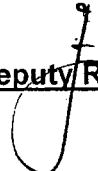


THE GAUHATI HIGH COURT AT GUWAHATI

REVISED NOTICE INVITING TENDER **FOR SCANNING/DIGITIZING THE RECORDS**

1. Sealed Tenders affixing Court fee stamps of Rs. 8.25 (Non-refundable) and Rs. 1000/- (Non-refundable) as Processing fee by way of Bank Draft in favour of Registrar General, Gauhati High Court, Guwahati, are invited for Scanning/digitizing the record of the Gauhati High Court consisting of approx. 100,000 pending files or 2,00,00,000 pages, on actual basis.
2. The papers to be scanned will be mostly of legal size and written on one side. However, in some cases, it can be of other sizes including maps, charts, large size and printed/typed or handwritten on both sides as well. The condition of some of the case records may not be very good. The firm shall come up with technical solutions for Scanning/digitization of brittle records as well.
3. Bidder has to comply with the below mentioned pre-qualification criteria, in the absence of the same, bids are liable to get rejected.
 - a. Bidder should have a proven experience in the field of digitization for minimum period of 3 years and must have scanned minimum 10 lakhs pages with certification.
 - b. Bidder must have an annual turnover of not less than five crores Rupees during the past three financial years out of which at least 50 lakhs Rupees should be of scanning/digitization work and the balance sheet of the relevant period shall have to be provided.
 - c. Bidder needs to indicate its turnover, if any, from scanning and /or digitization of records, separately for each of the past three financial years. Bidders should submit certificate from its Chartered Accountant, certifying its annual turnover, for the last three financial years, from the scanning and/or digitization of records alone.
 - d. Bidder should be registered with the Service Tax Department and must carry a valid PAN number from the Income Tax Department.
4. Prices quoted must be firm and inclusive of all taxes, rates, fee, surcharges, and duties. No change alternate/conditional price offers shall be allowed
5. The completed tender needs to be submitted with the under signed on or before 25th April 2014 upto 5 p.m.
6. The duration of project is for Two years. The Registrar General, Gauhati High Court, Guwahati reserves the right to extend the contract duration at its sole discretion.

9/4/14

Deputy Registrar (Finance)

TENTATIVE SCOPE OF SCANNING AND DIGITIZATION WORK

1. Batch Processing, Archiving (Scanning and Storing into Image/digital form/Searchable PDF) and Retrieval.
2. Providing data management software
3. The process may include:
 - a. Authorized representative of the firm will receive files from the staff of the Gauhati High Court under proper receipt.
 - b. Preparing the files for digitization purpose, i.e. removal of tags, pins, etc.
 - c. Scan and digitize each document of file. Data is to be stored by way of images in Portable Document Format (PDF/A) with adequate resolutions with free text search facility and ensure 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 the Gauhati 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. Mandatory specifications of required PDF/A file format are mentioned in the later stage of this document.
 - d. Documents/pages identified by the Gauhati High Court or which are either torn or not in a proper condition or illegible should be converted in to machine readable text format (ASCII or Text mode) by OCR (Optical Character Recognition) Process or by data entry through keyboard typing.
 - e. Quality Control, and rescanning procedures, including QA/QC steps for ensuring the desired quality of all images based upon parameters like: image clarity, confirming the pages of image with that of original, resolution, black band & blemish removal, if any, deletion of blank and invalid pages, de-skewing, de-speckling, cropping (no content should be missing), image orientation, etc.
 - f. Indexing the stored digitized data. Following indexing parameters can be used
 - Case Type, case number, case year
 - Petitioner name (s)
 - Respondent name (s)
 - Petitioner Advocate name (s)
 - Respondent Advocate name (s)
 - Latest case status
 - Keywords
 - District name
 - Judge (s) name
 - Single Bench Cases, Division Bench Cases, Full Bench Cases
 - Sections
 - Date of disposal of case
 - User, who entered it
 - Remarks
 - g. Final digitized images needs to be saved in three formats i.e. original files (uncompressed), Cleaned File (loss less compression) and Print files.
 - h. Handing over the files back to the Gauhati High Court staff in their original condition.
 - i. Handing over the scanned data on appropriate electronic media to the Gauhati High Court.
4. Providing licensed updated software to the Gauhati High Court.

