

# **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 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/Bidders 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 **10/09/2012**, upto 5.00 PM.

**-sd/-**

Registrar General  
High Court of Uttarakhand, Nainital.

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 Document Management Solution (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/bidders having relevant experience in this area will be eligible for short listing.

**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 image, any hard object 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 bidder shall come up with technical solution to Scanning/digitization of brittle record as well.
2. Bidder has to comply to below mentioned prequalification 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/Atleast one of the core development organization of the proposed Document Management Software (IDMS) should be atleast CMMI Level 5.
  - d. Bidder should submit compliance of IDMS along with screenshots wherever required.
  - e. 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.
  - f. Proposed IDMS should have at least 20 installations in Central/State Govt/Archives/Institutions in India for unlimited user licenses, which should be verifiable through open internet. Bidder should submit URLs of such installations for verification purpose.

**g.** Proposed IDMS should be a standard IDMS developed on Platform Independent technology i.e. JAVA etc. Proposed IDMS should be open source and this should be delivered along with source code of whole IDMS.

Above requirements are mandatory. In absence of above information with necessary proofs, bids are liable to get rejected summarily.

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 bidder 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 bidder for the purpose of Scanning/Digitization.
4. The bidder 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. Bidder should install all necessary hardware for digitization.
6. The bidder must have adequate experience of having Scanning/digitization, indexing, storing and providing retrieval facility for documents and must provide proof for this.
7. The bidder 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 bidders can inspect the records lying in the Record Room(s) after contacting Additional Registrar on Telephone No. 05942-232276 during working hours of the Court. For any query bidder may also contact to System Analyst or OIC-NIC of High Court on telephone number 05942-236679 during office hours. Any phone call on mobile numbers will not be entertained.
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 bidder directly and no middlemen/agents/commission agents etc. should be asked by the bidder to represent their cause.
11. The bidder(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 bidder. In case, the technical bid of the bidder 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 10/09/2012 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 on 22/09/2012, 11:00 AM in the High Court of Uttarakhand. Financial bids of only those bidder 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.

## **TERMS & CONDITIONS**

- 1.** The bidder(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 Rs. 200000 (two lakh) 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 bidder 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 bidder 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 bidder 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 bidder.
- 5.** The High Court will provide space and electricity/raw power supply for operating the equipments free of cost. The bidder shall ensure that space provided to it by first party is not misused in any manner.

- 6.** The bidder 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 Bidder 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 Bidder 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 bidder 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 bidder, if so deemed appropriate by it and the bidder 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 bidder and his employees.
- 7.** The bidder 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 Bidder shall make its own arrangements for safety / security of the equipments and also keep them insured against theft, fire, and damages.
- 8.** The bidder, 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. Bidder shall suggest the configuration and the number of computers and other hardware for archival and retrieval of digitized data, including back up.

9. The Bidder shall survey the turnover of work periodically and make adequate adjustments by providing additional men, material and equipments to avoid piling up of work.
10. The process by which the bidder will Scan/digitize the court records will include in batches as following: -
  1. Authorized representative of bidder 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.
- 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, High 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.
    - ❖ These PDF files should be easily searchable on metadata using standard windows search utility on the local computer.

- 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.** Bidder will store the scanned documents in four parts i.e. 'A', 'B', 'C' and 'D'.
- 6.** Bidder 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.
- 11.** The bidder will ensure that the documents / files handed over to bidder are kept in proper condition and no document is soiled /lost /misplaced /damaged.
- 12.** The High Court will provide the files to the authorized representative of the bidder, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the bidder 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.
- 13.** The bidder 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 bidder.

14. The bidder 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 bidder.
15. In case the bidder 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.
16. The Bidder will help in storing the data in the server of High Court of Uttarakhand.
17. Bidder will suggest the storage server to store and retrieve digitized records.
18. The Bidder will provide the Integrated Document Management Solution (IDMS) to High Court of Uttarakhand for fast retrieval of the records of point. The digitization software should be web enabled and must have features as mentioned in **annexure-II** of tender document. IDMS must be customized according to need of High Court of Uttarakhand. High Court may direct bidder to modify IDMS according to requirement as and when required. Bidder will be fully responsible for Installation, Updation, customization and technical support during digitization process and for one year after completion of job. The bidder has to provide license copy of it to High Court of Uttarakhand. High Court may purchase desired IDMS direct from OEM if it is cost effective. IDMS should be equipped with water marking, free text search and an inbuilt document viewer giving the feel of reading a book to the user, it should be possible for users to flip the pages of record like book along with performing required zoom in , zoom out, full text search within document and on the fly watermarking on records while viewing it. High Court may direct vendor to well integrate it with High Court of Uttarakhand software, already implemented in this High Court of Uttarakhand. The software module should have

multiple accesses with security features, with facility for updation of Information. The Licensed copy of the application software, database software and web server software shall vest in High Court of Uttarakhand and the bidder shall execute necessary documents for the same. The High Court of Uttarakhand will have ownership on runtime license of IDMS delivered to High Court of Uttarakhand along with source code of whole IDMS. Bidder will deliver all digitize data at Court to High Court of Uttarakhand and will not keep any copy of data with it. Bidder has to give name and detail of IDMS, to be used by them. Inputs are required from the bidder regarding points given on **Annexure -II**.

