

HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTICE INVITING TENDER FOR DIGITIZATION OF COURT RECORD

High Court of Uttarakhand at Nainital invites sealed tenders to submit "Technical and Financial proposal" for digitization of court records for approximately 1 crore pages.

The scope of work broadly is as below:

- Scanning/digitization, cleaning, indexing, optical character recognition (free text search), storing, archiving & retrieval of court record in digital form in secured manner.
- Providing Integrated Data Management Software (IDMS) for storing, archiving & retrieval of court record in digital form.
- Imparting of training to staff of the High Court of Uttarakhand on Scanning/digitization, cleaning, indexing, storing, archiving, and retrieval and printing process.
- Hardware, system software & other ICT infrastructure required for implementation of this project in secured manner.

Only interested companies/firms having relevant experience in this area will be eligible for short listing.

The details are available in the notice inviting tender document posted in official website <http://highcourtofuttarakhand.gov.in> and also may be obtained from Court during office hours. The concerned/Firms who satisfy the eligibility criteria may submit the applications either personally or through post/courier along with profile or their past experience to the Registrar General, High Court of Uttarakhand at Nainital, so as to reach on or before 22 April, 2011, upto 5.00 PM.

-sd/-

Registrar General
High Court of Uttarakhand, Nainital.

HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTICE INVITING TENDER FOR DIGITIZATION OF COURT RECORD

1. Sealed "Technical and Financial proposal" are invited for digitizing the old record of High Court of Uttarakhand at Nainital, consisting of approximately 1 crore pages on actual work basis. Batch Processing, Archiving (Scanning/Digitization and storing into image/digital form) and Retrieval. The papers to be scanned will be mostly of legal size and written on one side. It can be of other sizes including maps, charts, large size and printed/typed or handwritten on both sides as well. The condition of some of the case record may not be very good being old. The firm shall come up with technical solution to Scanning/digitization of brittle record as well.
2. Bidder has to comply to below mentioned pre – qualification criteria in absence of the same, bids are liable to get rejected summarily:
 - a. Bidder should have proven experience in the field of digitization for minimum 2 years and must have scanned minimum 10 lac pages with certification.
 - b. Bidder should have experience of digitization of old and fragile records.
 - c. OEM of the proposed Document Management Software should be atleast CMMI Level 5.
 - d. Bidder should submit required samples of PDF/A output as per specifications mentioned in RFP. For purpose of creation of samples, Bidder should collect images from Court. In absence of valid samples bids are liable to get rejected.
 - e. Bidder should submit compliance of IDMS along with screenshots wherever required.
 - f. Bidder should have authorization from OEM of IDMS and PDF/A. The same will have to be provided to High Court of Uttarakhand if the bidder is selected for the job.
 - g. Proposed IDMS should be of international repute and should have installations across the country. Necessary details to be provided.

Above requirements are mandatory. In absence of above information with necessary proofs, bids are liable to get rejected summarily. Beside this in the proposed IDMS compliance with DoD 5015.2-STD Version 3 standard will be preferred.

Bids have to be submitted in two bid system i.e. technical bid and commercial bid. Commercial bid of only technically qualified bidders will be opened.
3. The firm should be able to digitize the entire record in about 2-3 years with minimum commitment of pages each day as may be mutually agreed in the space to be made available to the firm for the purpose of Scanning/Digitization.
4. The firm has to create his own Scanning/digitization, cleaning, indexing, storing and retrieval facility setup.

