

HIGH COURT OF JAMMU AND KASHMIR

Tender Notice No: HC-JK/ET/2/2017

The High Court of Jammu and Kashmir invites on-line bids (Technical & Financial) from eligible bidders which are valid for a minimum period of 180 days from the date of award of contract for **“Scanning/ digitizing/storage/integrated retrieval of Case files maintained at the High Court consisting of approximately 3.25 Crore pages of A4/Legal size, on actual work basis.”**

Scope of Work	Scanning/digitizing/storage/integrated retrieval of Case files maintained at the High Court consisting of approximately 3.25 Crore pages of A4/Legal size, on actual work basis.
Tender Fee	Rs 1000/- (Rupees One Thousand only)
Earnest Money Deposit to be Submitted	Rs 2,00,000/- (Rupees Two Lakh, only) The Payment for EMD can be made through FD/DD/CDR/Bank Guarantee and Payment for tender fee can be made through Demand Draft, in each case favoring Registrar General High Court of Jammu and Kashmir.

Prospective bidders desirous of participating in this tender may submit their written queries to the undersigned at least two days before the date of Pre-bid Meeting, through email on **cpc-jk@aij.gov.in** having subject line “Pre-bid

queries". Based on queries received, if required, High Court may amend the Tender/issue corrigendum.

Interested parties may view and download the Tender document containing the detailed terms & conditions, from the Websites viz, <http://jktenders.gov.in> and <http://jkhighcourt.nic.in>

Sd/-

Central Project Coordinator (e-Courts)

HIGH COURT OF JAMMU AND KASHMIR

**TENDER DOCUMENT FOR "SCANNING/
DIGITIZING/ STORAGE/ INTEGRATED
RETRIEVAL OF CASE FILES MAINTAINED AT
THE HIGH COURT CONSISTING OF
APPROXIMATELY 3.25 CRORE PAGES OF
A4/LEGAL SIZE, ON ACTUAL WORK BASIS."**

High Court of Jammu & Kashmir

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Web <http://jkhighcourt.nic.in>

Email: cpc-jk@aij.nic.in

<u>Document Control Sheet</u>	
Tender Reference No	HC-JK/ET/2/2017
Name of Organization	High Court of Jammu and Kashmir
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Goods/Services/Works)	Services
Product Category	Information Technology
Re-bid submission allowed (Yes/No)	Yes
Is Offline Bid Submission Allowed (Yes/No)	No
General Technical Evaluation Allowed (Yes/No)	No
Withdrawal Allowed (Yes/No)	Yes before bid submission end date.
Is Multi Currency Allowed	No (Only INR)
Payment Mode (Online/Offline)	Offline
Date of Issue/Publishing	29.05.2017 at 3 PM
Document Download/Sale Start Date	30.05.2017 at 10 AM
Pre-bid Meeting	05.06.2017 at 11 AM
Start Date and Time for Uploading of Bids	30.05.2017 from 2 PM onwards
Last Date and Time for Uploading of Bids	14.06.2017 up to 5 PM
Date and Time of Opening of Technical Bids	15.06.2017 at 10 AM
Date and Time of Opening of Financial Bids	To be notified later on after the Technical Evaluation.

Cost of Tender Document	Rs.1000/-
Number of Covers/Packets	2 (Technical and Financial)
Bid Validity days	180 days from date of award of contract.
Location (Work/Services/Items)	As per Tender document
Address for Communication	The Central Project Coordinator, High Court of Jammu and Kashmir Jammu Telephone No. – 0191-2534808, 9419030909 Srinagar Ph: 0194-2506631 FAX: 0194-2506631 e-mail ID: cpc-jk@ajj.gov.in

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INSTRUCTIONS FOR ONLINE BID SUBMISSION:-

The High Court of Jammu and Kashmir invites **online bids (both technical and financial)** for Scanning/digitizing/storage/integrated retrieval of Case files maintained at the High Court consisting of approximately 3.25 Crore pages of A4/Legal size, on actual work basis. A Tender document has been published on the e-Tendering System of Government of Jammu and Kashmir i.e <http://jktenders.gov.in>. The bidders are required to submit soft copies of their bids electronically on the e-Tendering System of Government of Jammu and Kashmir, using valid Digital Signature Certificates.

The detailed information useful for submitting Online bids on the e-Tendering System of Government of Jammu and Kashmir may be obtained at <http://jktenders.gov.in>

PREPARATION OF BIDS:-

- 1) Please go through the Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule and generally, they can be in PDF/ XLS/ RAR formats. Scanned bid documents should be in readable format.
- 3) Bidder should take into account any corrigendum published on the Tender document before submitting their bids.

SUBMISSION OF BIDS:-

- 1) Bidder should log into the Site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 3) Bidder has to select the payment option as "Offline" to pay the Tender fee/ EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the Tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the green coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening Meetings.