- 19.** Continuance of the contract shall be subject to satisfactory performance of the bidder 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.
- 20.** It will be responsibility of the bidder 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.
- 21.** The bidder, 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 bidder 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. Bidder shall suggest the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up. High Court may purchase the entire/partial hardware setup of vendor after completion of job (if deemed fit or evaluating condition of hardware) after price negotiation (calculating depreciated cost).
- 22.** 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 bidder and also to recover the payment already made.

- 23.** The staff of the High Court of Uttarakhand will do random checking of the work being done by the bidder and in the event of the bidder 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 bidder.
- 24.** 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 bidder will be responsible for liabilities of all kind including local and other taxes.
- 25.** It shall be the duty of the bidder to have the licensed software updated from time to time and provide all possible assistance/help during the Scanning/digitization work.
- 26.** On the completion of the work, the bidder shall hand over the database to this Court, which shall become property of the High Court of Uttarakhand for all intents and purposes.
- 27.** The Bidder 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.
- 28.** Over-writing/ over-typing or erasing of figures is not allowed by the High Court of Uttarakhand to bidder on original documents.
- 29.** The Bidder will fully maintain and support for one year after the completion of the work.
- 30.** The Complete secrecy and confidentiality is required to be maintained by the Bidder and his employees during the term or after of expiration of this agreement.
- 31.** The bidder 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.

32. 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 bidder will be fully responsible for any loss/damage of any document.
33. At the end of every quarter the bidder will hand over the complete Scanned/digitized data to High Court of Uttarakhand - one copy on computer system and two copies on USB HDD.
34. The Bidder shall not assign, in whole or in part, its obligations to any Third Party to perform under the Contract.
35. All data, specifications, reports and other documents prepared by the Bidder 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 Bidder shall deliver all such documents, prepared under this contract along with a detailed inventory thereof, to the High Court of Uttarakhand.
36. The Scanned/digitized record will be the property of the High Court of Uttarakhand. The bidder shall have no right, title or interest in it and shall not use it in any manner.
37. In the event of termination of contract or the performance of the bidder 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 bidder shall thereupon hand over the judicial and other records, which are in its possession. The bidder shall not be entitled to remove the digitized data, which will be the property of High Court of Uttarakhand.

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

**ANNEXURE-I****(To be filled by Bidder) (Part of Technical Bid)**

<b>Sl.No.</b>	<b>Description</b>	<b>Indicate also page number where attached</b>
<b>1.</b>	Name, address & telephone number of the agency/bidder.	
<b>2.</b>	Name, designation, address & telephone number of authorized person.	
<b>3.</b>	Please specify as to whether Tenderer is sole Proprietor/Partnership Bidder/Private or Limited Company.	
<b>4.</b>	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
<b>5.</b>	Copy of PAN Card issued by Income Tax Department and Copy of previous 3 Financial Year's Income Tax Return.	
<b>6.</b>	<b>a.</b> CMMI Certification of OEM of Proposed IDMS, <b>b.</b> ISO Certification, <b>c.</b> Security Certification, (Please attach copy).	
<b>7.</b>	Service Tax Registration No. (Please attach).	
<b>8.</b>	Latest Service Tax Return (Please attach).	
<b>9.</b>	Experience Certificates of 2 years in providing digitization services in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies / Public Ltd. Companies.	
<b>10.</b>	Details of Bid Security/Earnest Money Deposit: a) Amount: b) Demand Draft/Bank Guarantee Number: c) Date of issue: d) Name of issuing Bank:	
<b>11.</b>	The bidder understanding of the project requirements and the proposed total solutions.	
<b>12.</b>	Methodology to be used for digitization of Court record.	
<b>13.</b>	What would be the output/day in terms of number of pages that can be Scanned/digitized, indexed, stored and retrievable?	
<b>14.</b>	Maintenance and technical support services to be provided after supply of the software.	

