

Rajasthan Rajya Sahkari Mudranalaya Ltd.

**Expression of Interest (EOI)
For Empanelment of bidders for Scanning &
Digitization of Records**

(Amended as on 15.3.2017)

Expression of Interest

Empanelment by pre-qualification process for Scanning & Digitization of records

Rajasthan Rajya Sahkari Mudranalya Ltd. Invites Application for Empanelment of Companies/Firms interested in doing scanning & digitization of records as per the order of Mudranalya in accordance with the provisions of rule 31 of the Rajasthan Transparency in Public Procurement Rules, 2013.

The Interested entities fulfilling the set pre qualifications and other parameters as laid down in this document will be empanelled by the Mudranalaya for such works during year 2017-18 and financial bids will be invited from them as and when shall be required.

Name of the Company/ Firm:			
Contact Person (Authorised Bid Signatory):			
Correspondence Address:			
		Telephone	
Mobile No.		& Fax	
		Nos.:	
Website			
E-Mail:			

Rajasthan Rajya Sahakari Mudranalaya Ltd.
G-1/138, Malaviya Industrial Area, Malaviya Nagar, Jaipur - 302017
Phone Number **0141-2751417 / 2751352**
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Website :- www.thecooperativepress.com

Rajasthan Rajya Sahakari Mudranalaya Ltd.
G-1/138, Malaviya Industrial Area, Malaviya Nagar, Jaipur - 302017

Conditions of E.O.I. for Digitization Work

Introduction:

Rajasthan Rajya Sahakari Mudranalaya Ltd. invites sealed from experienced prospective bidders having proven capability of Digitization of Records within the state of Rajasthan.

The Prospective Bidder is required to adhere to the terms of this Bid document and any deviations to the same shall not to be acceptable to Rajasthan Rajya Sahkari Mudranalaya Ltd. The Bidder (also called the vendor/ service provider through this document) appointed under the Bid document shall own the single point responsibility for fulfilling all obligations and providing all deliverables and services required for successful implementation of the project. Unless agreed to specifically by the Rajasthan Rajya Sahkari Mudranalaya Ltd. in writing for any changes in the document issued, the bidder responses should comply with the scope of work. Rajasthan Rajya Sahakari Mudranalaya Ltd. will evaluate the technical bids along with Eligibility Criteria. The Price Bid of The technically qualified and eligible bidders will be invited as and when required. Only those bidders who fulfil the following criteria are eligible to respond to the Bid. Offers received from the bidders who do not fulfil all or any of the following eligibility criteria are liable to be rejected.

Criterion

S. No	Particular	In case of Consortium compliance by	Documents
1	Bidder should be a firm /company incorporated under the Companies Act, 1956.	Jointly by Lead Partner and Consortium Partner	Firm / Company Registration Certificate
2	Bidder should be a Profit making firm / company having an average turnover as per technical evaluation	Jointly by Lead Partner And Consortium Partner	Turnover certificates from CA or CA audited certified financial balance sheets
3	Bidder should be having an average turnover as per technical evaluation	Lead Partner	Relevant documents & Work orders or

	from e-gov projects; IT related services, Data Entry, Record Management and Indexing & Digitisation of Records.	Or Consortium Partner	successful completion certificates.
4	Bidder should have its offices in Divisonal & District headquarters and should have a ware house and transportation vehicles as per technical evaluation.	Lead Partner Or Consortium Partner	Relevant documents
5	Bidder should have trained and certified employees for data Entry & Record Management with valid ESI/PF registration and should fulfil requirements as per technical evaluation.	Lead Partner Or Consortium Partner	Relevant Documents with Self Certification
6	Bidder should be currently working / associate with any one any project / Department / Semi Government institution / organisation of Govt. Of Rajasthan.	Lead Partner Or Consortium Partner	Relevant document
7	Bidder should be an ISO certified agency since last 1 year.	Lead Partner Or Consortium Partner	Relevant document

Scope of work

The Selected Bidder shall provide scanning, data entry and indexing service, to offer a turnkey solution to digitize the documents, maps, records, bulletins, brochures, books etc. bringing onsite setup for scanning, digitization, archival and retrieval of scanned documents. The scanning and digitization infrastructure setup will be at the user department.

Identification and Planning-

The selected bidder shall assess the type, volume and condition of the documents to be digitized of the user departments. Finalize the logistics of data digitization and/or record management activity to

be held at office level/district level/state level. Based on the type, logistics and volume of documents to be digitized, the selected bidder shall identify and set up the infrastructure.