ASSISTANCE TO BIDDERS:-

- 1) Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Central Project Coordinator on the email ID cpc-jk@aij.gov.in as mentioned in the Tender document.
- 2) Any queries relating to the process of online bid submission or queries relating to e-Tendering System of Government of Jammu and Kashmir i.e <http://jktenders.gov.in> in general may be directed to the 24x7 Helpdesk. The Contact No. **0120-4200462, 0120-4001002; Mobile 8826246593; E-Mail support-eproc[at]nic[dot]in**

OBJECTIVE / SCOPE :-

The High Court of Jammu and Kashmir intends to digitize judicial record whether disposed off or running in retrievable form. The scope of the Tender is to Scan/digitize/store and integrated retrieval of Case files maintained at the High Court at Srinagar and Jammu consisting of approximately 3.25 Crore pages of A4/Legal size, on actual work basis. The scope of digitization work to be carried out by the tenderer is briefly described as under:

- 1) Batch Processing, Archiving (Scanning and Storing into TIFF/image/Searchable PDF/PDF/A etc. format) and Retrieval.
- 2) Receiving files by the tenderer(s) from High Court of Jammu & Kashmir staff and handling over of the same file in their original condition.
- 3) Preparing the files for digitization purpose, i.e. removal of tags, pins, etc.
- 4) Storing the digitized data in digitized form with mirroring facility (storing data on more than one storage media viz. external HDD, NAS drive etc.)

- 5) Documents/pages identified by the Registry or which are either torn or not in a proper condition or illegible should be converted into machine readable text format (ASCII or Text mode) by OCR (Optical Character Recognition) Process or by data entry through keyboard typing.
- 6) If the file scanned is decided, then tenders will add a page containing information as under:
 - I. Case Number
 - II. Case Year
 - III. Case Type
 - IV. Document Type
 - V. Petitioner/Plaintiff Name
 - VI. Respondent/Defendant Name
 - VII. Petitioner's/Plaintiff's Adv
 - VIII. Respondent's/Defendant's Adv
 - IX. Date of Decision
 - X. Decided by
 - XI. Scanning Agency name
 - XII. Date of Scanning
- 7) Handing over the slotted digitized data on appropriate electronic media to High Court of Jammu & Kashmir in three sets.
- 8) Providing licensed updated software to the High Court of Jammu & Kashmir.

- 9) The output of scanning & digitation will have to be posed to DMS (used by this Court) by the vendor as per the meta/data to be finalized by High Court of Jammu & Kashmir Registry from time to time. The requirement/specifications of DMS implementation will be finalized by High Court of Jammu & Kashmir Registry.
- 10) The PDF/A output should also accompany XML output simultaneously with PDF/A.
- 11) Transferring the stored digitized data on the Hard Disk/NAS Storage of High Court of Jammu & Kashmir.
- 12) Imparting of adequate training to the staff of this Court for (1) archival (scanning and storing) (2) retrieval and printing.
- 13) Full maintenance and support for one year after the completion of the work.
- 14) The software and the methodology to be adopted should ensure seamless integration with workflow system prepared by C-DAC or any other workflow system that may be used by High Court of Jammu & Kashmir.
- 15) The PDF/A files as scanned & digitized by the vendor will be digitally signable using Digital Signature software, without requiring any proprietary/ commercially purchased software.
- 16) The workflow of functioning of scanning cell (where scanning activity by the vendor will be carried out) will be formulated and finalized by High Court of Jammu & Kashmir Registry so as to make it in sync with functioning of other concerned Branches.
- 17) The output of scanning/digitization will be verified by authorized officer of High Court of Jammu & Kashmir Registry on the basis of all the technical parameters of this tender.

- 18) All the transactions are required to be encrypted and protected using only open source software. The encryption policy and algorithm shall be decided by the High Court in consultation with the successful Bidder.
- 19) The process by which the bidder will Scan/digitize the Court records will include the following:
 - I. Authorized representative of bidder will receive files from staff of the J&K High Court under proper receipt.
 - II. Prepare the files for Scanning/digitization after the removal of tags, pins, dust etc.
 - III. Scan and digitize each document of file in minimum 300 DPI and the data is to be stored by way of images in searchable PDF (Pending cases) or PDF/ A(decided) 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 Jammu & Kashmir registry and should be capable of adding more images, at later stage if need be in an old stored file. Below are the mandatory specifications of required PDF/ A File format. The PDF's should comply with the following specifications:
 - (a) PDF/ A format (ISO 19005-2 :2011)
 - (b) 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/Colour/Grey scale images retaining Searchability, good view and print quality. Should be linearized PDF: (as defined by PDF reference manual (ISO 3200-1:2008) 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 or any other popular free PDF software. 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.

