



ODISHA COMPUTER APPLICATION CENTRE
EXPRESSION OF INTEREST
Enq.No.:OCAC-SASCI-INFRA-0003-2025-25080

Odisha Computer Application Centre (OCAC) invites Expressions of Interest (EOI) from eligible agencies for the Development, Operation, and Maintenance of an "**AI-Based Judicial Petition Response Drafting System**" for the Government of Odisha. For details please visit websites www.ocac.in & www.odisha.gov.in.

The interested bidders are required to submit their EOIs through online mode only in the portal <https://enivida.odisha.gov.in> latest by **03.09.2025, 2:00 PM.** OCAC reserves the right to accept/ reject any/ all bids without assigning any reason thereof.

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



EXPRESSION OF INTEREST

For Selection of Agency for Development, Operation,
and Maintenance of “AI Based Judicial Petition
Response Drafting System” in Odisha



EOI Ref No. OCAC-SASCI-INFRA-0003-2025-25080



ODISHA COMPUTER APPLICATION CENTRE

[TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVERNMENT OF ODISHA]

OCAC Building, Acharya Vihar Square, Bhubaneswar-751013, Odisha, India

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**EOI for Selection of Agency for Development, Operation, and Maintenance of
“AI-Based Judicial Petition Response Drafting System”.**

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**EOI for Selection of Agency for Development, Operation, and Maintenance of
“AI-Based Judicial Petition Response Drafting System”.**

1. Invitation for EOI

OCAC invites Expression of Interest (EOI) from prospective bidders ('Bidders') for development, operation and maintenance of "AI Based Judicial Petition Response Drafting System" for Government of Odisha. The successful Bidder will carry out the scope of work in accordance with the specifications to be provided in a detailed Request for Proposal (RFP) document which will be brought out by OCAC, subsequently. Bidders who meet the pre-qualification and technical evaluation criteria specified in this document will be short-listed for the issuance of a detailed RFP.

2. Schedule of Events

S. #	Event	Schedule
1	Last date for submission of queries by Bidders	18.08.2025 at 4 PM
2	Pre-bid Meeting	19.08.2025 at 11 AM
3	Last date and time for receipt of EOI response from Bidders	03.09.2025 at 2 PM
4	Date and time for opening of EOI responses	03.09.2025 at 4 PM
5	Date and time for Technical Presentation	To be notified later
6	Date and time for Online Demonstration of Tool	To be notified later

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3. Objective of the EOI

The objective of this exercise is to develop a robust Artificial Intelligence-based system for automating petition response generation using advanced document analysis, rule-based logic, and legal language processing. Based on the proposals received, OCAC will evaluate the relevance and effectiveness of the proposed tools and technologies, and shortlist suitable agencies for participation in a limited tender process to implement the final solution selected by OCAC.

4. Introduction to the project

4.1 Background:

Legal officers across various Departments of the Government of Odisha are presently required to devote considerable time and effort in the examination and drafting of responses to legal petitions. This exercise entails detailed review of petition content, identification of legal issues, referencing of relevant statutory provisions and judicial precedents, and preparation of formal replies in adherence to prescribed procedural norms. The existing manual process is labour-intensive, time-consuming, and susceptible to inconsistencies, often resulting in delayed responses and accumulation of pending cases across Departments. In view of the rising volume of litigations and limitations in available human resources, there is a pressing need to adopt technology-driven solutions to enhance operational efficiency.

With recent advancements in artificial intelligence and document automation, a significant opportunity exists to streamline the drafting process. The introduction of an automated system for generation of initial drafts will aid legal officers in reducing response time, ensuring consistency, and addressing pendency in a more time-bound and effective manner.

4.2 Vision:

The vision of the “AI Based Judicial Petition Response Drafting System” is to transform and modernize the legal response mechanism of the Government of Odisha by harnessing the power of Artificial Intelligence (AI) and data-driven technologies. The system aims to establish a smart, efficient, and reliable digital solution that can automatically draft, review, and manage responses to judicial petitions filed against the state, ensuring accuracy, consistency, and timeliness in legal documentation.

This vision supports the broader objective of enhancing governance, reducing administrative burden, minimizing litigation risks, and improving public service delivery by enabling government departments to respond proactively and intelligently to legal challenges. Ultimately, it aspires to create a transparent, accountable, and technology-enabled legal ecosystem aligned with the principles of good governance and judicial efficiency.

