

# Request For Proposal (RFP)

## Selection of Technology Partner for Document Scanning, Indexing & Storage in DMS



for  
**Registration & Stamps Department**  
**Government of Telangana**

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## 1. Fact Sheet

S.No.	Item	Description
1.	Issue of OCB Tender call Notice	<b>05/04/2019</b>
2.	Tender Reference No.	<b>TSTS/CS/IGRS/DIGITIZATION/2017</b>
3.	Web site for downloading Tender document	<a href="http://www.tsts.telangana.gov.in">http://www.tsts.telangana.gov.in</a> , <a href="https://tender.telangana.gov.in">https://tender.telangana.gov.in</a> .
4.	Bid Document Fee	<b>Rs.25,000/-</b> to be paid in form of DD in favour of The Managing Director- TSTS, Hyderabad
5.	Pre-Bid Date & Venue	12/04/2019; 11:30 AM in Conference hall, O/o Commissioner and Inspector General of Registration and Stamps (IGRS)- Telangana, M.J.Market, Hyderabad
6.	Last Date of receipt of Queries on Tender document	12/04/2019 @ 05:00 PM through email.
7.	Bid Submission date	29/04/2019; 03:00 PM on eProcurement portal
8.	Bid Opening	29/04/2019; 03:30 PM on eProcurement portal
9.	Technical Evaluation/ Presentation schedule	Shall be informed to PQ Qualified bidders
10.	Address for correspondence in respect of Technical clarifications	<b>IGRS Department:</b> <a href="mailto:itig@igrs.telangana.gov.in">itig@igrs.telangana.gov.in</a> ; <a href="mailto:dig.card@igrs.telangana.gov.in">dig.card@igrs.telangana.gov.in</a> <b>TSTS:</b> <a href="mailto:mngdirector-tsts@telangana.gov.in">mngdirector-tsts@telangana.gov.in</a> ; <a href="mailto:rpushpa-tsts@telangana.gov.in">rpushpa-tsts@telangana.gov.in</a>
11.	Overall Method of selection	<b>Lowest Cost (L1)</b>
12.	Bid Security (EMD)	<b>Bid Security (EMD):</b> Rs. 15,00,000/- (Fifteen lakh rupees) <b>Note:</b> Scanned copy of EMD document should be uploaded on e-Procurement in PQ Bid. The Original Copy of EMD should be submitted to TSTS before bid closing date & time. EMD shall be submitted in the form of DD/BG from Nationalized bank/Schedule Bank having a Branch at Hyderabad. No interest shall be payable on EMD under any circumstances.
13.	Bid Validity Period	180 days from the date of opening of bid.
14.	Bid Security Validity Period	Validity period for DD: 3 Months Validity period for Bank Guarantee : 3 months (Bidders may be asked for extending the bid security validity as and when required)

15.	Project/Contract Period	18 months and shall be extended based on requirement & satisfactory performance.
16.	Implementation cum Performance Bank Guarantee Value	10% of Project Value in Rupees.
17.	Performance Bank Guarantee validity period	60 days beyond project period
18.	Period for submission of Implementation cum Performance Bank Guarantee	Within 10 days of receipt of letter of Notification of Award (NoA).
19.	Period for signing contract	Within 10 days from the date of receipt of letter of Notification of Award.
20.	Variation in Quantity	+/- (25%) on Total quantity
21.	Penalty for delay in implementation	Please refer penalty clause.
22.	Conditional bids	Not acceptable and liable for rejection of bid and forfeiture of the EMD.
23.	Transaction Fee	All the participating bidders who submit the bids have to pay an amount @0.03% of their final bid value online with a cap of Rs. 10,000 for quoted value of purchase up to Rs. 50 Crore and Rs. 25,000 if the purchase value is above Rs. 50 Crore and GST applicable as levied by Government of India as transaction fee through online in favor of MD, TSTS during bid submission. The amount paid is non-refundable.
24.	Corpus Fund	Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favour of ' <b>The Managing Director, TSTS , Hyderabad</b> ' towards corpus fund along with Performance Bank Guarantee.
25.	Bid submission	Online. Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre-bid meeting in their bid.
26.	Procedure for Bid Submission	Bids shall be submitted online on <a href="https://tender.telangana.gov.in">https://tender.telangana.gov.in</a> platform 1. The participating bidders in the tender should register themselves free of cost on e-procurement platform. 2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.

		<p>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats.</p> <p>4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation as detailed in RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.</p> <p>5. The rates should be quoted in online only.</p> <p>6. All the quoted price should be in Indian Rupees only.</p>
27.	Other conditions	<p>1. After uploading the documents, the original Demand Drafts in respect of Bid Security (except the Price bid/ offer/ break-up of taxes) are to be submitted by the bidder to the O/o The Managing Director, TSTS, BRKR Bhavan, Hyderabad as and when required.</p> <p>Failure to furnish will be entitled in rejection of the bid. The TSTS shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated/ bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</p> <p>2. TSTS will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>3. The Documents that are uploaded online on e-procurement will only be considered for Bid Evaluation. However, the bidding authority, at any point of tendering process, may request the bidders to submit the Physical documents as uploaded in e-procurement portal for clarifications.</p> <p>4. Important Notice to Contractors, Suppliers and Department users (i)In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No.13 dated 05.07.2006 permitting integration of electronic Payment Gateway of ICICI/ HDFC/ Axis Banks with e-Procurement platform, which provides a facility to participating suppliers/ contractors to electronically pay the transaction fee online using their credit / debit cards.</p>

## 2. Request for Proposal

Online tenders are invited from eligible, reputed, qualified organizations for Document scanning, Indexing and Storage in DMS for Registration & Stamps Department, Government of Telangana. The detailed Scope of Work is provided in Section 8 of this RFP Document. This invitation to bid is open to all Bidders meeting the minimum eligibility criteria as mentioned in Section 6.1 of this RFP Document.

### **Consortium**

- a. The bid response can be submitted by a single bidder or the bidder is allowed to come up with a consortium with another company/companies. However, the following must be noted with respect to consortium bids:
  - i. The number of consortium members including the Prime Bidder cannot exceed Two (02) considering the project covering mutually exclusive Scope of Work components viz. Document Scanning and Digitization & Indexing.
  - ii. The sole responsibility under the contract would be that of the Prime Bidder (The lead company nominated by all members (companies) in case of a consortium submitting the bid).
  - iii. Only Prime Bidder will submit the bids and sign the contract.
  - iv. The Pre-Qualification bid shall contain the details of arrangements between the Prime Bidder and other members of the consortium.
  - v. Prime Bidder shall be solely responsible to Purchaser in respect of meeting the financial liabilities of the Service Provider arising out of the Project
  - vi. The consortium shall be evaluated (during Pre-Qualification and technical evaluation) based on the total strength as defined in this bid document. If any consortium member withdraws after submission of bid, Purchaser reserves the right to disqualify the consortium or undertake re-evaluation of the bidder's prequalification.
  - vii. In case of a consortium, applicant consortia shall have a valid Memorandum of Understanding (MoU) / agreement among all the members signed by the Chief Executives/ Authorized Signatories of the companies dated prior to the submission of the bid. The MoU / agreement shall clearly specify the stake of each member and outline the roles and responsibilities of each member. The MoU / agreement shall be exclusively for this project and Prime Bidder shall be accountable in case of failure by any member.



- b. No consortium would be allowed if either the Prime Bidder or any member of the consortium is black listed by any of the government agencies in India. The Prime Bidder shall submit an affidavit to this effect.

### 3. Structure of the RFP

This Request for Proposal (RFP) document for Selection of Implementation Partner for Document Scanning, Indexing and Storage in DMS for Registration & Stamps Department, Government of Telangana comprise of the following:

- I. **Instructions on the Bid process** for the purpose of responding to this RFP. This broadly covers:
  - a. General instructions for bidding process
  - b. Bid evaluation process including the parameters for Pre-qualification, Technical evaluation and commercial evaluation to facilitate Purchaser in determining Bidder's suitability as the implementation partner
  - c. Payment schedule
  - d. Commercial bid and other formats
- II. **Functional and Technical Requirements** of the project. The contents of the document broadly cover the following areas:
  - a. About the project and its objectives
  - b. Scope of work
  - c. Functional and Technical requirements
  - d. Project Schedule
  - e. Service levels for the implementation partner

The Bidder is expected to respond to the requirements as completely and in as much relevant detail as possible, and focus on demonstrating Bidder's suitability to become the Implementation partner of Purchaser.

The Bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

## 4. Background Information

### 4.1 Basic Information

- a) TSTS on-behalf of Registration & Stamps Department, which is the Purchaser invites responses ("Tenders") to this Request for Proposals ("RFP") from Organizations ("Bidders") for Document Scanning, Indexing and Storage in DMS as described in Section 8 of this RFP, under "Scope of Work".
- b) Any contract that may result from this Government procurement competition will be issued for a term of 18 months from date of Issue of Work order as indicated in section 11.2 Implementation Timelines ("the Term").
- c) Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late WILL NOT be considered in this procurement process.

### 4.2 About the Department

The Registration and Stamps Department is age old department functioning way back from the year 1864. The object of the department is to give publicity to the registered documents. Registration of a document is a notice to the public by way of definite recorded information to the world at large to enable public to verify the records and enquire therefrom the right, title and obligations if any on any immovable property. Further the department is acting as a "Royal record keeper", by preserving age old records and providing copies of the records held by it to provide as proof of genuineness in the Court of Law.

The Organization structure of the department at different hierarchical levels is mentioned below:

**Secretariat Level:** The Deputy Chief Minister holds the portfolio of Registration and Stamps Department. The Principal Secretary to Government, Revenue (R&S) heads at the Government level. He is assisted by Deputy Secretary and Assistant Secretary. There are three Sections dealing with the subject.

**State Level:** Commissioner and Inspector General is the Head of the Department who acts as Chief Controlling Revenue Authority (CCRA). The C&IG is assisted by 1 Additional I.G, 1 Joint IG and 3 Assistant IGs.

**Zonal Level:** Deputy Inspector General is the Head of the Zonal administration which consists of 1 or 2 districts usually. He is the appointing authority and disciplinary authority for the Sub-Registrars and Senior Assistants. For administrative convenience 6 registration zones are created in the State.

**District Level:** District Registrar is the Head of the District administration. He is the overall in charge of the district administration. He is the appointing authority for Junior Assistants and the other lower staff. The DR is the Registration authority for Societies and Firms in the district. For administrative convenience 12 Registration Districts are created in the 10 Revenue Districts in the State. To exclusively concentrate on Internal Audit and Market Value implementation, a unit under the District Registrar (MV&Audit) is constituted.

**Sub District Level:** There are 141 Sub-districts (Sub-Registrar offices) across the State. Each Sub-district is headed by a Sub-Registrar. The Sub-Registrar registers the documents. He issues ECs and CCs of registered documents. He registers marriages under Hindu marriage Act and Special marriage Act.

### 4.3 Project Background

The department is pioneer to computerize the process of Registration under the project titled as CARD (Computer- Aided Administration of Registration Department). The Registered deeds are in digital form from 1999 onwards through Image Archival system integrated with the CARD Software through which the deeds of registration are scanned and preserved in the storage system placed at State Data Centre (SDC) located in Gachibowli, Hyderabad.

#### Technical Details of Image Archival system:

The images stored are in TIF format captured using Zeutche (German) Machines (flatbed). The indexing was done volume number wise and the documents contained in volume wise listed for easy identification of Documents; barcoding was not done. Hence, wherever gaps are there, they should be plugged and streamlined so that it becomes part of the present proposal.

As part of IT initiative, the Department is planning to digitize the old records in Book and file volumes to be made available to the public for ease of availability, search and retrieval whenever needed. As a royal record keeper, Registration Department is following an efficient and effective records management system of creating records, protecting the documents, preserving and retaining and

retrieval of the document whenever necessary. However, the paper documents are in bounded books or in file volumes over the period of time and are in deteriorating condition requiring preservation.

As a pilot project the Department had already converted the physical Registered documents (Both in Books & Files) at Hyderabad SRO office into electronic form. The documents are scanned and stored as image files in hard disk available at Local office.

Now, the Department envisages rolling-out the digital conversion of registered documents project state wide. The copies of registered documents are preserved in 141 Sub-districts (Sub-Registrar offices) across the State from 1864 onwards in the form of Book volumes and file volumes; and from 1999 onwards in electronic form. Since the Registration Department not only created records but also accumulated it, there is a huge responsibility for the preservation and assurance of the records as these records serve as the evidence in the Court of law besides giving notice to the world” in respect of registered transactions recorded in Book I.

Digitization is the process of converting any physical item into an electronic representation or image that can be accessed and stored electronically. The digitization in the department is undertaken:

- For preservation- Digitization offer a strategy for long term preservation by reducing the handling of hard copies, improving access via database, websites.
- For better information sharing – Electronic records support more efficient information access and sharing.
- The scope of this project is to establish a process for authentic, complete and accessible digital capture of the physical records prior to 1999 for the purpose of proper records management.

#### 4.3.1 Existing System -Challenges - Digitization Benefits

S.No.	Present Position	Challenges	Benefit of Digitization
1.	The records are in constant use and accessed frequently. Number of certified copies sought by public is around 3 Lakhs per year. Number of Encumbrance Certificate sought by public is around 10 Lakhs per year.	Since the records are frequently used and accessed by public, the digitization supports better information sharing and ease of dissemination	Enhanced access and information sharing.
2.	The copies of registered documents and the Thumb Impression Registers act as evidence in the	The danger of damage due to ageing can be mitigated and even the	Digitization supports long term preservation and improves access via

S.No.	Present Position	Challenges	Benefit of Digitization
	court of law. There is every need to preserve these Records. Total number of pages in books is nearly 4Crores in the entire state.	damaged copy can be accessed number of times if digitization is done.	databases and web and reducing handling of hard copies. Moreover, Encumbrance Certificates can be issued from 1860s if indexing is done in respect of registered documents copied in the books and file volumes.
3.	Records of registration department are permanent record, therefore, there is a huge responsibility on the department to preserve the record dating back from 1860s. Wear and tear due to repeated handling is expected.	Digitization is best suited for safeguarding and issuance of copies instantaneously.	With digitization retrieval becomes easy.