- 5 No Hardware will be provided by the High Court of Uttarakhand. Firm should install all necessary hardware for digitization.
- 6 The firm must have adequate experience of having Scanning/digitization, indexing, storing and providing retrieval facility for documents and must provide proof for this.
- 7 The firm must attach documents to show similar or related projects completed successfully and balance sheet of the past three year's period with special reference, turn over, if any, from Scanning/Digitization of records.
- 8 The interested firms can inspect the records lying in the Record Room(s) after contacting Additional Registrar on Telephone No. 05942-238650 during working hours of the Court.
- 9 The Registrar General, High Court, in its discretion, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason thereof.
- 10 The High Court will deal with the firm directly and no middlemen/agents/commission agents etc. should be asked by the firm to represent their cause.
- 11 The firm(s) will submit the proposed technical details as per annexure-I attached herewith as early as possible. Beside this desired information on annexure-II is required from the firm. In case, the technical bid of the firm is not found suitable, its financial bid will not be considered.
- 12 Interested parties may send their tenders in two separate sealed covers, subscribing one as "TECHNICAL BID" and other as "FINANCIAL BID" for DIGITISATION OF COURT RECORD addressed by the name to the Registrar General so as to reach on or before 22 April, 2011 upto, 5:00 P.M. The technical and financial bid should be sealed by the bidder in separate covers/duly superscribed and both these sealed covers will put in a bigger cover which should also be sealed and duly superscribed. Technical bids will be opened at 11.00 AM on 30 April, 2011 in the High Court of Uttarakhand. There will be demonstration of proposed solution in the High Court of Uttarakhand by the firm on 30 April, 2011 at 11.00 A.M. (The demonstration will be part of Technical bid). Financial bids of only those firm found suitable on evaluation of technical bid, will be opened subsequently. The High Court of Uttarakhand will have all freedom and right in evaluation of technical bid.

ANNEXURE-I

1. Description/name of the vendor (including legal status, ownership etc.).
2. The firm understanding of the project requirements and the proposed total solutions.
3. Methodology to be used for digitization of Court record.
4. What would be the output/day in terms of number of pages that can be Scanned/digitized, indexed, stored and retrievable?
5. Maintenance and technical support services to be provided after supply of the software.
6. Number of technical persons to be deputed by the firm for the work (with details of their educational qualifications, experience, functions, etc.).
7. Number of non-technical persons to be deputed by the firm (with details of their educational qualifications, experience, functions etc.)
8. What is the Software you propose to use for Scanning/digitizing, indexing, storing and retrieval?
9. How much space the firm may require to execute the work?
10. How long you estimate to complete the work in all respects?
11. What facilities you expect from the High Court of Uttarakhand in executing the work?
12. List your clientele with amount of work completed, their addresses and contact person's details.
13. Main features of proposed solution and any area of risk.
14. Steps to prevent accidental or intentional destruction of software and data.
15. Number of servers (with configuration and OS) to be installed.
16. Number of Desktop (with configuration and OS) to be installed.
17. Number of scanners (make, model, Scanning/digitization speed, duty cycle and other features) to be installed.

Note: scanners must be of reputed firm like HP, Kodak, Cannon etc and straight path scanners will be preferred. Scanners must have additional imaging features like Perfect Page Scanning, automatic color detection, autocrop, aggressive crop, deskew, blank page detection and deletion, electronic color dropout, dual-stream scanning, orthogonal rotation, automatic orientation, halftone removal, noise/spot removal, toggle patch etc. More enhanced features will be the additional advantage.

18. Details of LAN.

19. Other hardware equipment you propose to provide.

20. Any other relevant information. (The information required is not exhaustive. Firms are requested to include all information that may be necessary for such type of projects).

21. Warranties and guarantees.

TERMS & CONDITIONS

1. The firm(s) is required to quote their lowest per page rates for Scanning/digitization.
 - 1.1). The rates so quoted should be all inclusive.
 - 1.2). Each tender should be accompanied with 2% of the bid amount as earnest money pledged in the name of Registrar General, High Court of Uttarakhand, Nainital in the form of demand draft or fixed deposit receipt or bankers cheque or bank guarantee. This deposit will be refunded to the unsuccessful tenderer on their written request.
 - 1.3). The firm will execute an appropriate agreement, on the agreed terms & conditions with the High Court and also furnish performance guarantee equivalent to 5% of contract value in the form of account payee demand draft, fixed deposit receipt from commercial bank or bank guarantee to be valid for one year after the successful completion of the project.
 - 1.4). The firm shall have to compile and make an instruction manual for Scanning/digitization, storing and retrieving operations and the same shall be provided to the High Court of Uttarakhand for use of its staff for carrying out the operation of Scanning/Digitization and retrieval.
2. The firm shall install, maintain and operate the equipments (Hardware) required for rendering Scanning/Digitization of court records with fast retrieval at its own cost.
3. The equipments (Hardware) to be so installed shall be of the required capacity and number so as to provide for the smooth execution of Scanning/Digitization of court records with fast retrieval.
4. The equipment (Hardware) so installed will continue to be the absolute property of the firm.
5. The High Court will provide space and electricity/raw power supply for operating the equipments free of cost. The firm shall ensure that space provided to it by first party is not misused in any manner.
6. The firm shall provide adequate number of operators/qualified professionals at its own cost, for operating its equipments, so as to enable the smooth execution of Scanning/digitization of court records. The operators/qualified professionals shall follow and maintain the prescribed or agreed dress code. The Firm shall give the list of its operators/qualified professionals operating the equipments to the authorized officer periodically and except such personnel, other employees of the Firm shall not have access to the equipment room or deal with the archived data without the permission of the High Court. Deputed Man Power by the firm will not be allowed to interact with the staff of High Court of Uttarakhand without prior permission of Registrar General of the High Court of Uttarakhand. The High Court of Uttarakhand reserves the right to deny entry to any staff member of the firm, if so deemed appropriate by it and the firm will ensure that the staff engaged is disciplined and maintains full decorum of the Court.

