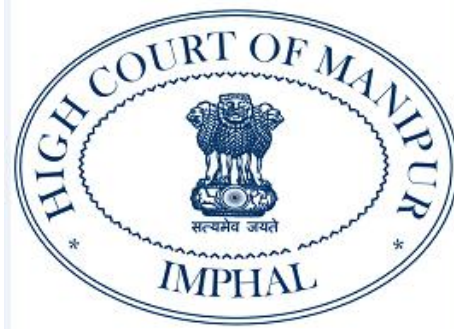


High Court of Manipur
(Tender Notice No. HCM/E-36/2016-Estt.)



NOTICE INVITING TENDERS FOR AWARD OF
CONTRACT FOR
SCANNING/DIGITIZING/STORAGE/INTEGRATED
RETRIEVAL OF CASE FILES OF HIGH COURT OF
MANIPUR AND ITS SUBORDINATE COURTS.

The High Court of Manipur invites online tenders in two Bid system from eligible and reputed Bidders for award of contract for scanning/digitizing/storage/integrated retrieval of Case files maintained at the High Court and/or district and subordinate courts consisting of approximately Eighty Lakh pages of A4/Legal size, on actual work basis.

The tender document can be downloaded from the official website of the High Court at <http://www.hcmimphal.nic.in> or <https://manipur.tenders.gov.in>.

The High Court, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

Important Instructions

S.N.	Description	
1	Tender fee	NIL
2	Earnest Money (to be submitted with the Bid)	Rs. 2 Lakhs (Rupees Two Lakhs) Only by Demand Draft/Banker's Cheque or a Bank guarantee issued by a Scheduled Bank in the prescribed format
3	Period of completion of work	One year from the date of issue of Work Order
4	Date of pre-Bid meeting	24-01-2018
5	Last date and time for submission of Bids	12-02-2018 10:00AM
6	Date and time for opening of Technical Bid(s)	12-02-2018 11:00AM
7	Date and time of presentation(s) by the technically eligible Bidder(s) determined on the basis of the information supplied in the Tender	Will be notified later.
8	Date and time for opening of Financial Bid(s)	Will be notified later.

1 - GENERAL INSTRUCTIONS

1.1. "High Court of Manipur" is referred to as the "High Court" in the tender document.

1.2. Online tenders are invited in two Bid system from reputed and eligible Bidders for award of contract for scanning/digitizing/storage/integrated retrieval of the Case files at the High Court and/or district and subordinate courts consisting of approximately Eighty Lakh pages of A4/Legal size, on actual work basis.

1.3. The Bidders may contact the following officers of the High Court for any enquiry relating to the tender, on any working day between 11.00 a.m. to 4.00 p.m. –

Sl. No.	Name & Designation of the Officer	Contact Details
1	Shri Th. Shantikumar Singh System Analyst	Mobile: 8258909621 Email: sa.hcmimphal@gov.in
2	Roshan Oinam Court Manager	Mobile: 8132954862 Email: rosanoinam@gmail.com
3	Shri Yumkham Rother CPC eCourt Project	Phone: (0385) 2423330 Mobile: 9856143587 Email: cpc-mnp@aij.gov.in

1.4. The approximate number of Case files/pages required to be scanned/digitized/stored/retrieved at the High Court and/or district and subordinate courts are as follows:

Sl. No.	File Location	Approximate numbers of pages (assuming on an average of 40 pages per Case file)(in Lakh)
1	Mostly at Imphal	80

* The total number of Case files/pages may increase or decrease but the payment shall be made for actual number of pages digitized.

1.5. The Bidder is required to set-up its own scanning/digitizing, indexing, storage, integrated retrieval and other ICT infrastructure facilities with UPS etc. and good quality scanners of high speed scanning capability.

1.6. The Bidder is required to ensure that the items/equipments used for scanning/ digitization are state of the art and tamper-proof.

1.7. Work place and basic electrical fixtures required for the set-up of the Digitization Centre will be provided by the High Court without cost to the successful Bidder.

1.8. No Hardware/Software will be provided by the High Court. The successful Bidder is required to install all the necessary hardware/software for scanning/digitizing/storage/integrated retrieval of the Case files at its own cost.

1.9. The Bidder should either be a Company registered/incorporated under the Companies Act or a Firm registered under the Indian Partnership Act, 1932 or under the Limited Liability Partnership Act.

1.10. The Bidder is required to have adequate experience in scanning/digitizing, indexing, storage and integrated retrieval facility for documents including old and fragile records and must submit proof in support thereof.

1.11. The Bidder should have at least ISO 9001:2000 and preferably CMMI level 3/CMMI level 5 certification.

1.12. The software solution provided must be owned by the Bidder.

1.13. The Bidder must have an annual turnover of not less than Rs. 1.0 Crores (Rupees One Crore) in each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17) and the audited balance sheet of the relevant period is required to be submitted by the Bidder.