#### 4.3.2 Objectives

The major Objectives of the digitization project are:

1. To preserve and protect the copies of registered documents in electronic form for posterity.
2. Encumbrance Certificates and Certified copies can be issued to the General public instantaneously as is being done for the period from 1983 and 1999 respectively.
3. Maintain all records in integrated digital form in a central repository.
4. To make documents and files accessible to multiple users simultaneously.
5. To store and route documents electronically.
6. To use Document Management System for easy storage, retrieval and sharing.

## 5. Instructions to the Bidders

### 5.1 General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Purchaser on the basis of this RFP
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Purchaser. Any notification of preferred Bidder status by the Purchaser shall not give rise to any enforceable rights by the Bidder. The Purchaser may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Purchaser.
- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

### 5.2 Compliant Proposals / Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFP;
  - ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP
  - iii. Comply with all requirements as set out within this RFP.

### 5.3 Code of integrity

No official of a procuring entity or a bidder shall act in contravention of the codes which includes

- a) Prohibition of

1. Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
2. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
3. Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
4. Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
5. Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
6. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
7. Obstruction of any investigation or auditing of a procurement process.
8. Making false declaration or providing false information for participation in a tender process or to secure a contract;

b) Disclosure of conflict of interest

1. Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case maybe, has contravened the code of integrity, may take appropriate measures.

## 5.4 Pre-Bid Meeting & Clarifications

### 5.4.1 Pre-bid Conference

- a) The queries should necessarily be submitted in the following format:

S. No.	RFP Document Page Number(s)	RFP Document Reference(s) (Section/Clause)	Content of RFP requiring Clarification(s)	Points of Clarification
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1.				
2.				

- b) Purchaser shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Purchaser.

#### 5.4.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the Purchaser will endeavour to provide timely response to all queries. However, Purchaser makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Purchaser undertake to answer all the queries that have been posed by the Bidders.
- b) At any time prior to the last date for receipt of bids, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all Bidders will be emailed to all participants of the pre-bid conference.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Purchaser may, at its discretion, extend the last date for the receipt of Proposals

### 5.5 Key Requirements of the Bid

#### 5.5.1 Right to Terminate the Process

- a) Purchaser may terminate the RFP process at any time and without assigning any reason. Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by Purchaser. The Bidder's participation in this process may result Purchaser selecting the Bidder to engage towards execution of the contract.



### 5.5.2 Transaction Fees

The Transaction fees (as mentioned in the Fact Sheet) should be submitted along with the bidder's proposal. Proposals received without or with inadequate Transaction fees shall be rejected without recourse.

### 5.5.3 e-Corpus Fund Fees

Successful Bidder has to pay an amount of 0.04% of the Financial Quote through a Demand Draft in favour of The Managing Director, TSTS, Hyderabad towards Corpus fund at the time of conclusion of the Agreement.

### 5.5.4 Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Proposals, an EMD of **Rs. 15,00,000** (Fifteen Lakhs only), in the form of a demand draft / bank guarantee from Nationalized bank/Schedule Bank having a Branch at Hyderabad:
  - i. EMD BG issued by Nationalized bank/Schedule Bank in favour of **The Managing Director, TSTS, Hyderabad**. The EMD BG should remain valid for a period of 180 days beyond the final tender validity period.
  - ii. Demand Draft drawn in favour of **The Managing Director, TSTS** Payable at **Hyderabad** dated not before the date of publication of this RFP.
- b) EMD of all unsuccessful Bidders would be refunded by Purchaser of the Bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in Appendix III.
- c) The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
  - i. If a Bidder withdraws its bid during the period of bid validity.
  - ii. In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP.

### 5.5.5 Submission of Proposals

Bidders should submit their responses as per the procedure specified in the e-Procurement portal (<https://tender.telangana.gov.in>) being used for this purpose.

### 5.5.6 Steps for submission of Proposals

1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the eProcurement website.
2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
3. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation as detailed in the RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
4. The rates should be quoted in Indian Rupees (Inclusive of all Taxes) as part of the Commercial proposal and to be submitted online only

Generally, the items to be uploaded on the portal would include all the related documents mentioned in this RFP, such as:

- a) Transaction Fee
- b) EMD
- c) Pre-qualification response
- d) Technical Proposal
- e) Financial proposal
- f) Additional supporting certifications/documents Eg. Power of Attorney, CA certificates on turnover, etc.

However, each of the above documents must be uploaded in the format specified for this purpose and as per the specified folder structure in the e-Procurement portal. The bidder must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm/ Lead firm and has been duly submitted (freezed) within the submission timelines. The Purchaser will in no case be responsible if the bid is not submitted online within the specified timelines. All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

### 5.5.7 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

## 5.6 Preparation and Submission of Proposal

### 5.6.1 Proposal Preparation Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Purchaser to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 5.6.2 Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

### 5.6.3 Venue & Deadline for Submission of Proposals

The response to RFP must be submitted on the e-Procurement portal <https://tender.telangana.gov.in> by the date and time specified for the RFP. Any proposal submitted on the portal after the above deadline will not be accepted and hence shall be automatically rejected. Purchaser shall not be responsible for any delay in the submission of the documents.

### 5.6.4 Late Bids

Bids submitted after the due date will not be accepted by the e-Procurement system and hence will automatically be rejected. The Purchaser shall not be responsible for any delay in the online submission of the proposal.

## 5.7 Deviations

The Bidder is not allowed any deviation either Technical (including but not limited to Scope of Work, Business Requirements Specification, Functional Requirements Specification, and Technical Requirements Specification) or Commercial in either direct or indirect form. The Bidder should submit a “No Deviation Certificate” as per format defined in section APPENDIX-I Format 6.

## 5.8 Evaluation Process

- a) Purchaser will constitute a Purchase Committee to evaluate the responses of the Bidders
- b) The Purchase Committee constituted by the Purchaser shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c) The decision of the Purchase Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Purchase Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e) The Purchase Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

### 5.8.1 Tender Opening

The Proposals submitted shall be opened as mentioned in the Fact Sheet.

### 5.8.2 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

### 5.8.3 Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive. If Proposals;
  - Are not submitted in as specified in the RFP document
  - Received without the Letter of Authorization (Power of Attorney)
  - Are found with suppression of details

- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist
- Have non-compliance of any of the clauses stipulated in the RFP
- With lesser validity period

b) All responsive Bids will be considered for further processing as below.

Purchaser will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

## 6. Criteria for Evaluation

### 6.1 Pre-Qualification (PQ) Criteria

#	Criteria	Documents Required
1.	The bidder (All partners in case of Consortium) should be a <u>company registered</u> under the Indian Companies Act, 1956 /2013	Copy of Certificate of Incorporation, GST and PAN Copy
2.	<u>Power of Attorney</u> to be provided by the Bidding company (All partners in case of Consortium) in favour of its representative as evidence of authorized signatory's authority	Original POA
3.	The bidder (All partners in case of Consortium including Prime Bidder) should have been in the <u>IT/ITES business for the last 05 years</u>	Certificate from Auditor
<b>Financial Turnover:</b>		
4.	<p><b>Financial Turnover:</b></p> <p><b>Single Bid:</b> The bidder should have an <u>Annual turnover of at least INR 25 Crores</u> from IT/ITES services in each of the last 3 (three) accounting years ending 2017-18.</p> <p><b>Consortium Bidding:</b> The bidder (Prime Bidder in case of Consortium) should have an <u>Annual turnover</u> of at least <u>INR 15Crores</u> from IT/ITES services in each of the last 3 (three) accounting years ending 2017-18. In addition, each Partner (<u>Other than Prime Bidder</u>) should have at least <u>INR 10Crores</u> from IT services in each of the last 3 (three) accounting years ending 2017-18.</p>	<p>Letter from company's Chartered Accountant certifying turnover of company.</p> <p>CA Audited Balance Sheets.</p>
5.	The Bidder (All partners in case of Consortium) should have <u>positive net worth</u> in each of the last 3 (three) accounting years ending 2017-18.	Copy of the audited profit and loss account of the company showing net worth of the company for last (3)years

#	Criteria	Documents Required
<b>Certifications:</b>		
6.	The bidder (Prime Bidder in case of Consortium) should have at least valid <u>CMMI Level 3</u> certification	Copy of valid Certification to be attached
7.	The bidder (All partners in case of Consortium) should have valid <u>ISO 9001:2008 / ISO 9001: 2015certification</u>	Copy of valid Certification to be attached
<b>Past Project Experience:</b>		
8.	Bidder (At least One partner in case of Consortium) should have experience in implementing <u>at least one similar Document Scanning &amp; Digitization</u> project within last 5 years in Central Government / State Government / PSU / Govt. Universities in India with minimum Order for <u>1Crore Pages</u> / <u>Order value of INR 5 Crore</u> (Single P.O or combined P.O).	Copy of Completion Certificate from the Client.
9.	Bidder (At least One partner in case of Consortium) should have experience in implementing <u>at least one similar Document Indexing</u> project with minimum 10 indexing fields within last 5 years in Central Government / State Government / PSU / Govt. Universities in India with minimum Order <u>value of INR 5Crore</u> (Single P.O or combined P.O).	Copy of Completion Certificate from the Client.
10.	The bidder (Prime Bidder in case of Consortium) should have an <u>office presence in Hyderabad</u> or the authorized signatory should certify stating they shall open an office in Hyderabad on or before the start of the project, if they are awarded the work.	Letter of Undertaking from the authorized signatory of the company
11.	The Sole bidder or the Prime bidder (In case of consortium) and each member of the Consortium <u>should never have been blacklisted</u> by any Central /State Government Department or Central/State Public Sector Units (PSUs) / Govt. Universities in India as on the bid submission date.	Necessary certificate from all the bidders(in case of consortium)duly signed by the Authorized signatory of company/ies

## 6.2 Technical Evaluation Criteria

#	Criteria	Basis for Evaluation	Max Marks	Supporting Documents
I.	<b>COMPANY PROFILE</b>		<b>10</b>	
a)	Bidder's Average turnover - Single Bidder/ Combined (In case of consortium) in last 3 years (In RsCrores)	<ul style="list-style-type: none"> <li>Greater than INR 25 Crore &amp; Less than INR 50 Crore: <b>5 marks</b></li> <li>Equal or Greater INR 50 Crore: <b>10 marks</b></li> </ul>	10	Copy of the Audited Balance sheet with Profit & Loss; OR Certificate from the statutory auditor for three years
II.	<b>RELEVANT EXPERIENCE</b>		<b>30</b>	
a)	Experience in Document Scanning & Digitization project within last 5 years in Central Government / State Government / PSU / Govt. Universities in India with minimum order value of INR 5Crore (Single P.O or combined P.O). The work order should have been issued within the last 5 years	For each project: 05 marks	15	Completion Certificates from the client; OR Work Order copy if the project is in execution and substantial (more than 50%) work is already completed.
b)	Experience of Document Indexing project with minimum of 10 indexing fields within last 5 years in central government / state government / PSU / Govt. Universities in India with minimum order value of INR 5Crore (Single P.O or combined P.O). The work order should have been issued within the last 5 years.	For each project: 05 marks	15	Completion Certificates from the client; OR Work Order copy if the project is in execution and substantial (more than 50%) work is already completed.
III.	<b>PROPOSED APPROACH &amp; METHODOLOGY</b>	Qualitative assessment based on Demonstration of understanding of the Department's requirements by providing details on:	<b>60</b>	

#	Criteria	Basis for Evaluation	Max Marks	Supporting Documents
a)	Complete understanding of usage of suitable IT Hardware viz., Scanners, printers, systems, cc cameras, biometric devices etc.& Software and the quantity to be installed for the job as well as suitable storage solution	Evaluation on proposed Specifications, IT equipment type & Quantity	10	Technical Proposal& Presentation
b)	Capability of deployment of required qualified Manpower resources	Sample manpower profiles with Qualification & Experience in the field of Document Scanning & Document Indexing (for Scanning & Indexing)	10	Technical Proposal & Presentation
c)	Approach & Methodology to video capture the activities performed at Department locations and maintaining documents security and confidentiality	Brief write-up & Presentation	05	Technical Proposal & Presentation
d)	Approach & Methodology for Indexing of registered documents as prescribed by the department. This requires high degree of accuracy as the output results in issue of Encumbrance Certificates to the citizens.	Brief write-up & Presentation	10	Technical Proposal & Presentation specifically focusing on the care to be taken in maintaining high degree of accuracy.
e)	Approach & Methodology for Document Storage & Backup at the field office locations before exporting into central storage	Brief write-up & Presentation	05	Technical Proposal & Presentation
f)	Approach & Methodology for integration with existing DMS solution of department (for generating single EC)	Brief write-up & Presentation	10	Technical Proposal & Presentation
g)	Project Implementation Plan, training and transition plan	Brief write-up & Presentation	05	Technical Proposal & Presentation
h)	Quality Check tool – To monitor the quality of scanned images along with conditions for rejection	Brief write-up& Presentation	05	Technical Proposal & Presentation



#	Criteria	Basis for Evaluation	Max Marks	Supporting Documents
	like missing and jumping of pages and poor quality scanning etc.			