4.3 Problem Statement:

Current processes of drafting responses to petitions typically involves several manual steps:

- **Manual Review and Analysis:** Legal professionals manually review each petition, identify key issues, relevant laws, and precedents from various sections or sources.

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- **Data Extraction:** Extracting pertinent information from various sources (e.g., case files, internal databases, legal statutes) is often a manual and laborious task.
- **Drafting Delays:** Drafting a comprehensive and legally sound response requires significant time, expertise, and adherence to specific formats and legal standards. The drafting process can be lengthy, involving multiple reviews and approvals.
- **Repetitive Tasks:** Many aspects of petition responses involve repetitive information or standardized legal clauses, which are currently drafted from scratch or by adapting previous responses.
- **Inconsistency:** Manual drafting can lead to inconsistencies in language, argumentation, or factual representation across different responses.
- **Resource Strain:** The volume of petitions can place a significant strain on legal teams, potentially leading to delays and increased operational costs.
- **Risk of Errors:** Manual handling increases the likelihood of factual or legal inaccuracies.
- **Compliance Challenges:** Meeting strict legal deadlines for filing responses can be challenging, leading to potential adverse orders.

These challenges often result in delayed justice, increased litigation costs, and a burden on the administrative and judicial systems.

5. Broad Scope of the Project:

The automation tool will:

- Ingest petitions in PDF, DOCX, or scanned formats.
- Extract key facts, claims, parties involved, and cited legal provisions.
- Identify deadlines and procedural requirements.
- Generate a first-draft response in the appropriate legal format.
- Allow customization and lawyer review before filing.
- Integrate with existing case management systems or court e-filing platforms (where applicable).
- Log generation process and ensure regulatory/legal compliance.

5.1 Expected Key Features

- **Intelligent Document Analysis:**
 - **Petition Ingestion:** Ability to ingest petition documents (e.g., PDF, scanned images) and extract key information such as petitioner details, respondent details, prayer, grounds, relevant dates, and case numbers
 - **Contextual Understanding:** Analyse the legal context and specific issues raised in the petition.
 - Advanced parsing to identify sections, headings, petitioners, respondents, prayers, and grounds.
- **Automated Data Retrieval:**
 - **Integrated Database:** Connect with existing internal databases (e.g., case management systems, departmental records, legal precedents) to automatically fetch relevant factual information and historical data pertinent to the petition.

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- **Document Search:** Facilitate quick search and retrieval of supporting documents.
- **Knowledge Base Integration:**
 - Connecting to internal legal databases, relevant statutes, regulations, past judgments, and departmental policies.
 - Semantic search capabilities to retrieve relevant legal precedents and factual information based on extracted issues.
- **Drafting Assistance & Generation:**
 - **Template-Based Generation:** Utilize pre-defined, legally compliant templates for various types of petitions (e.g., service matters, land disputes, policy challenges).
 - **Dynamic Content Insertion:** Automatically populate templates with extracted data and retrieved facts.
 - **Automated Drafting Suggestions:** Provide suggestions for legal arguments, counter-affidavits, and relevant case laws based on the petition's content and the retrieved data.
 - **Customisation:** Allow customization and lawyer review before filing
 - **Legal Language Model Fine-Tuning:** Incorporate custom-trained AI models, fine-tuned on Indian legal documents and judgments from Courts and relevant tribunals.
- **Version Control & Collaboration:**
 - **Track Changes:** Maintain a detailed history of drafts and modifications.
 - **Collaborative Editing:** Enable multiple users to review and contribute to the draft simultaneously with proper access controls.
 - Highlighting of automatically generated sections for easy identification
- **Build Knowledge Base & Learning:**
 - **Precedent Library:** Build a searchable repository of past responses, judgments, and legal opinions to serve as a knowledge base.
 - **Continuous Learning:** The system can learn from user feedback and corrections, improving its drafting accuracy over time.

6. Instructions to Bidders

6.1 Completeness of response

- a. Bidders are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI documents with full understanding of its implications.
- b. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a

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proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of its proposal.

6.2 EOI proposal preparation costs and related issues

- a. The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations/demonstrations, preparation of proposal, in providing any additional information required by the Purchaser to facilitate the evaluation process, unless explicitly specified to the contrary.
- b. Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- c. This EOI does not commit Purchaser to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI, unless explicitly specified to the contrary.
- d. All materials submitted by the Bidders will become the property of Purchaser and may be returned completely at its sole discretion.