Complete secrecy and confidentiality is required to be maintained by the firm and firm and his employees.

7. The firm shall at its own cost provide the necessary consumables, including paper, ink, and spares required for maintaining and operating its machinery/equipment smooth execution of Scanning/digitization of court records. The Firm shall make its own arrangements for safety / security of the equipments and also keep them insured against theft, fire, and damages.
8. The Firm shall store the scanned data in multi functional scanned and print features in two sets of storage media and deliver one set to the High Court as a back-up and use the other set for retrieval, printing. In case of emergency, on a written request, the set given to the High Court shall be made available to the firm for use and return.
9. The firm, after successfully storing the data on its own computer shall transfer the same on the computer to be provided by the High Court of Uttarakhand with the documentation, technical and user manual. However, the second shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/digitized data for a minimum period of one year after completion of its work on its hardware. Firm shall suggest the configuration and the number of computers and other hardware for archival and retrieval of digitized data, including back up.
10. The Firm shall survey the turnover of work periodically and make adequate adjustments by providing additional men, material and equipments to avoid piling up of work.
11. The process by which the firm will Scan/digitize the court records will include in batches as following: -
 1. Authorized representative of firm will receive files from staff of the High Court of Uttarakhand under proper receipt.
 2. Prepare the files for Scanning/digitization after the removal of tags, pins, dust etc.
 3. Scan and digitize each document of file and the data is to be stored by way of images in Portable Document Format PDF/A with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction. The images so stored in the database should be properly indexed as per the requirements of High Court of Uttarakhand and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form. Below are the mandatory specifications of required PDF/A File format.

The PDF's should comply with the following specifications:

 - PDF/A format (ISO 19005-1:2005).

- The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for Mono/Color/Grey scale images retaining Searchability, good view and print quality.
 - Should be linearized PDF (as defined by PDF reference manual (ISO 32000-1:2008)) to ensure faster web viewing.
 - In case of images with printed English text, the output PDF document should be searchable. In this case the PDF should also be reflowable such that the text readjusts itself on the basis of the size of the screen.
 - Searchable PDF should be created in one single step by processing the input image file thus ensuring that no intermediate manipulation of content is possible.
 - Should be enabled for interactive use (applying digital signatures, annotations, comments) with free Adobe Reader.
 - PDF/A should be digitally signed (using available digital signature in batch mode). Also it should be possible to digitally sign these PDF files using free Adobe Reader.
 - Both the PDF's - Lossless PDF/A for archival and compressed PDF's for viewing, should be generated in a single step i.e. there should not be multiple screens / modules / processes for generating different type of required PDF outputs. Software should be capable enough of generating multiple type of PDF Files by selecting single source images for one time only.
 - Automated Meta data insertion in the PDF files - Metadata available in MS-Excel or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself.
 - The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata. This will enable any content management system that supports XMP to import this metadata as indexes.

