

THE HIGH COURT OF KERALA, ERNAKULAM

EOI No: 1/2018

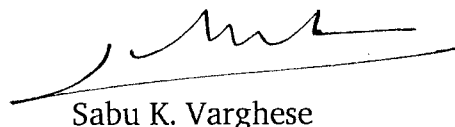
Dated: 31.08.2018

INVITATION FOR EXPRESSION OF INTEREST FOR SCANNING/DIGITIZATION OF COURT RECORD

The High Court of Kerala invites Expression of Interest for Scanning/Digitization of approximately 14 crore pages of Judicial & Administrative records. The scope of work broadly is as below:

Scanning, Indexing, Storing, Archiving & Retrieval of court records in digital form in secure manner. Application Software & Methodology to be adopted for seamless integration with existing workflow based on Case Management Information System (CMIS) Software developed using MySQL/Linux/Apache/PHP (LAMP technologies).

Imparting of training to High Court Staff on Scanning, Indexing, Storing, Archiving, Retrieval and Printing process. Only interested companies/firms having relevant experience in this area will be eligible for short listing. The details of Invitation for submitting Expression of interest for scanning/digitization of Court record are available on the official website of this High Court <http://highcourtofkerala.gov.in> and may also be obtained from this Court during office hours between 10.00 am to 4.30 p.m. on any working day. Those companies/firms satisfying the eligibility criteria, may submit their responses either personally or through post/courier along with profile and past experience to the Registrar (R & C), High Court of Kerala so as to reach the letter on or before 24.09.2018 at 2.00 p.m.



Sabu K. Varghese

Registrar (Recruitment & Computerisation)

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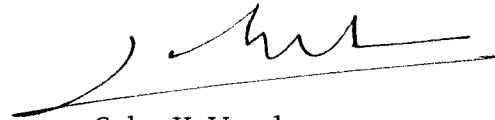
INVITATION FOR EXPRESSION OF INTEREST FOR SCANNING/DIGITIZATION OF COURT RECORD

1. Sealed Expression of Interests (EOIs) are invited for Scanning / Digitizing of Records of High Court of Kerala. i.e. approximately 14 Crores pages on actual work basis and/or to scan and digitize record of current and pending Case files including solution of cases to be filed fresh.
2. The company/firm should be able to scan and digitize the entire record in about 1 year with minimum commitment of pages each day.
3. The company/firm is to create Scanning/Digitizing, Indexing, Storing and Retrieval facility set up.
4. The company/firm must have adequate experience of having Scanning/digitizing, indexing, storing and providing retrieval facility for documents and must provide proof for this.
5. The company/firm must attach documents as proof to show that similar or related projects have been completed successfully and Balance Sheets of the past three year period with special reference to turn over, if any, from scanning and/or digitization of records.
6. **A demonstration of the proposed solution will have to be given to the Technical Committee of the High Court. Based on the demonstration of the solutions and discussions, a decision shall be taken as to whether commercial offers should be called for from the firm whose solution is found suitable or fresh tenders are to be called.**
7. The company/firm may suggest any addition/alteration to the scope of the work and/or terms & conditions depending upon their experience.
8. The interested company/firm can inspect the records lying in the Record Room(s) during working hours of the Court.

Telephone contacting No. 0484-2562417

Addl. Registrar (G.A)

9. The Registrar (R&C) shall reserve the right to reject any "expression of interest" without assigning any reason and also the right to call for fresh tenders.
10. Any "expression of interest" received after due date and time will not be entertained.
i.e. 24.09.2018 at 2.00 p.m.
11. The company/firm should submit the Proposed Technical Details as per Annexure 'I' attached herewith.



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ANNEXURE-1

- i. Description/Name of the vender (including legal status, ownership etc.)
- ii. The firm's understanding of the project requirements and the proposed total solutions.
- iii. Methodology Separate to be Methodology used for may Scanning/digitizing be specified for scanning/digitization of old record and fresh-filed cases.
- iv. Details of output/day in terms of number of pages that can be Scanned/digitized, indexed, stored and retrieved.
- v. Maintenance and technical support services to be provided after supply of the software.
- vi. Number of technical persons to be deputed by the firm for the work (with details of their educational qualifications, experience, functions, etc.)
- vii. Number of non-technical persons to be deputed by the firm (with details of their educational qualifications, experience, functions, etc.)
- viii. Other Hardware equipment the firm propose to provide.
- ix. Details of the Software proposed to use by the firm for scanning/digitizing, indexing, storing and retrieval.
- x. Requirement of space the firm may require to execute the work.
- xi. Time period required by the firm to complete the work in all respects.
- xii. Facilities expected from the High Court in executing the work.
- xiii. List the clientele of the firm with amount of work completed, their addresses and contact person's details.

- xiv. Main features of proposed solution and any area of risk.
- xv. Steps to prevent accidental or intentional destruction of software and data.
- xvi. Any other relevant information which considers necessary for such type of projects.