6.3 Pre-bid Meeting

- a. OCAC shall hold a pre-bid meeting with the prospective bidders on 19th August 2025 at 11 AM at Odisha Computer Application Centre in VC Mode (through Microsoft Team)
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to General Manager (Admin) only by email (gm.ocac@odisha.gov.in) with a copy to subrat.mohanty@odisha.gov.in, kumar.pritam@odisha.gov.in and bimal.jena@odisha.gov.in on or before 18th August 2025 by 4 PM.
- c. If any bidder wants to participate the pre-bid meeting, they should submit a request (by mentioning the firm name, contact person name, WhatsApp number and e-Mail id) by email to subrat.mohanty@odisha.gov.in, kumar.pritam@odisha.gov.in and bimal.jena@odisha.gov.in on or before 18th August 2025 by 4 PM. The link for participation will be shared to the authorised representative from bidders before pre-bid meeting.
- d. The queries should necessarily be submitted in the following forma (Soft copy in .doc or .xls file to be attached):

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<i>SI#</i>	<i>EOI Document Reference(s) (Section & Page Number(s))</i>	<i>Content of EOI requiring Clarification(s)</i>	<i>Points of clarification</i>

- e. OCAC shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by OCAC.

6.4 Responses to pre-bid queries and issue of corrigendum

- a. The Nodal Officer notified by the OCAC will endeavour to provide timely response to all queries. However, Purchaser makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
- b. At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI document by issuing a corrigendum.
- c. The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the www.ocac.in and www.odisha.gov.in
- d. Any such corrigendum shall be deemed to be incorporated into this EOI.
- e. In order to afford prospective bidders reasonable time in which to take the corrigendum into account in preparation of their bids, Purchaser may, at its discretion, extend the last date for the receipt of EOI Bids.

6.5 Right to terminate the EOI process

- a. Purchaser may terminate the EOI process at any time without assigning any reason. Purchaser makes no commitments, express or implied that this process will result in a business transaction with anyone.
- b. This EOI does not constitute an offer by the Purchaser. The Bidder's participation in this process may result in Purchaser short listing the Bidder to submit a complete technical and financial response at a later date.

6.5.1 RFP Document Fees

- a) RFP document can be downloaded from <https://ocac.in> or <https://odisha.gov.in> or <https://enivida.odisha.gov.in>. The bidders are

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required to pay the document Fee of ₹11,200/- (including GST) electronically through e-Nivida portal.

- b) Proposals received without or with inadequate RFP Document fees shall be rejected.
- c) The fee can also be paid through electronic mode to the following:

Bank A/c No: 149311100000195
Payee Name: Odisha Computer Application Centre
Bank Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar
Account Type: Savings IFSC: UBIN0814938

6.5.2 Earnest Money Deposit

- a) Bidders shall submit, along with their Bids, EMD of Rs. 5,00,000/- (Rupees Five lakhs only) in the shape of Bank Draft OR Bank Guarantee (in the format specified in this RFP) issued by any scheduled bank in favor of “Odisha Computer Application Centre” payable at Bhubaneswar and should be valid for 90 days from the due date of the tender / RFP. The EMD should be submitted in the General Bid.
- b) EMD of all unsuccessful bidders would be refunded by OCAC within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

6.6 Submission of responses

6.6.1 Instruction to Bidders for Online Submission through e-Nivida

e-Nivida is a complete process of e-Tendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. The instructions given below are meant to assist the bidders in registering on e-Nivida Portal and submitting their bid online on the portal.

More information useful for submitting online bids on the e-Nivida Portal may be obtained at: <https://enivida.odisha.gov.in>

6.6.2 Guidelines for Registration

1. Bidders are required to enrol themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link “**Bidder Enrolment**” available on the home page by paying Registration Fees of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique

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username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id odishaenivida@gmail.com, for activation of the account.