- Apart from above functionalities bidder should have readily available security provision for below mentioned functionalities, Court may ask it at additional cost if required:
 - Security features for the required output PDFs - All these security features should be applied to PDFs in a single step while creating the PDF files:
 - ❖ Password protected.
 - ❖ Certificate protected.
 - ❖ FIPS-140 compliant AES-256 encryption.
 - ❖ Digital signature, and secure Time-stamping.
 - ❖ Print-disabled.
 - ❖ Policy-protected - it should be possible to apply persistent and dynamic policies that help maintain confidentiality and control use of PDFs even when these PDFs go out of IDMS.
 - ❖ High Court of Uttarakhand should be able to change usage rights for a PDF, even after the file is distributed to users outside the IDMS.
 - ❖ High Court of Uttarakhand should be able to create a short-term offline access to PDF by adding an expiration date after which the document can no longer be opened even when it is outside IDMS. This will enable online leasing of these PDF files.
 - ❖ It should be possible to apply dynamic watermark on these PDFs (in one step while creation) based on the policy used to create the PDF.

- The viewing of the PDFs on Internet and Intranet should be secure.
 - PDF documents when opened in any browser should be viewed as flash files with download/save disabled.
 - PDF documents when opened should be viewed with visible or invisible watermarks with download/save disabled.
 - These PDF files should be easily searchable on metadata using standard windows search utility on the local computer.

Bidder has to submit sample of images complying with above specifications for compliance purpose along with Authorization letter from the technology provider for such technology in name of High Court of Uttarakhand for above mentioned tender document. Bidder should collect images for creation of samples from High Court of Uttarakhand.

It should be noted that sample images should be collected from High Court of Uttarakhand for above purpose.

4. Index the stored scanned data with following indexing parameters:-

- ◆ Case type, case number, case year
- ◆ Petitioner name(s)
- ◆ Respondent name(s)
- ◆ Petitioner advocate name(s)
- ◆ Respondent advocate name(s)
- ◆ District name
- ◆ Category code
- ◆ Judge(s) name
- ◆ Sections
- ◆ Date of disposal of case
- ◆ User, who entered it
- ◆ Remarks

5. Firm will store the scanned documents in four parts i.e. 'A', 'B', 'C' and 'D'.

6. Firm will digitally sign each file.

7. Store the Data on external media and will hand over files to High Court of Uttarakhand in original condition.

8. High Court of Uttarakhand after checking will accept the data.

12. The firm will ensure that the documents /files handed over to firm are kept in proper condition and no document is soiled /lost /misplaced /damaged.

13. The High Court will provide the files to the authorized representative of the firm, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the firm to accomplish the task of Scanning/digitization after following all the processes, namely unbundling, re-bundling, super indexing, scanning/digitizing, splitting & merger, page numbering, storing, retrieval, etc.
14. The firm shall have to arrange his own staff for the entire scope of work. The High Court of Uttarakhand would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the High Court of Uttarakhand and the staff of the firm.
15. The firm may be allowed to do the Scanning/digitization work on all working days. The timings and work schedule will be decided mutually between the High Court of Uttarakhand and firm.
16. In case the firm finds any original document, which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant database. The original papers shall however be retained in the main file.
17. The Firm will help in storing the data in the server of High Court of Uttarakhand.
18. Firm will suggest the storage server to store and retrieve digitized records.
19. The Firm will provide the Document and Records Management Software to High Court of Uttarakhand for fast retrieval of the records of point. Inputs are required from the firm regarding points given on Annexure -II .
20. The digitization software should be web enabled.
21. Continuance of the contract shall be subject to satisfactory performance of the firm and it may be cancelled at any time without assigning any reason for the same. The decision of the Registrar General, High Court of Uttarakhand, Nainital, in this regard shall be final and binding.
22. The Firm will also provide the license copy of it to High Court of Uttarakhand.
23. It will be responsibility of the firm to return the file to staff of the High Court of Uttarakhand under acknowledgment in the same shape and condition in which it was taken.

