

IN THE HIGH COURT OF DELHI, NEW DELHI

F.No.664/SA-5/Comp./DHC/No: 418

Date: 10/6/19

**TENDER NOTICE FOR
SCANNING/DIGITIZATION OF COURT RECORD**

Sealed tenders valid for six months (180 days) from the date of opening are invited for award of scanning/digitization of case files (current and decided) as also scanning/digitization of fresh cases filed on the same day. The scope of work broadly is as below:

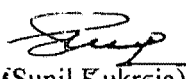
1. Scanning, Indexing, Storing, Archiving & Retrieval of court record in digital form in a secure manner.
2. Application Software & Methodology to be adopted for seamless integration with existing DMS Software or any other workflow system that may be used by Delhi High Court.
3. Imparting of training to High Court staff on Scanning, Indexing, Storing, Archiving, Retrieval and Printing process.
4. Hardware, System Software & other ICT Infrastructure required for implementation of this project in a secure manner.
5. Setup counters at the filing counter(s) for the receiving of scanning charges (fixed by the Delhi High Court) and do bookmarking of the cases filed at the counter(s) as per current practice within the rates proposed by vendor. Space for this purpose will be provided by the Delhi High Court.

Eligibility Criteria:

1. The firm should be able to scan and digitize the record with minimum commitment of pages each day as may be decided by DHC in the space to be made available in the A-Block (current cases) and Administrative Block (decided cases) to the firm for the purpose of scanning/digitization. The firm should also install necessary infrastructure and provide manpower at the main Filing Counter & LCB-I Extension Counter for scanning/bookmarking the cases being filed.
2. The firm is to create Scanning/Digitizing, Indexing, Storing, Archiving and Retrieval facility setup.
3. The firm must have adequate experience of having Scanning/digitizing, indexing, storing, Archiving and providing retrieval facility for documents and must provide proof for this.
4. The tenderer must have annual turnover of not less than Two Crore Rupees during the past three financial years. The firm must attach documents to show similar or related projects completed successfully and Balance Sheets of the past three years with special reference to turn over, if any, from scanning and/or digitization of records.
5. Delhi High Court reserves its right to award the digitization work to one or more tenderers.

The interested firms having relevant experience in this field may obtain the detailed tender document containing eligibility criteria, scope of work and terms & conditions from AQJ(Comp./Sty.) on producing the receipt of having deposited Rs. 4,000/- with Chief Cashier of this Court, Administrative Block, 3rd floor, on any working day from 13/5/19 to 3/6/19 during office hours and submit the sealed tenders on or before 10/6/19 till 5 PM.

This Court reserves its right to cancel the 'Tender Notice' without assigning any reason(s) thereof.


(Sunil Kukreja)
Registrar (IT)
For Registrar General