*Note: The minimum qualifying score in Technical Evaluation is 70 marks*

### 6.3 Commercial Bid Evaluation

- Only the bidders, who score a total Technical score of 70 (Seventy) or more, will qualify for the evaluation of their commercial bids.
- The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.
- If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered for evaluation.
- The bid price will include all taxes and levies and shall be in Indian Rupees.
- Any conditional bid would be rejected.
- The Bidder, who has submitted the lowest Commercial bid, shall be considered as L1 and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

### 6.4 Final Evaluation

- The bidder that has quoted the lowest (L1) Price shall be awarded minimum 50% volume of the work.
- Award of work for remaining 50% shall remain at the discretion of the Purchaser, based on the negotiations for matching L1 unit price with the subsequent qualified Bidders.
- The first call for negotiation shall go to the second lowest (L2) bidder seeking unit price matching with the L1 bidder and if agreed upon shall be awarded remaining work.
- However, in case of refusal of acceptance by the L2 bidder to match the price of L1 bidder, TSTSL / IGRS would carry out negotiations with the subsequent bidders.

- e) In case of refusal of acceptance by all subsequent bidders to match the price of (L1) bidder, the Purchaser shall reserve the right to award entire Project to the L1 bidder
- f) Kindly note that the indicative/estimated quantity provided in the RFP would be used for evaluation purposes; however the payment would be done on actual number of pages basis.

## **7. Appointment of Implementation Agency/Partner**

### **7.1 Award Criteria**

Purchaser will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

### **7.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

Purchaser reserves the right to accept or reject any proposal, and to annul the tendering process /Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Purchaser action.

### **7.3 Notification of Award**

Prior to the expiration of the validity period, Purchaser will notify the successful Bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Purchaser, may like to request the Bidders to extend the validity period of the bid without change in any of the terms and conditions.

The notification of award will constitute the formation of the contract. Upon the successful Bidder's furnishing of Performance Bank Guarantee, Purchaser will notify each unsuccessful Bidder and return their EMD.

### **7.4 Contract Finalization and Award**

The Purchaser shall reserve the right to negotiate with the Bidder(s) whose proposal has been ranked best in terms of the composite score evaluation for the proposed Project under the following conditions:

1. In case of tied composite scores between more than one bidder, the bidder securing the highest score in the Technical evaluation shall be considered

2. In case the bidder securing the highest score in the Technical evaluation is not in a position to accept and execute the contract, the Purchaser may negotiate with the bidder securing the next highest Technical Score.

On this basis, the final contract agreement would be firmed up for award & signing.

## **7.5 Performance Guarantee**

The Purchaser will require the selected Bidder to provide a Performance Bank Guarantee, within **15 days** from the Notification of award, for a value equivalent to **10%** of the commercial bid value. The Performance Guarantee should be valid for a period of **18 months** from the date of signing of contract. The Performance Guarantee shall be kept valid till completion of the project period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected Bidder fails to submit performance guarantee within the time stipulated, the Purchaser at its discretion may cancel the order placed on the selected Bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Purchaser incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

In case of Extension beyond 18 months, the PBG for the same value shall be extensible covering such period of extension excluding the proportional claim period of 6 months thereof.

## **7.6 Signing of Contract**

After the Purchaser notifies the successful Bidder that its proposal has been accepted, Purchaser shall enter into a contract with the successful bidder within ten days from the date of award, incorporating all clauses, pre-bid clarifications and the proposal of the Bidder. The Draft Legal Agreement is provided as a separate document as a template.

## **7.7 Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Purchaser may award the contract to the next best value Bidder or call for new proposals from the interested Bidders. In such a case, the Purchaser shall invoke the PBG of the most responsive Bidder.

## 8. Scope of Work

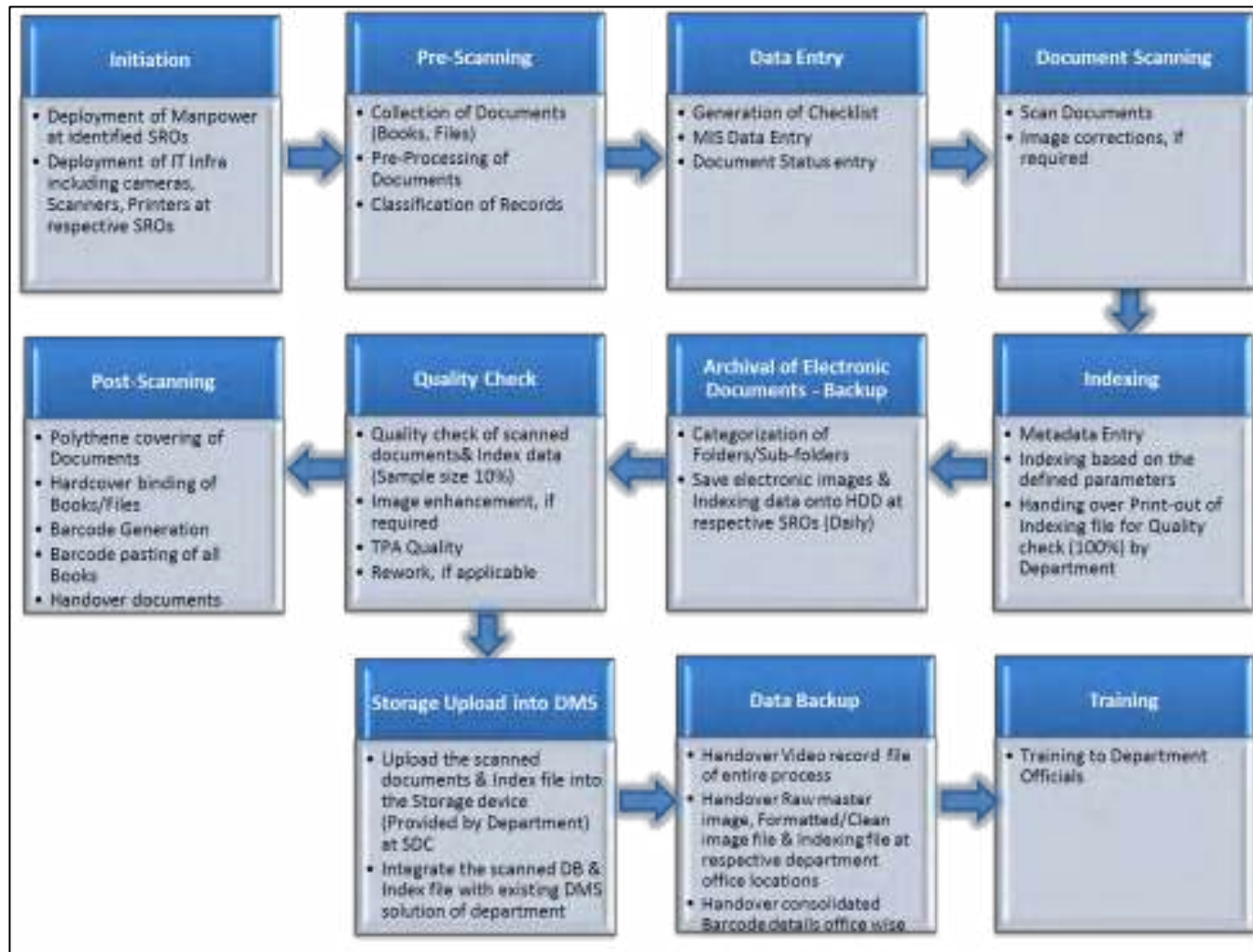
**The scope of this project is to establish a process for authentic, complete and accessible digital capture of the physical records prior to 1999 for the purpose of better and modern records management.**

The Registration & Stamps department wants to digitize record available at the respective Sub-Registrar offices (SROs) throughout the state and upload the digitized data onto the Central Server/s to preserve them for posterity.

**NOTE:**

1. Bidder need to propose Document Management System (DMS) solution required for this project which should be compatible with the existing DMS solution of the department. It is the responsibility of the Bidder to integrate scanned image data along with Indexing file (metadata) generated through this project with existing department's index data, so that a single EC can be generated as well as certified copies are issued. The Technical specifications of the existing index data is provided in Annexure-I.
2. The Storage infrastructure required for this project shall be provided by the department hosted at State Data Centre (SDC). However, it is the responsibility of the bidder to propose the required storage device details in their Technical proposal.

The scope of work for the selected bidder is categorized into the following broad activities:



## 8.1 Document Management Solution (DMS) and Storage Infrastructure

### 1. Document Management Solution (DMS):

- Bidder need to propose the Document Management Solution (DMS) needed to execute the project.
- The proposed DMS solution should be compatible to integrate with the existing DMS solution (Technical Specifications provided in ANNEXURE I) and should be able to generate a single Encumbrance Certificate (EC) from both the existing and new scanned database generated through this project.
- It is the responsibility of the Bidder to integrate the scanned data and Index file generated through this project with the existing database. Department shall coordinate with the incumbent vendor to provide all the required support.

### 2. Storage Device:

- a) The storage infrastructure required for the project will be provided by the department which will be hosted at State Data Centre (SDC). However, the Bidder need to propose the Storage Device details required in their Technical proposal.

## 8.2 Project Initiation Activities

3. Deploy required Infrastructure viz. – Scanners, Desktops/Laptops, Printers, Cameras& manpower at all the identified department office locations (Refer Annexure-IV) for undertaking the Scope of work activities.
4. Arrangement of requisite hardware consisting of Scanners, Desktops/Laptops (along with connecting cabling if required), Printers, Cameras and power extension cords etc. at the site.
5. The Vendor shall use his own infrastructure. This shall include, but is not limited to Scanners, Computers, Printers, UPS, etc. for document scanning. The space and furniture (table, chairs, etc.) for setting up the infrastructure as well as the raw power connections will be provided by respective offices of where scanning would be done.
6. The Vendor would deploy its own human resource for all the fore mentioned activities. He shall deploy adequately skilled manpower resources to complete the job within the specified time. The minimum manpower required at each office should include:
  - a. Scanning – 2 resources ,
  - b. Data Entry/Indexing – 3 resources,
  - c. Binding – 2 resources,
  - d. Supervisor – 1 resource
7. Sample Pictures of the documents is provided in ANNEXURE II, this is just for assessment and estimation by bidders on the complexity of the work.

## 8.3 Pre-Scanning Activities

1. Collection of documents from Authorized/Identified Department Official at each of the identified SRO office locations. The number of SROs may vary based on the decision of the department to undertake the small volume offices to be clubbed so that digitization work can be done at a central location chosen by the department.
2. Maintain requisite registers for receiving the records, documents, scanning, uploading and return the same to the department.
3. Pre-processing of document would be the activities that are to be performed on the documents collected before they can be scanned. It shall include but is not limited to:

- a. Removal of tags, pins, threads, rubber bands etc.
- b. Sorting of pages in the document in the correct order
- c. Special preparation of documents that may not be in a good physical condition and may not be directly scanned. This may include pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Documents should be prepared such that normal scanner can scan it. All these activities shall be under the authorization of the concerned SR or the person posted for the purpose.
4. Removal of unwanted dust, unbinding books, removal of tags, pins/staples, threads, bands, application of curative techniques to biologically infected or otherwise damaged documents etc., sorting and numbering of pages in the document file in correct order.
5. Classification of records viz., book volumes, file volumes, TIRs, Index I and II etc.
6. Making the record ready for scanning

#### **8.4 Data Entry**

1. Generation of checklist, Status report of the records taken up for scanning with full details in the designated module.
2. Capture in a designated module the condition of the record which is taken up for scanning. For example, the following details shall be captured:
  - a. Name & Location of the Office
  - b. Name of Department official with mobile number
  - c. Name of the Vendor Personnel with mobile number
  - d. Type of Book/Index (Book-1, Book-2, Book-3, Book-4, Book-V, Index-1, Index-2 etc.)
  - e. Year of the document
  - f. Size-wise (A0, A1, A2, A3, A4 etc.) count of pages
    - i. Total number of pages
    - ii. Number of pages missing
    - iii. Number of pages torn/damaged
    - iv. Number of pages in good condition along with document numbers.
  - g. Metadata entry fields
3. Make the record ready for scanning whether they are in book volumes or file volumes.
4. Generate MIS report with office location Book Type, Page size wise count.
5. After completion of the scanning activity, the selected vendor shall take the sign-off by the department official on the number of documents handed-over and the documents scanned.

6. Vendor shall ensure that the daily count of pages in the completed work does not include blank or repeated pages.

## 8.5 Document Scanning

1. Scanning of the Input Documents.
2. Blind double data entry mechanism to minimize the QC time for the user department and to get the error free record.
3. Scanning Mode & Dots' per Inch (DPI)
  - a. The documents are to be scanned in 256 Grey Scale mode and 200 DPI and maintain original captured in black & white resolution in TIFF (Tagged Image File Format). The TIFF is to be converted to plain PDF format before storage into the digitization application.
  - b. The records are loose sheets/ books of above size which at present stapled/ bundle with tags. Each file consists of pages which are to unbundled/ scanned and re-stapled and bounded.
  - c. Scanner to be used – Any standard overhead Scanner.
  - d. **Indexing** - indexing should be done according to the requirements of IGRS defined parameters. Upload the data on completion of Scanning, Quality Checking & Indexing on to the server.
  - e. Accessibility of the data on the server to be available to the concerned users only as per the credentials.
  - f. **Image saving** – Documents have to be stored in prescribed format with parameters defined by the IGRS Dept.,
4. Document Scanning Features
  - a. All industry standard overhead scanners should be supported. Quick scanning and indexing of bulk documents. The stages of scanning, quality check and indexing shall be preferably mapped as stages in scanning solution.
  - b. Automatic categorization and segregation of scanned images as different documents types based on barcode/ page separator and manual page marking method.
  - c. Easy to use GUI for setting the scanning properties like indexing parameters.
  - d. Facility to upload scanned batches with Auto folder/ Subfolder creation document filing & indexing on user define fields.
  - e. Support all the special image enhancement functionality offered by the scanner through the driver interface.