24. The firm, after successfully storing the data on its own computer shall transfer the same on the computer to be provided by the High Court of Uttarakhand along with the documentation, technical and user manual. However, the firm shall be fully responsible For the proper archiving, storing and retrieval of the Scanned/digitized data for a minimum period of one year after completion of its work on its hardware. Firm shall suggest the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.
25. If it is found at any time that the Scanning/digitizing, indexing, storing or retrievable has not been done in accordance with the agreed terms and conditions, the High Court of Uttarakhand shall be entitled to withhold further payment of the firm and also to recover the payment already made.
26. The firm has to develop and supply two copies Data Management software product. The firm has to develop the software specific to High Court of Uttarakhand needs, with water marking, free text search and digital signature Facilities. Such application software will be well integrated with High Court of Uttarakhand software, already implemented in this High Court of Uttarakhand.
27. The staff of the High Court of Uttarakhand will do random checking of the work being done by the firm and in the event of the firm not executing or completing the minimum agreed volume of work, High Court of Uttarakhand may impose suitable penalty per unfinished page in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the firm.
28. Payment for scanning/digitization work done under the contract shall be made on quarterly basis, subject to statutory, other deductions and penalties and damages if any levied and recoverable under the contract for the work done as per agreed terms as per the satisfaction of High Court of Uttarakhand. The firm will be responsible for liabilities of all kind including local and other taxes.
29. It shall be the duty of the firm to have the licensed software updated from time to time and provide all possible assistance/help during the Scanning/digitization work.
30. On the completion of the work, the firm shall hand over the latest licensed updated software and also the database to this Court, which shall become property of the High Court of Uttarakhand for all intents and purposes.
31. The software module should have multiple accesses with security features, with facility for updation of Information.

32. The Licensed copy of the application software and database design as may be developed by the firm or its employees for and during execution of the work shall vest in High Court of Uttarakhand and the firm shall execute necessary documents for the same and also get an assignment from its employees, in favour of High Court of Uttarakhand.
33. The High Court of Uttarakhand will have ownership on runtime license of IDMS delivered to High Court of Uttarakhand. Bidder will deliver all digitize data at Court to High Court of Uttarakhand and will not keep any copy of data with it.
34. The Firm will impart adequate training to the two Assistant Registrars, four Section Officers, eight Review Officers and eight Assistant Review Officers of the High Court of Uttarakhand for adopted procedure of Scanning/digitization and retrieval of records.
35. Over-writing/ over-typing or erasing of figures is not allowed by the High Court of Uttarakhand to firm on original documents.
36. The Firm will fully maintain and support for one year after the completion of the work.
37. The Complete secrecy and confidentiality is required to be maintained by the Firm and his employees during the term or after of expiration of this agreement.
38. The firm shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the High Court of Uttarakhand premises itself.
39. All Scanned/digitized files will be stamped and duly signed by the user indicating that the "FILE IS SCANNED/DIGITISED AND DULY RECONSTRUCTED" and the firm will be fully responsible for any loss/damage of any document.
40. At the end of every quarter the firm will hand over the complete Scanned/digitized data to High Court of Uttarakhand - one copy on computer system and two copies on USB HDD.
41. The Firm shall not assign, in whole or in part, its obligations to any Third Party to perform under the Contract.
42. All data, specifications, reports and other documents prepared by the Firm in the execution of the Contract shall become and remain the property of the High Court of Uttarakhand, and before termination or expiration of this Contract the Firm shall deliver all such documents, prepared under this contract along with a detailed inventory thereof, to the High Court of Uttarakhand.
43. The Scanned/digitized record will be the property of the High Court of Uttarakhand. The firm shall have no right, title or interest in it and shall not use it in any manner.

44. In the event of termination of contract or the performance of the firm is not found satisfactory then High Court of Uttarakhand shall be entitled to forthwith forfeit the amount of performance guarantee either full or in part apart from taking such legal remedies as are available in law. The firm shall thereupon hand over the judicial and other records, which are in its possession. The firm shall not be entitled to remove the digitized data, which will be the property of High Court of Uttarakhand.

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**For Registrar General
High Court of Uttarakhand, Nainital**

ANNEXURE -II

S.No	Requirements	Compliance (Yes / No)	Vendor Remarks
	Architecture		
1	INTEGRATED DOCUMENT & RECORDS MANAGEMENT Solution is capable of being deployed both in centralized as well as in decentralized deployment model.		
2	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution provides options of both thick client and web client as interface for users.		
3	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution has not limitation of any file formats and can support MS Office, Audio/Video etc.		
4	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution supports leading RDBMS vendors i.e. Microsoft SQL and Oracle.		
5	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution supports bulk import & export of data as XML and CSV format.		
6	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution has provision for defining and importing Thesaurus dictionary.		
7	INTEGRATED DOCUMENT & RECORDS MANAGEMENT Solution provides offline Document & Records management system .		
8	INTEGRATED DOCUMENT & RECORDS MANAGEMENT Solution must provide Document & Records caching functionality with no limitation on the number of caching sites, same should reflect in Architecture of IDMS.		
9	Should store metadata in RDBMS and electronic content on file system (SAN/NAS).		
10	Should provide a single unified platform for both paper & electronic records.		
11	Capable of integrating with Microsoft Active Directory for authentication		
12	Proposed solution provides context sensitive 'Help' Operation.		
13	System provides integrated platform for Workflow and Web Content Management.		
14	System has capability of sending alerts in case storage repository reaches limit.		