1.14. The Bidder is also required to indicate the turnover separately for each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17), if any, from scanning/digitization of records. The Bidder is required to submit Work Order and completion certificate in support thereof.

1.15. Over-writing/over-typing or erasing of figures in the documents submitted is not permitted and shall render the Bid invalid.

1.16. The High Court, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

2 – SCOPE OF SCANNING/DIGITIZATION WORK

2.1 The successful Bidder, after receiving the Case files from the High Court, shall Bar code these Case files and provide proper receipt of each Case file, to the High Court. The High Court will provide the Case files only to an authorized staff of the successful Bidder deputed for receiving the Case files on day to day basis.

2.2 Movement of the Case files to the Scanning/Digitization Centre after they are handed over to the successful Bidder is required to be undertaken

in a secure manner so that no damage is caused to the Case files.

2.3 It shall be the responsibility of the successful Bidder to ensure that the Case files handed over to it are kept in a proper condition and that no Case file is soiled/lost/misplaced/damaged etc.

2.4 The workflow of Digitization Centre will be formulated and finalized by the High Court so as to synchronize it with the functioning of other Sections of the High Court.

2.5 The process of scanning/digitizing of the Case files shall include the following:

- (i) The successful Bidder is required to prepare the Case files for scanning/digitization, after removal of tags, pins, dust, etc.;
- (ii) Trimming, tearing or cutting of the Case files/pages is not permitted;
- (iii) The scanning of the pages is required to be in mono (lineart), grey-scale or colour as prescribed by the High Court;
- (iv) Scanning/digitization of each page is required to be done with proper image processing and quality control which shall include cleaning, spot reduction etc. to ensure proper readability of the final output;
- (v) The scanned/digitized data is required to be stored in searchable PDF/A format;
- (vi) The Metadata of each Case file is required to be recorded in the PDF file itself. The Metadata inserted inside the PDF must conform to the XMP specification for storing rich Metadata which enables importing of the Metadata fields directly in the Content Management System/Document Management System database. Annotations and bookmarks for the relevant pages is also required to be recorded in the PDF files and stored as separate attributes in the database for searching purposes;
- (vii) XML output of the Metadata with other details of the PDF files are also required to be simultaneously generated by the Bidder;
- (viii) The PDF files generated are required to be indexed, so as to facilitate weeding of the digitized Case files by deleting relevant pages of the PDF files which are weeded out after expiry of the prescribed period.

- (ix) The CMS/DMS should be capable of handling more than one PDF file for each Case file, as per the requirement of the High Court;
- (x) The PDF/A is required to comply with the following specifications:
 - (a) PDF/A format is required to be ISO 19005-1:2005 or later;
 - (b) The compressed PDF files created for viewing are required to be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for Mono/Colour/Grey scale images retaining searchability, clarity of image and print quality. It is also required to be a linearized PDF {as defined by PDF reference manual (ISO 3200-1:2008)} to ensure faster web viewing. Searchable PDF/A shall be created in one single step by processing the input image file(s) thus ensuring that no intermediate manipulation of the contents is possible;
 - (c) The PDF/A files are required to be capable of being digitally signed using an open source Digital Signature Software without requiring any proprietary/commercial software;
 - (d) The PDF/A output is required to be capable of being water marked with the image approved by the High Court; and
 - (e) All the transactions are required to be encrypted and protected using only open source software. The encryption policy and algorithm shall be decided by the High Court in consultation with the successful Bidder.
- (xi) The Metadata of the Case files are required to include the following fields and additional fields may be specified at the time of actual implementation of the contract: -
 - (1) *Bench Code
 - (2) *Case type
 - (3) *Case number
 - (4) *Case year
 - (5) Category code
 - (6) *Petitioner name(s)
 - (7) *Respondent name(s)
 - (8) Petitioner Counsel name(s)
 - (9) Respondent Counsel name(s)
 - (10) *District
 - (11) *Judge(s) name
 - (12) *Date of disposal

- (13) Act/Section
- (14) Keywords
- (15) Crime Number
- (16) Crime Year
- (17) Crime District
- (18) Accused Name
- (19) Police Station
- (20) Trial Case at District or Tribunal or Single Judge at High Court
- (21) Lower Court Case Type
- (22) Lower Court Case Number
- (23) Lower Court Case year
- (24) Lower Court Order Date
- (25) Lower Court Judge
- (26) District/Place of Lower Court
- (27) Appeal Case Type
- (28) Appeal Case Number
- (29) Appeal Case year
- (30) Appeal Order Date
- (31) Appellate Judge
- (32) District/Place of Appellate Court

Fields marked as "*" are mandatory.

2.6 Scanned/digitized data is required to be transferred to Server/SAN Storage/Data Centre(s) etc. periodically (to be specified by the High Court), in a secure manner with additional/secondary backup of the digital record.

2.7 The output of scanning/digitization shall be verified by the authorised officers of the High Court for compliance of all the technical parameters contained in this tender document.