- f. Department shall put in place adequate QA mechanism to verify data uploaded by the Bidder.
5. The documents/ pages shall be scanned on a min. 200 DPI resolution, black and white with digitized file size not exceeding 75Kb for one side of the page.
  6. The scanned documents shall be converted into PDF/A (ISO 19005-1:2005) files. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a PDF/A format.
  7. The Bidder shall perform the following Image Enhancement Activities:
    - Bidder should ensure that quality of scanned images are enhanced up to the optimum level and required image enhancement activities like De-skew (to make the images straight), contrast ratio setting etc. has been done on the documents.
    - The Bidder must be able to carry out cropping and cleaning of images like removing black noises around the text, and providing the equal margins all around the text.
    - In case the documents are not legible, it will be the bidders responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
    - In case the content of the documents are not visible then document scanning shall be done in Gray Scale. No extra payment shall be made for the same.
  8. The generated PDF/A should be optimized for viewing over the internet i.e. pages should be viewable as soon as they are downloaded without waiting for complete file to be downloaded i.e. A multipage file is downloaded page-by-page and should be viewable as soon as a page is downloaded rather than having to wait for the entire file to download.
  9. No document shall be digitized more than once. The file numbering will be checked by the Bidder and if there is any discrepancy in numbering, it should be sorted out with the departmental in charge before proceeding.
  10. No blank pages should be deleted if they are part of the file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp.

#### **General Instructions on Scanning**

- The Vendor shall add/replace poor quality scanned images/documents on its own, for which it shall not be entitled to get any extra payment.
- It is the absolute responsibility of the Agency to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the Bidder.

- The files / documents will not be allowed to be removed from premises allocated to Bidder. Suitable hardware infrastructure/facilities have to be established onsite at the premises that shall be allocated to do the digitization work.
- Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any deviation to this shall be considered as Violation and suitable action shall be initiated against the Bidder. The documents and their contents shall not be tampered with as the Registration Law mandates the department to maintain the registered document details without any manipulations for eternity.

## 8.6 Indexing and Quality Check

1. After completion of Scanning, the metadata has to be entered, indexing has to be done and the digitized data has to be uploaded to central server.
2. Bidder shall study from the IGRS Department and then understand clearly the quantum of work relating to indexes accordingly. Details of Fields for Meta data entry, Indexing and storing of the documents are provided in Annexure-III:
3. Meta Data creation, Creation of Database for Search Parameters (metadata).
4. Provide facility to index folders and documents on user-defined data type.
5. Provide extensive search facility to retrieve documents from Folders.
6. Vendor must ensure the proper indexing of the documents/ batches with appropriate key words. The indexing would be primarily required for the identification and proper categorization of the document so as to enable logical storage and fast retrieval of the same. The parameters for indexing shall be finalized in consultation with IGRS dept.
7. It may be noted by the bidder that the notings in Book-1 maintained from the year 1856 to 1999 are hand written and the language of notings are:
  - a. in Urdu/English/Telugu and in some places Marathi and Kannada from 1856 to 1956 and
  - b. from 1956 onwards the languages of entry are English and Telugu predominantly.
8. Irrespective of the language in which the document (Books, File volumes) are prepared/written the language of metadata entry should be in English only. The bidder may engage relevant experts for suitable translation of all the languages to English, such translation done shall be subjected to QA checks as deemed fit by the department.

9. Vendor should provide the Indexing file (Metadata entry) printout to the respective nodal person at each office for 100% Quality check by the department; and due corrections shall be made to the data as per the instructions of the department.
10. Post acknowledgement from the department official vendor should upload Meta Data Entry, Indexing and the scanned image data to central Server at SDC, Gachibowli.

## **8.7 Archival of Electronic Documents**

1. Categorization of documents in folders- subfolders similar to windows interface. There shall not be any limit in creation of number of folders and sub-folders. Properties and attributes of a folder like security, meta-data, etc. shall be percolated to lower levels.
2. Allow storage of different file formats and documents belonging to any of these file formats should be readable.
3. Support industry standard ODBC compliant database Oracle/ SQL. The Bidder is to ensure that they use only standard, internationally used RDBMS and other related software so that all data, images and metadata is fully portable into any other standard DMS/ RDBMS etc. (at any point in time) without going through the existing OMS application.
4. Support communication between server and client components using HTTP Protocol
5. Provide dependable digital archival, fast retrieval and efficient distribution solutions by physically storing documents.
6. Support SAN/NAS for high volume image storage
7. Support XML based data transfer between the components.

## **8.8 Post Scanning Activities**

1. Each Book & File should be labeled with a printed barcode sticker. The barcode should contain the parameters <<SRO code, Year, Book Number, File number, number of Documents/Pages>>.
2. Each sheet/page shall be serially arranged and shall be counted while giving the documents back.
3. Proper acknowledgement has to be obtained from designated Official at each SRO for handing back the documents and the same updated in the Data entry module (as defined in Section 8.3) on a daily basis.
4. At the time of handing back the documents to the designated official, if any discrepancy is noticed the same needs to be recorded in the Data entry module with proper remarks.

#### 5. Rebinding of the Books after completion of Scanning:

After completion of Scanning, the sheets/pages are to be made into volumes so that the original volume is recreated as is at the stage of handing over for scanning purpose and undertake proper book binding of the papers. The book volumes which are in bad shape in terms of binding/cover etc. should also be rebounded to the extent possible. If rebinding is not possible, the same may be informed to the department and with the permission of the department, the loose papers shall be preserved in polythene covers and made a volume with such loose sheets. The quality of polythene covers shall be of such that it should last for atleast 20-25 years.

6. The method of binding to be used is “Hardcover binding” method using good quality Rexine cloth cover, head band, spine, end paper, tail paper etc. The color of the Rexine cloth shall vary for Indexes & Volumes and the same shall be informed to Bidder by the IGRS Dept. The binding should be undertaken with quality material with minimum lifespan of 30 years.
7. The binding activity has to be undertaken in-house at the concerned SRO /DRO premises only along with Scanning & Digitization work using skilled persons.

### 8.9 Quality Check

1. Ensure Quality Check during the scanning work and before upload of the data to server as it is subject to relevant Quality checks by the department.
2. The heart of the project is digitization and archiving using the high standards with in-built conservation methodology confirming to the standard industry practices such that the archival and retrieval from the database is made easy.
3. The day-to-day scanned & digitized data has to be uploaded to the Central Server using Department Intranet. However, the Vendor should maintain a copy of the scanned data until the Quality Check is completed and confirmation on the digitized data is received from the IGRS Dept. Post uploading into central server, the copy of scanned data should be handed over back to the department personnel
4. **Quality Check**—Department will perform Visual Quality Check on the scanned Images besides using the QC tool provided by the vendor, Metadata entry, Indexing and Data entry details. The Meta data should be very accurate and the selected Bidder has to give batch wise (1000 records) to department for Quality check. If the errors are more than 1%, the entire batch data will be rejected and it has to be entered again.

**NOTE:** The timeline for Quality check by the department shall be completed within 4 weeks from the date of completion of entire work activity for each phase. If the vendor does not receive any confirmation/communication from the department, it shall be deemed to have been approved by the department.

### 8.10 Storage/Upload the Scanned data in DMS

1. The entire data should be uploaded onto Central Server, at SDC located in Gachibowli, Hyderabad. The scanned data along with Indexing file has to be maintained on DVD/HDD etc. till the data is ported on to the server as required by the concerned authorities and issue of satisfactory certificate.

### 8.11 Data Back-up

1. Selected Bidder shall provide the scanned data copied on the media like DVD/ HDD etc. as required by the concerned authorities. Selected Bidder should handover media (DVD/HDD) to dept. containing the following along with its metadata fields in addition to integrating these images into the DMS:
  - a. Raw Master Image
  - b. Formatted (PDF/A Image) copy of clean image

### 8.12 Security, Confidentiality, Video Recording

1. Implement Strong Access Control Measures:
  - a. Restrict the physical access to the allotted scanning & digitization area to the authorized personnel only.
  - b. The Security measures to be installed at Department employees' systems to prevent data vandalism or theft. Identify and authenticate access to system components
  - c. To ensure that the data is secure, all output devices including USB, Optical Drive, e-mail and Internet to be disabled for vendors. For uploading data to the server the same shall be done over intranet.
  - d. To ensure that maximum-strength standards are enforced for user passwords, which are encrypted during transmission and storage
  - e. Security of the Documents (Authorization & authentication mechanisms).
2. The entire process steps done by Implementation Agency personnel like taking over of records from department Personnel - Pre Scanning Activity – Scanning Activity – Post scanning activity – Handing over of records back to Department personnel at each location

should be video recorded and saved on the media like DVD/ HDD etc. The media containing video file recorded office location wise has to be handed over to Department.

3. It is the responsibility of the vendor to provide sufficient number of cameras to be placed at suitable location along with necessary recording infrastructure and cabling for adequate capture of the entire activity at each office. The department shall provide raw power for cameras.

### **8.13 Reporting**

1. The successful bidder shall also provide tools for checking the scanning progress. This shall include the daily, weekly, monthly and overall progress (number of images/pages scanned, percentage scanned etc.).
2. The tool should also display SRO wise and District wise progress. The tool should be able to provide reports on the status of scanning on a periodic basis. The tool has to be online for Department to review the progress of the scanning activity.
3. The Bidder will maintain a register that will serve a purpose of evidence for the number of documents and pages entered by the Bidder on each day. The details of this register would have to be entered into the tool mentioned on a daily basis.
4. The format, content, periodicity and other information related to reports shall be discussed and finalized with the successful bidder before the commencement of the project.
5. Any open source online reporting tool may be utilized for this purpose. However, if any selected Bidder wishes to utilize a licensed tool then license should be bought by the bidder, at no extra cost to the department. The report formats should be decided based on mutual discussion with the department and selected agency.

### **8.14 Training to Department Officials**

1. The bidder shall train the respective users in using the DMS software and retrieving the records after File Conversion file search & file retrieval.
2. The successful Bidder shall provide Three Training sessions one each to the group of districts under each Phase (Phase 1, 2 & 3).
3. The successful Bidder would provide comprehensive two days training to the officers/ officials nominated by the concerned department.
4. The training is important and integral part of this project, training should cover the following:

- a. Use of digitization hardware and software, metadata creation, process workflow.
- b. Digital image format
- c. Record handling techniques to avoid damage to records
- d. Use of file classification scheme for organizing images
- e. Standards and procedure for quality control. Accessing of website containing e-catalog of scanned images.
- f. Backup and restore
- g. Scanning and operation for document scanning
- h. Saving the documents with key words in proper folder
- i. Adding New Content, Editing Existing/New Content
- j. Mismatch Checking
- k. Deleting Content
- l. Updating of database, Back Up of data
- m. Viewing/Creating Reports
- n. Trouble shooting, Uploading on the Server
- o. Accessing back that uploaded information
- p. The firm will have to provide sufficient number of copies of documentation and user manuals to the department.

5. The indicative list of State wide Officials to be trained:

S.No.	Officer	Indicative Number
1.	Sub-Registrars	141
2.	Clerk at SRO Offices	141
3.	DPOs at DRO offices	48
<b>Total</b>		<b>330</b>

## 9. Details of Documents

The following are the different types of records for document scanning and Indexing:

S.No	Book No	Size of Document	Type of Document
1	Book I	A0 to A4, Legal	Immovable property registers
2	Book II	A0 to A4, Legal	Refusal Orders books
3	Book III	A0 to A4, Legal	Wills
4	Book IV	A0 to A4, Legal	GPA's and Movable Property registers
5	Book-V	A0 to A4, Legal	
6	Index I	A2	Name wise index
7	Index II	A2	Property wise Index
8	Index III	A2 (In Landscape)	Index of Immovable Property details
9	Index IV	A2 (In Landscape)	Index of Movable Property details
10	Thumb Impression Registers	A4	Thumb Impression

After receiving the document and before starting the scanning of document, the Bidder will be required to generate MIS report on actual number along with page size details which should be certified by the concerned department official. The documents will then be scanned.