15	Software has provision of adding metadata without Images/contents in IDMS and same should be searchable in the software.		
16	OEM of the Proposed Software has CMMI Level 5 certification.		
	Search		
1	Provide searching facilities based upon: Any metadata field (content, author, source, keywords, etc.).		
2	Provide search based on actual content of the Document & Records		
3	Software has inbuilt Thesaurus, for purpose of providing intelligent search. Provide Thesaurus based Search; screenshot of the features should be enclosed.		
4	Complex and multiple criteria based Boolean search.		
5	Nested searches.		
6	Provide ability to store frequently used searches as Save Searches.		
	Metadata		
1	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution has no limitation on defining custom metadata fields.		
2	INTEGRATED DOCUMENT & RECORDS MANAGEMENT solution supports associating metadata both to records and folders.		
3	Metadata should support data types like String, Integer, Float, date etc.		
4	Metadata should support ISO standards.		
	Document & Records Management & Classification		
1	IDMS is compliant to DoD 5015.2-STD Version 3 standard for Chapter 3,4,5 & 6. Certificate from concerned authorities for compliance of IDMS with DoD 5015.2-STD Version 3 standard has been enclosed (Optional).		
2	Should support multiple classification schemes including business and Thesaurus based classification.		
3	Capable of supporting a hierarchical business classification scheme, with a minimum of three levels below the root level; and must support the use of varying numbers of levels at different points in the classification		

	scheme.		
4	Where a hierarchical classification scheme is in use, the INTEGRATED DOCUMENT & RECORDS MANAGEMENT must allow the addition of folders to either the lowest level or at the highest level.		
5	IDMS has ability to define retention schedules and holds.		
6	IDMS manages entire lifecycle of the content right from capture till disposal.		
7	System has the capability of defining disposition and Triggers		
8	System has the ability of making a content inactive.		
9	System has the capability of approving a classification if a change is done.		
10	IDMS supports a 'drag and drop' method of manipulating folders and records, where this is appropriate for the platform supported.		
11	Support a 'copy and paste' method of manipulating folders and records, where this is appropriate for the platform supported.		
12	IDMS provide ability to define retention schedules and holds.		
13	System should provide a generic image viewer supporting common file formats like PDF, Word, Excel, AutoCAD.		
14	System provide spell check function for notes and Document & Records title.		
15	System has provision of electronically signing the Document & Records.		
16	System has redaction functionality for permanently burning out sensitive information to adhere to RTI.		
17	System has the ability of creating adhoc workflows.		
18	System has ability of defining naming patterns for folders as well as record.		
19	System has ability of defining classifications, records as favorites.		
20	System is capable of sending email alerts and notifications on the various actions to be performed on the repository.		
21	System has capability of publishing content over websites using HTML templates.		

22	System has capability of converting from any formats to TIFF/PDF.		
	Capture		
1	System provide an imaging/scanning application with no limitation on the number of scanning formats.		
2	Capable of capturing the content right from authoring applications like Standard office applications (word processing Document & Records, Document & Records produced by text editors, spreadsheets, presentations etc.) which are ODMA client.		
3	Provide an interface to standard e-mail clients, including MS Outlook and Exchange, which enables e-mail messages to be captured directly into the INTEGRATED DOCUMENT & RECORDS MANAGEMENT from the e-mail client.		
4	Provide capability of capturing email, email with attachment, attachment only.		
5	Capable of integrating with the standard office system packages (for example, MS Office) which the INTEGRATED DOCUMENT & RECORDS MANAGEMENT supports, so that the record can be captured by the INTEGRATED DOCUMENT & RECORDS MANAGEMENT by use of the Save facility.		
6	System has an option of importing content from desktops, network drives etc.		
	Security & Access Control		
1	System has ability of defining security levels for ex 1. Classified, 2. Secret etc.		
2	Provision for multi level security access for different access categories.		
3	Supports the movement of users between organizational units whereby their job roles and/or their access rights may change. The System has within it the concepts of job roles, and staff occupying those posts. In addition, the IDMS must allow the definition of user roles, and must allow one or more users to be associated with each role.		
4	Provide Access Control based secure		

