

# **HIGH COURT OF DELHI**

**(DELHI INTERNATIONAL ARBITRATION CENTRE (D.I.A.C.))**

## **Tender Notice**

### **Digitisation/ scanning, indexing and Verification of Documents**

The Delhi International Arbitration Centre (DIAC), High Court of Delhi, New Delhi invites sealed tenders valid for six months from the date of opening on the prescribed forms for the following works:

Name of Work	<b>Digitisation/Scanning and Indexing of Documents</b>
Earnest Money Deposit	₹ 10,000/-
Period of Completion	3 months
Availability of Documents	At the DIAC

### **Quantum of Work:**

Total No. of pages	Approx 6-7 lakh pages
Document Size	Legal/ A4
Language of Documents	English
Place of scanning	At the space provided by the DIAC
Output of the work	TIFF with LZW and Searchable PDF and PDF/ A formats

### **Eligibility Criteria:**

1. The Firm must have 5 years experience of digitisation works in Government department/ Ministries/ Judiciary and financial capacity for execution of the work of Digitisation/ scanning and indexing of files/ records/ documents.
2. The firm must have annual turnover of not less than Twenty Five Lakh during the last three years. The firm must attach the documentary proof in this regard and also certificate from the competent authority of the Institutions/ Organisations/ PSUs where the digitisation projects were successfully completed by the firm in past three years.
3. The firm shall have adequate experience of having scanning/ digitisation, indexing, storing, archiving and providing retrieval facility of the digitised documents.

### **Terms and Conditions**

1. Digitization includes preparation of documents to be scanned, Scanning, Conversion of all the documents to PDF and TIFF.
2. Quantity Mentioned above is an approximation and may be increased or decreased as per requirements.
3. The records/ documents can be inspected by the firm's representative on any working day between 2:00 P.M. to 4:00 P.M. with the permission of the Coordinator of this Centre.
4. The selected firm will have to make their own arrangement for digitisation of records/ files/ documents. This Centre will provide space and the records/ files/ documents to be digitized. No hardware or software components will be provided by this Centre. The

tenderer must have their own Hardware and software setup alongwith Human resources.

5. Scan and digitised each document/ record/ file in minimum 300 dpi and the data is to be preserves/ stored in TIFF, searchable PDF and searchable PDF/A formats. The firm has to ensure that they have to prepare bookmark the file/ record/ document as per the requirement of the Centre.
6. Offer shall be valid at least 180 days from the date of opening of tender.
7. The tender have been invited under two system i.e.
  - a. Technical Bid
  - b. Commercial/ Financial Bid
8. The tender shall be submitted in two sealed envelopes. The First sealed envelope should be super scribed as "Technical Bid" and contain
  - a. Firm/ Company Profile including previous experience of digitisation/ scanning in Centre/ State Government Departments/ Judiciary/ PSUs
  - b. ITR of last three assessment years
  - c. Acceptance of terms and conditions
  - d. Attested copies of relevant documents
  - e. The above documents/ information shall be provided as per Form ' A'
9. The second sealed envelope superscribed as "Financial/ Commercial Bid" shall contain only the rates. **The rates are to be quoted per page exclusive of taxes** separately for A4 and Legal size documents. Financial/ Commercial Bid shall be submitted as per Form 'B'.

10. **Both the sealed envelope shall be placed in the main sealed envelope superscribed as "Tender for digitisation/ scanning and indexing of the D.I.A.C. documents and records".**
11. This shall be addressed to the Coordinator, Delhi International Arbitration Centre, Delhi High Court , New Delhi- 110503 so as to reach at this Centre on or before **23.12.2021** till **5 P.M.** along with the Earnest Money Deposit (EMD) of ₹ 10,000/- in the form of Demand Draft/ Banker's Cheque in favour of the Coordinator, Delhi International Arbitration Centre. The tenders received after the due date and time shall not be considered.
12. Tenders without the EMD shall be summarily rejected. EMDs of unsuccessful bidders will be returned after award of the contract.
13. The tender documents can be download from the DIAC website i.e. <http://dhcdiac.nic.in>.
14. The tenderer will comply all acts/ rules and regulations framed by Government of India/ Government of N.C.T. of Delhi relating to the work and employees and the Centre will not be responsible/ answerable for the terms and conditions of employment of the staff engaged by the tenderer. The tenderer shall comply with minimum wages and other local / statutory laws of Government of India/ Government of N.C.T. of Delhi.
15. The Competent Authority of this Centre reserves all the right to annul any or all tenders without assigning any reason and the decision will be final and binding on the bidders.
16. Settlement of disputes, if any arising out of the contract shall be as per the Arbitration and conciliation Act, 1996 at the DIAC.
17. The bidding firm has to give an affidavit that it has not been blacklisted by any Government department/ organisations or PSUs. If

it is subsequently found that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the EMD will be forfeited and the bid will be rejected/ cancelled and the firm will be blacklisted.

