

THE HIGH COURT OF HIMACHAL PRADESH
SHIMLA

EOI No: 1/2014

Dated: 20.05.2014

INVITATION FOR EXPRESSION OF INTEREST FOR
SCANNING/DIGITIZATION OF COURT RECORD

The High Court of Himachal Pradesh invites **Expression of Interest for Scanning/Digitization** of approximately 1.5 crore pages of judicial record. The scope of work broadly is as below:

- Scanning, Indexing. Storing, Archiving & Retrieval of court record in digital form in secure manner.
- Application Software & Methodology to be adopted for seamless integration with existing workflow based on Case Management Information System (CMIS) Software developed using My SQL/Linux/Apache/PHP (LAMP technologies).
- Imparting of training to High Court Staff on Scanning, Indexing, Storing, Archiving, Retrieval and Printing process.

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

The details are available in the document entitled as Invitation for Expression of interest for scanning / digitization of Court record, posted on official website of this High Court **<http://hphighcourt.gov.in>** and also may be obtained from this Court during office hours between 9:45 am to 4:45 p.m. on any working day. The person(s) concerned who satisfies the eligibility criteria may submit the application(s) either personally or through post/courier along with profile and past experience to the **Registrar General, High Court of Himachal Pradesh** so as to reach on or before **18.06.2014 at 4.45 PM.**

Registrar General
High Court of Himachal Pradesh
Shimla

Copies forwarded to the:-

1. The Advertising Manager, The Tribune, Chandigarh and Amar Ujala, Chandigarh, with a request to publish the aforesaid tender notice in their newspaper(s) conspicuously within two/three days and send the bill thereof in the name of Registrar General, High Court of H.P., alongwith a copy of the newspaper(s) wherein the tender notice has been published.
2. The Central Project-Coordinator with a request to display the tender notice on the website of High Court of H.P. today itself and also to provide a link of such notice with the website of the Controller of the Stores, H.P., Shimla - 171001.
3. Controller of Stores, Government of H.P., Shimla -171001. He is requested to publish this notice on the website of his office.
4. The Controller, Printing & Stationery, government of H.P. He is requested to publish this notice in H.P. Rajpatra.

REGISTRAR GENERAL

THE HIGH COURT OF HIMACHAL PRADESH SHIMLA

EOI No: 1 / 2014

Dated: 20.05.2014

**INVITATION FOR EXPRESSION OF INTEREST FOR
SCANNING/DIGITIZATION OF COURT RECORD**

1. Sealed Expression of Interests (EOIs) are invited for Scanning / Digitizing of about 40 years Old Record of High Court of H.P. i.e. approximately 1.5 crore pages on actual work basis and/or to scan and digitize record of current and pending Case files including solution of cases to be filed fresh.
2. The person should be able to scan and digitize the entire record in about 2 years with minimum commitment of pages each day, as may be mutually agreed in the space to be made available to such concern for the purpose of scanning/digitization.
3. The person is to create Scanning/Digitizing, Indexing, Storing and Retrieval facility set up.
4. The person must have adequate experience of having Scanning/digitizing, indexing, storing and providing retrieval facility for documents and must provide proof for this.
5. The person must attach documents as proof to show that similar or related projects having been completed successfully and Balance Sheets of the past three year period with special reference to turn over, if any, from scanning and/or digitization of records.
6. A demonstration of the proposed solution shall have to be given to the Hon'ble Steering Committee (eCourts) of the High Court and a Committee of other experts, if formed. Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the person whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.

7. The person may suggest any addition/alternation to the scope of the work and/or terms & conditions depending upon their experiences.

8. The interested persons can inspect the records lying in the Record Room(s) after contacting Deputy Registrar (Digitization) on Telephone No. **0177-2888211** during working hours of the Court.

9. The Registrar General shall reserve the right to reject any **“expression of interest”** without assigning any reason.

10. The **“expression of interest”** received after due date and time i.e. 18.06.2014 at 4:45 p.m., shall not be entertained.

TENTATIVE SCOPE OF SCANNING WORK

1. Batch Processing, Archiving (Scanning 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 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 person shall come up with technical solution for scanning/digitization of brittle record as well.

2. The process may include:
 - (i) Receiving files by the person from High Court staff.

 - (ii) Preparing the files for scanning/digitization purpose, i.e., removal of tags, pins, etc.

 - (iii) The person shall also include, in the proposal, to shred the case record using Shredding Machines as some part of the record may be required to be discarded/destroyed before or after the scanning / digitization.