### 9.1 Details of Book-I, Book-II, Book-III, Book-IV, Book-V Documents

The below tables gives the number of Book-I, Book-II, Book-III and Book-IV (In Book Volumes and File volumes) for scanning at each Registration District, on an average each Book Volume/File Volume may contain approximately 500 pages:



District	Type	A0 Size		A1 Size		A2 Size		A3 Size		A4 Size		Legal Size		Other Size	
		Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages
Karimnagar	B.V	0	0	0	0	0	0	2,209	11,04,500	0	0	0	0	260	1,30,000
	F.V	0	0	0	0	0	0	0	0	1,556	7,78,000	0	0	3,965	19,82,500
Warangal	B.V	1,138	5,69,000	0	0	0	0	0	0	212	1,06,000	0	0	110	55,000
	F.V	487	2,43,500	1,447	7,23,500	0	0	0	0	2,262	11,31,000	0	0	0	0
Khammam	B.V	0	0	0	0	0	0	1,307	6,53,500	0	0	0	0	0	0
	F.V	0	0	0	0	0	0	0	0	0	0	0	0	3,895	19,47,500
Medak @ Sangareddy	B.V	2,663	13,31,500	0	0	0	0	176	88,000	0	0	211	1,05,500	722	3,61,000
	F.V	5,388	26,94,000	0	0	0	0	0	0	0	0	8,050	40,25,000	740	3,70,000
Hyderabad	B.V	0	0	143	71,500	0	0	848	4,24,000	0	0	0	0	393	1,96,500
	F.V	0	0	0	0	0	0	89	44,500	1,319	6,59,500	0	0	1,900	9,50,000
Adilabad	B.V	0	0	0	0	0	0	1,664	8,32,000	140	70,000	0	0	109	54,500
	F.V	0	0	0	0	0	0	0	0	1,450	7,25,000	0	0	1,392	6,96,000
Nizamabad	B.V	0	0	0	0	69	34,500	255	1,27,500	0	0	0	0	1,254	6,27,000
	F.V	0	0	0	0	0	0	0	0	0	0	0	0	5,525	27,62,500
Medchal-Malkajgiri	B.V	80	40,000	4	2,000	385	1,92,500	203	1,01,500	553	2,76,500	0	0	1	500
	F.V	1,639	8,19,500	0	0	0	0	2,978	14,89,000	553	2,76,500	0	0	4,162	20,81,000
Nalgonda	B.V	0	0	0	0	0	0	1,031	5,15,500	0	0	0	0	793	3,96,500
	F.V	0	0	0	0	0	0	0	0	0	0	0	0	8,956	44,78,000
Hyderabad (South)	B.V	0	0	0	0	395	1,97,500	518	2,59,000	0	0	0	0	269	1,34,500
	F.V	0	0	0	0	0	0	1,227	6,13,500	0	0	3,837	19,18,500	0	0
Mahabubnagar	B.V	147	73,500	3	1,500	13	6,500	15	7,500	304	1,52,000	0	0	1,847	9,23,500
	F.V	547	2,73,500	0	0	0	0	0	0	0	0	0	0	3,868	19,34,000
Rangareddy	B.V	0	0	0	0	5	2,500	2,076	10,38,000	0	0	0	0	0	0
	F.V	0	0	0	0	0	0	0	0	0	0	15,280	76,40,000	0	0
Total	B.V	4,028	20,14,000	150	75,000	867	4,33,500	10,302	51,51,000	1,209	6,04,500	211	1,05,500	5,758	28,79,000
	F.V	8,061	40,30,500	1,447	7,23,500	0	0	4,294	21,47,000	7,140	35,70,000	27,167	1,35,83,500	34,403	1,72,01,500
Total Estimate Pages		5,25,18,500													

## 9.2 Details of Index-I, Index -II, Index -III, Index –IV, TIR Documents

The below table provides the estimated number of pages in Index-1, Index-2, Index-3, Index-4 & TIR at each Registration District, on an average each Volume/ may contain approximately 500 pages:

SL.NO	Name of the District	INDEX VOLUMES				Thumb Impression Registers
		Index-I	Index-II	Index-III	Index-IV	
1	MAHABUBNAGAR	1,948	0	0	0	2,534
2	KARIMNAGAR	841	1,143	233	413	2,284
3	MEDCHAL-MALKAJGIRI	676	0	0	0	2,757
4	NALGONDA	816	1,172	0	0	2,954
5	ADILABAD	586	794	111	247	1,260
6	HYDERABAD(SOUTH)	480	1,108	57	119	1,280
7	HYDERABAD	1,287	0	0	0	2,716
8	NIZAMABAD	685	908	96	201	1,763
9	RANGAREDDY	149	2,490	62	17	4,873
10	KHAMMAM	644	1,214	154	166	1,098
11	WARANGAL	966	994	339	466	2,003
12	SANGAREDDY	1,890	2,483	376	0	5,801
<b>Total</b>		<b>10,968</b>	<b>12,306</b>	<b>1,428</b>	<b>1,629</b>	<b>31,323</b>
<b>Total Estimate Pages</b>		<b>54,84,000</b>	<b>61,53,000</b>	<b>7,14,000</b>	<b>8,14,500</b>	<b>1,56,61,500</b>

The below tables provides the number of Index-1, Index-2, Index-3, Index-4 & TIR at each SRO at each District:

STATEMENT SHOWING THE DETAILS OF INDEX AND TIR'S OF MAHABUBNAGAR DIST, SRO WISE.			
Sl. No.	Name of the SRO	Number of Index	Number OF TIR
1	ACHAMPET	266	123
2	ALAMPUR	NIL	138
3	ATMAKUR	121	109
4	GADWAL	196	270

STATEMENT SHOWING THE DETAILS OF INDEX AND TIR'S OF MAHABUBNAGAR DIST, SRO WISE.			
Sl. No.	Name of the SRO	Number of Index	Number OF TIR
5	JADCHERLA	80	253
6	KALWAKURTHY	281	298
7	KOLLAPUR	161	120
8	MKTHAL18	18	57
9	MAHABUBNAGAR	172	347
10	NAGARKURNOOL	354	277
11	NARAYANPET	83	175
12	WANAPARTHY	216	367
<b>Total</b>		<b>1948</b>	<b>2534</b>

KARIMNAGAR REGN DISTRICT SUB-REGISTRAR OFFICE WISE NO OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS							
SL.NO	Name of the SRO	INDEX VOLUMES				Thumb Impression Registers	
		Index-I	Index-II	Index-III	Index-IV		
1	GANGADHARA	44	86	2	2	122	
2	HUZURABAD	120	98	30	73	209	
3	JAGITAL	105	96	21	70	219	
4	METPALLY	56	94	-	-	93	
5	MANTHANI	53	73	11	39	68	
6	MALLIAL	34	54	1	2	106	
7	PEDDAPALLY	70	165	80	72	234	
8	SIRCILLA	136	160	38	57	271	
9	VEMULAWADA	31	60	20	20	168	
10	SULTHANABAD	35	46	1	1	107	
11	RO KARIMNAGAR	157	211	29	77	519	
12	KARIMNAGAR RURAL	NEW OFFICE W.E.F. 01-01-2007				98	
13	KORUTLA	NEW OFFICE W.E.F. 01-01-2007				70	
<b>Total</b>		<b>841</b>	<b>1143</b>	<b>233</b>	<b>413</b>	<b>2284</b>	

## STATEMENT SHOWING THE INDEX &amp; T.I.R VOLUMES OF SRO WISE IN MEDCHAL-MALKAJGIRI DISTRICT

SL.NO	Name of the SRO Index Volumes	Index Volumes	T.I.R Volumes
1	BALANAGR	0	78
2	GHATKESAR	14	203
3	KAPRA	0	91
4	KEESARA	0	165
5	KUKATPALLY	27	286
6	MALKAJGIRI	73	230
7	MEDCGAL R.O	300	402
8	NARAPALLY	0	123
9	QUTHBULLAPUR	0	275
10	SHAMIRPET	35	201
11	UPPAL	151	489
12	VALLABHNAGAR	76	214
<b>Total</b>		<b>676</b>	<b>2757</b>

## STATEMENT SHOWING THE DETAILS OF INDEX AND TIR'S PARTICULARS AT SUB-REGISTRAR OFFICERS IN NALGONDA DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Thumb Impression Registers
1	RO(OB) Nalgonda	15	160	467
2	NAKIREKAL	27	45	97
3	SURYAPET	64	81	293
4	KODAD	19	20	209
5	HUZURNAGAR	74	150	159
6	MIRYALAGUDA	72	90	264
7	DEVARKONDA	15	120	302
8	CHANDUR	0	0	61
9	CHOUTUPPALA	6	7	164
10	RAMANNAPET	158	88	116

## STATEMENT SHOWING THE DETAILS OF INDEX AND TIR'S PARTICULARS AT SUB-REGISTRAR OFFICERS IN NALGONDA DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Thumb Impression Registers
11	BHONGIRI	288	284	313
12	BIBINAGAR	0	0	104
13	YADAGIRIGUTTA	21	21	208
14	MOTHKUR	32	75	94
15	NIDMANUR	25	31	103
<b>TOTAL</b>		<b>816</b>	<b>1172</b>	<b>2954</b>

## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF ADILABAD DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
1	ADILABAD	86	168	24	53	228
2	ASIFABAD	55	70	4	12	104
3	BHAINSA	115	161	16	67	146
4	BOATH	70	70	21	18	39
5	KHANAPUR	0	0	0	0	33
6	LUXETTIPET	0	0	0	0	39
7	MANCHERIAL	150	203	19	42	429
8	NIRMAL	110	122	27	55	242
<b>TOTAL</b>		<b>586</b>	<b>794</b>	<b>111</b>	<b>247</b>	<b>1260</b>

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	THUMB IMPRESSION REGISTERS
1	SRO AZAMPURA	180	700	8	12	350
2	RO BANJAHILLS	200	260	30	70	341
3	SRO CHARMINAR	7	13	4	10	114
4	SRO DOODHBOWLI	54	98	11	24	158

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	THUMB IMPRESSION REGISTERS
5	SRO GOLCONDA	16	20	4	3	199
6	SRO S R NAGAR	23	17	0	0	118
<b>TOTAL</b>		<b>480</b>	<b>1108</b>	<b>57</b>	<b>119</b>	<b>1280</b>

## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF HYDERABAD DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	THUMB IMPRESSION REGISTERS
1	BOWENPALLY	79				31
2	CHIKKADPALLY	234				182
3	MARREDPALLY	419				414
4	RO HYDERABAD	445				2023
5	SECUNDERABAD	110				66
<b>TOTAL</b>		<b>1287</b>				<b>2716</b>

## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF NIZAMABAD DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
1	ARMOOR	82	112	4	6	136
2	BANSWADA	87	95	0	0	115
3	BHEEMGAL	17	23	2	3	79
4	BICKONDA	30	29	3	4	83
5	BODHAN	105	105	25	60	278
6	DOMAKONDA	25	55	1	1	69
7	KAMAREDDY	74	152	16	47	286
8	YELLAREDDY	69	91	2	3	118

## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF NIZAMABAD DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
9	NIZAMABAD(URBAN)	196	246	43	77	470
10	NIZAMABAD(RURAL)	0	0	0	0	129
<b>TOTAL</b>		<b>685</b>	<b>908</b>	<b>96</b>	<b>201</b>	<b>1763</b>

## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF RANGA REDDY DISTRICT

Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
1	Rajendernagar	0	16	0	0	296
2	SHAMSHABAD	0	4	0	0	175
3	Parigi	0	385	0	0	123
4	TANDUR	66	54	15	17	163
5	SHANKARPALLY	0	0	0	0	115
6	SERILINGAMPALLY	0	0	0	0	119
7	CHEVELLA	0	134	0	0	272
8	VIKARABAD	65	69	47	0	201
9	GANDIPET	0	0	0	0	142
10	RO(OB)	0	426	0	0	607
11	KODANGAL	0	205	0	0	127
12	LB NAGAR	0	0	0	0	316
13	ABDULLAPURMET	0	0	0	0	56
14	VANSATHALIPURAM	0	0	0	0	139
15	CHAMPAPET	18	36	0	0	288
16	IBRAHIMPATAN	0	120	0	0	298
17	SHADNAGAR	0	561	0	0	284

STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF RANGA REDDY DISTRICT						
Sl. No.	Name of the SRO	Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
18	HYDERABAD-EAST	0	422	0	0	388
19	FAROOQNAGAR	0	0	0	0	161
20	SAROORNAGAR	0	18	0	0	205
21	MAHESHWARAM	0	13	0	0	206
22	PEDDA AMBERPET	0	27	0	0	192
<b>TOTAL</b>		<b>149</b>	<b>2490</b>	<b>62</b>	<b>17</b>	<b>4873</b>

STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF KHAMMAM DISTRICT						
Sl. No.	Name of the SRO	VOLUME				
		Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
1	BHADRACHALAM	71	94	5	13	30
2	BRUGAMPAHAD	54	62	7	13	21
3	KHOTHAGUDEM	56	69	6	7	93
4	YELLANDU	62	75	3	10	21
5	SATHUPALLI	33	74	2	2	112
6	KALLURU	12	44	2	2	35
7	WYRA	5	44	0	0	43
8	MADHIRA	125	170	63	79	107
9	KHAMMAM(RURAL)	0	0	0	0	85
10	KHAMMAM(R.O)	192	529	65	39	450
11	KUSUMANCHI	34	53	1	1	99
12	MUDIGONDA	0	0	0	0	2
<b>TOTAL</b>		<b>644</b>	<b>1214</b>	<b>154</b>	<b>166</b>	<b>1098</b>



## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF WARANGAL DISTRICT

Sl. No.	Name of the SRO	VOLUME				
		Index-I	Index-II	Index-III	Index-IV	Thumb Impression Registers
1	BHEEMADEVARAPALLY	22	40	2	1	44
2	GHANPUR	26	26	0	0	82
3	JANGOAN	122	147	23	57	214
4	KODAKANDLA	21	21	20	20	48
5	MAHABUBABAD	93	93	43	59	196
6	MULUGU	63(FSLII) 27 (NEW)	50(F) 28(N)	22(f) 27(N)	23(F) 28(N)	44
7	NARASAMPET	45	45	10	15	88
8	PARKAL	45	47	60	63	59
9	WARDHANAPET	26	39	0	0	39
10	WARANGAL RURAL	24	58	2	4	149
11	R.O.WARANGAL	226	200	65	98	520
12	R.O.WARANGAL	226	200	65	98	520
<b>Total</b>		<b>966</b>	<b>994</b>	<b>339</b>	<b>466</b>	<b>2003</b>

## STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF MEDAK DISTRICT

Sl. No.	Name of the SRO	VOLUME			
		Index-I	Index-II	Index-III	Thumb Impression Registers
1	DUBBAKA	34	42	0	71
2	GAJWEL	70	136	0	314
3	JOGIPET	111	139	0	187
4	MEDAK	227	177	12	157
5	NARAYANKHED	68	74	5	111
6	NARSAPUR	15	27	0	239
7	RAMAYAMPET	23	65	0	130
8	SADASIVPET	67	65	5	151

STATEMENT SHOWING THE S.R.O. WISE NUMBER OF INDEX VOLUMES AND THUMB IMPRESSION REGISTERS OF MEDAK DISTRICT					
Sl. No.	Name of the SRO	VOLUME			
		Index-I	Index-II	Index-III	Thumb Impression Registers
9	SIDDIPET	111	246	29	312
10	ZAHEERABAD	65	93	10	220
11	RO SANGAREDDY	117	129	127	662
12	SIDDIPET(RURAL)	0	0	0	125
13	TOOPRAN	0	0	0	60
14	CHERIAL	22	22	0	112
15	HUSNABAD	960	1268	188	2950
<b>Total</b>		<b>1890</b>	<b>2483</b>	<b>376</b>	<b>5801</b>

### 9.3 Page Size wise Estimate DocumentDetails

Document Type	A0 Size		A1 Size		A2 Size		A3 Size		A4 Size		Legal Size		Other Size	
	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages	Number	Estimate No. of Pages
<b>Book Volume</b> (Book-I, Book-II, Book-III, Book-IV)	4,028	20,14,000	150	75,000	867	4,33,500	10,302	51,51,000	1,209	6,04,500	211	1,05,500	5,758	28,79,000
<b>File Volume</b> (Book-I, Book-II, Book-III, Book-IV)	8,061	40,30,500	1,447	7,23,500	0	0	4,294	21,47,000	7,140	35,70,000	27,167	1,35,83,500	34,403	1,72,01,500
<b>Index-I</b>	0	0	0	0	10,968	54,84,000	0	0	0	0	0	0	0	0
<b>Index-II</b>	0	0	0	0	12,306	61,53,000	0	0	0	0	0	0	0	0
<b>Index-III</b>	0	0	0	0	1,428	7,14,000	0	0	0	0	0	0	0	0
<b>Index-IV</b>	0	0	0	0	1,629	8,14,500	0	0	0	0	0	0	0	0
<b>TIR</b>	0	0	0	0	0	0	0	0	31,323	1,56,61,500	0	0	0	0
<b>Estimate Total</b>	<b>12,089</b>	<b>60,44,500</b>	<b>1,597</b>	<b>7,98,500</b>	<b>27,198</b>	<b>1,35,99,000</b>	<b>14,596</b>	<b>72,98,000</b>	<b>39,672</b>	<b>1,98,36,000</b>	<b>27,378</b>	<b>1,36,89,000</b>	<b>40,161</b>	<b>2,00,80,500</b>
<b>Estimate Total Pages</b>	<b>8,13,45,500</b>													

**NOTE:** The Page size in Books/Files and number may vary from A0, A1, A2, A3, A4, A6, A8, Legal size. Based on estimate number of each page size, bidder needs to propose Commercial Quote in Financial proposal template accordingly. However, the payments shall be done depending on the actual pages along with page size work done, which is to be certified by competent authority of department.

## 10. Geographical Phasing

The entire work scope is divided into three phases based on the phase wise grouping of SRO offices as mentioned below:

### **Phase-1:**

The Scanning & Digitization activity of the documents stored at below mentioned Districts is under Phase-1:

1. Hyderabad
2. Hyderabad South
3. Rangareddy
4. Medchal-Malkajgiri

### **Phase-2:**

The Scanning & Digitization activity of the documents stored at below mentioned Districts is under Phase-2:

1. Nalgonda
2. Medak
3. Karimnagar
4. Warangal

### **Phase-3:**

The Scanning & Digitization activity of the documents stored at below mentioned Districts is under Phase-3:

1. Adilabad
2. Mahabubnagar
3. Nizamabad
4. Khammam

## 11. Deliverables & Timelines

### 11.1 Project Deliverables

The following are the indicative list of deliverables stage wise as a part of this RFP is given below:

#### 1. Stage-1: Initiation at each Phase

- i. Details of the manpower deployed at each location
- ii. Daily Data entry report at each Office mentioning the details of documents with number.

#### 2. Stage-2: During Scanning Activity

- iii. Copy of Raw Scanned image data
- iv. Copy of Formatted/ clean image data
- v. Metadata entry
- vi. Data on uploading of scanned and digitized records to the server
- vii. Scanning & Digitization of Records/Books and upload of data to Central Server at HQ.

#### 3. Stage-3: Post Scanning Activity

- viii. Quality check reports
- ix. Rebinding of the books, records with Barcode sticker mentioning SRO code, Year, Book Number, File number.
- x. Selected Bidder should prepare SRO wise consolidated list of Barcode details which needs to be handover to the department.
- xi. Data hosting reports onto DMS servers in SDC
- xii. Data Backup (SRO Office wise) stored in media like DVD/HDD.
- xiii. Video recording file (SRO Office wise) stored in media like DVD/HDD
- xiv. Required corrections/Rework due to errors identified during random data checking.
- xv. Periodic Status and Review Reports.
- xvi. Training Completion reports with Feedback from Trainees

The Bidder will be asked to propose a list of deliverables as part of its response to this RFP along with corresponding formats/templates for each deliverable. A final list will be arrived at through discussions between the SELECTED BIDDER and the Purchaser.

## 11.2 Implementation Timelines

The below mentioned are the Implementation timelines for the completion of various phases:

S.No.	Activity	Completion Schedule
1	Date of Issue of LOI.	T
	<b>Phase-1 SROs</b>	
2	Initiation of Scanning & Digitization work in Phase-1 Office Locations	T+ 2 weeks
3	Completion of all work activities as mentioned in Scope of Work across all the Office Locations in Phase-1	T+ 26 weeks
4	Completion of Quality check & Certification by Department	T + 30 weeks
	<b>Phase-2 SROs</b>	
5	Initiation of Scanning & Digitization work in Phase-2 Office Locations	T+ 26 weeks
6	Completion of all work activities as mentioned in Scope of Work across all the Office Locations in Phase-2	T+ 46 weeks
7	Completion of Quality check & Certification by Department	T + 50 weeks
	<b>Phase-3 SROs</b>	
8	Initiation of Scanning & Digitization work in Phase-3 Office Locations	T+ 46 weeks
9	Completion of all work activities as mentioned in Scope of Work across all the Office Locations in Phase-3	T+ 62 weeks
10	Completion of Quality check & Certification by Department	T + 66 weeks

## 12. Roles and Responsibilities

The roles and responsibilities of the Vendor, Registration & Stamps Department are given below:

### 12.1 Roles & Responsibilities of Registration & Stamps Department (IGRS)

1. Nominating a nodal officer for project to coordinate with the Bidder at HQ level and District /SRO level
2. Ensure the Network Bandwidth (max) is available to access and Provision for uploading of the data by the Bidder on Daily/ Weekly/ Fortnight basis as informed by IGRS Project Authorities.
3. Arranging the physical Documents/Volumes for scanning and obtaining the acknowledgment.
4. Quality control checks and approving the scanned images for quality control
5. Periodic monitoring the progress of the project.
6. Receiving the deliverables submitted by the Bidder, accountability for the same.
7. Quality Testing: The department shall conduct QC during project implementation and also review the progress reports made available by the vendor.
8. Need to provide servers/storage space in which Bidder has to store the digitized documents.
9. Department has to arrange work place in districts/Head office for Bidder's resources who are working for digitalization of documents.
10. Department to provide raw power and jointly finalize the location for installation of cameras by the bidder
11. Verifying the scanned file by the concerned SRO of the files
  - a. The Wing/Unit officer/case worker of the files will access the digitized records/files from Central Server using the Authorized ID and Password provided
  - b. Verify the content, clarity, number of pages etc. against the Original Manual file
  - c. Report any discrepancy w.r.t the original file

### 12.2 Roles & Responsibilities of Vendor

1. Entering Agreement with IGRS Dept. for the said project
2. The Bidder is required to bring and setup the entire required infrastructure at all the districts.
3. Arrangement of requisite hardware consisting of Desktops, Scanners and power extension cords etc. at the site for Scanning & indexing of the documents.
4. The identified Vendor should deploy adequate number of scanners (Book scanners) at each of the location for the project. Based on the volume of the work, the Vendor should scale up its deployed infrastructure so as to complete the work in the given timelines without compromising the quality of the work.
5. Preparation of checklist procedure to be followed is as follows:
  - a. Indexing file should be prepared
  - b. Generation of check list
6. All the final deliverables will be in DVD-form and on Hard Disk with proper labeling only & after

due certification by the IGRS Department.

7. The loading of the PDF/Tiff files is to be done on to the Central Server as required by the concerned authorities. The entrusted work has to be done in the premises provided by the department
8. The vendor shall be allowed to work daily during the regular office hours on at respective locations and shall follow the holiday calendar of the department.
9. Maintaining the confidentiality of the scanned data as per Data Protection Act.
10. Insuring all men, machines and material against all risks.
11. Collect the documents from the department with strict security and vigilance measures and duly acknowledge the receipt of the documents and accountability for the same
12. The records and registration which are to be scanned are valuable original documents, so they must be handled with care. De-stapling of the documents/ registers for scanning and re-stapling after scanning
13. The background of the scanned image shall be white
14. While scanning, adjustment of contrast, brightness etc. should be made so that all the content written on the original document will be captured.
15. Scanned Image should be neat and shall not have any spots and Bidder shall use the scanner of the appropriate size of the document and quality
16. Quality maintenance as per the samples provided by IGRS.
17. Handling Over the deliverables and obtaining necessary certification and accountability for the same
18. Reporting the progress of the work weekly/ Fortnightly
19. Integrating with the existing scanned database of IGRS, if any & making one comprehensive database.
20. Standard data format: Excel format information shall be created by Bidder. These forms will be used by the Vendor at the district level for associating the scanned images and the required metadata fields with this form. These forms should contain the required metadata fields. It is essential to create this form so that proper standards are followed.
21. Backup Media: After Scanning of the Documents, the scanned images (PDF) should be transferred into portable Hard disk - District wise and it should be updated in Central Server by the Bidder periodically. After the entire scanning activity has been fully completed at each office, the respective data shall be ported to IGRS Central Server through DMS Software.
22. The Bidder should maintain a log registration containing at least following details
  - I. Name of document collected
  - II. Number of pages in the document (A3/A0/ A4/ Legal or any other size)
  - III. Missing/damaged pages count and pageNo.
  - IV. Collected from which Department & Name of the Official.
  - V. Collected by and signature (Bidder's Representative)



- VI. Date of collection
  - VII. Returned to Department & Name of the official with Signature
  - VIII. Returned by (Bidder's Representative)
  - IX. Actual Date of Return
  - X. After collection of the documents by the Bidder, it would be the responsibility of the Bidder to maintain and return the documents in their original form to the department concerned.
23. Bidder should ensure that quality of scanned images are enhanced up to the optimum level and required images enhancement activities like Deskew (to make the image straight) contrast ratio setting etc. has been done on the documents.
  24. The Bidder must be able to carry out cropping and cleaning of images like removing black noises around the text and providing the equal margins all around the text.
  25. In case the documents are not legible, it will be the Bidder's responsibility to scan the document on high resolution i.e. 600 dpi or higher
  26. In case the content of the documents are not visible then document scanning shall be done in Gray Scale.
  27. The generated PDF/Tiff should be optimized for viewing over the internet i.e. pages should be viewable, ) soon as they are downloaded without waiting for complete file to be downloaded i.e. multipage file is downloaded page-by-page and should be -viewable as soon as a page is downloaded rather than having to wait for the entire file to download.
  28. No document shall be digitized more than once. The file numbering will be checked by the scanning Bidder and if there is any discrepancy in numbering, It should be sorted out with the department Nodal officer before proceeding
  29. No blank pages should be deleted if Key is part of the file. The blank page in a file is a page that is entirely blank or has only page number, or has only rubber stamp.
  30. After scanning, the physical document would have to be pinned together / tagged in the same form as it was given for scanning by the individual departments.
  31. Each page shall be serially arranged and shall be counted while giving the document back
  32. Digitized data has to be stored in local machine/server/high-end desktop until the data is uploaded to central Server and the same is verified and confirmed by Department.
  33. Bidder shall also provide tools for checking the scanning progress. This shall include the daily, weekly, monthly and overall progress (number of images/pages scanned, percentage scanned etc.).
  34. The Bidder shall add/replace poor quality Scanned images/documents. It is the absolute responsibility of the Vendor to ensure that the contents of the digitization document shall be an exact replica of the original paper document maintained as a part of the records in the books.
  35. The Bidder will have to ensure that the entire work of scanning, data entry (if any) is done at the site and that no documents are taken out of the site at any time.

36. In order to ensure that there are no missing or duplicate records and/or scanned images, the Bidder should develop appropriate software to check against this.
37. Quality control of the scanning work will be an important aspect and the Bidder will employ sufficient personnel to ensure good quality of output.
38. As the said work is very confidential and involves high responsibility, the Bidder is solely responsible for its security and confidentiality.
39. For the said work, Govt. will provide the space. No rent will be charged for the use of space.
40. Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents
41. Onsite Scanning: The Bidder is required to setup its scanning equipment at the District Offices, where they are allotted. The basic office space, electricity would be provided by Department. The setup would consist of required scanners, desktops, DMS software along with qualified manpower for the commissioning of the project.
42. The Bidder is also required to create database of scanned records by creating metadata for enabling search using keywords. Irrespective of the language in which the document (Books, File volumes) are prepared/written the language of metadata entry should be in English only.
43. Scanning of the batches/documents in the desired sequence and should be stored in the proper folder. After scanning the batches are to be put back in the same sequence. The following data are also to be delivered to the nodal officer of department for the approval of the finalization.
  1. Edited Images (TIFF)
  2. Access image in the form of Electronic Document (PDF Format)
  3. E-cataloguing for easy access of the digitized data, wherever applicable.
44. Bidder shall maintain MIS Reports for each stage
  - Receiving of documents
  - Scanning ,Merging
  - Quality Control
  - Upload to the Server
  - Handing over documents
  - Missing documents during handover, if any
45. Sub-Contracting is not allowed.

