

IN THE HIGH COURT OF DELHI: NEW DELHI

F. No. 631/Comp./Digitization/No: 69
Date. 01-02-2016

**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 including solution of cases to be filed fresh on the same day with e-Kiosks for the Advocates for assistance for scanning and e-filing of cases. 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. Providing help to Advocates and Litigants in scanning/digitizing/preparing portfolios for e-Filing of cases at the approved rates to be finalised by Delhi High Court. Space for e-Kiosks will be provided by the Delhi High Court for the purpose.

Eligibility Criteria:

1. The firm should be able to scan and digitize the record with minimum commitment of pages each day as may be mutually agreed in the space to be made available in the A-Block to the firm for the purpose of scanning/digitization. The firm should also install necessary infrastructure and provide manpower at the LCB-I Extension Counter for scanning the cases being filed on Original Side.
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 one 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. There will be demonstration of the Proposed Solution to the Hon'ble Computer Committee of Delhi High Court.
6. Delhi High Court reserves its right to award the digitization work to one or more tenderers.

The interested companies having relevant experience in this field may obtain the detailed tender document containing eligibility criteria, scope of work and terms & conditions from AOJ(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 03-02-2016 to 19-02-2016 during office hours and submit the sealed tenders on or before 22-02-2016 till 4:00 P.M.

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

Sd/-

(Girish Sharma)
Registrar (Computerization)
For Registrar General