

THE HIGH COURT OF PUNJAB & HARYANA
CHANDIGARH

EoI No: 29/2018

Dated: 06.04.2018

BRIEF ABOUT DIGITIZATION PROJECT

Punjab and Haryana High Court had started Digitization project in the year 2010. The project of Scanning and Digitization of Judicial record was assigned to M/s Newgen Software Technologies Ltd., New Delhi for a period of 5 years. Later on their contract was extended from time to time. As on 31.03.2018, more than 26 Lacs cases (approx. 14 Crore pages) have been scanned by the said Company on the rates i.e.

- (i) Rs. 0.39/- per image/page for the record scanned after weeding by the High Court staff and
- (ii) Rs. 0.44/- per image/page for the record which has been weeded out and scanned by the company.

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

1. Sealed Expression of Interests (EoIs) are invited for Scanning/Digitizing the Old Record of about 100 years of Punjab & Haryana High Court consisting of approximately 40-45 Lac 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, below the rates mentioned above.
2. The firm should be able to scan and digitize the entire record in approximately One year with minimum commitment of pages each day as may be mutually agreed in the space to be made available to the firm for the purpose of scanning/digitization.
3. The firm is to create Scanning/Digitizing, Indexing, Storing and Retrieval facility setup.
4. The firm must have adequate experience of having Scanning/digitizing, indexing, storing and providing retrieval facility for documents and must provide proof for this.
5. The firm must attach documents to show similar or related Projects Completed Successfully and Balance Sheets of the past three years period with special reference to, turn over, if any, from scanning and/or digitization of records.
6. There will be demonstration of the Proposed Solution to the Hon'ble E-Governance Committee of the Punjab & Haryana High Court. Based on the Demonstration of the Solutions and Discussions, it shall be decided whether commercial

offers be called from firms whose solution found suitable or fresh tenders are to be called after finalization of the tender documents.

7. The firm(s) 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/Judicial Branches after contacting Shri Rajan Nanda, Joint Registrar (C&IT) on Telephone No. 0172-6607479 during working hours of the Court.

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/A4 Size and written/typed on both sides. 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 firm shall come up with technical solution to scanning/digitization of brittle record as well.
2. The process may include:
 - (i) Receiving files by the firm(s) from Punjab & Haryana High Court staff.
 - (ii) Preparing the files for scanning/digitization purpose, i.e., removal of tags, pins, etc.
 - (iii) The firm shall include in the proposal to shred the case record using Shredding Machines as some part of the record may be required to be discarded 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:-

	<u>Judicial Cases</u>	<u>Administrative Files</u>
1	Case Type, Number, Year	Branch
2	Petitioner Name(s)	Head
3	Respondent Name(s)	Sub-Head
4	Advocate Name(s)	Case no of File/Subject
5	District Name	Dealing Code
6	Latest Case Status	Employee Code
7	List Type	UID/Branch Code
8	Category	Date Of Birth
9	Bench Type	Date of Joining/Date of Retirement
10	General Remarks	Name
11	Type of Document	Designation on initial appointment
12	Date of Document	Present Designation
13	Keywords	State/Distt.
14	Sections	
15	Date of Storage	
16	User, who entered it	

- (vi) Handing over the files back to the Punjab & Haryana High Court staff in their original condition and or after discarding specified record. The case record should be placed in the Racks/Compactors by the firm after scanning.
- (vii) Handing over the scanned data on appropriate electronic media to Punjab & Haryana High Court.
- (viii) Providing licensed updated Application Software to the Punjab & Haryana High Court.
- (ix) Transferring the stored scanned data on the hard disk of Punjab & Haryana 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 firm 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.
- 4. Over-writing/over-typing or erasing of figures is not allowed and shall render the tender invalid.
- 5. 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 thereof.
- 6. Presently the Punjab & Haryana High Court is using Oracle 10g RDBMS (Relational Database Management Systems) and software developed by the firm is to ensure seamless integration with the existing workflow based system in use by the High Court.
- 7. The work may be awarded to one or more firm as the case may be at the discretion of the Punjab & Haryana High Court.
- 8. The firm will execute an appropriate agreement, on the agreed terms & conditions with the High Court and also furnish performance guarantee equivalent to 3 % of contract value to be valid for one year after the successful completion of the project.
- 9. The firm(s) should submit the Proposed Technical Details as per Annexure 'I' attached herewith as far as possible. In case, the firm is found not suitable in Technical Details, its financial bid will not be called.
- 10. The High Court will deal with the firm directly and no middlemen/agents/commission agents etc. should be asked by the firm to represent their cause.