5. Transferring the stored digitized data on the hard disk of Gauhati High Court Computers.
6. Imparting adequate training to the staff of Gauhati High Court for (1) Archival (scanning and storing) (2) Indexing (3) Retrieval and printing.
7. Full maintenance and support for one year after the completion of the work.
8. The software and the methodology to be adopted should ensure seamless integration with the existing technical infrastructure of the Gauhati High Court.

TERMS AND CONDITION

1. Bidder should quote their lowest per page rate for scanning and digitization. All rates and prices once agreed in the Contract shall be fixed for the entire duration of the contract and no requests for enhancements or additions shall be entertained under any circumstances.
2. Bidder should also quote the rate for installation of a data centre suggesting the desired specifications which may be required to support the scanning/digitization process. Gauhati High Court reserves the right to alter the specification of the data centre provided by the bidder to suit its own requirement.
3. Bids have to be submitted in two bid system i.e. technical bid and commercial bid. Commercial bid of only technically qualified bidders will be opened. After opening of the technical bids, the firms which are found to be eligible for the financial bid shall be called for demonstration in the Gauhati High Court, at Guwahati and the same shall be treated as a part of the technical bid. The Gauhati High Court reserves the right to relax and condition as it deems fit while evaluating the bids.
4. Bidder should be able to digitize the entire record in about 2 years with minimum of 10,000 to 20,000 pages each day or as may be mutually agreed.
5. Firm may be allowed to do the scanning/digitization work on all working days between 8.00 a.m. to 8.00 p.m. only. In case the firm wants to carry out its work on holidays and/or during odd hours, necessary permission in writing is to be obtained from the Registrar (Administration), Gauhati High Court. Firm may continue working during winter/summer holidays/Gazetted holidays.
6. The space required and electricity will be provided by the Gauhati High Court free of charges. The firm shall ensure that the facilities provided by the Gauhati High Court will not be misused in any manner. In such case, the Registry reserves the right to terminate the contract without prior notice along with imposing appropriate fine.
7. Each tender should be accompanied with a **Bank Draft for Rs. 50,000/- (Rupees Fifty Thousand only)** as earnest money, drawn in favour of the Registrar General, Gauhati High Court, Guwahati. The deposit will be refunded to the unsuccessful Bidders on their written request without any interest.
8. The successful Bidder shall have to make security deposit of Rs. 2,00,000/- (Rupees two lakhs only) within a week of the receipt of the intimation of acceptance of their tender.

9. The Successful Bidder will be required to furnish performance guarantee in the form of unconditional Bank Guarantee issued by a Nationalized / Scheduled Bank in India equivalent to 10% of the Contract Value valid for 24 months within 15 days of issue of **Letter of Award** of the work. The Performance Guarantee shall be payable to the Registrar General, Gauhati High Court, Guwahati as a compensation for any loss resulting from the Bidder's failure to complete its obligations under the contract. The Gauhati High Court will discharge the Performance Guarantee after completion of the Bidder's performance obligations, including any warranty obligations, under the contract.
10. Any **delay by** the Successful Bidder in the delivery of Products/ equipment and/or the services will make the Successful Bidder liable to any or all of the following:
 - a. Forfeiture of Performance Bank Guarantee
 - b. Imposition of Liquidated Damage charges: A sum equivalent to the 0.5% of the contract price for delay of every week (seven days) or part thereof, up to maximum deduction of 10% of the contract price.
 - c. Termination of the contract for default.
 - d. Blacklisting of the Successful Bidder
11. In the event of termination of Contract, Gauhati High Court shall be entitled to forfeit the security deposit forthwith, either full or in part, apart from taking legal remedies as per the available law. Bidder shall thereupon remove all its equipments and materials forthwith and hand over the records to the Gauhati High Court. Bidder shall also leave the digitized data, which will be the property of the Gauhati High Court.
12. If the Bidder 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.
13. The successful Bidder shall compile and make an instruction manual for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the Gauhati High Court for use of its staff for carrying out the operation of Scanning/digitizing and retrieval.
14. The successful Bidder shall have to arrange for its own staff. The Gauhati High Court would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the Gauhati High Court and the staff of the Bidder. While at the premises of the Gauhati High Court, staff deployed by the firm will be required to follow the decorum/rules and regulation laid by the Gauhati High Court.
15. The Registry of the Gauhati High Court reserves the right to deny entry to any staff member of the Bidder, if so deemed appropriate by it. Bidder shall not depute any such person in the Gauhati High Court who is a party to a litigation pending in this Court. Bidder must provide adequate identity documents of the persons employed by them and must ensure that the person employed by them do not bear any criminal antecedents.
16. No person engaged by the Bidder shall claim any right of employment, contractual or otherwise, with the Gauhati High Court.
17. Bidder will comply with all Acts and/or Rules and Regulations framed by Government of Assam and/or Government of India relating with the work and employees and the Registry will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the Bidder.