6.6.3 Searching for EOI Documents

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

6.6.4 Clarifications on using e-Nivida Portal

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

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

Phone No.: 011-49606060

Mail id: odishaenivida@gmail.com

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6.6.5 Submission of EOI Responses

1. Bidder should log into the website well in advance for the submission of the response so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
3. Bidder has to select the payment option as per the tender document to pay the EOI document fee as applicable and enter details of the instrument.
4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of responses by the bidders, opening of responses, etc. The bidders should follow this time during bid submission.
5. The uploaded bid documents become readable only after tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bid click “Complete” (i.e. after clicking “Submit” in the portal), the portal will give a successful submission acknowledgement and a bid summary will be displayed with the unique id and date & time of submission of the response with all other relevant details.

The tender summary has to be printed and kept as an acknowledgement of the submission of the tender.

7. Evaluation Criteria

7.1 Pre-Qualification Evaluation Criteria

Sl#	Category	Requirement	Compliance
a)	Legal	i) Registered under Companies Act,1956 or a partnership firm registered under the Indian Partnership Act, 1932 or Limited Liability Partnership Act,2008. ii) Company should be in operation for last five (5) years as on date of bid submission date iii) Registered with Goods and Services Tax Network (GSTN).	<ul style="list-style-type: none"> ▪ Copy of Certificate of Incorporation / Registration Or ▪ Copy of the work order or completion certificate as documentary proof of 5 years in operation ▪ Copy of GST Registration Certificate
b)	Turn Over	Average sales turnover of the Bidder from Software Development and related Service only (excluding supply of hardware, hardware maintenance, supply of system software and call centre) must be Rs. 10 Crores in last	Certificate from CA with Copy of audited Profit & Loss Statement OR Certificate from the Statutory

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Sl#	Category	Requirement	Compliance
		<p>three financial years ending on 31st March 2025.</p> <p>Startup Odisha Companies are exempted from Turnover Criteria</p>	<p>Auditor. The certificate should clearly</p> <p>Startup Odisha Companies must submit required document for same.</p>
c)	Net Worth	The net worth of the bidder in last three financial years ending on 31 st March 2025 must be positive.	Certificate from the statutory auditor or Internal auditor
d)	Man power	The bidder must have at least 50 full time technical resources (with qualification of M.Tech/B.Tech/ MBA/ MCA/ MSC(IT) /BSC(IT) in its payroll as on March 2025.	Copy of the latest EPF deposit challan with HR Declaration with qualification and experience.
e)	Certifications	<p>The Bidder must have following certifications</p> <ul style="list-style-type: none"> • CMMI DEV- Level 3 or above (from CMMI) Institute published in CMMI website with validity. • ISO 27000 (any series) 	Copy of certificate issued by accredited organizations.
f)	Related Experience	<p>The bidder must have prior experience of development of AI/ML based application which includes Image Processing/ Natural Language Processing (NLP)/</p> <p>Optical Character Recognition (OCR)/</p> <p>Speech and Voice Recognition/</p> <p>Predictive Analytics/Robotic Process Automation for any Government/PSU/Autonomous body with a value of work order should be at least ₹1 Crore.</p>	<ul style="list-style-type: none"> ▪ Copy of the Work Order
g)	Domain Experience	The bidder should have successfully implemented at least one software solution on legal, judicial and related domain for any Government Department or Government Agency or PSU in India during last 5 years as on bid submission with a value of ₹1 Crore	<ul style="list-style-type: none"> ▪ Copy of the Work Order only Software ▪ Project completion/Phase Completion/UAT or go-live certificate.

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Sl#	Category	Requirement	Compliance
h)	Consortium	The bidder should be a single entity. Consortium shall not be allowed	
i)	Existence in Odisha	The bidder must have a Centre operational in Odisha or submit a declaration to open an office in Odisha within a timeline of 3 months from the award of work.	Trade License/ Leased Agreement. Declaration if bidder setup in 3 months
j)	Black listing	The bidder must not be currently under declaration of ineligibility for corrupt and fraudulent practices or blacklisted/debarred by Central Government or any State Government Organization or Department or PSU in India	Self-declaration in this regard by the authorized signatory of the bidder on the company letterhead (as per template provided in this RFP document)
k)	Earnest Money Deposit	Rs. 5,00,000/- (Rupees Five lakhs). Exempted for Startup Odisha firms	In the shape of Bank Draft OR Bank Guarantee (in the format specified in this RFP). EMD is refundable.
l)	EoI Document fee	₹11,200/- in shape of DD or online transfer	Receipt or scanned copy

OCAC reserves the right to accept or reject any or all responses without assigning any reason.