- (c) Automated Meta data insertion in the PDF files- Metadata available in spread sheet 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. The Metadata of the Case files are required to include the following fields and upto ten additional fields may be specified at the time of actual implementation of the contract:-

Full Data Structure

1. Bench Code
2. Case type
3. Case number
4. Case year

5. Category code
6. Petitioner name(s)
7. Respondent name(s)
8. Petitioner Counsel name(s)
9. Respondent Counsel name(s)
10. district
11. Judge(s) name
12. Date of disposal
13. Act/Section
14. Keywords
15. Crime Number
16. Crime Year
17. Crime District
18. Accused Name
19. Police Station
20. Trial Case at District or Tribunal or Single Judge at High Court
21. Lower Court Case Type
22. Lower Court Case Number
23. Lower Court Case year

24. Lower Court Order Date
25. Lower Court Judge
26. District/Place of Lower Court
27. Appeal Case Type
28. Appeal Case Number
29. Appeal Case year
30. Appeal Order Date
31. Appellate Judge
32. District/Place of Appellate Court

ELIGIBILITY CRITERIA:-

1. Eligibility Criteria is given in the "Annexure – 2 : Eligibility Criteria" and it must be filled up.
2. Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with the references as required in the "Annexure – 2 : Eligibility Criteria".
3. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, shall be highlighted and all pages of the bid document should be serially numbered.
4. If the bid is not accompanied by all the above mentioned documents, the same would be rejected.
5. Undertaking for subsequent submission of any of the above document will not be entertained under any circumstances. However, the High Court reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.

1.1 EARNEST MONEY DEPOSIT:-

1. TENDER FEE and EMD be submitted by Offline mode.
2. The Bidders who are registered for services of scanning and digitization with NSIC under Single Point Registration Scheme or registered at Government e-Marketplace or registered with MSME may be considered for exemption from furnishing the TENDER FEE and EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC/MSME or GeM must be furnished. Mere registration as a SSI Unit does not qualify the firm for exemption from furnishing the EMD and TENDER FEE.
3. In the absence of a valid certificate from the NSIC, such Tenders shall be rejected straightway.
4. The Earnest Money Deposit (EMD), without any interest accrued will be refunded as follows:
 - I. In the case of those Bidders who fail to qualify the eligibility criteria, and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)'s recommendations.
 - II. In the case of Bidders whose Tender bids are accepted, EMD will be refunded on receipt of Security Deposit as provided hereinafter.
 - III. In case the tender process is cancelled for any reason at any stage, the EMD will be refunded within fifteen days of cancellation. There will be no refund of tender fee in any case.

1.2 PRE-BID SESSION:-

There will be a Pre-bid Meeting with the Vendors for any clarifications regarding Tender technical specifications and Tender terms & conditions. Meeting will be held in the Office of central Project Coordinator, High Court of J&K at Srinagar. The High Court will not be bound to clarify any query after the Pre-bid Meeting.

1.3 BID OPENING PROCESS :-

1. The Technical covers will be opened in the first instance in the presence of Authorized Representative of the bidders who choose to remain present at the High Court of J&K
2. Financial bids of only those bidders, whose bids found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the Vendor's Authorized Representative subsequently for further evaluation.
3. One Authorized Representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

1.4 TECHNICAL EVALUATION PROCESS:-

1. A duly constituted Technical Evaluation Committee (TEC) will shortlist Technical Bids on the basis of technical parameters.
2. If considered, necessary, the short listed Bidders may be asked to demonstrate the process of scanning and digitization and retrieval of archived digital files using the state of the art equipment and best practices in vogue. In case the Vendor fails to demonstrate satisfactorily the process of digitization and its utility to the High Court, the bid shall be rejected.
3. For Technical evaluation, bidders have to ensure the availability of appropriate specialist, along with every type of documentation required, from their organization for interacting with TEC & evaluation team. In case a bidder does not make the required specialist along with proper documentation available, then such defaulting

bidder shall be taken off the Tender evaluation process and the bid will stand rejected.

4. As part of technical evaluation, the bidders shall give presentation on how they will meet the schedule of delivery & how they will successfully carry out the process of scanning and digitization so as to meet the schedule. They also should specify their inventory management & manpower deployment at High Court for smooth implementation of the Project.
5. It is mandatory for the bidders to strictly adhere to the time schedule.

1.5 EVALUATION OF FINANCIAL BIDS:-

1. The Financial Bids of only those Bidders short listed from the Technical Bids by TEC will be opened in the presence of their Representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section, and the same will be evaluated by a duly constituted Finance Evaluation Committee (FEC).
2. There will be NO NEGOTIATION regarding the financial bid.
3. No enquiry shall be made by the bidder(s) during the course of evaluation of the Tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the High Court can make any enquiry/ seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

1.6 GENERAL CONDITIONS:-

1. The approximate number of Case files/pages required to be scanned/ digitized/stored/retrieved at the High Court is as follows:

SNO	Place	Approximate numbers of Case Files (In Lakhs)	Approximate numbers of Pages (assuming on an average of 125 pages per Case file) (In Crores)

1	Srinagar	33,869 files	42,33,625
2	Jammu	2,12,328 files	2,65,41,000

The total number of Case files/pages may increase or decrease but the payment shall be made for actual number of pages digitized.