18. The Scanning/digitizing work shall not be stopped by the Bidder on any ground, whatsoever without written consent of the Registrar General.
19. Once the hardware gets installed, Bidder will not be allowed to remove them without the permission of the Gauhati High Court.
20. The successful Bidder shall make arrangement for daily check up of the Scanners at his own cost and will be required to keep all the Scanners in a proper working condition at all the times to ensure smooth functioning of work. In case, any of the Scanners stops working, the firm shall have to make alternative arrangement immediately so that the work does not suffer.
21. The Registry will provide the files to the authorized representative of the firm, supervising the work on a daily basis under proper receipt. It will be the responsibility of the firm to accomplish the task of scanning/digitizing after following all the processes. Post completion, it will be the responsibility of the firm to return documents/files to the staff of Gauhati High Court under acknowledgement in the same shape and condition in which it was taken.
22. It will be the sole responsibility of the successful Bidder to set up his Scanning/digitization, cleaning, indexing, storing and retrieval facility. No hardware will be provided by the Gauhati High Court.
23. Firm shall provide adequate number of operators/qualified professionals at its own cost for operating its equipments. The Firm shall give the list of its operators/qualified professionals operating the equipments to the authorized officer periodically and except such personal, other employees of the firms shall not have access to the equipment room or deal with the archived data without the permission of the Gauhati High Court.
24. Firm shall confirm the availability of all personnel as indicated in its Proposal. It is envisaged that the assignment will be undertaken by a core team who are fluent in English, Hindi and/or Assamese, which would include a full-time Team Leader / Project Manager who is a digitization specialist with good facilitation skills and capacity in multiple digitization methodologies including experience in creation of metadata. In the absence of such details, Registrar General, Gauhati High Court, may reject those proposal.
25. The Gauhati High Court will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable, or for reasons such as death or medical incapacity. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and must be submitted to and approved by the Registry of Gauhati High Court within the period of time specified in the Contract. In case the firm cannot fulfil the requirement, Registrar General at its sole discretion may terminate the contract without any prior notice.
26. The firm shall at its own cost provide the necessary consumables, including paper, ink and spares required for maintaining and operating its machinery/equipment. The firm shall make its own arrangement for safety/security of the equipments and also keep them insured against theft, fire and damages.
27. 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 paper, however, to be retained in the main file.

28. 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 Gauhati High Court shall be entitled to withhold further payment of the firm and also to recover the payment already made.
29. Firms cannot over-write/over-type or erase any figure on original documents by the Gauhati High Court.
30. Firm shall not further engage or enter into a sub-contract with any other firm to perform the entire or part of the contract. In such cases, contract will be terminated without any prior notice along with imposing all the penalties mentioned in this document along with either or both civil and criminal consequences against the firm.
31. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract. In the event of a conflict of interest, the Bidder is required to obtain confirmation of no objection from the Gauhati High Court in order to bid.
32. All data specifications, reports and other documents prepared by the firm in the execution of the contract shall become and remain the property of the Gauhati High Court. Before termination or expiration of this Contract, the firm shall deliver all such documents, prepared under the contract along with a detailed inventory thereof to the Gauhati High Court.
33. The scanned/digitized records will be the property of the Gauhati High Court. The firm shall have no right, title or interest in it and shall not use it in manner.
34. Continuation of the contract and payment of the work will be made subject to satisfactory performance report to be submitted by such officers appointed by the Gauhati High Court for regular as well as random checking and also subject to fulfilment of 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, Gauhati High Court, in this regard shall be final and binding.
35. Digitization Centre shall form a part of Service Provider Technical Proposal and shall be used for evaluating the adequacy of Service Providers response to this Tender. Once the project commences, the Gauhati High Court shall evaluate the Service Provider performance based upon the outputs provided and the Gauhati High Court reserves the right to ask the Service Provider to replace any equipment (with similar equipment in better condition or superior equipment) if its output does not meet the requirements of the Gauhati High Court.
36. Application Software & Methodology to be adopted should be compatible and shall be able to integrate with the LAMP platform (Linux, Apache, MySQL, PHP).
37. The Service Provider must ensure that the searches made in the proposed solution must return results within a maximum time of 3-4 (Three to Four) seconds and all pages of the proposed solution must open (on Gauhati High Court intranet) within a maximum time of 2-3 (two to three) seconds. The Service Provider should suggest and install all equipment (especially Servers) keeping these service benchmarks in mind. For evaluating these service benchmarks, the system shall be tested on the Servers and Desktops installed within the Digitization Center by the Service Provider in a LAN and not on internet.
38. All the Server(s) installed at the Digitization Center, must have an uptime of 99.9%. If the production server/ Web server is down beyond 0.1% measured on a monthly basis, a penalty of Rs 1,000/- (Rs One thousand only) per day will be imposed. The evaluation committee of