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7.2 Technical Shortlisting Criteria

Organization Profile [20 Marks]

Sl#	Evaluation Criterion	Max Marks	Compliance
a)	<p>Average sales turnover of the Bidder from Software Development and related Service only (excluding supply of hardware, hardware maintenance, supply of system software and call centre) in last 3 years (2022-2023,2023-2024 & 2024-2025)</p> <p>≥ 10 crores: 3 marks</p> <p><i>[Additional 1 mark for each additional ₹1 crores subject to maximum of 5 marks]</i></p> <p>For Startup</p> <p>≥ 5 crores: 3 marks</p> <p><i>[Additional 1 mark for each additional ₹50 Lakhs subject to maximum of 5 marks]</i></p>	5	<p>Copy of audited Profit and Loss Statement <u>OR</u> Certificate from the Statutory / Internal Auditor</p> <p>If Startup - Startup Odisha Certificate</p>
b)	<p>The bidder must have at least 50 full-time technical resources in its payroll as on March 2025.</p> <p>≥ 50 Resources: 3 Mark</p> <p><i>[Additional 1 mark for each additional 10 resources subject to maximum 5 marks]</i></p>	5	Copy of the latest EPF deposit challan & HR Declaration
c)	<p>Existence in Odisha</p> <ul style="list-style-type: none"> • Development Centre with 25 develops – 5 marks • Only operation centre – 3 marks 	5	
d)	<p>The Bidder must have the following valid quality certifications as on bid submission date:</p> <p>CMMi Dev Level 3 or above : 2 Marks</p> <p>ISO 9001 : 1 Marks</p> <p>ISO 27001 : 1 Marks</p> <p>ISO 20000 : 1 Marks</p>	5	

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e-Governance Strength [40 Marks]

Sl#	Evaluation Criterion	Max Marks	Compliance
a)	<p>The bidder should have experience in software implementation relating to legal/judicial domain, in the last 5 years as on 31st March 2025.</p> <p><u>Order value more than ₹50 lakh shall be considered.</u></p> <p><i>[Each project will be awarded 5 marks]</i></p>	10	<ul style="list-style-type: none"> ▪ Copy of the work order / Project completion / go-live certificate.
b)	<p>Experience in the implementation of AI based Projects covering any of the area</p> <ul style="list-style-type: none"> – Image Processing – Natural Language Processing (NLP) – Optical Character Recognition (OCR) – Speech and Voice Recognition – Machine Learning – Robotic Process Automation (RPA) <p>Each Project 5 marks</p>	20	<ul style="list-style-type: none"> ▪ Bidder must submit the documentary proof such as Copy of the work order or client certificate or website link etc.
c)	<p>The bidder must have prior experience in implementation of applications for any Government/PSU/Autonomous body in India with project value of at least ₹1 Crore</p> <p><i>(Each project 5 marks)</i></p>	10	<ul style="list-style-type: none"> ▪ Copy of Work order and documentary proof against Go-live

Presentation – Approach and Methodology [40 Marks]

Sl#	Evaluation Criterion	Max Marks	Compliance
a)	<p>a) Understanding of problem statement and requirement – 10 marks</p> <p>b) Clarity on solution, including AI model lifecycle, workflow integration, fallback handling and Implementation strategy including pilot, scale-up, and support – 5 marks</p>	20	Quality of Technical Proposal and Presentation

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Sl#	Evaluation Criterion	Max Marks	Compliance
	c) Strategy for continuous model improvement, feedback loops, and performance tuning – 5 marks		
b)	a) Approach and Methodology– 10 marks b) Similar solution demonstration – 10 marks	20	Evaluation based on Solution outline, Presentation & demonstration

All the bidders who secure a Technical Score of **70%** or more will be declared as technically qualified and will be qualified for RFP phase.

Note: The bidder must submit licensing policy, if any, as part of its Proposal.