2. The Bidder is required to set-up its own scanning/digitizing, indexing, storage, integrated retrieval and other ICT infrastructure facilities with UPS, furniture etc. and good quality scanners of high speed scanning capability.
3. The Bidder is required to ensure that the items/equipments used for scanning/ digitization are state of the art and tamper-proof.
4. Work place, Electricity, Air Conditioners, Generator(s) and basic electrical fixtures required for the set-up of the Digitization Centre will be provided by the High Court without cost to the successful Bidder.
5. No Hardware/Software will be provided by the High Court. The Successful Bidder is required to install all the necessary hardware/software for scanning/ digitizing/ storage(integrated retrieval of the case files at its own cost.
6. The Bidder should either be a Company registered/incorporated under the Companies Act or a Firm registered under the Indian Partnership Act, 1932 or under the Limited Liability Partnership Act or proprietorship .firm having proof of being a business establishment. A Consortium of not more than 2 such parties may also bid, in which case prime bidder will be financially responsible for the project.
7. The Bidder is required to have adequate experience in performing scanning/ digitizing, indexing, storage and integrated retrieval facility related job for at least 1 (One) Crore Pages including old and fragile records and must submit proof in support thereof.
8. The Bidder should have at least ISO 9001:2000 or above certification in the relevant field.
9. The Bidder must be capable of providing the Software solution for (a) Process Control during digitization and (b) Subsequent DMS/CMS for retrieval of documents as per requirement of High Court of Jammu and Kashmir.
10. The Bidder must have an annual turnover of not less than Rs. 5,00,00,000/- (Rupees Five Crores) in each of the preceding three financial years (i.e. FY 2014-

15, 2015-16 and 2016-17) and the audited balance sheet of the relevant period is required to be submitted by the Bidder.

11. The Bidder is also required to indicate the turnover separately for each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17), if any, from scanning/digitization of records at least to the tune of Rs.2,00,00,000 (Rupees Two Crore). The Bidder is required to submit Work Order and completion certificate in support thereof.
12. Over-writing/over-typing or erasing of figures in the documents submitted is not permitted and shall render the Bid invalid. The High Court, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.
13. The Bidder must be having valid service Tax registration and should furnish proof of latest service tax clearance.
14. The tenderers are required to quote their lowest per page rate including taxes for digitization and scanning.
15. The per page rates so quoted should be all inclusive of the services to be provided by the tenderer. The available space and electricity will be provided by the High Court of Jammu & Kashmir Registry, free of charges.
16. The Rates offered should be valid preferably for a period of three years. High Court of Jammu & Kashmir, at its sole discretion, may extend the term of the vendor (on satisfactory performance) for a further period of two years at enhanced rates not exceeding 15 per cent. The rates are exclusive of Service Tax and Swachh Bharat Cess.
17. If the tenderer is already doing the Scanning/digitizing work on 'job work basis' in any Government department or in any reputed private firm, name, address and telephone number of the same may be mentioned.
18. The successful tenderer shall compile and make an instruction manual for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the High Court of Jammu & Kashmir for use of its staff for carrying out the operation of Scanning/digitizing and retrieval.

19. The tenderer shall have to arrange its own staff. The High Court of Jammu & Kashmir would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the High Court of Jammu & Kashmir and the staff of the tenderer.
20. The scanner should be duplex and capable of handling fragile, old, delicate documents which may be stapled also.
21. The tenderer should have its own sufficient latest state of the art Scanners (e.g. Scamax or equivalent scanners with at least speed of 100 PPM), Computers, other equipments/parts, sufficient infrastructure and qualified professionals. Some documents are in the forms of big Maps/Plans etc. Arrangement of scanning for the same should also be made. The hardware including the scanner will be approved by the High Court.
22. The Registry of the High Court of Jammu & Kashmir reserves the right to deny entry to any staff member of the tenderer, if so deemed appropriate by it.
23. No person engaged by the tenderer shall claim any right of employment contractual or otherwise - with the High Court of Jammu & Kashmir.
24. The tenderer will comply all Acts and/or Rules and Regulations framed by Government of Jammu and Kashmir or Government of India relating to the work and employees and the Registry of the High Court will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the tenderer.
25. The tenderer will ensure that the staff engaged is disciplined and maintains full decorum of the Court.
26. The hardware is to be installed by the tenderer, after it is approved by the High Court of Jammu and Kashmir. Once it is installed it will not be allowed to be taken away by the tenderer, without express permission from the High Court of Jammu & Kashmir.

