

## UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)  
(Re-accredited by NAAC with 'A<sup>++</sup>' Grade)

No. 52111/PLANING A1/2024/UOK

Dated: 27/01/2025

### Quotation Notice

Competitive quotations are invited from reputed firms for the work related to the “Digitization of Old Records and Provide Document Management System (Open- Source Software) for Accessing Digitized Records” at Vice-Chancellor's Office.

The detailed guidelines and specifications are appended herewith.

The last date for receipt of Quotations : **11.02.2025 (4 P.M.)**

Date of Opening Quotations : **12.02.2025 (11 A.M.)**

REGISTRAR





# UNIVERSITY OF KERALA

## Notice Inviting Quotations for “Digitization of Old Records and Provide Document Management System (Open- Source Software) for Accessing Digitized Records”



## 1. Instructions

### 1.1 Definitions

1.1.1 Digitization includes following activities:

1.1.1.1 Preparation of records for scanning

1.1.1.2 Scanning of documents and converting them into electronic form

1.1.1.3 Provision of Customised software application for classifying pages in an indexed PDF file as document types and Metadata Management: (Ability to add, edit, and manage metadata for each document)

1.1.1.4 Quality check and authentication

1.1.1.5 Loading scanned documents on database/electronic media.

1.1.2 **Vendor** means the firm which is awarded the contract to digitize the records of this office.

1.1.3 **Client or this office means** the Office of the Vice Chancellor, University of Kerala.

1.1.4 **Competent Authority** means University of Kerala or any other officer designated by University of Kerala.

### 1.2 General Instructions:

1.2.1 Office of the Vice Chancellor, University of Kerala intends to carry out digitization of old records and providing document management solution for digitized records.

1.2.2 Quotations in sealed cover are invited for Digitization of old office records of this office from vendors who have the required experience and capabilities for taking up this assignment as per guidelines contained in this document.

1.2.3 The sealed quotations may be physically handed over to the Registrar section of this University or sent by registered post to the address given below so as to reach by the due date and time

**The Registrar, S H Campus, University of Keala ,  
Palayam,Thiruvananthapuram-695034**

1.2.4 This Notice is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Notice, should it become necessary at any stage.

The University of Kerala invites sealed quotations from eligible firms for undertaking the digitization of old records in accordance with the specifications and guidelines outlined below.



## Scope of Work

The vendor will carry out review of the physical records available with this office along with the register/list available to gain better understanding of the work and better planning of work.

The vendor, in consultation with the client, shall prepare parameters for indexing/Bookmarking, creation and uploading of metadata for digitized documents.

The vendor will prepare a detailed action plan for digitization of records of this office along with detailed schedule and workflows. The vendor will commence the work only after the detailed plan, schedule and workflow are approved by the competent authority of this office.

The vendor is responsible to scan and digitize the records provided. After scanning and digitizing the records, indexing, and cataloguing is to be done for the records. The vendor should provide for.

An image cleaning application which can Automatically Binarize, remove black blocks, increase contrast, and remove noise from images as the documents under consideration are decades old.

An application which can classify each page/set of pages in the PDF document as specific section for metadata management.

Each document must be indexed with relevant keywords according to the requirements of the respective section.

A web-based application that can be hosted at the University data centre / VC office and provide access to users to do quality check and index data verification for the complete duration of this project.

The application should have the following modules:

- User Management module
- Scan quality control module
- Data verification module
- Reports module

Types of reports: User level, Department Level, and project-level reports.

The work shall be completed within 60 days of the award of the work including mobilisation and deployment of manpower and equipment.

The vendor will also provide for a software application, do quality check and index data verification for the complete duration of this project by designated official of this office, authenticating scanned records before being transferred to database or any electronic media for preservation.

The vendor shall provide extensive training to staff of the client on using the web-based Quality Control Software application for checking scan quality of the images, verifying the accuracy of the data points captured and suggesting corrections on online mode.



The vendor shall deploy the required equipment (including UPS, scanners, desktop computers, printers etc) and manpower to carry out the complete digitization of all records as per the time schedule given in clause above.

The operation also involves collection of the documents from the record room/concerned section for digitizing. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was received from. It is the responsibility of the vendor to return the files/registers in the same condition as it was received.

The vendor shall maintain marking and listing of all the files before scanning and handover the physical files safely after the digitization is completed.

The vendor shall submit an MIS Report on a weekly basis regarding the work completed to the Nodal Officer of this office.

A DMS application to be made available for storage and consumption of the scanned files. The application should have features which would make document retrieval efficient.

The vendor shall carry out onsite scanning at the space allotted in University of Kerala

### **Document type and Size:**

Document Type: Letters, Legal notes, documents (Hand-written and computer- generated sheets

Size: Majority documents are in A4 size, legal size papers.

Standards of Digitization Process:

The vendor shall adhere to the flowing standards at all stages of the digitization process.

During digitization process, the vendor is required to ensure the scanned image to be as close to the original as possible. Resolution of the scanned documents shall be 300 dpi and above.

The database created by the vendor shall be non-editable.