2.8 The successful Bidder is required to ensure the regular traction of the work and share the MIS (Management Information Systems) reports with the High Court periodically. In case of any shortfall, the successful Bidder will make adequate adjustments by providing additional manpower, material and equipments so as to meet the targets set out in the WORK PLAN enclosed as Annexure – I of the tender document.

2.9 The software and the methodology to be adopted by the successful Bidder is required to ensure seamless integration with the work flow followed in software of the High Court which has been developed using Java, PHP, MySql, PostgreSQL etc.

2.10 The successful Bidder shall develop CMS/DMS specific to the needs of the High Court. The CMS/DMS is required to be developed using open source technologies. The successful Bidder shall handover the complete software solution to the High Court with the source code and the Intellectual Property Rights (IPR) including copyrights of the entire software solution. The successful Bidder will also handover all the documentation

and technical drawings of the software solution and its source code.

2.11 The modules of CMS/DMS are required to be capable of multiple access with security features and facility for updation/versioning.

2.12 CMS/DMS provided by the successful Bidder is required to be platform independent and capable of archival, management and retrieval as per the requirements of the tender document.

2.13 CMS/DMS is required to be web enabled.

2.14 CMS/DMS provided by the successful Bidder is required to ensure seamless integration with the existing workflow based system or any other database of the High Court.

2.15 CMS/DMS provided by the successful Bidder is required to have Document and Record caching functionality with no limitation on the number of caching sites.

2.16 The successful Bidder may be asked to modify or make provisions for additional reports based on search parameters.

2.17 Java APIs are required to be provided for connecting CMS/DMS through web and allow other home grown applications of the High Court to read and write data remotely. Source Code, proper documentation and Javadoc of such Java APIs must be made available by the successful Bidder to the High Court.

2.18 Provision for storing and retrieval of multimedia information/record available in CD/DVD/Audio/Video format etc. related to the Case files are required to be integrated with CMS/DMS.

2.19 The scanners deployed are required to be capable of duplex scanning and handling fragile/delicate records.

2.20 Arrangements are also required to be made by the successful Bidder for scanning/digitization of large Maps/Plans etc.

2.21 The successful Bidder is also required to make provisions in the software solution for weeding of the digitized Case files/PDF-A.

2.22 Online payment gateway is required to be integrated into the software solution provided by the successful Bidder, to enable users to pay for retrieval of records on-demand.

2.23 Disaster Recovery Management of scanned/digitized records will be the responsibility of the successful Bidder.

2.24 It will be the responsibility of the successful Bidder to handover the Case files to the High Court after proper stamping and acknowledgement in the same shape and condition in which the Case files were provided.

2.25 It will be the responsibility of the successful Bidder to impart adequate training to the staff of the High Court for:

(i) Scanning/digitizing/storage etc.; and

(ii) Integrated retrieval and printing of scanned/digitized record.

2.26 It will be the responsibility of the successful Bidder to provide on-site maintenance and support for one year after completion of the work without any additional cost.

3 - GENERAL TERMS AND CONDITIONS

3.1.The Bidder is required to quote the per page rate for scanning/digitizing/storage/integrated retrieval etc. inclusive of all taxes. This rate will be fixed and valid till finalization of the contract. For avoidance of doubt it is made clear that Bidder should quote the rate keeping in mind that the High Court will not make any additional payment to the successful Bidder for providing on-site maintenance and support during the project duration and for a period of one year after completion of the work.

3.2.The Bids have to be submitted in the proforma prescribed for Technical Bid and Financial Bid. Bids not submitted in the prescribed proforma or Bids which are incomplete are liable to be rejected.

3.3.The Technical Bid and the Financial Bid are required to be submitted only on the website <https://manipurtenders.gov.in>.

3.4. If the Bidder is in the process of or has executed scanning/digitization work in any government department, Court or any reputed Firm/Company, the name(s), address, contact details, Work Order, completion certificate etc. are required to be submitted with the Bid.

3.5.Each tender is required to be accompanied with a Demand Draft/Banker's cheque of Rs. 2,00,000/- (Rupees Two Lacs) only payable

at Imphal as Earnest Money Deposit, issued by any Scheduled Bank, drawn in favour of the "Registrar General, High Court of Manipur". EMD may also be in the form of a Bank Guarantee issued by any Scheduled Bank, in the prescribed format, in favour of the "Registrar General, High Court of Manipur". The EMD will be refunded to the unsuccessful Bidder(s) without any interest on a request made by it.

3.6. The successful Bidder will be required to submit the letter of acceptance within a period of 3 days from the receipt of the Letter of Intent and thereafter execute the Agreement within the next 15 days. A security deposit in the form of a Performance Bank Guarantee of 10% of the total Work Order value, is required to be submitted by the Bidder within two weeks from the date of execution of the Agreement. PBG shall be valid for a period of 30 months from the date of execution of Agreement between the High Court and the successful Bidder. The amount of PBG will be determined in this manner:

10% of $A \times 80,00,000$ where A is the per page rate quoted by the Bidder.