	access providing View Document & Records, View Metadata, Update Document & Records, Update Record Metadata, Modify Record Access, Destroy Record configurable by the administrator.		
5	System has the ability to automatically remove temporary role assignments after a predefined period.		
6	System has the ability to automatically remove temporary role assignments after a predefined period.		
7	System provide alerts in case of security breaches.		
	Audit		
1	Provide a detailed and searchable system audit trail / logs.		
2	Allows the audit trail facility to be configurable by the Administrator so that they can select the events for which information is automatically stored.		
3	Able to record in the audit trail all changes made to: <ul style="list-style-type: none"> • groups of electronic folders. • Individual electronic folders. • Electronic parts. • Electronic records. • Extracts. • Metadata associated with any of the above. 		
4	Track and record information about events in the audit trail without manual intervention, once the audit trail facility has been activated.		
5	supports both database and file system based audit logs.		
6	System is capable of creating billing logs from the events which have financial impact.		
	Physical Document & Records Management		
1	System provide records management functions for physical files and paper Document & Records.		
2	System provide function for defining virtual warehouse for tracking of physical files.		
3	System has an option for defining bays, bins, shelves, boxes, files etc		
4	System is capable of generating barcode labels.		

5	System has capability of interfacing with barcode scanners.		
6	System has capability of adding parts to physical files.		
7	System has capability of adding parts to physical files.		
8	System has capability of requesting for a physical file.		
9	System has capability of making a physical inactive.		
10	System has capability of carrying out census & audit of actual warehouse.		
11	Capability of recording and reporting the transfer of Document & Records/records/files to specific secondary storage outlets.		
	MIS Reports		
1	Capable of storing standard reports requests and formats, which can be run specifying varying parameters, but without additional design alteration, including parameters for: <ul style="list-style-type: none"> • specific dates and date ranges. • specific users or groups of users. 		
2	System provide the capability for the end-user to run standard, pre-formatted reports based on both operator and system entered data.		
3	Allow reports to be generated for screen display, for printing, and for both display and printing.		
4	provide report designing tool for designing own reports.		
5	provide the capability for end-users to create ad-hoc reports, to run “on-the-fly”.		
	Key Points of Solution		
1.	Unlimited Number of Users can do the retrieval of records.		
2.	No Need of Log-In for accessing defined records.		
3.	Web Module of Software has customizable interface for requirement of High Court of Uttarakhand.		
4.	Software has facility of website like browsing for creating user friendly interface.		
5.	OEM of the software should be CMMI Level 5.		
6.	Compliant with DoD 5015.2-STD Version 3 standard for Chapter 3,4,5 & 6. (optional).		
7.	Software has inbuilt Thesaurus, for		

	purpose of providing intelligent search. Provide Thesaurus based Search; screenshot of the features should be enclosed.		
8.	Proposed IDMS has well established online support system in terms of Forums / Blogs in order to provide independence to Bidder for taking support at anytime. Bidder should provide link for such forum/blog in compliance. This is a must condition from support perspective.		
9.	The offered IDMS has open data portability and should have ready API SDK for JAVA and .Net for enabling High Court of Uttarakhand to integrate IDMS with any other application in future. Same need to be demonstrated during demonstration.		
10.	The Offered Software solution is a proven Enterprise Content Management Solution and has pre-integrated Document Management Solution, Web Content Management Solution, Space Management Solution, Records Management Solution, workflow solution and tight integration with Office Application especially E mail Clients.		
11.	Software has both desktop based client and web based interface for document retrieval purpose. High Court of Uttarakhand should be at liberty of using the required interface.		

COMMERCIAL BID

<u>Particulars</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Tax</u>	<u>Price Including Taxes</u>
Scanning, Cleaning, Indexing and PDF/A output as per specifications required of Case Files (1 crore Pages (Approx.) with Integrated Document Management Solution (IDMS) with unlimited users for viewing the records through web based interface(01 Unit)				

Please add your terms below:-