
| 3              | Cost of Data Entry per 100 Character in English  |   | ₹ 2.77  |
| 4              | Cost of Data Entry per 100 Character in Odia   |   | ₹ 3.78  |
| 5              | Cost of Data Entry per 100 Character in English including one copy of printout for proof reading (direct data entry in the web application in <b>online mode</b> ) |   | ₹ 7.27  |
| 6              | Cost of Data Entry per 100 Character in Odia including one copy of printout for proof reading (direct data entry in the web application in <b>online mode</b> )    |   | ₹ 9.01  |
| 7              | Cost of Data Entry per 100 Character in English (direct data entry in the web application in <b>online mode</b> )  |   | ₹ 6.78  |
| 8              | Cost of Data Entry per 100 Character in Odia (direct data entry in the web application in <b>online mode</b> )   |   | ₹ 6.19  |
| <b>C</b>       | <b>Cost of Printing</b>  |   |   |
| <b>Sl. No.</b> | <b>Particulars</b>   |   | <b>Printing cost per page (Excl. applicable Tax)</b>            |
| 1              | Document printing in B & W of A4/legal/Letter size   |   | ₹ 1.07  |
| 2              | Document printing in Color of A4/legal/Letter size   |   | ₹ 4.50  |

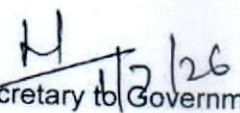
|                |   |  |
|----------------|---|--|
| 3              | Document printing in B & W of A3 size   | ₹ 2.13                                       |
| 4              | Document printing in Color of A3 size   | ₹ 8.60                                       |
| 5              | Document printing in A4 size paper rolls using dot matrix/line printer  | ₹ 1.02                                       |
| 6              | Document printing in A3 size paper rolls using dot matrix/line printer  | ₹ 1.99                                       |
| <b>D</b>       | <b>Development of Software DMS / Data entry (if not provided by Department)</b>   |  |
| <b>Sl. No.</b> | <b>Particulars</b>  | <b>Lumpsum amount (Excl. applicable Tax)</b> |
| 1              | Cost of software application development and implementation of DMS / Data Entry Software for index entry after scanning/data entry of legacy records  | ₹ 8,08,333.33                                |
| *              | If the file size exceeds 1 MB, payment will be calculated in multiples of 1 MB. For fractional file sizes, the payment will be based on the floor value. For example, if a file of 4.6 MB is uploaded to the web application, payment will be made for 4 MB (1 MB x 4).   |  |
| **             | The cost of scanning and digitization of pages other than A4/legal shall be calculated using following formula:<br>Legal/A4/Letter = As per cost quoted by bidder in respective dpi<br>A3 = 2 x A4 (i.e. two times of A4)<br>A2 = 4 x A4 (i.e. four times of A4)<br>A1 = 8 x A4, (i.e. eight times of A4)<br>A0 = 16 x A4(i.e. sixteen times of A4) |  |

By order of Governor

  
Special Secretary to Government

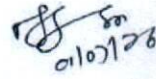
Memo. No. 3472 /E&IT Dated 01.07.2026

Copy forwarded to the P.S. to Hon'ble Chief Minister / P.S. to all Hon'ble Ministers/ O.S.D. to Chief Secretary, Odisha/ P.S. to DC-cum-ACS, Odisha/ P.S. to ACS to Govt. E&IT Department for kind information of Hon'ble Chief Minister / all Hon'ble Ministers/ Chief Secretary, Odisha/ DC-cum-ACS/ ACS to Govt., E&IT Department respectively.

  
Special Secretary to Government

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Memo. No. 3473 /E&IT Dated 01.07.2026

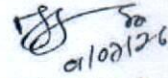
Copy forwarded to all Departments of Government/ all Heads of Department for kind information and necessary action.

  
01/07/26

Under Secretary to Government

Memo. No. 3474 /E&IT Dated 01.07.2026

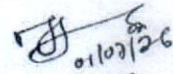
Copy forwarded to the Chief Executive Officer, Odisha Computer Application Centre, Bhubaneswar for information and necessary action. The empanelment may be reviewed regularly to include new local firms and exclude the non-performers. He is requested to share detailed scope, payment, terms and conditions, penalty terms etc. with E & IT Department for publishing in Department website and for circulation among different departments/organisations.

  
01/07/26

Under Secretary to Government

Memo. No. 3475 /E&IT Dated 01.07.2026

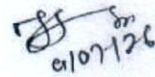
Copy forwarded to the Director of Printing, Stationery and Publication, Odisha, Cuttack with a request for immediate publication of the Notification in the next issue of the Odisha Gazette and supply 100 copies to this Department immediately.

  
01/07/26

Under Secretary to Government

Memo. No. 3476 /E&IT Dated 01.07.2026

Copy forwarded to Head, State Portal, IT Centre, Secretariat, Bhubaneswar/ Scheme-III Section, E&IT Department with a request to host this Notification in E&IT Department website as well as OCAC Portal for information of general public.

  
01/07/26

Under Secretary to Government