### **13. Acceptance Testing and Certification**

All the mentioned work activities i.e Document Scanning, metadata entry, data hosting in DMS at SDC, Re-binding of Books, Handing-over of Back-up data and Training to Department officials as per the scope mentioned in the RFP should be complete and certified by the authorized department official.

## 14. Information Security

1. The vendor shall not carry and/or transmit any material, information, Document details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by Department, out of Department premises without prior written permission from Department.
2. Vendor acknowledges that Department's business data and other Department's proprietary information or materials, whether developed by Department or being used by Department pursuant to agreement with a third party (the foregoing collectively referred to herein as "proprietary information") are confidential and proprietary to Department; and vendor agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by vendor to protect its own proprietary information. Vendor recognizes that the goodwill of Department depends, among other things, upon vendor keeping such proprietary information confidential and that unauthorized disclosure of the same by vendor could damage Department and by that reason of Vendor's duties hereunder. Vendor may come into possession of such proprietary information, even though Vendor does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to perform the services required by this agreement. Vendor shall use such information only for the purpose of performing the said services
3. Vendor shall, upon termination of this agreement for any reason, or upon demand by Department, whichever is earliest, return any and all information provided to Vendor by Department, including any copies or reproductions, both hardcopy and electronic.
4. Ownership and retention of Documents: Department shall own the documents, prepared by or for the vendor arising out of or in connection with this contract. Forthwith upon expiry or earlier termination of this contract and at any other time on demand by buyer, the vendor shall deliver to Department all documents provided by or originating from Department and all documents produced by or from or for the vendor in the course of performing the Services, unless otherwise directed in writing by buyer at no additional cost. The Vendor shall not, without the prior written consent of Department copy, distribute or retain any such Documents.

## 15. Confidentiality

1. The Vendor shall not use Confidential Information, the name or the logo of Department except for the purposes of providing the Service as specified under contract.
2. The Vendor may only disclose Confidential Information in the following circumstances:
  - a) with the prior written consent of Department;
  - b) to a member of the vendor's Team ("Authorized Person") if:
    - i. the Authorized Person needs the Confidential Information for the performance of obligations under this contract;
    - ii. the Authorized Person is aware of the confidentiality of the Confidential Information and is obliged to use it only for the performance of obligations under this contract
3. The Vendor shall do everything reasonably possible to preserve the confidentiality of the Confidential Information to the satisfaction of buyer.
4. The Vendor shall notify buyer promptly if it is aware of any disclosure of the Confidential Information otherwise than as permitted by this contract or with the authority of Department.
5. The Vendor shall be liable to fully compensate Department for any loss of revenue arising from breach of confidentiality. Department reserves the right to adopt legal proceedings, civil or criminal, against the Vendor in relation to a dispute arising out of breach of obligation by the Vendor under this clause.
6. The person designated for handling confidential information shall continue to remain engaged by the vendor throughout the tenure of the project.

## 16. Payment Schedules

The actual Payments shall depend on the exact number of pages (page size wise) and the work done, which is to be certified by the authorized department official at each office.

The Payment schedule to the selected Bidder is indicated below:

Payment Component	Payment Criteria	Payment Percentage
<b>Scanning –Bounded, Loose papers &amp; Stapled papers</b> <b>{Cost Component – A}</b>	Upon Phase wise completion of scanning & on receipt of completion certification from authorized department officer (Actual number of Pages Scanned) after successful QA by Department or Deemed approval as defined in section 8.8	90% of the Invoiced amount
	Upon Successful completion of scanning, Metadata entry/Indexing at all the locations and integrating with existing DMS of Department & on receipt of completion certification from authorized department officer	Remaining 10%
<b>Meta Data Entry</b> <b>{Cost Component – B}</b>	Upon Phase wise completion of metadata entry & on receipt of completion certification from authorized department officer (All fields as per Book/Index) after successful QA by Department(100%) or Deemed approval as defined in section 8.8	90% of the Invoiced amount
	Upon Successful completion of scanning, Metadata entry/Indexing at all the locations and integrating with existing DMS of Department & on receipt of completion certification from authorized department officer	Remaining 10%
<b>Re-binding of the Papers/Books using Rexinecloth hard cover</b> <b>{Cost Component – D}</b>	Upon successful completion of Phase wise Re-binding of Books along with Barcode stickers & on receipt of completion certification from authorized department officer	100%

Payment Component	Payment Criteria	Payment Percentage
<b>Backup Data in HDD/DVD</b> <b>{Cost Component – E}</b>	Upon successful completion of Phase wise handover of HDD/DVD with Backup data & on receipt of completion certification from authorized department officer	100% subject to SLA
<b>Training to Department Officials</b> <b>{Cost Component – F}</b>	Upon successful completion of each Training session & on submission of Trainee feedback forms	100% Quoted price per Training session subject to SLA
<b>Document Management Solution (DMS)</b>	Upon successful hosting in SDC and certification from authorized department officer	75% of Quoted price
	Upon successful completion of project and integration with existing DMS solution of department	Remaining 25%

## 17. Service Level Agreement

1. The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service to be provided by the successful bidder to IGRS Department for the duration of this contract.
2. SLA defines the terms of the successful bidder's responsibility in ensuring the timely delivery of the deliverables and the correctness of the same based on the agreed Performance Indicators as detailed in the Agreement.
3. This section defines various Service Level Indicators which will be considered by IGRS Department in the Service Level Agreement with Successful bidder.

The successful bidder has to comply with all Service Level Agreements (SLAs) defined below to ensure adherence to project timelines, quality and availability of services.

SNo	Service Level Agreement	Penalty for non-compliance
1	Delay in delivery because of anyreason attributable to the Service	A penalty of Rs. 1000 (Rupees Thousand only) per day (including holidays)to be levied on the Service Provider

	Provider	
2	Rejection due to Quality	<ul style="list-style-type: none"> <li>• Rejections Upto 1% of the completed work quantity (during the billing period)- penalty of 2% of the billing amount to be deducted.</li> <li>• Rejections more than 1% but less than 5% of the completedwork quantity (during the billing period) penalty of 5% of the billing amount to be deducted.</li> <li>• Rejections more than 5% of the completedwork quantity (during the billing period) penalty of 10% of the billing amount to be deducted or termination of contract as per the discretion of the Department.</li> </ul>
3	If the vendor is found responsible for anytheft, loss of material/ articles and damages	Immediate payment in actuals, equivalent to the value of the articletheft/lost/damaged or replacement as decided by the Department depending on thegravity of the act.

**Note:**

- Penalties shall not be levied on the successful bidder in the following cases:
  - Any non-compliance to the SLA attributable solely due to reasons beyond the control of the Vendor provided such exceptions are intimated in writing to the department sufficiently in advance
  - There is a Force Majeure event affecting the SLA which is beyond the control of the successful Vendor.
  - Any delay in decision making from the Department's side which may have impacted the performance of the vendor and duly recorded.
- Images scanned shall be verified by the desk officer/ record room in-charge concerned in the respective offices. The scanned image shall be compared with reference to the original document by the department officer and if found not satisfactory shall be rejected.
- It shall be the responsibility of the successful bidder to rescan, index and upload all such rejected scanned images again to the satisfaction of the department officer. Bidder shall not be paid any additional amount for rescanning or any other rework arising out of such corrections of documents.

4. There shall be again a comparison of such rescanned images by the authority concerned and nonconformance found would be levied a penalty as mentioned in point 1 above and the Bidder shall not be paid any additional amount for rescanning or any other rework arising out of such corrections of documents.
5. The Penalty shall be calculated and deducted from the immediate payment due for that period/phase.
6. All above mentioned penalties are exclusive to each other
7. The maximum penalty at any point of time and for any given period should not exceed 25% of total project cost as per the Commercial Bid submitted by the successful bidder. If the penalty exceeds this amount, Department reserves the right to terminate the contract.
8. 100% of the metadata entry/Indexing file will be verified at respective office location by the concerned department official, any errors found need to be rectified/reworked by the selected agency.
9. The quality of scanning document would be inspected by respective office by random selection of scanned document- A Minimum of 1% of total scanned pages will be randomly selected and then verified by the respective offices.
10. The selected Agency shall be responsible to take care of documents during the process of pre-scanning, scanning and data entry. If any documents get damaged during the process (solely attributed to handling of document by bidder's team), the selected bidder shall be responsible to rectify / repair the same at their own cost.
11. In case of any permanent loss or damage to documents, in addition to the defined penalty, Department reserves the right for complete forfeiture of PBG, Payments & Blacklisting of the Vendor firm.



## Appendix I: Pre-Qualification Bid Templates

### 1. Pre-Qualification Bid Covering Letter

Date:dd/mm/yyyy

To,

[                      ]

Sub: Request for Proposal for Selection of Technology Partner for Document Scanning, Indexing& Storage in DMS for Registration & Stamps Department, Government of Telangana

Ref: RFP No. <<.....>> dated << .....>>

Dear Sir,

With reference to your“Request for Proposal for Selection of Technology Partner for Document Scanning, Indexing& Storage in DMS for Registration & Stamps Department, Government of Telangana”, we hereby submit our Prequalification bid, Technical Bid and Commercial Bid for the same.

We hereby declare that:

We acknowledge and unconditionally accept that the Department can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP and related documents, in short listing of Agency for providing services.

We have submitted EMD of Indian Rupees[    ] Lakhs and Tender fee of Indian Rupees[    ] .

We hereby declare that all information and details furnished by us in the Bid are true and correct, and all documents accompanying such application are true copies of their respective originals.

We agree to abide by our offer for a period of 180 days from the date of opening of prequalification bid prescribed by Authority and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the RFP. We do hereby undertake to provision as per these terms and conditions.

In the event of acceptance of our bid, we do hereby undertake:

To supply the products and commence services as stipulated in the RFP document. To undertake the project services for entire contract period from the date of signing of the contract as mentioned in the RFP document.

We affirm that the prices quoted are inclusive of all the work items mentioned in RFP, and inclusive of all out of pocket expenses, taxes, levies discounts etc.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

We understand that the Department may cancel the bidding process at any time and that Department is not bound to accept any bid that it may receive without incurring any liability towards the bidder.

We fully understand and agree to comply that on verification, if any of the information provided in our bid is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so

Incase of any clarifications please contact \_\_\_\_\_ email at \_\_\_\_\_

Thanking you,

Yours sincerely,

(signature of the Prime bidder)

Name

Designation

Seal

Date:

Place:

Business Address:

## 2. Company profile

### **A . Brief company profile (required for Single bidder and each of the consortium member)**

Sl.	Particulars	Description or details
1	Name of Bidder	
2	Legal Status of Bidder (Company- Ltd/ Pvt. Ltd., LLP etc.)	
3	Main business of the Bidder	
4	Registered office address of all Bidders	
5	Incorporation/Registration date and number	
6	CIN Number	
7	GST number	
8	PAN details	
9	Primary Contact Person (Name, Designation, address, mobile number, fax, email)	
10	Secondary Contact Person (Name, Designation, address, mobile number, fax, email)	
11	EMD details	
12	Role in Consortium (if applicable)	<Brief role and scope of work in the Consortium>

*Date & Place*

*(Signature & Seal)*

### **B. Financial Turnover (required for Single bidder and each of the consortium member)**

The financial turnover of the company is provided as follows:

FY	2015–16	2016–17	2017–18
Annual Turnover Rs. In Crores			

Copy of audited financial statements or declaration from the appointed statutory auditor/CA to be provided as proof of the financial turnover, Positive net worth, as on the last date of latest audited financial year.

*Date & Place*

*(Signature & Seal)*

**3. Declaration of Non-Blacklisting for Prime Bidder**

(To be provided on the Company letter head)

Declaration for Prime Bidder:

Place:

Date:

To,

[ ]

Subject: Self Declaration of not been blacklisted in response to the Request for Proposal for Selection of Technology Partner for Document Scanning, Indexing& Storage in DMS for Registration & Stamps Department, Government of Telangana

Ref: RFP No. &lt;&lt;.....&gt;&gt; dated &lt;&lt; .....&gt;&gt;

Dear Sir,

We confirm that our company or firm, \_\_\_\_\_, is currently not blacklisted in any manner whatsoever by the State of Telangana or any other State Government or Government of India undertaking or any Department in Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Place:

Business Address:

**4. Declaration of Non-Blacklisting for Consortium Member:**

(To be provided on the Company letter head)

Place:

Date:

To,

[ ]

Subject: Self Declaration of not been blacklisted in response to the Request for Proposal for Selection of Technology Partner for Document Scanning, Indexing& Storage in DMS for Registration & Stamps Department, Government of Telangana

Ref: RFP No. <<.....>> dated << .....>>

Dear Sir,

We confirm that our company or firm, \_\_\_\_\_, is currently not blacklisted in any manner whatsoever by the State of Telangana or any other State Government or Government of India undertaking or any Department in Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

(Signature of the Consortium Member)

Name

Designation

**Seal**

Date:

Place:

Business Address:

**5. Format for Power of Attorney for Prime bidder of Consortium**

(To be executed on 100/- non-judicial stamp paper. The stamp paper to be in the name of the company who is issuing the power of attorney)

Whereas \_\_\_\_\_ has invited RFP response for \_\_\_\_\_ (Name of the Project)

Whereas, the Members of the Consortium comprising of M/s.\_\_\_\_\_, M/s.\_\_\_\_\_, M/s.\_\_\_\_\_ and M/s.\_\_\_\_\_ (the respective names and addresses of the registered offices to be given) are interested in bidding for the Project and implementing the same in accordance with the terms and conditions contained in the RFP Documents.