the Gauhati High Court would evaluate the bids based on the specifications and adequacy of equipment proposed to be installed at the Digitization Centre by the Service Provider.

39. The Service Provider should provide and maintain 2 types of servers, first, Production Server(s) and the second one Live Server at Gauhati High Court. The Live server would be accessed by end users at different level while the Service Provider would continue to work on the Production Server. All digitized images along with metadata would initially reside on the production server(s) and once they are quality assured by the Gauhati High Court they would be transferred to the Live Server to be used for Gauhati High Court via Intranet / Internet.
40. 6 months prior to the completion of the project, the Service Provider shall submit a detailed hardware/software requirement specification document to the Gauhati High Court stating what equipments the Gauhati High Court would require in future to set up the requisite infrastructure to run and maintain the proposed solution (since the vendor will take back their equipments after the completion of contract).
41. It shall be the Service Provider's responsibility to migrate the entire proposed solution (along with all the supporting software) and full data (RDBMS, image files etc.) onto the new Servers procured by the Gauhati High Court and make sure that entire solution is Live and working satisfactorily.
42. Successful bidder must carry out a pilot project before starting the main project. Successful completion of the pilot shall be the prerequisite for going ahead with the remaining contract. All payments under this contract shall commence only after the successful completion of pilot project. The criteria by which the Pilot Project Digitization processes will be assessed:
 - a. Number of pages digitized per day (according to the figures stipulated in the Expected Time Schedule).
 - b. Quality of digitized records and metadata (records conformity with image Technical Specifications and agreed metadata standards will be assessed).
 - c. Care and Handling of pages.

In addition to the above three broad criteria, a detailed User Acceptance Criteria for the Pilot shall be prepared jointly by the Gauhati High Court and Service Provider before the commencement of the Pilot. The Pilot shall be considered successful or otherwise based upon the detailed acceptance criteria so agreed. All the other criteria of the pilot project including the number of pages to be digitized will be agreed mutually before the commencement of the project.

43. Successful bidder is expected to bring in (including but not limited to) all the required computer equipment /hardware required to set up a Digitization Centre within the Gauhati High Court premises where the said scanning and indexing work will be done. The firm will take back the said equipment upon the completion of the assignment.
44. The Gauhati High Court shall own and have a right in perpetuity to use all newly created Intellectual Property Rights which have been developed solely during execution of the contract including but not limited to all templates, designs, application configurations, data and written material, products, specifications, source code and object code and other documents which have been newly created or developed by the bidder solely for this project and for the purposes of inter-alia use or sub-license of such Services under this Contract.
45. Successful bidder should undertake to disclose all such Intellectual Property Rights arising in performance of the Related Services to the Gauhati High Court and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of the Gauhati High Court. To the extent that

Intellectual Property Rights are unable by law to so vest; the successful Bidder assigns those Intellectual Property Rights to the Gauhati High Court on creation.