3.7. Work Order shall be issued only after execution of the Agreement and the submission of the PBG.

3.8. The High Court may recover any amount due from the successful Bidder by invoking the PBG either in full or in part. In such an event, the successful Bidder shall replenish the PBG within 7 days failing which the High Court may terminate the contract and recover the loss/damages from the successful Bidder.

3.9. The Bidder(s) qualifying the eligibility criteria may be required to give a presentation. Clarification, if any, may also be sought by the High Court at any stage during the Bidding process.

3.10. The successful Bidder will be required to compile and make an instruction manual for scanning/digitizing/storage/integrated retrieval operations and provide the same to the High Court.

3.11. Complete Software Requirement Specifications (SRS) for the entire project is required to be made available by the successful Bidder. Technology used for Front-end, Middle-tier, Web Services (UDDI, SOAP, WDSL, etc.) and Persistent Layer implementation are required to be clearly elaborated. Details of Operating System, Application Server, ORDBMS and other platform requirements are also required to be clearly specified.

3.12. The successful Bidder is required to provide complete SRS of software solutions proposed to be used for Bar coding and tracking movement of the Case files during the process of scanning/digitization.

3.13. The successful Bidder is required to handover the complete database of the Bar coded Case files and the logs relating to the movement of the Case files.

3.14. The High Court reserves the right to deny entry to any staff of the successful Bidder or any unauthorized person within the scanning/digitization area at Imphal.

3.15. No person/staff engaged by the successful Bidder will make any claim to the High Court, including a claim for employment.

3.16. The successful Bidder is required to comply with the requirements of all the Acts, Rules and Regulations framed by the State Government/ Central Government relating to contract work and the High Court will not be responsible for any breach thereof.

3.17. The successful Bidder is required to ensure that the staff engaged by it maintains proper discipline and decorum.

3.18. The items/equipments installed by the successful Bidder will not be removed without the permission of the High Court.

3.19. The successful Bidder is required to undertake the scanning/ digitization work of the Case files of the High Court and/or subordinate Courts exclusively in the area/space provided by the High Court and/or subordinate Courts. The successful Bidder is also required to ensure that the area/space provided by the High Court is not misused or sublet.

3.20. The successful Bidder will maintain the Scanners/Computers/Servers etc. and other related items/equipments in a proper working condition at all times. In case of failure of any items/equipments, the successful Bidder will make alternative arrangements immediately so that the scanning/digitization work does not suffer.

3.21. Continuance of the contract and payment for the work done will be subject to satisfactory performance and will also be subject to compliance of all the terms and conditions of the contract.

3.22. It will be the responsibility of the successful Bidder to ensure that the work is completed in all respects as indicated in the tender document and the WORK PLAN enclosed as Annexure – I to the tender submitted by the Bidder.

3.23. Time is the essence of the contract. The work is required to be completed within one year from the date specified in the Work Order issued by the High Court. If the work is not performed within the stipulated period, it will be open to the High Court to either cancel the contract and/or impose penalty as per Clause 7.2 contained in the TERMS OF PAYMENT

of the tender document. In such circumstances the successful Bidder will not claim any payment or damages from the High Court.

3.24. The High Court reserves the right to cancel the contract at any time without assigning any reason and the decision of the High Court will be final and binding on the successful Bidder. In that event, the High Court shall not be liable to pay any compensation to the successful Bidder. In case of any dispute, the Courts at Imphal alone will have the jurisdiction.

3.25. On cancellation of the contract it will be open to the High Court to award the contract to another party and the extra cost incurred by the High Court in the completion of the work, loss/damages will be recovered from the successful Bidder.

3.26. In the event of cancellation of the contract, the High Court will also be entitled to invoke the PBG submitted by the successful Bidder either in full or in part, including the institution of legal proceedings as are available in law. On termination of the contract, the successful Bidder will forthwith remove all its equipments and material and hand over the Case files and other records which are in its possession to the High Court. The successful Bidder will also handover the scanned/digitized data to the High Court including CMS/DMS and other operational data. In such an event the successful Bidder will not remove/delete the digitized data.

3.27. The successful Bidder after successfully storing the scanned/digitized data on its computer will transfer the same to the Server/SAN storage/Data centre(s) etc. and provide access to the High Court.

3.28. Complete secrecy and confidentiality of physical/digitized records is required to be maintained by the successful Bidder.

3.29. The High Court shall have exclusive rights on the software solution provided by the successful Bidder. The High Court reserves the right to use it at any premise(s) and in any form.

3.30. The High Court reserves the right to make inspections prior to the commencement of the work and during its progress.

3.31. The successful Bidder will not, without the prior written consent of the High Court, disclose the contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the High Court in connection therewith, to a third party.

3.32. The successful Bidder will indemnify the High Court against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/hardware/ manpower etc. and related services or any part thereof.