PDF files should be indexed

The vendor shall, immediately on commencement of digitization work, provide a web-based software application with the following features/modules: The application shall need to have Image cleaning capability which can automatically binarize, remove black blocks, increase contrast, and remove noise from images as the documents to be scanned are decades old.

The application shall classify each page/set of pages in the PDF document as a specific section, so that data points can be extracted.

The application should be web enabled and it shall be hosted at the V C office/ University data centre and provide access to users to do the scan quality check and index data verification for the complete duration of the project.

The application should have the following modules.



- User Management module
- Scan quality control module
- Data verification module
- Reports module

### **Roles and responsibilities of the client:**

This office will deploy a Nodal officer to supervise the work.

This office will identify, mark and handover the documents to be digitised.

This office will deploy officials for quality check and authentication of scanned documents.

This office will arrange to take back the physical records after digitization is completed.

This office will provide the space required (approx. 2,000 sq. ft.) at a single location along with power connection, basic furniture (like tables, chairs etc.) as mutually agreed.

### **Eligibility Criteria**

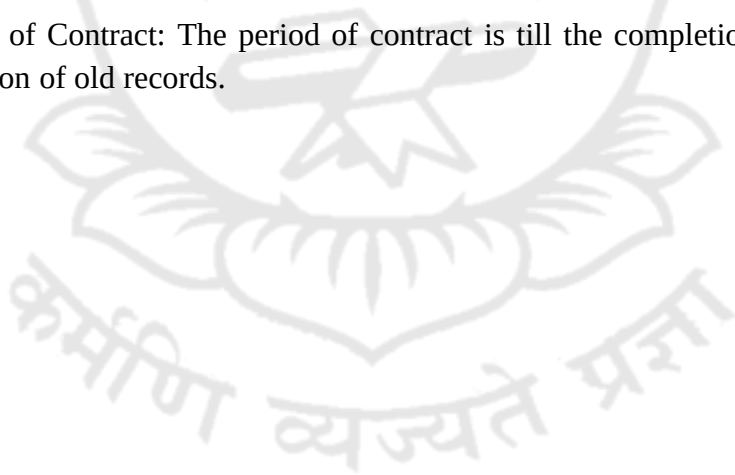
1. The vendor must be a registered company with relevant experience in digitization projects.
2. Vendor should have completed at least one project of digitization of records which are older than 20 years.
3. Vendor should have completed at least ONE project of scanning and indexing of more than 1 lakh pages each for any Government organization.
4. Preferred experience in document digitization for Public Universities
5. No consortium is allowed
6. Preference would only be given to vendors/firms operating from Kerala

### **2 Standard Conditions of Contract:**

- 2.1 The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer (client). Failure to do so may result in rejection of the Bid submitted by the Bidder.
- 2.2 Law: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
- 2.3 Effective Date of the Contract: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid for one year or till the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.



- 2.4 Arbitration: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The client is authorized to appoint an arbitrator in consultation with the Vendor.
- 2.5 Non-disclosure of Contract documents: Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample, or information thereof to any third party.
- 2.6 Termination of Contract: The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:
- 2.6.1 At any time without assigning any reason after giving a notice of one month.
- 2.6.2 The Seller is declared bankrupt or becomes insolvent.
- 2.6.3 The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- 2.6.4 As per decision of the Arbitrator.
- 2.6.5 The Seller will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment in terms of due to seller for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- 2.7 Notices: Any notice required or permitted by the contract shall be written in the malayalam/English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
- 2.8 Validity of Contract: The period of contract is till the completion of scanning and digitization of old records.



# FINANCIAL BID

1. Name of the firm/Company :
2. Address of the firm/Company :
3. Rates quoted by the firm/Company :

## FINANCIAL BID FOR DIGITIZATION PROJECT

### A. QUOTATION FOR SCANNING OF DOCUMENTS (100% of the pages available in the files are of A4 and Legal size )

S.No	Type of Document(Files/Books)	Size of page	Rate per page in Rs.	Applicable GST % and Rs.	Rates per page including GST in Rs
1	A4 Size	210 x 297 mm			
2	Legal Size	216 x 356 mm			

(NOTE: - Scanning rate is for Single side of a page. If matter is on both sides, count will be for two pages. Blank pages would not be counted)

### B. Quotation for Document Management System

Sl. No	Particulars	Rate (Rs.)		Applicable GST	Amount
1	<b>Metadata Management:</b> Ability to add, edit, and manage metadata for each document <b>Search and Retrieval:</b> Advanced search functionality with filters and keywords <b>Access Control:</b> Role-based access control (RBAC) to manage user permissions  Open Source Software for Document Management System			% in Rs.	including GST in Rs.

4. Total amount of items above in rupees based on scope of work and terms & conditions: "Digitization of old Records and documents. (in figures) calculated for ..... pages and 42 files approximately.





Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_  
\_\_\_\_\_ Only)

(in Words)

Place:

Date:

(Authorised Signatory) Name: \_\_\_\_\_

Seal of Authority (Under)