ANNEXURE-I

- (i) Description/Name of the vender (including legal status, ownership etc.)
- (ii) The firm 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 retrievable?
- (v) Maintenance and technical support services to be provided after supply of the software.
- (vi) Number of technical persons to be deputed by you for the work (with details of their educational qualifications, experience, functions, etc.)
- (vii) Number of non-technical persons to be deputed by you (with details of their educational qualifications, experience, functions, etc.)
- (viii) Other Hardware equipment you propose to provide:
- (ix) What is the Software you propose to use for scanning/digitizing, indexing, storing and retrieval?
- (x) How much space the firm may require to execute the work?
- (xi) How long you estimate to complete the work in all respects?
- (xii) What facilities you expect from the Punjab & Haryana High Court in executing the work?
- (xiii) List your clientele 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 you.
- (xvi) Steps to prevent accidental or intentional destruction of software and data.
- (xvii) Number of Servers (with configuration and OS) you plan to install:
- (xviii) Number of Desktop systems (configuration & OS) you propose to install:
- (xix) Number of Scanners to be installed (With Scanning/digitizing speed, Duty cycle and other features)
- (xx) Any other relevant information. (The information required is not exhaustive. Firms are requested to include all information that may be necessary for such type of projects).

TENTATIVE TERMS & CONDITIONS

- 1) The firm shall have to compile and make an instruction manual for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the Punjab & Haryana High Court for use of its staff for carrying out the operation of Scanning/digitizing and retrieval.
- 2) The firm shall have to arrange his own staff for the entire scope of work. The Punjab & Haryana High Court would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the Punjab & Haryana High Court and the staff of the firm.
- 3) The firm should have his own sufficient Scanners, other equipments/parts, sufficient infrastructure and qualified professionals in Chandigarh.
- 4) The Punjab & Haryana High Court reserves the right to deny entry to any staff member of the firm, if so deemed appropriate by it.
- 5) The firm will ensure that the staff engaged is disciplined and maintains full decorum of the Court.
- 6) The hardware for its project is to be installed by the firm. Once it is installed, the firm will not take any storage device away, without permission from the Punjab & Haryana High Court.
- 7) The successful firm shall undertake the job of Scanning/digitizing only for the Punjab & Haryana High Court in the High Court premises.
- 8) The successful firm(s) is to make arrangements for maintenance of the Scanners and all other equipment at his own cost and shall keep all the scanners and other equipment in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any scanner, the firm(s) shall have to make alternative arrangement immediately so that the quantum of contracted work does not suffer.
- 9) Continuance of the contract shall be subject to satisfactory performance of the firm and it may be cancelled at any time without assigning any reason for the same. The decision of the Registrar, Punjab & Haryana High Court, Chandigarh, in this regard shall be final and binding.
- 10) The firm may be allowed to do the scanning/digitization work on all working days. The timings and work schedule will be decided mutually between the firm and Punjab & Haryana High Court.
- 11) The High Court will provide the files to the authorized representative of the firm, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the firm to accomplish the task of scanning/digitization after following all the processes, namely Unbundling, Re-bundling, Super Indexing, Scanning/digitizing, Splitting & Merger, Page numbering, Storing, Retrieval, etc.
- 12) It will be responsibility of the firm to return the file to Punjab & Haryana High Court staff under acknowledgment in the same shape and condition in which it was taken.
- 13) The firm will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged.
- 14) In case the firm finds any original document, which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy

thereof) and then put the said data in the relevant database. The original papers shall however be retained in the main file.