The selected bidder shall prepare a detailed work plan with the logistics of data digitization and/or record management (whether at office level/district level/state level), milestones and timelines for the digitization process for the user department. The work plan should also take into account the prioritization of the documents to be digitized as decided by the user department.

The user department shall provide the basic infrastructure to the selected bidder like internet connectivity, electricity, water, tables, chairs and space. The security, maintenance & insurance cost of the equipments etc. will vest with the selected bidder. The cost involved in travel and transportation involved during the digitization and record management process shall also be borne by the selected bidder.

Data Digitization Process-

The selected bidder shall follow below mentioned steps for digitizing the data-

Pre-Scanning-

The selected bidder shall collect the documents/records to be digitized from the user department. The selected bidder shall maintain an Inward-Outward Log Register which will record the received documents.

The received records will be transferred to document preparation operators who will prepare it for scanning during which following activities will be performed on the documents to make it scan able and to enhance the life of physical documents which would include

Sorting of documents, Documents segregation and additional de-stapling, creasing (removing wrinkles etc.), dusting, applying Tape to torn pages, trimming crumpled documents as may be required.

Segregating and categorizing the documents on the basis of document type and the condition as well as importance from the preservation perspective.

De-tagging, if required.

Blank sheet / bar-code have to be inserted after each Document as an identifier between two Documents, which is recognized by the application software (provided by RRSML) as a file separator.

The documents will be separated by selected bidder for batch scanning.

The selected bidder should conduct thorough quality check before sending any document for scanning which includes visibility, readability, numbering, discrepancies, any data loss due to tight binding, scan readiness etc.

The selected bidder shall return the documents as in the condition it was handed over to it.

Scanning /Digitization

- a) Depending on the type and condition of the document, the selected bidder shall deploy the different types of scanners to scan and digitize the records/documents of the user department.
- b) The records shall be digitized at minimum 300 dpi in b&w / grey or colour with appropriate scanner for user departments.

- c) The selected bidder shall ensure that the originality of the document shall be maintained.
- d) In case the documents are not legible, it needs to be scanned on high resolution i.e. 600 dpi or higher. 20% extra payment shall be made for the same.
- e) After scanning of documents, total number of documents will be matched with total number of images scanned and if some images are missing then those will be inserted in the batch at this level only.

Quality check (Scanned images) - Quality check after scanning is of utmost important. Images clearing this QC will lead to movement of documents in metadata entry phase. The selected bidder shall ensure QC activities in this stage.

Post Scanning

- a) After scanning, and ascertaining the quality of images and the images shall be transferred to the indexing stations and indexing will be done on the basis of images.
- b) At the end of scanning/digitization process, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. Each page shall be serially arranged and shall be counted while giving the documents back to the user department.
- c) Appropriate entries should be made in the inward/outward register in presence of the vendor representatives and departmental officials who would sign the entries.

Data Storage, Upload, Backup and Hard Drive Writing

- a) Once the data entry of a lot is completed and its correctness is determined, the selected bidder would need to upload one set of the data to the central repository for verification.
- b) The scanned/digitized data will be stored at the local server (provided by the selected bidder) at the user department. The internet connectivity will be provided by the user department for uploading of the scanned data. The selected bidder shall ensure that scanned data along with metadata should be uploaded successfully.
- c) Once the final data has been prepared then final backup of the data backup team will take the data and the same will be delivered to Department for disaster management purpose.

- d) A folder structure/ configuration management policy has to be followed in consultation with RRSML and user department while storing the digitized data in the central storage and HARD DRIVE.
- e) Copies of the scanned data (and metadata) shall be provided in Hard Drive by the user Department. The selected bidder will create a Master copy for the user department and will provide the replica of Master copy on a DVD as per the requirement of the user department.
- f) The application software for creation of Meta data, indexing, uploading, search and retrieval will be provided by the Bidder of all the scanned / digitized data.

Reports

The selected bidder shall also able to generate reports from the application software provided by them for checking the scanning progress. This shall include the daily, weekly, monthly and overall and department - wise progress (number of images/pages scanned, percentage scanned, number of metadata entry done, etc).