 - (iv) Scanning and Storing the Data in Scanned form with mirroring facility and one additional back up on hard disk drive.

 - (v) Indexing the stored scanned data. Following are the proposed Indexing Parameters:
 - Case Type, Number, Year
 - Petitioner Name(s)
 - Respondent Name(s)
 - Advocate Name(s)
 - District Name
 - Latest Case Status
 - List Type
 - Category
 - Bench Type

- General Remarks
 - Type of Document
 - Date of Document
 - Keywords
 - Sections
 - Date of Storage
 - User, who entered it
- vi) Handing over the files back to the High Court staff in their original condition and or after discarding/destroying specified record.
- vii) Handing over the scanned data on appropriate electronic media to High Court.
- viii) Providing licensed updated Application Software to High Court.
- ix) Transferring the stored scanned data on the hard disk or High Court's Servers for future retrieval.
- x) Imparting of adequate training to the staff of this Court for (1) archival (scanning and storing) (2) Indexing (3) retrieval and printing.
- xi) Full maintenance and support for one year after the completion of the work.
3. If the person is already doing the Scanning/digitizing work on '**job work basis**' in any Government department or any reputed private firm, then the name, address and telephone number of the same may be mentioned.
4. The 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 therefor.
5. Presently the High Court is using **My SQL RDBMS** (Relational Database Management Systems) and the

software to be developed by the person is to ensure seamless integration with the existing workflow based system in use by the High Court.

6. The work at the discretion of the High Court, may be awarded to one or more persons, as the case may be.
7. The person 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 to be valid for one year after the successful completion of the project.
8. The person should submit the Proposed Technical Details as per **Annexure 'I'** attached herewith as far as possible. In case, the person is found not suitable in Technical Details, its financial bid need not be called.
9. The High Court will deal with the person directly and no middlemen / agents / commission agents etc. should be asked by the person to represent their cause.

TENTATIVE TERMS & CONDITIONS

- 1) The person furnishing the Technical interest shall have to compile and make an instruction manual for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the High Court for use of its staff or carrying out the operation of Scanning/digitizing and retrieval.
- 2) The person shall have to arrange its own staff for the entire scope of work. The High Court would neither bear any expenses nor accept responsibility for the same and there would be no relationship of employer and employee between the High Court and the staff of the person. Likewise, the High Court shall not be a principal employer of the employees employed by such person for the purpose of Employees' Compensation Act.
- 3) The person should have its own sufficient infrastructure and qualified professionals at Shimla.
- 4) The High Court reserves the right to deny entry into its premises to any staff member of the person, if so deemed appropriate by it.
- 5) The person will ensure that the staff engaged is disciplined and maintains full decorum of the Court.
- 6) The Hardware for the project will be provided by the High Court, as detailed in **Annexure 'II'**. The person is to suggest any other mandatory hardware or ICT infrastructure required for execution of the project. Once the hardware is installed, the firm will not take any storage device away, without permission of the High Court.
- 7) The successful person shall undertake the job of Scanning/digitizing only in the High Court premises.
- 8) Continuance of the contract shall be subject to satisfactory performance of the person and it may be cancelled at any time without assigning any reason for the

same. The decision of the Registrar General, High Court of Himachal Pradesh, Shimla in this regard shall be final and binding.

9) The person may be allowed to do the scanning/digitization work on all working days. The timings and work schedule will be decided, mutually between the person and High Court but in all probability it must coincide with office timing of the High Court i.e. 9:45 a.m. to 4:45 p.m.

10) The High Court will provide the files to the authorized representative of the person supervising the Scanning /digitizing work, on day to day basis under proper receipt and it will be the responsibility of the person 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.

11) It will be the responsibility of the person to return the files to High Court staff under acknowledgment in the same shape and condition it was taken.

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

13) In case the person 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.

14) The person, after successfully storing the data on its own computer shall transfer the same on the computer to be provided by the High Court along with the documentation, technical and user manual. However, the person 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. The

High Court may seek suggestion of the person about the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.

15) Complete secrecy and confidentiality is required to be maintained by the person and its employees.

16) The person 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 premises itself.

17) The person has to develop and supply two copies each of the software products along with the source code. The person has to develop the software specific to High Court needs, with water marking and digital signature facilities. Such application software will be well integrated with CMIS software, already implemented and in use in this court.

18) The person using the integrated software for Scanning / Digitization and Document Management System shall provide its license to the High Court.

19) The software module should have multiple accesses with security features, with facility for updation of information.

20) The High Court of Himachal Pradesh through the Registrar General will have copyright on the product, format, concept layout and design. The High Court will have exclusive rights to use it anywhere, in any manner.