8. Evaluation Process and Way Forward

- a. This EOI is an endeavour to generate competition and receive an expression of interest from interested vendors by following an openly advertised competitive shortlisting process, thereby giving equal opportunity to all interested vendors to be considered for shortlisting. The interested vendors will be shortlisted based on the evaluation criteria given in this document.
- b. In the second stage, a Request for Proposals (RFP) containing detailed scope of work, Technical and Financial Bids will be invited from such shortlisted bidders.
- c. OCAC will constitute an Evaluation Committee to evaluate the proposal of the firms. The committee may seek additional documents as it deems necessary.
- d. The decision of the Evaluation Committee in the evaluation of proposals to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- e. Those bidders who secure 70% mark in technical evaluation shall be shortlisted. After evaluation of expression of interest, an RFP containing scope of work along with technology to be adopted (Technical bid) as well as financial bid shall be prepared and invited from such shortlisted vendors in order to select the successful vendor.
- f. The shortlisted eligible vendors will be required to demonstrate technology and its use before they can be allowed to participate in subsequent stages of bidding process.
- g. The Evaluation Committee reserves the right to reject any or all proposals.

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Appendix: Bid Submission Forms

9.1 Pre-Qualification Bid Formats

9.1.1 FORM PQ-1: Cover Letter

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),
Odisha Computer Application Centre,
N-1/7-D, Acharya Vihar P.O. RRL,
Bhubaneswar - 751013.

**Subject: EOI for selection of Agency for Development, Operation, and Maintenance of
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Ref: EOI Reference No. OCAC-SASCI-INFRA-0003-2025-25080

Madam,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your EOI Reference No OCAC-SASCI-INFRA-0003-2025-25080, dated 12th August 2025 We hereby submit our response which includes the pre-qualification and technical proposal. Our proposal will be valid for acceptance up to 120 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in our proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I have examined all the information as provided in your Expression of Interest (EOI) and offer to undertake the service described in accordance with conditions and requirements of the shortlisting process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal. In case, any provisions of this EOI including our response are found to be deviated, then you shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name:

Title:

Address of Bidder:

**EOI for Selection of Agency for Development, Operation, and Maintenance of
“AI-Based Judicial Petition Response Drafting System”.**

9.1.2 FORM PQ-2: Bidder's Organization (General Details)

(To be submitted on the Letterhead of Bidder)

S. #	Information	Details
1.	Name of Bidder	
2.	Registered Address of Bidder	
3.	Address for Communication	
4.	Name, Designation and Address of the contact person to whom all references shall be made regarding this EOI	
5.	Mobile no. of contact person:	
6.	E-mail address of contact person:	
7.	GST Number of the Firm	
8.	PAN No. of the firm	
9.	Turnover: i. FY 2022-23 ii. FY 2023-24 iii. FY 2024-25	

Authorized Signatory with Date and Seal:

Name:

Title:

Address of Bidder:

**EOI for Selection of Agency for Development, Operation, and Maintenance of
“AI-Based Judicial Petition Response Drafting System”.**

9.1.3 FORM PQ-3: Acceptance of Terms and Conditions

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),
Odisha Computer Application Centre,
N-1/7-D, Acharya Vihar P.O. RRL,
Bhubaneswar - 751013.

**Subject: EOI for selection of Agency for Development, Operation, and Maintenance of
“AI Based Judicial Petition Response Drafting System” in Odisha.**

Madam,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the EOI No. OCAC-SASCI-INFRA-0003-2025-25080 regarding “Selection of Agency for Development, Operation, and Maintenance of “AI Based Judicial Petition Response Drafting System” in Odisha.”

I declare that all the provisions/clauses including scope of work of this EOI are acceptable to our company. I further certify that I am an authorized signatory of the company and I am, therefore, competent to make this declaration.

Authorized Signatory with Date and Seal:

Name:

Title:

Address of Bidder:

**EOI for Selection of Agency for Development, Operation, and Maintenance of
“AI-Based Judicial Petition Response Drafting System”.**

9.1.4 FORM PQ-4: Product Details

Name of Product	IP developed in India/ outside India	No. of Installations in India	Total volume of case records handled

9.1.5 FORM PQ-5: Technical Capability Citation Format

1	Project Name:	
3	Name of the Client:	
4	Project Location:	
5	Contact person of the client with address, phone and e-mail:	
6	Project Duration:	
7	Start Date (month/year): Completion Date (month/year):	
8	Status of assignment: Completed / Ongoing (if it is on-going, level of completion)	
9	Narrative description of the project with scope:	
10	Solution Details: i. Platform & Technology details ii. Software & Tools details iii. Any other (specify in details)	

**EOI for Selection of Agency for Development, Operation, and Maintenance of
“AI-Based Judicial Petition Response Drafting System”.**

**9.1.6 FORM TECH-4: Approach and Methodology adopted for implementation
of project**