27. In the High Court of Jammu & Kashmir premises, the successful tenderer shall undertake the job of Scanning/digitizing only for the High Court of Jammu & Kashmir.
28. The successful tenderer shall make arrangements for daily checkup of the Scanners at its own cost and shall keep all the scanners in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any scanner, the tenderer shall have to make alternative arrangement immediately so that the work does not suffer.
29. Continuance of the contract and payment of the work done shall be subject to evaluation of satisfactory performance by such officers as are appointed by the High Court for regular as well as random checking and further subject to the tenderer fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Registrar General, High Court of Jammu & Kashmir, in this regard shall be final and binding.
30. The tenderer shall be able to do the scanning/digitization work on all working days between 8.00 A.M. to 8.00 P.M. and if as and when required by the High Court of Jammu & Kashmir, the tenderer may also be allowed to work on holidays and odd hours to finish their work for which, necessary permission in writing is to be obtained by the tenderer from the High Court of Jammu & Kashmir. The tenderer may carry on the job during winter/summer holidays/Gazetted holidays.
31. The Registry will provide the files to the authorized representative of the tenderer, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the tenderer to accomplish the task of scanning/digitization after following all the processes, namely Unbundling, Rebundling, Super Indexing, Scanning/digitizing, Splitting and Merger, Page numbering, Storing, Retrieval, etc.

- 32.It will be responsibility of the tenderer to return the file to High Court of Jammu & Kashmir staff under acknowledgement in the same shape and condition in which it was taken.
- 33.The tenderer will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged.
- 34.The tenderer after successfully storing the data on its own computer shall transfer the same on the Computer/Server/SAN Storage to be provided by the High Court of Jammu & Kashmir along with the documentation, technical and user manual. However, the tenderer 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 his work. Tenderer shall suggest the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.
- 35.Complete secrecy and confidentiality is required to be maintained by the tenderer and his employees.
- 36.The tenderer 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 Jammu & Kashmir itself.
- 37.The tenderer has to develop and supply two copies each of the software products along with the source code. The tenderer has to develop the software specific to High Court of Jammu & Kashmir needs.
- 38.The tenderer using the integrated software for Scanning/digitizing and document management or any other similar programme shall provide its license to the High Court of Jammu & Kashmir.
- 39.The software module should have multiple access with security features, with facility for updation of information etc.

40. The High Court of Jammu & Kashmir will have the copyright on the product format, concept layout and design. The High Court of Jammu & Kashmir will have exclusive rights to use it anywhere, in any manner.
41. It shall be the duty of the tenderer to have the licensed software updated from time to time and provide all possible assistance/help during the scanning/digitization work.
42. Time is the essence of the contract and the tenderer shall adhere to the time schedule and deadline as prescribed by the High Court of Jammu & Kashmir for execution of the work.
43. On the completion of the work, the tenderer shall hand over the latest licensed updated software and also the database to this Court which shall become the property of High Court of Jammu & Kashmir for all intents and purposes.
44. Licensed copy of the application software and database design as may be developed by the tenderer or its employees for and during execution of the work shall vest in High Court of Jammu & Kashmir and the tenderer shall execute necessary documents for the same and also get an assignment from its employees, in favour of High Court of Jammu & Kashmir.
45. The database created by the tenderer shall be retrievable in Searchable Portable Document Format (PDF) by the user. Necessary training for the retrieval of the database for the Scanning/digitizing storing, organizing and retrieval is to be imparted to the staff of High Court of Jammu & Kashmir.
46. The retrieval parameters will be finally decided by the High Court of Jammu & Kashmir in consultation with the tenderer.
47. The data is to be stored by way of images in Searchable PDF/PDFA with 300 DPI or above resolution 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 of Jammu & Kashmir 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. The Retrieval/Archival software should be web enabled.

48.The Scanned/digitized record will be the property of the High Court of Jammu & Kashmir. The Vendor shall have no right, title or interest in it and shall not use it in any manner.

49.In case, the tenderer 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 data base. The original papers shall however be retained in the main file.

50.All Scanned/digitized files will be stamped and duly signed by the user indicating that the "FILE IS SCANNED/DIGITIZED AND DULY RECONSTRUCTED" and the tenderer will be fully responsible for any loss/damage of any document.

51.At the end of day, the successful tenderer will hand over the complete scanned/digitized data to High Court of Jammu & Kashmir in a storage and same will be kept by tenderer on multiple storage media for disaster recovery.

52.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 Registry of the High Court of Jammu & Kashmir shall be entitled to withhold further payment of the Vendor and forfeit the Bank Guarantee of the vendor.