3.33. The successful Bidder will not outsource the work or any part thereof required to be performed under the contract to a third party under any circumstances. This violation may attract cancellation of the contract and

forfeiture of all the guarantees. In such a situation, the cost differential will also be recovered from the successful Bidder.

3.34.The scanned/digitized records will be the property of the High Court. The successful Bidder will have no right, title or interest in it and will not use it elsewhere.

3.35.The Bids of Bidders blacklisted by the Central Government/State Government or instrumentalities thereof shall not be considered. The Bids of the Bidders/their Partners/Directors/Agents against whom any criminal case is pending before any Court shall also not be considered.

3.36.Following documents are required to be submitted along with the Technical Bid :-

- i. Memorandum of Association, Articles of Association and Certificate of Incorporation or partnership deed and registration certificate, as the case may be, of the Bidder;
- ii. Authorization to the signatory of the Bid by the competent authority of the Bidder;
- iii. Audited Balance sheet of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17) as per clauses 1.13 and 1.14;
- iv. Experience certificate as per clause 1.10;
- v. Certificates as per clause 1.11;
- vi. Details and certificate as per clause 3.4;
- vii. EMD of Rs. 2,00,000/- in the form of Demand Draft/ Banker's Cheque or Bank Guarantee as per clause 3.5;
- viii. WORK PLAN in the proforma enclosed as Annexure – I ;
- ix. Affidavit stating that the Bidder is neither blacklisted by the Central Government/State Government or instrumentalities thereof nor any criminal case against the Bidder/its Partners/ Directors/Agents is pending before any Court;
- x. Any other document(s)/certificate(s) required to be submitted as per the tender document.

4 - BIDDING AND SELECTION PROCESS

- 4.1. Selection of the Bidder will be in two stage evaluation process :
 - (a) Technical and;
 - (b) Financial
- 4.2. Technical Bids received without the Earnest Money Deposit (EMD) will be summarily rejected.
- 4.3. Technical evaluation will be performed on the basis of information provided by the Bidder in "Part - I : General Information" and "Part -II : Technical Details" contained in TECHNICAL Bid PROFORMA of the tender document.
- 4.4. Financial Bids of only such Bidders who qualify the Technical Bid will be opened.
- 4.5. Bids are required to be submitted only on the website <https://manipurbtenders.gov.in>.
- 4.6. The High Court also reserves the right to reject the Bid(s), amongst others, for the following reasons:
 - i. If each and every page of the Bid document is not signed and stamped by the Authorized Signatory of the Bidder;
 - ii. If the Bids are not submitted in accordance with the prescribed conditions;
 - iii. If a conditional Bid is submitted by the Bidder;
 - iv. If the Bidder fails to deposit the PBG and/or fails to execute the contract documents within the time stipulated in the Letter of Intent or within such extended period as may be specified by the High Court;
 - v. If the Bidders form a cartel. In such a situation, they would disqualify themselves from participation in any Bid invited by the High Court for three years.

5 – AMENDMENT OF TERMS AND CONDITIONS OF BID

- 5.1. The High Court reserves the right to modify the terms and conditions of the tender document before the last date of submission of Bids taking into consideration the discussions held during the pre-Bid meeting and such modification(s) will be published on the official website of the High Court <http://www.hcmimphal.nic.in>.

5.2. If the situation so demands the High Court may extend the last date and time for submission of the Bid by publication of a notice in the official website of the High Court.

6 - AWARD OF CONTRACT

6. The High Court may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound. The decision of the High Court in this regard shall be final and binding on the Bidder(s). The High Court, however, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

7 - TERMS OF PAYMENT

7.1. Bills may be raised by the successful Bidder at the end of each quarter for the work performed during the quarter so that payment may be made after due verification of the work done by the successful Bidder during the relevant quarter.

7.2. Work should be performed by the successful Bidder in accordance with the time schedule specified in the contract. In case of any delay in the execution of the work by the successful Bidder, it will be open to the High Court to impose a penalty at the rate of 2% of the amount of work not performed during the relevant quarter, in addition to the penalties earlier specified. In such an event, the successful Bidder will also be required to perform the remaining work during the next quarter in which case the total work required to be performed in the next quarter will include the left over work of the previous quarter(s).

7.3. If the work has been performed as per the agreed terms, payment for scanning/digitization/storage/integrated retrieval under the contract will be made on quarterly basis, subject to statutory and other deductions, penalties and damages recoverable under the contract.

7.4. The successful Bidder will pay all the applicable taxes.

7.5. Payments under the contract will be made only in Indian currency.

8 – FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

8. The Earnest Money Deposit will be forfeited in the following cases, in addition to the conditions specified in the earlier clauses :

- i. If the Bidder withdraws the Bid for any reason whatsoever;
- ii. If the Bidder whose Bid has been accepted, fails to execute the Agreement and/or submit the PBG within the time stipulated by

the High Court; and

- iii. If the Bidder adopts unfair practices to influence the outcome of the Bid process.