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| 15. | Number of technical persons to be deputed by the bidder for the work (with details of their educational qualifications, experience, functions, etc.).   |
| 16. | Number of non-technical persons to be deputed by the bidder (with details of their educational qualifications, experience, functions etc.)  |
| 17. | What is the Software (IDMS) you propose to use for Scanning/digitizing, indexing, storing and retrieval? Kindly give necessary detail.  |
| 18. | How much space the bidder may require to execute the work?  |
| 19. | How long you estimate to complete the work in all respects?   |
| 20. | What facilities you expect from the High Court of Uttarakhand in executing the work?  |
| 21. | List your clientele with amount of work completed, their addresses and contact person's details.  |
| 22. | Main features of proposed solution and any area of risk.  |
| 23. | Steps to prevent accidental or intentional destruction of software and data.  |
| 24. | Number of servers (with configuration and OS) to be installed.  |
| 25. | Number of Desktop (with configuration and OS) to be installed.  |
| 26. | Number of scanners (make, model, Scanning/digitization speed, duty cycle and other features) to be installed.<br><br><i><b>Note:</b> scanners must be of reputed manufacturer 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.</i> |
| 27. | Details of LAN.   |
| 28. | Other hardware equipment you propose  |



	to provide.	
<b>29</b>	Any other relevant information. (The information required is not exhaustive. Bidders are requested to include all information that may be necessary for such type of projects).	
<b>30</b>	Warranties and guarantees.	

**ANNEXURE -II****( To be filled by Bidder ) ( Part of Technical Bid)**

<b>S.No</b>	<b>Requirements</b>	<b>Compliance (Yes / No)</b>	<b>Bidder Remarks</b>
	<b>Architecture</b>		
<b>1</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION is capable of being deployed both in centralized as well as in decentralized deployment model. The software solution should be on Web-Based Technology and capable of functioning over the Archive Intranet, Virtual Private Network, and Internet. Proposed DMS should be on platform independent technology i.e. JAVA etc.		
<b>2</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION should be purely web based.		
<b>3</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION has not limitation of any file formats and can support MS Office, Audio/Video etc.		
<b>4</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION supports leading Commercial and open source RDBMS i.e. PostgreSQL etc.		
<b>5</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION supports bulk import & export of data as XML and CSV format.		
<b>6</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION has provision for defining and importing Thesaurus dictionary.		

<b>7</b>	Huge files digital content should be stored in file servers (FTP Server) for efficient streaming and access.		
<b>8</b>	Should handle the devanagari script in Unicode.		
<b>9</b>	Should store metadata in RDBMS and electronic content on file system (SAN/NAS).		
<b>10</b>	Should provide a single unified platform for both paper & electronic records.		
<b>11</b>	Backup and Restore Script of Database on a periodical basis		
<b>12</b>	Proposed solution provides context sensitive 'Help' Operation.		
<b>13</b>	System provides integrated Workflow.		
<b>14</b>	System has capability of sending alerts in case if IDMS is required to be shutdown.		
<b>15</b>	Software has provision of adding metadata without Images/contents in IDMS and same should be searchable in the software.		
<b>16</b>	Atleast one of the development organization of the Proposed Software should have CMMI Level 5 certification.		
	<b>Search</b>		
<b>1</b>	Provide searching facilities based upon: Any metadata field (content, author, source, keywords, etc.).		
<b>2</b>	Provide search based on actual content of the Document & Records		
<b>3</b>	Software has inbuilt Thesaurus, for		

	purpose of providing intelligent search. Provide Thesaurus based Search; screenshot of the features should be enclosed.		
<b>4</b>	Complex and multiple criteria based Boolean search.		
<b>5</b>	Should have provision of sorting the results based on relevance, submission date etc.		
<b>6</b>	Should have provision of defining number of search result required on page by any end user.		
<b>7</b>	Should have full text search facility and same should be built using 'lucene' etc.		
<b>8</b>	It should be possible for user to search a record in combination of full text search and metadata.		
	<b>Metadata</b>		
<b>1</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION has no limitation on defining custom metadata fields.		
<b>2</b>	Should have extensive meta-data creation using comprehensive data entry templates.		
<b>3</b>	INTEGRATED DOCUMENT MANAGEMENT SOLUTION supports associating metadata both to records and folders.		
<b>4</b>	Metadata should support Dublin Core, MARC21 standards.		
<b>5</b>	Server allowing harvesting of Metadata through OAI-PMH (Open archives initiative protocol for		

	metadata).		
	<b>Security &amp; Access Control</b>		
<b>1</b>	Institutional archives both Open access and restricted access should be created from a single interface		
<b>2</b>	Allowing creation of Users, and User groups.		
<b>3</b>	Provision for multi level security access for different access categories.		
<b>4</b>	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.		
<b>5</b>	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.		
<b>6</b>	Allows Multiple User Access levels and Authorization of Users depending on Roles.		
	<b>Audit</b>		
<b>1</b>	Provide a detailed and searchable system audit trail / logs.		
<b>2</b>	Provides Comprehensive Statistics to		