53.The vendor will be required to digitize minimum such number of pages as may be fixed by the High Court of Jammu & Kashmir from time to time. The staff of the High Court of Jammu & Kashmir will do random checking of the work being done by the tenderer and in event of the tender not executing or completing the minimum required volume of work, misses the pages scanned or if the scanning is of poor quality, High Court of Jammu & Kashmir may impose a penalty at double the rate at which the work is awarded and require the tenderer to clear the backlog in succeeding month 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 tenderer, in case of repeated defaults. The penalty may also be imposed for poor scanning, not scanning the required number of pages or in case the vendor stops, slows down or otherwise disrupts the working during the contractual period.

54.The tenderer will ensure that the space provided to it by the Registry is not misused in any manner.

55.Payment for scanning/digitization work done under the contract shall be made on monthly basis, subject to statutory and other deductions and penalties, if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of High Court of Jammu & Kashmir. The tenderer will be responsible for liabilities of all kind including local and other taxes. Over-writing/over-typing or erasing of figures is not allowed and shall render the quotation invalid.

56.The Registry, 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.

57.An appropriate agreement will be executed by the tenderer with the High Court of Jammu & Kashmir Registry, on the agreed terms & conditions. High Court of Jammu & Kashmir in its discretion reserves the right to cancel the contract at any time without assigning any reason.

58.The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.

59.In the event of pre-mature termination of Contract, High Court of Jammu & Kashmir shall be entitled to forthwith forfeit the security deposit either full or in part apart from taking such legal remedies as available in law. The tenderer shall thereupon forthwith remove all its equipments and material and hand over the judicial and other records, which are in its possession. The tenderer shall also

supply the digitized data, which will be the property of High Court of Jammu & Kashmir.

60.The Vendor shall ensure that Archiving is in 'read only' mode and that its scanning equipment and storage media are tamper-proof and shall not permit additions/insertions/deletions/omissions/alterations in the scanned and stored data. The equipment's installed in the High Court of Jammu & Kashmir shall be used exclusively for the purpose of scanning, storing, retrieving and web hosting the data of High Court of Jammu & Kashmir and not for any other purposes. The Vendor shall generate comma-separated-value based 'csv file' containing tagged/indexed key fields as to be decided by the High Court of Jammu & Kashmir Registry.

61.The payments of work done on number of pages will be calculated taking into consideration successful completion of all the parameters as per the terms and conditions.

62.The software to be used by the vendor for day to day work should not require High Court of Jammu & Kashmir Registry to install any commercial/non-open source technology software in the servers/computer of the High Court of Jammu & Kashmir Registry.

63.The decision of the High Court of J&K arrived during the various stages of the evaluation of the bids is final & binding on all Vendors. Any representation towards these shall not be entertained by the High Court of J&K.

64.In case the successful bidder is found in-breach of any condition(s) of Tender or supply order, at any stage during the course of contract, the legal action as per Rules/Laws will be taken.

1.7 Indemnity:

The selected Vendor shall indemnify the High Court of J&K against all third party claims of infringement of Patent, Trademark/Copyright or Industrial Design Rights arising from the use of the supplied Software/Hardware etc. and related services

or any part thereof. The High Court of J&K stand indemnified from any claims that the hired manpower may opt to have by virtue of working on the Project for whatever period. The High Court of J&K also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower while working on the Project.

1.8 Termination for Insolvency:

The High Court of J&K may at any time terminate the Purchase Order/ Contract by giving written notice of four weeks to the Vendor, without any compensation to the vendor, if the vendor becomes bankrupt or otherwise insolvent.

1.9 Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event duly endorsed by the Appropriate Authorities/ Chamber of Commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of

any such event for a period exceeding 60 days, the purchaser may at his option, terminate the contract.

1.10 Disaster Management:

Management of scanned/digitized records will be the responsibility of the successful Bidder. Selected bidder need to follow a daily back up policy and would periodically handover running back up every week. Any data loss within a week due to technical reason has to be taken care by the bidder and in all circumstances weekly back up need to be submitted.

Annexure – 1 : Summary

S. No.	Item Name	Item Value
1	Tender No.	HC-JK/ET/2/2017
2	Title	Scanning/ digitizing/ storage/ integrated retrieval of Case files maintained at the High Court consisting of approximately 3.25 Crore pages of A4/Legal size, on actual work basis.
3	Empanelment	No
4	No. of vendors to be selected	One
5	Tender Fee	Rs.1000/-
6	Number of packets in bid	2
7	Contact Address	The Central Project Coordinator, High Court of Jammu and Kashmir Janipur Jammu Jammu: 0191-2534808, Fax: 0191-2534296 Srinagar: 0104-2506631 FAX: 0194-2506631 Email:cpc-jk@ajj.nic.in