9 - BID VALIDITY PERIOD

9. The Bid shall remain valid for 180 days.

CERTIFICATE

I/We _____ certify that I/We _____ have read and understood all the terms and conditions of the tender document and that I/We _____ do hereby unconditionally accept all the terms and conditions set out in the tender document. The information furnished in this Bid are true and correct to the best of my/our knowledge and belief.

Date:
Place:

Authorised Signatory
(Name & designation)
Seal

TECHNICAL BID PROFORMA

Part – I : General Information (To be filled by the Bidder)

S.N.	Description	Information to be Furnished by the Bidder
1	Description/name of the Bidder	
2	Year of establishment/ incorporation	
3.a	Whether proprietorship/ partnership/ limited company etc.	
3.b	Name(s) of the Proprietor/ Partner/ Managing Director etc.	
4	Postal address Contact number(s) Fax e-mail	
5	Whether the Bidder has any office or branch in Manipur. If so, give details with complete address, contact person & contact number(s).	
6	Number of similar nature of works undertaken in the past with names of Institutions (brief description of work to be mentioned with work order and satisfactory completion certificate of the competent authority)	
7	Details of single largest order for similar nature of works completed/executed during the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17)	
8	Turnover for the last three financial years: (a) 2014-15 (b) 2015-16 (c) 2016-17 Year wise audited Balance Sheet is required to be attached with the relevant Work Orders.	
9	Details of the existing clients is required to be enclosed with this proforma in the following format: (a) Name of the Company/Organization/ Office (b) Contact person with telephone number and E-mail. (c) Contract Period (d) Copy of Work Order/completion certificate is required to be enclosed	

10	Whether the Bidder is executing or has performed work of a similar nature for other High Court(s)/Civil Court(s) and if yes, give details.	
11	Whether the Bidder is empanelled with a Government Undertaking/ Government Organization/ Public Sector Undertaking and if yes, give details.	
12	Whether the Bidder has ever been black listed and if yes, give details.	
13	Whether any criminal case is pending against the Bidders/their Partners/Directors/Agents before any Court and if yes, give details.	
14	The Bidder is required to furnish the following details with proof: (a) PAN number (b) Bidders should be GST complaint and should submit the proof of GST registration. A copy GST/VAT/ST/CST No. allocated by the Sales Tax Authorities should be submitted.	
15	Bankers' Name and address (Bankers' solvency certificate is required to be attached)	
16	Income Tax returns of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17) is required to be attached	
17	Any other information which the Bidder considers appropriate is required to be furnished for the purpose of this Bid.	

Date:
Place:

Authorised Signatory
(Name & designation)
Seal

TECHNICAL BID PROFORMA

Part – II : Technical Details

(To be filled by the Bidder)

S.N.	Description	Information to be furnished by the Bidder
1	Details of Server(s) (with configuration and OS) the Bidder intends to install.	
2	Details of the Storage/SAN Server(s) the Bidder intends to install.	
3	Details of the Computers, Hardware, Equipment, the Bidder intends to install.	
4	Details of the Scanners (make, model, scanning/digitization speed, duty cycle and other features) the Bidder intends to install.	
5	Details of Networking proposed to be established by the Bidder.	
6	Number of technical persons proposed to be engaged by the Bidder for scanning/digitization/storage/integrated retrieval with details of their educational qualifications, experience, functions, etc.	
7	Number of non-technical persons proposed to be engaged by the Bidder with details of their educational qualifications, experience, functions, etc.	
8	The amount of space/area required by the Bidder for execution of the scanning/digitizing/storage/integrated retrieval.	
9	Proposed output per day in terms of number of pages to be scanned/digitized, indexed, stored and retrieved.	
10	Details of the software(s) the Bidder proposes to use for Bar coding the case files, scanning/digitizing, indexing, storage and integrated retrieval thereof.	
11	Detailed methodology with stage wise information about the processes, procedures and methods proposed to be employed by the Bidder for providing a complete solution of the entire project with work flow chart.	
12	Risk analysis and its management for the project.	
13	Maintenance and technical support services the Bidder intends to provide.	
14	Process for handing over the scanned/digitized data to the High Court including data generated during the bar coding process.	
15	The Bid shall specify the following:	