- 15) The firm, after successfully storing the data on its own computer shall transfer the same on the computer to be provided by the Punjab & Haryana High Court along with the documentation, technical and user manual. However, the firm shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/digitized data for a minimum period of one year after completion of its work on its hardware. Firm shall suggest the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.
- 16) Complete secrecy and confidentiality is required to be maintained by the firm and his employees.
- 17) The firm shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the Punjab & Haryana High Court premises itself.
- 18) The firm has to develop and supply two copies each of the software products along with the source code. The firm has to develop the software specific to Punjab & Haryana High Court needs, with water marking and digital signature facilities. Such application software will be well integrated with ISHiCo software, already implemented in this court.
- 19) The firm using the integrated software for Scanning/Digitizing and Document Management System shall provide its license to the Punjab & Haryana High Court.
- 20) The software module should have multiple accesses with security features, with facility for updation of Information.
- 21) The Punjab & Haryana High Court will have copyright on the product, format, concept layout and design. The Punjab & Haryana High Court will have exclusive rights to use it anywhere, in any manner.
- 22) It shall be the duty of the firm to have the licensed software updated from time to time and provide all possible assistance/help during the scanning/digitization work.
- 23) Time is the essence of the contract and the firm shall adhere to the time schedule, contracted page work and deadline as prescribed by the Punjab & Haryana High Court for execution of the work.
- 24) On the completion of the work, the firm shall hand over the latest licensed updated software and also the database to this Court, which shall become the property of Punjab & Haryana High Court for all intents and purposes.
- 25) Licensed copy of the application software and database design as may be developed by the firm or its employees for and during execution of the work shall vest in Punjab & Haryana High Court and the firm shall execute necessary documents for the same and also get an assignment from its employees, in favour of Punjab & Haryana High Court.
- 26) The data is to be stored by way of images in 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 Punjab & Haryana 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.
- 27) 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.

- 28) The Punjab & Haryana High Court, in consultation with the firm, will finally decide the retrieval parameters.
- 29) All Scanned/digitized files will be stamped and duly signed by the user indicating that the "FILE IS SCANNED/DIGITISED AND DULY RECONSTRUCTED" and the firm will be fully responsible for any loss/damage of any document.
- 30) At the end of every quarter the firm will hand over the complete Scanned/digitized data to Punjab & Haryana High Court - one copy on computer system and two copies on USB HDD.
- 31) 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 Punjab & Haryana High Court shall be entitled to withhold further payment of the firm and also to recover the payment already made.
- 32) The staff of the Punjab & Haryana High Court will do random checking of the work being done by the firm and in the event of the firm not executing or completing the minimum agreed volume of work, Punjab & Haryana High Court may impose suitable penalty per unfinished page in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the firm.
- 33) The High Court shall provide space for work and electrical supply but the firm will ensure that the space provided to it by the High Court is not misused in any manner.
- 34) 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 Punjab & Haryana High Court. The firm will be responsible for liabilities of all kind including local and other taxes.
- 35) The digitization software should be web enabled.
- 36) The Scanned/digitized record will be the property of the Punjab & Haryana High Court. The firm 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, Punjab & Haryana 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 firm shall thereupon hand over the judicial and other records, which are in its possession. The firm shall not be entitled to remove the digitized data, which will be the property of Punjab & Haryana High Court.

Interested firms may send their details in sealed covers subscribing one as 'TECHNICAL INTEREST' addressed by name to the undersigned so as to reach on or before 20th April 2018 up to 3.00 P.M. TECHNICAL INTERESTS will be opened in presence of Firms or their representatives, who wish to remain present, at 4.00 P.M. on the same day at Chandigarh (High Court Premises)

Chandigarh
06.04.2018

SD/-
Rajneesh Bansal
Registrar (Computerization)