Annexure-2: ELIGIBILITY CRITERIA

No	Specific Requirements	Documents Required	Reference of enclosed proof along with corresponding page number.
1.	Cost of Tender Document should have been submitted.	The Payment for Tender Document cost INR 1000/- (Rupees One Thousand Only)(Non refundable) can be made by eligible bidders / contractors through bank draft from any commercial bank in the name of Registrar General High Court of J&K.	
2	EMD should have been submitted.	(Rupees Two lakhs only) The Payment for EMD can be made through FD, DD, CDR or Bank Guarantee favouring Registrar General High Court of Jammu and Kashmir.	
3	The Bidder should be registered in India under the Indian Companies Act, 1956/Partnership firm/sole proprietorship firm and existing for the past 3 years	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or Service Tax Registration Certificate for Sole Proprietorship Firms.	
4	The Bidder is required to have adequate experience in performing scanning/ digitizing, indexing, storage and integrated retrieval facility related job for at least 1 (One) Crore Pages including old and fragile records.	Must submit proof in support work experience.	
5	The Bidder should have at least ISO 9001:2000 or above certification in the relevant field.	Copy of requisite certificate.	

6.	The Bidder is required to indicate the turnover separately for each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17), from scanning/digitization of records at least to the tune of Rs.1,00,00,000(Rupees One Crore).	Audited Balance sheet of the Bidder for each of the last 3 financial years (i.e. FY 2014-15, 2015-16 and 2016-17). The Bidder is also required to submit Work Order and completion certificate in support thereof.	
7.	The Bidder should have a registered number of: I, VAT/Sales Tax where his business is located II, Sales Tax III, Income Tax/Pan/TIN	-Copies of relevant registration certificates. -Valid VAT clearance certificate for previous three Financial Years from the CTO of the circle concerned. -	

High Court OF JAMMU AND KASHMIR AT SRINAGAR

(Tender Notice No. **HC-JK/ET/2/2017**

Dated 29.05.2017)

Annexure-3 TECHNICAL BID PROFORMA **PART-I General Information to be filled by the Bidder)**

S.No	Description	Information to be furnished by the Bidder
1.	Description /Name of the Bidder	
2.	Year of establishment/ incorporation	
3.	Whether proprietorship/partnership /limited Company etc.	
4.	Name of the Proprietor /partnership / Managing Director etc.	
5.	Postal Address Contact Number(s) Fax e-mail	
6.	Whether the Bidder has any office or Branch in Jammu & Kashmir if so, give details with complete address, contact person and contact number(s)	
7.	Number of similar nature of works undertaken in the past with names of institutions(brief description of work to be satisfactory completion certificate of the competent authority)	
8.	Details for single largest order for similar nature of works completed/executed during the preceding three financial years (i.e FY 2014-15,2015-16 and 2016-17)	
9.	Turnover for the last three financial	

	<p>years:</p> <p>a) 2014-15</p> <p>b) 2015-16</p> <p>c) 2016-17</p> <p>Year wise audited Balance sheet is required to be attached with relevant work orders.</p>	
10.	<p>Details of the existing clients is required to be enclosed with this Proforma in the following format:</p> <p>a) Name of the Company / Organization / Office</p> <p>b) Contact Person with contact number and e-mail</p> <p>c) Contract Period</p> <p>Copy of the Work order/ completion certificate is required to be enclosed.</p>	
11.	<p>Whether the Bidder is executing or has performed work of similar nature for the other High Court(s) civil Court(s) and if yes, give details.</p>	
12.	<p>Whether the Bidder is empanelled with a Government Undertaking/Government Organization/ Public sector undertaking and if yes, give details.</p>	
13.	<p>Whether the Bidder has ever been black listed and if yes, give details.</p>	
14.	<p>Whether any Criminal case is pending against the Bidder /other Partners/ Directors /Agents/ before any Court and if yes , give details.</p>	
15.	<p>The Bidder is required to furnish the following details with proof :</p> <p>a) PAN Number</p> <p>b) Central Sales Tax/State Registration Number</p> <p>c) Service Tax Registration No.</p>	
16.	<p>Bankers Name and address (Bankers</p>	

	solvency certificate is required to be attached)	
17.	Income Tax returns of the preceding three financial years (FY 2014-15,2015-16 and 2016-17)) is required to be attached)	
18.	Any other information which the Bidder considers appropriate is required to be furnished for the purpose of the Bid.	

Date :
Place :

Authorized Signatory
(Name & Designation)
Seal

HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR

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TECHNICAL BID PROFORMA

PART-II General Information to be filled by the Bidder)