46. The Bidder shall be obliged to ensure that all approvals, registrations, licenses, permits and rights etc. which are inter alia necessary for use of the goods /equipment supplied / service provided by the Bidder, the same shall be acquired in the name of the Gauhati High Court and the same may be assigned by the Gauhati High Court to the Bidder solely for the purpose of execution of any of its obligations under the terms of the Contract. However, subsequent to the term of the Contract, such approvals, registrations, licenses, permits and rights etc. shall endure to the exclusive benefit of the Gauhati High Court.
47. The Registry of the Gauhati High Court, reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, firm reputation, and other qualifications of the Bidder during the evaluation period, as well as throughout the life of the project.
48. If the Bidder at any point, neglect to execute the work or any part or parts thereof diligently and properly or fails to perform any provision of the Contract, the Registrar General, Gauhati High Court, may without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Bidder, after giving 7 days of notice.
49. Information relating to the examination, evaluation, comparison, and post-qualification of Proposals and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to the Qualifying Bidder.
50. To assist in the examination, evaluation, comparison and post qualification of Proposals, the Gauhati High Court may, at its discretion, ask any Bidder for a clarification of its Proposal. The Bidder must furnish the required clarification within the stipulated time. Any clarification submitted by a Bidder that is not in response to a request by the Gauhati High Court shall not be considered.
51. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals.
52. The Bidder should submit the bids in two parts – “Part I- Technical Bid” & “Part II- Financial Bid” as per Annexure “I” and “II”. In case, the Bidder is found not suitable in Technical Bid, his financial bid will not be opened.
53. All activities and items described in Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items.
54. The Gauhati High Court would require that each Bidder (whose bid is found responsive) provide a formal presentation of its Proposal at a date and time to be determined by the Registrar Administration, Gauhati High Court. No proposer will be entitled to be present during, or otherwise receive any information regarding presentation of any other Bidder. The Presentation should not exceed 30 minutes in front of the committee of the Gauhati High Court. However, the concerned authority may allow other proposer to be present, at the time of presentation at its sole discretion.

55. Prior to the expiration of the Proposal validity period, the Gauhati High Court shall notify the successful Bidder, in writing, that its Proposal / bid has been accepted. The successful Bidder shall send its acceptance letter to the Gauhati High Court within 10 days. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
56. The Contract resulting from this Tender will be subject to availability of Funds with the High Court, in the event of paucity of such funds, the Gauhati High Court reserves the right to terminate/suspend/postpone the contract for an agreed period of time, without any penal charges. In the event of termination, the Bidder shall be paid for services performed under this Contract up to the effective date of termination and notice of such termination will be submitted to the Proposer in writing not less than sixty (60) days prior to the effective date.
57. Each Bidder is expected to fully get acquainted with the **local conditions and factors**, which would have any effect on the performance of the contract and /or the cost.
58. The Service Provider will prepare and implement a Disaster Management Plan for the safe upkeep of all electronic documents and the proposed solution and other relevant Data.
59. The Gauhati High Court would constitute a team of internal staff as well to do a quality check of the output produced by the selected bidder. The Quality Control Mechanism as defined by Service Provider and agreed by the Registry of Gauhati High Court must be followed in all cases and the Service Provider must implement a through Quality Assurance Plan to ensure this
60. Service Provider shall meet the average daily minimum digitization target of **10-20 thousand pages of excellent quality**. Keeping this target in mind, the Service Provider must acquire a thorough understanding of the Gauhati High Court holdings and the manner in which the current systems and procedures work. This should enable the service provider to determine:
- The type of hardware/software required.
 - The number of each such equipment.
 - Location and layout of such equipment.
 - The work schedule to achieve the task in the desired time frame
61. **Cancellation of Appointment/Contract:** The Appointment/Contract is subject to cancellation due to any of the reasons mentioned hereunder.
- If the Bidder is found to have submitted false particulars / fake documents at the time of the award of assignment.
 - If the Bidder is found wanting in commitment to quality and delivery period / work plans, adherence to the guidelines, Statutory regulations, safe keep of all physical and electronic artefacts, conduct / discipline etc., while executing the job. Any deviations from stated conditions and contractual clauses can lead to suitable action as deemed fit by the Gauhati High Court.
 - If the Bidder fails to execute the job as per the defined scope, delivery targets, quoted rates or any other point previously agreed, after the Gauhati High Court issue the letter of Intent.
 - A recommendation for award of Contract will be rejected if it is found that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases, the Gauhati High Court will declare the Bidder ineligible, either indefinitely or for a stated period of time, from participation in any further activities of the Gauhati High Court.

- e. If the Bidder damages the pages due to mishandling /negligence / poor upkeep etc. then penalties would be levied on the Service Provider. In case such instances are repeated the contract may be terminated at the sole discretion of the Registrar General, Gauhati High Court, Guwahati.
 - f. Any other reason deemed fit by the Gauhati High Court for cancellation.
62. The Gauhati High Court reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
63. The Registry will deal with the Bidder directly and no middlemen/agents/commission agents etc. should be asked by the Bidder to represent their case.
64. The Registrar General, Gauhati High Court reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without assigning any reasons and without incurring any liability to the Bidders.
65. The Registrar General, Gauhati High Court reserves the right to alter/modify any condition as he deems fit at any point of time.
66. The Gauhati High Court reserves the right to select the bidder as per its own policy and any bidder trying to adopt any unfair means, malpractices, recommendation, influences over any person of the High Court to get the bid, shall be treated as a disqualification and its tender will be out rightly rejected.
67. The lowest Bidder shall not have an absolute right of to be awarded the contract by the Gauhati High Court.