	evaluate the usage of the Repository		
<b>3</b>	Track and record information about events in the audit trail without manual intervention, once the audit trail facility has been activated.		
<b>4</b>	Statistics: Provides statistical reports/summary which can be used for perform analysis on repository.		
	<b>Document Viewer</b>		
<b>1</b>	Proposed IDMS should come with inbuilt viewer for viewing the PDF files. Viewer should be built on industry standard flash technology, whereas user should be able to see the scanned PDF files in form of book with book like page flipping functionality along with zoom in & out feature, full text search within the record viewed by user (if the same is OCR'd), go to page option etc. There should be no dependency on any PDF reader on local desktop machine of User for opening the PDF file. Bidder should be able to demonstrate the same with IDMS during the demonstration. (Court may call bidder for demonstration, if required).		
	<b>Key Points of Solution</b>		
<b>1.</b>	Unlimited Number of Concurrent Users should be able to use IDMS for all purposes i.e. Search, Retrieval, Data addition, Updation, modification etc.		

<b>2.</b>	There should be provision for making a record available to user without login in the system		
<b>3.</b>	Software should have option of applying multiple themes for the interface.		
<b>4.</b>	Court should be able to customize the interface as per its requirement		
<b>5.</b>	It should be possible to customize the look and feel of each work area of IDMS in separate manner. i.e. each work area should have separate theme.		
<b>6.</b>	Software should have facility of website like browsing for creating user friendly interface.		
<b>7.</b>	OEM / atleast one of the development organization (incase of joint development) of IDMS should be CMMI Level 5.		
<b>8.</b>	Software has inbuilt Thesaurus, for purpose of providing intelligent search. Provide Thesaurus based Search.		
<b>9.</b>	Proposed IDMS has well established online support system in terms of Forums / Blogs in order to provide independence to Bidder for taking support at any time. Bidder should provide link for such forum/blog in compliance. This is a must condition from support perspective.		
<b>10.</b>	The offered IDMS has open data portability and should have ready API SDK for enabling Archive to integrate IDMS with any other		

	application in future. Same need to be demonstrated during demonstration (if required).		
<b>11.</b>	The Offered Software solution should be a proven Enterprise Content Management Solution and inbuilt workflow solution.		
<b>12.</b>	Source Code of core IDMS should be delivered to court.		
<b>13.</b>	Allows Versioning - Users can upload multiple versions of the same file.		
<b>14.</b>	Should assign a Persistent Identifier to each contributed item (Handle System).		
<b>15.</b>	Should have full text search facility and same should be built using 'lucene' etc, which makes it very easy for anybody to find any item within a very short span of time.		
<b>16.</b>	It should be possible for user to search a record in combination of full text search and metadata.		
<b>17.</b>	Ease Of Access: The level of effort required in order finding, organizing access to use it is very minimal by using various Browse options.		
<b>18.</b>	Faster Search & Retrieval: Users can search for any item via a single field interface i.e. by inserting value in google like single field; IDMS should provide search results from full text, metadata fields and storage hierarchy.		
<b>19.</b>	An Advanced Search option giving multiple fields search is also		



	required.		
<b>20.</b>	Hierarchy to manage contents (i.e. Primary Cabinet Level, Sub Cabinet, Folder, and Items).		
<b>21.</b>	Proposed Software should store the uploaded files at backend in such manner that it should be possible for Archives to port this data in any other system without using IDMS or any of its components like export tool.		

**Note:**

**Mark "Yes" for COMPLIANCE AND "No" for NON-COMPLINACE (Bidder should comply with all specifications as these are mandatory).**

**COMMERCIAL BID**

**(To be filled by Bidder) (Part of Financial Bid)**

<b><u>Particulars</u></b>	<b><u>Unit(per page) Price</u></b>	<b><u>Total Price</u></b>	<b><u>Tax</u></b>	<b><u>Price Including Taxes</u></b>	<b><u>Grand Total</u></b>
Scanning, Cleaning, Indexing and PDF/A output as per specifications required, of Case Files (1 crore Pages (Approx.)).					
Price of Integrated Document Management Solution (IDMS) for enterprise wide deployment with unlimited users Search, Retrieval, Data addition, Updation, modification etc. (with source code of whole DMS) along with RDBMS and web server software and customization of IDMS according to need of High Court as per tender document. There should be no restriction in terms of creating Disaster recovery (DR) Site.					
Cost of Annual Technical Support after expiry of One year warranty from the date of delivery of IDMS.					
<b>Cost of Provisional Items</b>					
Cost of Rights Management Solution as per requirement of RFP Document.					

**Please add your terms below:-**

Seal and Signature of Bidder