Data Entry of Legacy files/document

The selected bidder shall deploy adequate IT infrastructure (computer with basic software's like MS office- word, excel etc., storage devices etc.) and sufficient number of data entry operators for data entry activity as per the requirement of the work. The space, furniture, internet connectivity and electricity will be provided by the user department.

The selected bidder shall provide the MS-word; excel to carry out the data entry work. The data entry needs to be carrying out for A4 and legal size paper. The data entry application software will be provided by bidder to carry out the data entry work. The selected bidder understands the requirement of the user department about the data to be entered manually.

The data entry shall be carry out in English and Hindi. The selected bidder shall follow the same methodology in collection and handing over document to Nodal officer of the user department.

The selected bidder's team shall report the daily progress of the data entry work to the respective Nodal Officer. The selected bidder shall also be responsible for Correctness and 100% accuracy of captured data and its security and weekly data back up in a storage media provided by user department.

The final sign off for the complete data entry work shall be given by the user Nodal Officer on the basis of system generated reports subject to the sample verification by the user Department.

Managing Director

We have read all the terms & conditions and abide by them

Signature of Bidder
Duly Stamped

Technical Evaluation Criteria

S. No.	Technical Evaluation Criteria	Point Award System	Maximum Score
1	Financial Strength (Jointly by Lead Partner And Consortium Partner In case of Consortium compliance by)	<p>Annual Average Turnover of the Bidder from IT/ ITeS during last three financial years from 2013-14 to 2015-16 (as per the last published audited balance sheets), should be at least Rs 4 Crores</p> <p>The marks will be awarded as-</p> <p>a) >10 Crores average turnover for the past 3 years – 10 Points;</p> <p>b) >8 <=10 Crores average turnover for the past 3 years - 7 Points</p> <p>c) =>6 <=8 Crores average turnover for the past 3 year - 5 Points;</p> <p>d) =>4 <=6 Crores average turnover for the past 3 year - 2 Points;</p>	10
2	Manpower (Jointly by Lead Partner And Consortium Partner In case of Consortium compliance)	<p>Bidder should have at least 25 employees/ technical experts (covered under ESI/ PF) as of 31-03-2016. The marks will be awarded as per</p> <p>a) >75 employees/ technical experts –5 Points;</p> <p>b) >40 <=75 employees/ technical experts –3 Points;</p> <p>c) => 25 <=40 employees/ technical experts–2 Points;</p>	5
3	Technical Capability (Jointly by Lead Partner And Consortium Partner In case of Consortium compliance)	<p>The bidder must have successfully completed or partially completed at least One similar project “Digitization& Scanning services including Document Management Application software development/customization and Software Support/maintenance services, Data entry services” project for any Central Government Department/ State Government Department/Parastatal Organization/Banks/Govt Companies in India of not less than 10 Lakhs multiple orders during the period 1st April, 2013 to 31st march, 2016.</p> <p style="text-align: center;">OR</p> <p>The bidder must have successfully completed or partially completed at least Two “Digitization, Scanning and including Document Management Application software development customization and Software Support/ maintenance services, Data entry services” projects for any Central Government Department/ State Government Department/ Parastatal Organization/Banks/ Companies in India of not less than 5 lakhs each during the period 1st April, 2013 to 31st March, 2016.</p> <p>The marks will be awarded as-</p> <p>a) For one project cost >=10 lakh in last3 years-7 point</p> <p style="text-align: center;">OR</p>	

		b) For 2 projects, value of each project shall be not less than 5 lakhs in last 3 years- 7 point	
		For every additional projects of value of minimum 5 lakhs or above, additional 1 point will be awarded.	
4	Infrastructure Capability	Bidder should have offices in all District Headquarters - 2 points	
		Bidder should have offices in all Divisional Headquarters - 1 point	
	(Jointly by Lead Partner And Consortium Partner In case of Consortium compliance)	Bidder should have minimum 100 computers, scanners, printers each- 1 point Bidder should have warehouse of 5000sq ft. - 1 point	
Technical Presentation			
5	Understanding of Scope of Work		10
6	Approach, Methodology & Project Plan- Scanning & Data Entry		10
	Total Marks		50

Note:- The total marks for technical evaluation criteria is 50. Only those bidders, who score 60% and above marks in technical bid will qualify for the second round(i.e. commercial evaluation of the bids).

Bidder shall submit Work Order (for projects partially completed and completed) and Project Partial/Completion Certificate (for partially completed or completed projects) issued by client only.

a) Tabulation of Technical Bids

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.