

IN THE HIGH COURT OF DELHI: NEW DELHI

F.No.712-A/DA-4/IT/DHC/No.

131

Date:- 13/07/22

**NOTICE INVITING TENDER(S) FOR
SCANNING/ DIGITIZATION OF COURT RECORDS**

Sealed tenders valid for six months (i.e. 180 days) from the date of opening are invited from the experienced Firms/ Companies for award of Scanning/ Digitization of records of this Court (Pending cases/ Decided Cases/ Fresh Cases and Administrative Records). The scope of work broadly is as below:

1. Scanning, Indexing, Storing, Archiving & Retrieval of court record in digital form in a secured 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 secured manner.
5. Setting up of counters at the filing counter(s) as and when required, for receiving of scanning charges (fixed by the Delhi High Court) and to do bookmarking of the cases filed at the counter(s), within the rates proposed by the selected vendor. Space for this purpose will be provided by the Delhi High Court.

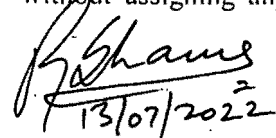
Eligibility Criteria:

1. The Firm/ Company 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 and decided cases) to the firm/ company 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, as and when required.
2. The Firm/ Company may also have to provide state of the art equipments and manpower for Scanning of Decided cases at Delhi High Court premises or at any other place as directed by the Competent Authority of this Court.
3. The Firm/ Company is to create Scanning/ Digitizing, Indexing, Storing, Archiving and Retrieval facility setup.
4. The Tenderer must have adequate experience of doing the Scanning/ Digitizing, Indexing, Storing, Archiving and providing retrieval facility for documents and is required to provide proof of such experience.
5. 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.
6. Delhi High Court reserves its right to award the Digitization work to one or more tenderers.

7. The selected Firm/ Company shall be bound to comply with labour & other statutory/local laws for the manpower to be deployed, upon selection.

The interested Firms/ Companies having relevant experience in this field may obtain the detailed tender document containing eligibility criteria, scope of work and terms & conditions from AOJ(IT/Sty.) on producing the receipt of having deposited Rs.5,000/- with Chief Cashier of this Court, Administrative Block, 3rd floor, on any working day from 14/07/2022 to 03/08/2022 during office hours and submit the sealed tenders on or before 04/08/2022 till 05.30 PM.

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



13/07/2022

(Ravindra Kumar Sharma)
Registrar (Records, Scanning &
Digitization work of pending
as well as of decided cases)