21) It shall be the duty of the person to have the licensed software updated from time to time and provide all possible assistance / help during the scanning / digitization work.

22) Time is the essence of the contract and the person shall adhere to the time schedule, contracted page work and deadline as prescribed by the High Court for execution of the work.

23) On the completion of the work, the person shall hand over the latest licensed updated software and also the database to this Court, which shall become the property of

High Court of Himachal Pradesh for all intents and purposes.

24) Licensed copy of the application software and database design as may be developed by the person or its employees for and during execution of the work shall vest in High Court of Himachal Pradesh and the person shall execute necessary documents for the same and also get an assignment from its employees, in favour of High Court.

25) The data is to be stored by way of images in Searchable Portable Document Format with adequate resolutions to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of High Court 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.

26) The database created by the firm shall be retrievable in Portable Document Format by the user. Necessary training for the retrieval of the database for the Scanning/digitizing, storing, organizing and retrieval are to be imparted to the staff of this Court.

27) The High Court of Himachal Pradesh, in consultation with the person, will finally decide the retrieval parameters.

28) 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 person will be fully responsible for any loss/damage of any document.

29) At the end of every quarter the firm will hand over complete Scanned/digitized data to the High Court.

30) If it is found at any time that the Scanning/digitizing, Indexing, storing or retrieval has not been done in accordance with the agreed terms and conditions, the High Court shall be entitled to withhold further payment of the firm and also to recover the payment already made.

31) The staff of the High Court will do random checking of the work being done by the person and in the event of the person not executing or completing the minimum agreed volume of work, the High Court may impose suitable penalty per unfinished page in addition to the recovery of other losses and damages that may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the person.

32) The High Court shall provide space for work, electrical supply, table, chairs, shredders and file racks etc. as per requirement but the person will ensure that the space and other facilities provided to it by the High Court are not misused in any manner.

33) 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 to the satisfaction of High Court. The person will be responsible for liabilities of all kind including local and other taxes.

34) The digitization software should be web enabled.

35) The Scanned/digitized record will be the property of the High Court of Himachal Pradesh. The person shall have no right, title or interest in it and shall not use it in any manner.

36) In the event of termination of Contract, High Court 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 person shall thereupon hand over the Judicial and other records, which are in its possession. The person shall not be entitled to remove the digitized data, which will be the property of High Court of Himachal Pradesh.

Interested persons may send their details in sealed covers subscribing on the top of outer cover as **“TECHNICAL INTEREST”** addressed to the **Registrar General, High**

Court of Himachal Pradesh so as to reach on or before **18.06.2014 at 4.45 PM.** The Technical Interest will be opened in the Office of Registrar General, High Court of Himachal Pradesh, Shimla in the presence of person(s) or their representatives, who wish to remain present, at **11.00 AM.** on **20.06.2014.**

**Registrar General
High Court of Himachal Pradesh
Shimla.**

ANNEXURE-I

- (i) Description/Name of the vender (including legal status, ownership etc.)
- (ii) The person's understanding of the project requirements and the proposed total solutions.
- (iii) Methodology to be used for Scanning/digitizing. Separate Methodology may be specified for scanning/digitization of old record and fresh-filed cases.
- (iv) What would be the output/day in terms of number of pages that can be Scanned/digitized, indexed, stored and retrieved?
- (v) Maintenance and technical support services to be provided after supply of the software.
- (vi) Number of technical persons to be deputed by the person for the work (with details of their educational qualifications, experience, functions, etc.)
- (vii) Number of non-technical persons to be deputed by the person (with details of their educational qualifications, experience, functions, etc.)
- (viii) Other Hardware equipment the person propose to provide.
- (ix) What is the Software the person propose to use for scanning/digitizing, indexing, storing and retrieval?
- (x) How much space the person may require to execute the work?
- (xi) How long the person estimate to complete the work in all respects?
- (xii) What facilities the person expect from the High Court in executing the work?

(xiii) List the clientele of the person with amount of work completed, their addresses and contact person's details.

(xiv) Main features of proposed solution and any area of risk.

(xv) Details of LAN to be established by the person.

(xvi) Steps to prevent accidental or intentional destruction of software and data.

(xvii) Any other relevant information which the person considers necessary for such type of projects.

ANNEXURE-II

Item Head Code	Item Name	Quantity	Configuration
1.	Desktop PCs	12	Intel i-5 Processor with 4GB RAM and 500 GB HDD
2.	Scanners	12	KODAK i1420