18. The successful bidder will have to deposit a Performance security Deposit of ₹ 50,000/- or 5% of the total contract value whichever will be higher before entering of contract within Centre. The Performance Security Deposit should be in the form of Account Payee Demand Draft or Bank Guarantee drawn in favour of The Coordinator, Delhi international Arbitration centre payable at New Delhi. The EMD of the successful bidder will be returned after depositing of the Performance Security Deposit.
19. The successful tenderer will ensure that the staff engaged is disciplined and maintains full decorum of the Court. No person engaged by the tenderer shall claim any right of employment contractual or otherwise with this Centre.
20. The tenderer shall be able to do the scanning/ digitising work on all the working days between 10:00 A.M. to 5:30 P.M. and as and when required by the Centre, the tenderer may also be allowed to work on holidays with the permission of the Coordinator.
21. The tenderer or any deployed staff of the firm shall not be allowed to take away any file or record etc. either in the shape of hard copy or soft copy and the work must have to be carried at DIAC.
22. The firm must have to use the updated license version of the software used for the purpose of the said project.
23. On the completion of the work, the tenderer shall hand over the latest licensed updated software and the database to this Centre which shall become the property of DIAC for all intents and purposes.

24. The retrieval parameters will be finally decided by this centre in consultation with the tenderer.
25. The database created by the firm shall be retrieval in TIFF and searchable PDF and PDF/A by user. Necessary training for retrieval of database is to be imparted by the firm to the staff of this Centre.
26. All the scanned/ digitised files/ records/ documents will be stamped and duly signed by the person responsible for scanning indicating that the "File is Scanned / Digitised and duly reconstructed" and the tenderer will be fully responsible for any loss/ damage of any documents/ file/ records or its any part.
27. At the end of the day the successful tenderer will hand over the complete scanned/ digitised data to the Centre in a storage device and will also be kept by the tenderer on multiple storage device/ media for disaster recovery.
28. If it is found at any time that the scanning/ digitising indexing storing or retrieval has not been done in accordance with the agreed terms and conditions, the Centre shall be entitled to withhold further payment of the Vendor and forfeit the Performance Security Deposit.
29. The payment for scanning / digitisation work done on the number of pages will be calculated and 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 conditions and to the satisfaction of this Centre. The tenderer will be responsible for liabilities of all kind including local and other taxes.
30. The equipments installed in the Centre shall be used exclusively for the purpose of scanning/ digitising of the data of this Centre and not for any other purposes.

31. The tenderer after successfully storing the data on its own computer shall transfer the same on the Computer/ Server/ NAS storage to be provided by the Centre. The tenderer will also have to provide the storage digitised data in two external storage media.
32. Over writing/ over typing or erasing is not allowed and shall render the quotation invalid.
33. Only after the Satisfaction of the Competent Authority with the Technical Bids submitted by the firm, the Commercial/ Financial Bid will be opened, i.e. if the tenderer not found suitable in Technical Bid, their Commercial/ Financial Bid will not be opened.
34. All the page of the Tender shall be signed by the bidder with their firm seal.
35. It is to be clearly noted that the **Conditional Bids shall not be considered.**

  
(Kaveri Baweja)

Coordinator cum Registrar

Delhi International Arbitration Centre

Delhi High Court, New Delhi

# High Court of Delhi

## **Delhi International Arbitration Centre (D.I.A.C.)**

### Digitisation/ Scanning, Indexing and Verification of Documents

#### Form 'A'

#### Technical Bid

<b>S. No.</b>	<b>Details</b>	<b>Description</b>
1.	Name of Tenderer/ Bidder	
2.	Address (with e-mail and mobile number) of the Tenderer/ Bidder	
3.	Name of authorised contact Person Mobile Number: Fax: E-mail:	
4.	Traders Identification Number/ GST No.	
5.	Description/ name of the Vendor (including legal status, ownership, etc.)	
6.	Date of inception of bidder ( please furnish the copies of annual return, balance sheet and Income Tax clearance certificate for the last three assessment years)	
7.	Number of similar works undertaken in the past five years with names of Institution and work satisfactory report from the competent authority from the Institutions where the work completed	
8.	Proposed Project Manager (alongwith his/ her profile and work experience)	
9.	Details of manpower to be deployed	



	for completing the work in accordance with the time schedule	
10.	Details of Hardware/ softwares those will be used during the project	
11.	Requirement of space for the work to execute	
12.	Methodology to be used for scanning/ digitising	
13.	Steps to prevent accidental or intentional destruction of software and data	

(Name and Signature of the Tenderer/ Authorised Person)

Date:

Seal of the Firm:

**Note:** Each page of the tender documents be signed with seal by the tenderer/ firm

# High Court of Delhi

## Delhi International Arbitration Centre (D.I.A.C.)

### Digitisation/ Scanning, Indexing and Verification of Documents

#### Form 'B'

#### Financial/ Commercial Bid

S. No.	Details	Description
1.	Name of Tenderer/ Bidder	
2.	Address (with e-mail and mobile number) of the Tenderer/ Bidder	
3.	Name of authorised contact Person Mobile Number: Fax: E-mail:	
4.	Quote the rate per page irrespective of page size as well as for different each size viz. Legal/ A4, etc. (Exclusive of taxes) (including scanning/ digitising, indexing of documents)	
5.	Any other information tenderer would like to specify	
6.	Whether all the terms and conditions of the Centre mentioned in the tender document are acceptable and agreeable	

(Name and Signature of the Tenderer/ Authorised Person)

Date:

Seal of the Firm:

**Note:** Each page of the tender documents be signed with seal by the tenderer/ firm