Interested parties may send their tenders in sealed covers, super scribing as "TECHNICAL & FINANCIAL BID" FOR SCANNING/DIGITIZING OF RECORDS so as to reach on or before 25th April, 2014 on or before 5 p.m.

Deputy Registrar (Finance)

APPENDIX

1. The proposed document management software preferably web based technology and it should be on open source platform and will ideally be a solution which has been implemented at similar Organizations like the Gauhati High Court.
 - a. The proposed solution shall be an integrated web technology based solution that allows the Gauhati High Court to integrate all types of records, Judgments / orders and enable the end user to search quickly and comprehensively across different media from the vast database available at the Gauhati High Court. The same software shall be capable of running seamlessly over Intranet as well as on the Internet.
 - b. The proposed software shall provide extensive features for searching of the database, such as text based searching, context based searching, keywords based searching, index based searching etc.
 - c. The complete solution should also provide electronically capturing of Data from the hand written / typed application forms submitted at Filing section and Copying section of the High Court with the help of ICR's/ OCR's technology or equivalent or better solution.
 - d. The proposed solution should also have the functionality of receiving and sending the electronic Circulars and memos to various other Department /Organization and with District Courts and Subordinate Courts using Internet / Intranet depending on the requirement.
 - e. The Service Provider shall provide a tool within proposed solution for MIS reporting which gives a real time update on the status of digitization work (at different stages) and a complete audit trail of all activities using log reports.
 - f. The proposed solution must have a facility for saving all searches so as to track the artefacts usage patterns.
 - g. The bidder has to develop and supply two copies each of the software products along with the source code. The bidder has to develop the software specific to Gauhati High Court along with water marking and digital signature facilities.
 - h. Software in Open Source platform Solution shall be preferred.
 - i. The software module should have multiple accesses with security features, with facility for updating of Information
2. The project comprises of the following main components:
 - a. Rapid review of the type and condition of the pages to be digitized along with the catalogues and lists available with the Gauhati High Court (to be used for metadata) to gain a better understanding of the scope of work.
 - b. Preparation of detailed action plan for digitization of each category of data along with detailed workflows for each type and category of holdings.
 - c. Set up a fully equipped digitization facility in the Gauhati High Court for carrying out the scanning and indexing work.
 - d. Pilot Project covering all types of pages and full implementation of proposed software on Intranet / Internet.
 - e. Batch Preparation and processing.
 - f. Scanning and digitization of the archival material including metadata.
 - g. Quality checks and validation of digitized material and checking of catalogue data / index in coordination with the staff of the Gauhati High Court.
 - h. Refilling and hand over back to the Gauhati High Court.
 - i. Populating the databases in the proposed solution.
 - j. Thorough testing of the solution and application.
 - k. Complete implementation of the proposed solution on Internet / Intranet /Campus.
 - l. Development of Technical and User manuals.

- m. Preparing detailed specifications of all the necessary hardware, software, connectivity and supporting infrastructure required to run and maintain the proposed solution, after the Solution Provider takes his equipment back at the end of the contract period, the Gauhati High Court shall procure the said infrastructure at its own cost.
- n. Extensive training of the staff of Gauhati High Court to operate the solution.
- o. Post Implementation Support as decided by the Registry of the Gauhati High Court, Guwahati.

3. The PDF's should comply with the following specifications:

- a. PDF / A format (ISO 19005-1:2005)
- 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 search ability, good view and print quality.
- c. Should be linearized PDF (as defined by PDF reference manual (ISO 32000-1:2008) to ensure faster web viewing.
- d. 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.
- e. 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.
- f. Should be enabled for interactive use (applying digital signature in batch mode). Also it should be possible to digitally sign these PDF files using free Adobe Reader.
- g. Both the PDF's – Lossless PDF / A for archival and compressed PDF's for viewing, should be generated in a single step i.e. there should not be multiple / modules / processes for generating different type of required PDF outputs. Software should be capable enough of generating multiple types of PDF Files by selecting single source images for one time only.
- h. Automated Metadata insertion in the PDF files – Metadata available in MS-Excel or text file should be inserted into the PDF file in a single step during the creating of the PDF file itself.
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- a. PDF documents when opened in any browser should be viewed with download / save disabled.
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