S.No.	Description	Information to be furnished by the Bidder	
		Srinagar	Jammu
1	Details of Server (s) with configuration and OS the Bidder intends to install.		
2	Details of the Storage/SAN Server(s) the Bidder intends to install.		
3	Details of Computers, Hardware, Equipment, the Bidder intends to install.		
4	Details of Scanners (Make , Model Scanning/digitization speed, duty cycle and other features) the Bidder intends to install.		
5	Details of Networking proposed to be established by the Bidder		
6	Number of technical persons proposed to be engaged by the Bidder for scanning/digitization		
7	Number of technical persons proposed to be engaged by the Bidder for scanning/digitization /storage/integrated retrieval with details of their educational qualifications; experience, function etc		
8	Number of non- technical persons proposed to be engaged by the Bidder for scanning/ digitization/ storage /integrated retrieval with details of their educational qualifications,		

	experience, functions etc.		
9	The amount of space/area required by the Bidder for execution of the scanning/digitizing/ storage/integrated retrieval.		
10	Proposed output per day in terms of pages to be scanned/digitized , indexing, storage and integrated retrieval thereof.		
11	Details of the software(s) the Bidder proposes to use for Bar coding the case files, scanning/digitizing , indexing, storage and integrated retrieval thereof.		
12	Details of methodology with stage wise information about the processes, procedures and methods proposed to be employed by the Bidder and methods proposed to be employed by the Bidder for providing a complete solution of the entire project with work flow chart.		
13	Risk analysis and its management for the project.		
14	Maintenance and technical support services the Bidder intends to provide.		
15	Process for handing over the scanned/digitized. data to the High Court including Data generated during the Bar coding process.		
16	The Bid shall specify the following: (a) Technical Specification		

	<p>and quality standards of the work to be accomplished; (b) Technical specifications of the equipments to be used for accomplishment of the work;</p>		
17	<p>CMS/DMS Specification with Architectural details</p> <p>i. Whether it provides options of both GUI Desktop application and/or web based interface;</p> <p>ii. Specify file format limitation, if any;</p> <p>ii. Whether it supports bulk import & export of data in XML and CSV format;</p> <p>v. Whether it provides Off-line Document & Records Management System;</p> <p>v. Whether it provides integrated platform for workflow and web Content Management;</p> <p>vi. Capability of the Software for sending alerts;</p> <p>vii. Capability of adding Metadata' fields in PDF files</p> <p>viii. Capability of importing/exporting Metadata-fields – into and – from PDF files.</p> <p>2. Whether it provides Document & Record caching functionality with no limitation on the number of caching sites.</p> <p>3. Whether capable of storing Metadata in RDBMS.</p> <p>4. Complete Software Requirement</p>		

	<p>Specifications (SRS) for the entire project including technology used for Front – end Middle-tier, Web services (UDDI,SOAP ,WDSL etc.) and persistent Layer implementation as also details of the operating system , Application Server, ORDBMS and other platform requirements are required to be provided.</p>	
17	<p>Search Parameters</p> <ul style="list-style-type: none"> i. Whether it provides search facility based on Metadata fields; ii. Whether it supports complex and multiple criteria based Boolean search; iii. Whether it supports Nested searches and iv. Whether capable of storing frequently used searches as save searches. 	
18	<p>Software Security and Access Control Parameters.</p> <p>Whether the CMS/DMSS solution provides the following:-</p> <ul style="list-style-type: none"> i. Role based access with following minimum built-in-roles: <ul style="list-style-type: none"> (a) Viewing documents and records; (b) Viewing Metadata; (c) Updation of documents and records; 	

	<p>(d) Updation of stored Metadata;</p> <p>(e) Modifying record access and (f) Destroying records;</p> <p>ii. Creation of custom Roles and their assignments;</p> <p>iii. Assigning roles for a pre-defined period and its automatic revocation thereafter and;</p> <p>Complete audit trail/log of each transaction</p>	
19	<p>MIS Reports "Requirements:</p> <p>The CMS/DMS is required to be</p> <p>I. Capable of storing standard report requests and formats which can be run specifying varying parameters including:</p> <ul style="list-style-type: none"> • Specific dates and date ranges • Specific users and group of users • Specific Metadata fields <p>II Capable of generating reports both for screen display and printing; and</p> <p>III. Include tools for designing custom reports.</p>	
20	<p>Key Points of the proposed Software Solution</p> <p>i. Specify number of concurrent users able to retrieve the records;</p> <p>ii. Whether capable of being customized as per requirements of the High Court;</p> <p>iii. Whether capable of providing open Data portability including ready-to-use API, SDK for JAVA, .Net, PHP etc. to enable its integration with other applications. (Provide details)</p>	

	iv. Whether it is a proven open source Enterprise Content Management solution, Space Management Solution, Records Management Solution, workflow Solution etc	
	Service support guarantee to be provided	

Note : Hardware specifications for each piece of Hardware proposed to be used for scanning/digitizing/storage/integrated retrieval of Case files be provided on separate sheets. Specifications relevant for the purposes of scanning/digitizing/storage/integrated retrieval of Case files only are required to be provided.

Date:
Place:

Authorized Signatory
(Name & Designation)
Seal

HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR

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ANNEXURE-4 FINANCIAL BID PROFORMA

S.No.	Particulars	Approximate number of pages (in Crores)	Unit price	Tax	Total
1	Rate per page (all inclusive)				

*The-total number of pages may increase or decrease

Date:

Place:

Authorized Signatory
(Name & Designation)
Seal