



THE BRITISH INDIA CORPORATION LTD

(A Government of India Company)

11/6, Smt. Parvati Bagla Road, Kanpur 208001

TENDER NOTICE

Tenders are invited from the Data Digitization agency for Digitization of old and existing records (Files, Folders and Booklets) of The British India Corporation Ltd., at Kanpur on Job Work, Scope of work, Time Period and Terms of conditions can be downloaded on our Website www.lalimli.in. The status of the records can be checked at BIC Head Office during working hours. Tenders should reach to BIC-HO within seven days from the publication of this Tender.

(S.C. Gupta)
Manager (Administration)

TERMS & CODITIONS

INVITING TENDER FOR JOB WORK PERTAINING TO SCANNING AND DIGITIZATION SERVICES IN THE BRITISH INDIA CORPORATION LIMITED AT KANPUR

SCHEDULE OF EVENTS

Nature of work (Procurement of Services/Goods) Outsourcing	Scanning of documents in order to migrate from physical file to e-file.
Details of Contact Person for clarification/queries	General Manager (P&A) Mob. 9454948636 Manager (Administration) Mob. 9005212255 The British India Corporation Limited 11/6 Smt. Parvati Bagla Road, Post Box-77, Kanpur-208001 (UP) India Phone (O) 0512-2530213 E-mail: bicl.copn@gmail.com

Publishing Date	20.04.2019
Venue for Scanning and digitization of documents	The British India Corporation Limited 11/6 Smt. Parvati Bagla Road, Post Box-77, Kanpur-208001 (UP) India
Address where the Tenders are to be submitted and submission mode	Administration Department The British India Corporation Limited (Head Office) 11/6 Smt. Parvati Bagla Road, Post Box-77, Kanpur-208001 (UP) India By Post or By Hand
Bid Validity	30 Days
Last date for submission of quotation/tender	Within seven days from the date of publication of Tender Notice
Newspapers (Tender Notice published)	(i)Aaj - Hindi (ii) Pioneer - English

INFORMATION TO BIDDERS

1. Interested applicants are advised to study the document carefully. Submission of Application shall be deemed to have been done after careful study and examination of the document with full understanding of terms and conditions.
2. **CONFIDENTIALITY OF PROCESS** : Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of the Project shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.
3. **RIGHT TO TERMINATION/CANCELLATION** : Notwithstanding anything contained in this document, reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time prior to signing the contract and BIC shall have not liability for above mentioned actions.
4. **LATE BID** : Any Bid received by BIC after the deadline for submission of Bids prescribed in this documents, will be summarily rejected.

5. **BID NOT CONSIDERED FOR EVALUATION** : Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.
6. **UNDERTAKING FOR REASONABLENESS** : The bidder will give an undertaking with financial bid that to the best of their knowledge and belief:
 - Tendered rates are at par with prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
 - In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
 - Services/Products/Goods supplied, will be of requisite specification and quality.
 - Documents/records, scanned, neither will disclosed nor the copy will given to anyone except authorised officials.

SECTION (1) - INTRUCTION

- **Scanning and Digitization**: The documents will be scanned and digitized and the e-data would be handed over to the user department. The authorized official of BIC will validate and digitally sign each file before considering the file for final submission. Post QC Check the files which are digitally signed by BIC authorized user will be treated as final.
- **Solutions** : Service Provider should provide end to end solution on turnkey basis and deploy adequately skilled manpower resources to complete the job within the specified time.

SCOPE OF WORK

- I. It is always imperative for any organization to meet accepted standards for managing its large official records. These standards are designed to ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal

proceedings. BIC aims to achieve the following by scanning and digitizing documents of its various departments:

- Less Storage space for preserving the documents
 - Reduction in overall Searching time.
 - Increase in productivity of processes and office personnel
 - Availability of the document for sending over email
 - Reduced turnaround time of processes
 - Increase control over all the important digitized documents by restricting access.
- ii. The entire process of scanning and digitization of office documents has been divided into following stage :

Stage 1: PRE SCANNING

Stage 2: DOCUMENT SCANNING

Stage 3: DELIVERY

Stage 4: POST SCANNING, STORAGE, SEARCH, RETRIEVAL & BACKUP

- iii. Detailed Scope of Work

Stage 2: Document Scanning

- Allocating "FILES" for each "SCANNING MACHINE"
- Scanning each page of the "FILE"
- Restoring "FILE" in same sequence (Page & File No. wise)
- Creating an inventory for the scanned "FILES" and Check with "Inward"
- Physical storage of "FILE" for easy retrieval till the QC is passed
- Post QC check the authorized official at each office of BIC will digitally sign the e-files.
- Handing over the physical "FILES" in "AS IS" condition to the respective Single Point of Records would be scanned and digitized a BIC premises and the bidder shall be responsible for collecting them from different department to carry out the digitization work. The documents would be received in lots as agreed mutually between the bidder and the department.

The bidder will carefully unfold and flatten and documents to eliminate creases and wrinkles.

The bidder shall take special care in preparing the documents which are too old and that may not be in good physical condition and are very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Documents should be prepared such that normal scanner can scan it. In such cases bidder can use a photo scanner for scanning such documents.

The bidder shall take extreme care towards handling to documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For

example, Multi-page documents that must be kept together (e.g., a letter with an attachment)

Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by each unit of BIC on the nature of the documents being scanned and that unit's workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (with e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.

Stage 3: Deliver:

Uploading of the scanned "PDF" of all the "Files" to the Secured Data Centre. The security of the data is of prime concern and the Date Centre should be managed by the bidder backup facility and disaster recovery. The solution should be capable of uploading the scanned "FILES", ON-SITE from the scanning location BIC Head Office.

The size and scanning needs may vary as per the requirement of the BIC.

Indexing

After documents/images are scanned and stored in digital form, they would be indexed through robust search Engine capable of searching the "FILE" on the basis of at least following indexed fields with full or partial match for example:

- File Number
- Wing/Section
- Created On
- Subject/Title of the file

i. Post Scanning :

- After scanning, 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. At the end of the process all paper documents will be returned in their original form to the department.
- Each page shall be serially arranged and shall be counted while giving the documents back to the department.
- The bidder will maintain a proper record of handing over of each file that can be verified by BIC at any time.

ii. Storage and Backup

- A folder structure has to be followed while storing the digitized data in the central storage.
- Nomenclature of the digitized file should be in accordance with the e-Govt. standard and should be discussed with the BIC.

Payment Schedule :

- Fortnightly on submission of bills for completed work.
- Time period for scanning and digitalization – 2 months from date of contract award.
- In any dispute CMD-BIC will be sole Arbitrator.

(S.C. Gupta)
Manager (Administration)