	<p>(a) Technical Specifications and quality standards of the work to be accomplished;</p> <p>(b) Technical Specifications of the equipments to be used for accomplishment of the work.</p>	
16	CMS/DMS Specifications with Architectural details	
	<p>1.</p> <ul style="list-style-type: none"> i. Whether it provides options of both GUI desktop application and/or web based interface; ii. Specify file format limitation, if any; iii. Whether it supports bulk import & export of data in XML and CSV format; iv. Whether it provides off-line Document & Records Management System; v. Whether it provides integrated platform for Workflow and Web Content Management; vi. Capability of the software for sending alerts; vii. Capability of adding Metadata fields in PDF files; viii. Capability of importing/exporting Metadata fields into and from PDF files. <p>2. Whether it provides Document & Record caching functionality with no limitation on the number of caching sites.</p> <p>3. Whether capable of storing Metadata in RDBMS.</p> <p>4. Complete Software Requirement Specifications (SRS) for the entire project including technology used for Front-end, Middle-tier, Web Services (UDDI, SOAP, WDSL, etc.) and Persistent Layer implementation as also details of the Operating System, Application Server, ORDBMS and other platform requirements are required to be provided.</p>	
17	Search Parameters	
	<ul style="list-style-type: none"> i. Whether it provides search facility based on Metadata fields; ii. Whether it supports complex and multiple criteria based Boolean search; iii. Whether it supports Nested searches and iv. Whether capable of storing frequently used searches as Save Searches. 	
18	Software Security and Access Control Parameters	
	<p>Whether the CMS/DMS solution provides the following:</p> <ul style="list-style-type: none"> i. Role based access with following minimum built-in-roles : 	

	<p>(a) Viewing documents and records;</p> <p>(b) Viewing Metadata;</p> <p>(c) Updation of documents and records;</p> <p>(d) Updation of stored Metadata;</p> <p>(e) Modifying record access and</p> <p>(f) Destroying records.</p> <p>ii. Creation of custom Roles and their assignments;</p> <p>iii. Assigning roles for a pre-defined period and its automatic revocation thereafter and;</p> <p>iv. Complete audit trail/log of each transaction.</p>	
19	MIS Reports Requirements	
	<p>The CMS/DMS is required to be</p> <p>i. Capable of storing standard report requests and formats which can be run specifying varying parameters including:</p> <ul style="list-style-type: none"> • Specific dates and date ranges • Specific users or groups of users • Specific Metadata fields ; <p>ii. Capable of generating reports both for screen display and printing; and</p> <p>iii. Include tools for designing custom reports.</p>	
20	Key Points of the Proposed Software Solution	
	<p>i. Specify number of concurrent Users able to retrieve the records.</p> <p>ii. Whether capable of being customized as per requirements of the High Court.</p> <p>iii. Whether capable of providing open data portability including ready-to-use API, SDK for JAVA, .Net, PHP etc. to enable its integration with other applications. (provide details)</p> <p>iv. Whether it is a proven open source Enterprise Content Management Solution with pre-integrated Document Management Solution, Web Content Management Solution, Space Management Solution, Records Management Solution, Workflow Solution etc.</p>	
21	Service support guarantee details be provided	

Note : Hardware specifications for each piece of Hardware proposed to be used for scanning/digitizing/storage/integrated retrieval of Case files be provided on separate sheets. Specifications relevant for the purposes of scanning/digitizing/storage/integrated retrieval of Case files only are required to be provided.

Date:
Place:

Authorised Signatory
(Name & designation)
Seal

FINANCIAL BID PROFORMA

(To be filled by the Bidder)

S.N.	Particulars	Approximate number of pages (in Lakh)	Unit price	Tax	Total
1	Rate per page (all inclusive)	80 *			

*** The total number of pages may increase or decrease**

Date:
Place:

Authorised Signatory
(Name & designation)
Seal

Annexure – I

WORK PLAN

Work Plan and Project Management Strategy for the entire period of the project:

S.N.	Activity	Months											
		1	2	3	4	5	6	7	8	9	10	11	12

- (a) Indicate major risks factors and their mitigation plan at the start of and during the project implementation through milestones.
- (b) Indicate all main activities of the assignment, including deliverables, progress reports and other benchmarks for each phase.
- (c) Duration of activities shall be indicated in the form of a Bar chart/Gantt chart.

Date:
Place:

Authorised Signatory
(Name & designation)
Seal

Annexure – II

EMD BANK GUARANTEE PROFORMA

(To be executed on Non-Judicial Stamp Paper of Rs. 100/- or such higher value as per Indian Stamp Act, 1899 as applicable in the State of Manipur. Stamp Paper shall be in the name of the Bank issuing the guarantee.)

Bank GUARANTEE NO. :

DATED :

1. In consideration of the (hereinafter called the "High Court") having agreed to accept the Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakhs) only in the form of a Bank Guarantee from (Name of the Bidder) having its registered office at (hereinafter called the "Bidder") against the Bid of the Bidder for the due fulfillment of the terms and conditions of the tender document published for the scanning/digitizing/storage/integrated retrieval of its Case files.

We (Name and address of the Bank) (hereinafter called the "Bank") at the request of (Name of the Bidder) do hereby undertake to pay to the High Court acting through the Registrar General, (hereinafter called the "RG") an amount not exceeding Rs. 2,00,000/- (Rupees Two Lacs) only against any loss or damage caused to or suffered by the High Court by reason of any breach by the Bidder of any of the terms and conditions contained in the tender document from the date of opening of the Bid.

2. We (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, on a demand made by the High Court that the amount claimed is due to it on account of loss or damage caused to or suffered by the High Court by reason of breach of the terms and conditions of the tender document by the Bidder.

Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, the liability of the Bank under this guarantee shall be restricted to an amount not exceeding Rs. 2,00,000/- (Rupees Two Lakhs) only.

3. The Bank undertakes to pay to the High Court any amount of money so demanded notwithstanding any dispute(s) raised by the Bidder in any suit or proceedings before any court or tribunal in respect thereto. The liability of the Bank under this guarantee is absolute and unequivocal.

The payment so made by the Bank under this guarantee shall be a valid discharge of its liability for payment hereunder and the Bidder shall have no

claim against the Bank for making such payment.

4. We (Name of the Bank) further agree that the guarantee herein contained shall remain in force and valid upto a period of one month after the finalization of the contract.

5. We (Name of the Bank) undertake not to revoke this guarantee during its validity period without the previous consent of the High Court in writing.

6. This guarantee shall remain valid and in full effect from

Date:

Banker's Signature & Seal

Place:

Annexure – III

PERFORMANCE BANK GUARANTEE PROFORMA

(To be executed on Non-Judicial Stamp Paper of Rs. 100/- or such higher value as per the Stamp Act of the State in which the Guarantee is issued. Stamp Paper shall be in the name of the Bank issuing the guarantee.)

Bank GUARANTEE NO. :

DATED :

Dear Sirs,

1. THIS DEED OF GUARANTEE made on this day of 20___ between the High Court of Manipur at Imphal (hereinafter called the "High Court" which expression shall unless excluded by or repugnant to the context includes its successors and assignees) of the first part and the (hereinafter called the "Bank" which expression shall unless excluded by or repugnant to the context include its successors and assignees) of the second part.

2. Whereas a contract dated has been executed between the High Court and _____ having its registered office at _____ (hereinafter referred to as "Bidder") for scanning/digitizing/storage/integrated retrieval of the Case files of the High Court, as per the schedule mentioned in Annexure ___ of the contract and for providing service support as per the terms and conditions of the contract.

AND WHEREAS as per clause ___ of the contract, the Bidder has to furnish a Performance Bank Guarantee of 10% of the total Work Order Value i.e. Rs. (Rupees only) valid for a period of six months beyond the completion of the project duration of one year and also the maintenance period of one year thereafter (i.e. valid for 30 months) as and by way of security for the satisfactory completion of scanning/digitizing/storage/integrated retrieval of the Case files of the High Court and for providing service support as per the terms and conditions of the contract.

AND WHEREAS on the request of the second party, the Bank executes these presents.

3.0. THIS DEED WITNESSETH AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN PARTIES HERETO AS FOLLOWS:

3.1. The Bank hereby guarantees to the High Court that the (name of the Bidder) is capable of executing the contract to the satisfaction of the High Court. In the event of non satisfactory performance of the contract, the Bank shall indemnify and keep the High Court indemnified to

the extent of 10% of the total Work Order Value i.e. Rs.
(Rupees only) valid for a period of six months beyond the completion of project duration of one year and also the maintenance period of one year thereafter (i.e. valid for 30 months) against any loss or damage that may be caused to or suffered by the High Court on account of such non satisfactory performance of the contract and the decision of the High Court in this regard will be final and conclusive.

3.2. In consideration of the aforesaid clause 3.1 and at the request of the second party, we the Bank hereby irrevocably and unconditionally guarantee that the second party shall perform in an orderly manner its contractual obligations in accordance with the terms and conditions set forth in the contract and in the event of the second party's failure to do so, the Bank shall unconditionally pay to the High Court, on demand, any amount up to the value mentioned in clause 3.1, without any reference to the second party and without questioning the claim.

3.3. In the event of non-satisfactory performance of the contract, the decision of the High Court in this regard shall be final and conclusive and binding on the Bank without demur. The Bank shall pay forthwith the amount demanded by the High Court not withstanding any dispute, if any, between the High Court and the second party.

3.4. The Bank further agrees that the guarantee herein shall remain in force during the period mentioned in Clause 3.1 above and also any extended period provided by the High Court beyond the aforesaid period.

3.5. This Guarantee shall not be affected by any change in the constitution, amalgamation, absorption or reconstitution of the second party or the Bank.

3.6. The Bank undertakes not to revoke this guarantee at the instance of the second party for any reason whatsoever.

3.8. The Bank further agrees that in order to give full effect to the Bank guarantee, the High Court shall be entitled to act as if the Bank were its principal debtors in respect of its claim against the second party and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with this Guarantee.

Notwithstanding anything herein above, liability of the Bank under this guarantee is restricted to Rs. (Rupees only) and it will remain in force up to the period specified in Clause 3.1 unless a suit to enforce any claim under the Guarantee is decreed against the Bank before the period specified in Clause 3.1.

COUNTERSIGNED

Signature :	Signature :
Name :	Name :
Designation :	Designation :
Organization :	Organization :