Whereas, it is necessary for the members of the Consortium to designate one of them as the Prime Bidder member with all necessary power and authority to do, for and on behalf of the Consortium/Joint Venture, all acts, deeds and things as may be necessary in connection with the Consortium's/Joint Venture's RFP response for the Project.

NOWTHISPOWEROFATTORNEYWITNESSETHTHAT

We M/s \_\_\_\_\_ hereby designate M/s. \_\_\_\_\_ being one of the members of the Consortium/Joint Venture, as the Prime Bidder member of the Consortium/Joint Venture, to do on behalf of the consortium/Joint Venture, all or any of the acts, deeds or things necessary or incidental to the Consortium's/Joint Venture's RFP response for the Project, including submission of the RFP response, participating in meetings, responding to queries, submission of information or documents and generally to represent the Consortium in all its dealings with Client or any other Government Agency or any person, in connection with the Project until culmination of the process of bidding till the Project Agreement is entered into with Client and thereafter till the expiry of the Project Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us or Consortium/Joint Venture.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2019

(Signature)

**6. No Deviation Certificate**

(To be provided by Prime Bidder)

This is to certify that our offer is exactly in line with your tender enquiry/RFP (including amendments) no. \_\_\_\_\_ dated \_\_\_\_\_. This is to expressly certify that our offer contains no deviation either Technical (including but not limited to Scope of Work, Business Requirements Specification, Functional Requirements Specification, and Technical Requirements Specification) or Commercial in either direct or indirect form.

(Authorized signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

**7. Total Responsibility Certificate**

(To be provided by Prime Bidder)

This is to certify that we undertake the total responsibility for the defect free operation of the proposed solutions as per the requirement of the RFP for the duration mentioned in all the volumes of the RFP.

(Authorized signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

**8. Certificate for Project execution experience from the Client**

This is to certify that <Name of the Bidding entity> has been awarded with < Name of the Project > as detailed under:

<b>Name of the Project</b>	
Client's Name, Contact no. and Complete Address	
Contract Value for the bidder (in Indian Rupees)	
Current status of the project (Completed/Ongoing)	
Scope of Work completed by bidding entity as on bid submission date  <i>(N.B Only relevant activities as sought in the Criteria to be included)</i>	
Value of Work completed for which payment has been received from the client.	
Date of Start	
Date of Completion	

<<Please attach multiple sheets, if required>>

(Authorized signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:



## Appendix II: Technical Bid Templates

### 1. Technical Bid Covering Letter

Date:

To,

[                      ]

Subject: Request for Proposal for selection of Technology Partner for Document Scanning, Indexing& Storage in DMS for Registration & Stamps Department, Government of Telangana

RFP No.<<.....>> **dated** << .....>>

Dear Sir,

I(in case of single bidder) or We, <<name of the undersigned Bidder and consortium members>>, having read and examined in detail all the bidding documents in respect of “Request for Proposal for Selection of Technology Partner for Document Scanning, Indexing& Storage in DMS for Registration & Stamps Department, Government of Telangana do hereby propose to provide our services as specified in the bid submitted by us.

It is hereby confirmed that I / We are entitled to act on behalf of our company / corporation / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

We declare that all the services shall be performed strictly in accordance with the RFP documents.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Authority, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its evaluation process. We also confirm that we shall not attract conflict of interest in principle.

We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance bank guarantee in the form prescribed in the RFP.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a Bid you receive. This bid is valid for 180 days after opening of technical bid. We shall extend the validity of the bid if required by the Department.

Thanking you,

Yours sincerely,

(Signature of the Prime Bidder)

Printed Name

Designation

Seal

Date:

Place:

Business

Address:

## 2. Credential Summary

Sl	Project Name	Client Name	Client Type	Project Value (In Indian Rupees)	Project Components	Documentary evidence provided (Yes or No)	Project Status (Completed or Ongoing or with held)
1							
2							
3							
4							

- Client type – Indicate whether the client is Government or PSU or Government University.
- Project Components – Indicate the major project components
- Documentary evidence provided – Indicate the documentary evidence provided with the detailed project credentials like Work Order, completion certificate.
- Project Status – Completed (date of project completion) or Ongoing (project start date)

## 3. Bidder's Experience -Client Citations

Prime Bidder or Consortium member is requested to furnish the credentials in the following format for both Pre-qualification and Technical criterion. All credentials should be supported by relevant documentary proof.

Name of the Project & Location	
Client's Name and Complete Address	
Project Contract Value for the bidder (in Indian Rupees)	
Date of Start	
Date of Completion	
Scope of Work undertaken by prime bidder or consortium member	

#### 4. Structure of Proposed Solution

Bidders are required to provide a detailed approach & methodology to execute the entire project.

Bidders are advised to follow the below given structure while detailing their solution.

Sl.No	Item
<b>Brief Write-Up on the following:</b>	
1	Understanding of requirement and Implementation approach <ul style="list-style-type: none"> <li>• Understanding of requirements</li> <li>• Work Plan &amp; its adequacy</li> </ul>
2	<ul style="list-style-type: none"> <li>• Completeness of Proposed IT Hardware (Scanners) &amp; Software (if any)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Capability of Manpower resources deployed</li> </ul>
4	<ul style="list-style-type: none"> <li>• Details of the Document Management Solution (If required)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Proposed Infrastructure for storage (proposed Specifications, IT equipment type &amp; Quantity)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Approach &amp; Methodology for maintaining Documents Security &amp; Confidentiality</li> </ul>
7	<ul style="list-style-type: none"> <li>• Approach &amp; Methodology for Document Indexing</li> </ul>
8	<ul style="list-style-type: none"> <li>• Approach &amp; Methodology for Document Storage &amp; Backup</li> </ul>
9	<ul style="list-style-type: none"> <li>• Approach &amp; Methodology for Integrating with the existing DMS solution to generate a single Encumbrance Certificate (EC)</li> </ul>
10	<ul style="list-style-type: none"> <li>• Project Implementation Plan</li> </ul>
11	<ul style="list-style-type: none"> <li>• Training &amp; Transition Plan</li> </ul>
12	<ul style="list-style-type: none"> <li>• Any other relevant to Project Scope of Work</li> </ul>
<b>Presentation (One slide each on the following):</b>	
1	<ul style="list-style-type: none"> <li>• Company Profile</li> </ul>
2	<ul style="list-style-type: none"> <li>• RELEVANT EXPERIENCE</li> </ul>
3	<ul style="list-style-type: none"> <li>• Completeness of Proposed IT Hardware (Scanners) &amp; Software</li> </ul>
4	<ul style="list-style-type: none"> <li>• Capability of Manpower resources deployed</li> </ul>
5	<ul style="list-style-type: none"> <li>• Proposed Infrastructure for storage (proposed Specifications, IT equipment type &amp; Quantity)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Approach &amp; Methodology for maintaining Documents Security &amp; Confidentiality</li> </ul>
7	<ul style="list-style-type: none"> <li>• Approach &amp; Methodology for Document Indexing</li> </ul>

8	<ul style="list-style-type: none"><li>• Approach &amp; Methodology for Document Storage &amp; Backup</li></ul>
9	<ul style="list-style-type: none"><li>• Approach &amp; Methodology for Integrating with the existing DMS solution to generate a single Encumbrance Certificate (EC)</li></ul>
10	<ul style="list-style-type: none"><li>• Project Implementation Plan</li></ul>
11	<ul style="list-style-type: none"><li>• Training &amp; Transition Plan</li></ul>

## Appendix III: Financial Proposal Template

### 1. Commercial Bid Covering Letter

To:

Date:

[                      ]

**Subject:** Submission of the Financial bid selection of Technology Partner for Document Scanning, Indexing & Storage in DMS for Registration & Stamps Department, Government of Telangana

Dear Sir,

We, the undersigned, offer to provide the services for Document Scanning & Storage in DMS for Registration & Stamps Department, Government of Telanganain accordance with your Request for Proposal dated <<Date>> and our Proposal. Our attached Financial Proposal is for the sum of <<Amount in words and figures>>. This amount is inclusive of all taxes.

#### 1. PRICE AND VALIDITY

- All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- We understand that the actual payment would be made as per the existing tax rates applicable at the time of payment.

#### 2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

#### 3. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

**4. QUALIFYING DATA**

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

**5. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated in the Commercial Bid attached with our Tender as part of the Tender.

**6. PERFORMANCE BANK GUARANTEE**

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the <Appendix IV> of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**2. Financial Proposal****a. Summarized Financial Proposal**

Item No.	Description	Unit Cost (INR)	Taxes (INR)	Unit Price including taxes (INR)	Quantity	Total Cost
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>A.</b>	<b>Scanning –One side of Page</b>					
1	Page Size - A0				<b>60,44,500</b>	
2	Page Size - A1				<b>7,98,500</b>	
3	Page Size - A2				<b>1,35,99,000</b>	
4	Page Size - A3				<b>72,98,000</b>	
5	Page Size - A4				<b>1,98,36,000</b>	
6	Page Size - Legal				<b>1,36,89,000</b>	
7	Page Size – Other				<b>2,00,80,500</b>	
<b>NOTE:</b> The Quantity mentioned is an estimate for evaluation purpose only, however the actual Quantity may vary +/- 25%. Department shall pay based on actual number of size wise pages scanned						
<b>Subtotal (A)</b>						
<b>B.</b>	<b>Meta Data Entry Cost</b>					
1	Book 1/Index-1 (Fields as mentioned in Annexure III to be considered as one set)				<b>50,00,000</b>	
2	Book 2/Index-2 (Fields as mentioned in Annexure III to be considered as one set)				<b>5,000</b>	
3	Book 3-4/Index-3 & 4 (Fields as mentioned in Annexure III to be considered as one set)				<b>1,00,000</b>	
4	Book-5 (Fields as mentioned in Annexure III to be considered as one set)				<b>100</b>	
<b>NOTE:</b> All the Fields as mentioned in Annexure III for different type of Books/Index to be considered as one set. The Quantity mentioned is an estimate for evaluation purpose only, however the actual Quantity may vary. Department shall pay based on actual number of sets of such Fields entered						
<b>Subtotal (B)</b>						
<b>C.</b>	<b>Cost for Re-binding of the Papers/Books using Rexine cloth hard cover binding per Book</b>					
1	A0 Size				<b>12,089</b>	
2	A1 Size				<b>1,597</b>	
3	A2 Size				<b>27,198</b>	
4	A3 Size				<b>14,596</b>	



Item No.	Description	Unit Cost (INR)	Taxes (INR)	Unit Price including taxes (INR)	Quantity	Total Cost
5	A4 Size				39,672	
6	Legal Size				27,378	
7	Other Size				40,161	
8	Barcode stickers				1,62,691	
<b>Subtotal ( C )</b>						
<b>NOTE:</b> <i>The numbers of Books mentioned are indicative only and for the purpose of Commercial evaluation, selected bidder shall be paid based on the exact number of Books re-binding work done.</i>						
<b>D.</b>	<b><u>Cost for Backup Data in HDD/DVD</u></b>			<b>No. of Offices</b>		
1	Raw image Data Back-up per Office				61	
2	Formatted image Data Back-up per Office				61	
3	Video Recording File Data Back-up per Office				61	
<b>Subtotal (D)</b>						
<b>E.</b>	<b><u>Training to Department Officials</u></b>			<b>No. of Sessions</b>		
1	2 Day Training per session cost				03	
<b>NOTE:</b> <i>Department shall provide space for Training, selected bidder has to conduct training and provide training material.</i>						
<b>Subtotal (E)</b>						
<b>F.</b>	<b><u>Document Management Solution (DMS) cost</u></b>					
1	DMS Solution cost					
<b>NOTE:</b> <i>Cost should include integration with existing department's DMS solution and provisioning for generation of Single EC as mentioned in Scope of Work.</i>						
<b>Subtotal (F)</b>						
<b>Grand Total (A+B+C+D+E+F)</b>						

**Note:**

1. The approximate number of pages mentioned is only for commercial evaluation purposes, the actual number of pages may vary. However, the selected bidder shall be paid based on the work done on exact number of pages along with page size which is to be certified by the concerned competent authority of the Purchaser.
2. The bidder should take care that rate mentioned sufficiently covers the expenses that the bidder shall incur for scanning, capture module, database licenses (if required), hardware for scanning, resource employed, other expenses like video recording, Storage & Back-up devices etc. for the project as mentioned in the scope of work.
3. There should not be any separate cost for any other item required to complete the work activities mentioned in scope of work.

**Place:****Date:****Bidder's signature  
and seal.**

## Appendix IV: Template for EMD

*(Format to be used in-case bidder is submitting EMD in the form of BG)*

**File. No:** .....

**Project Name:** .....

(To be issued by a nationalized / scheduled bank in India as having at least one branch in Hyderabad)  
Whereas..... (Here in after called "the Bidder") has submitted its bid dated.....  
(Date).For the execution of..... (Here in after called "the Bid") KNOW ALL MEN by these  
presents that WE ..... of ..... having our registered office at..... (Here in  
after called the "Bank") are bound unto the (hereinafter called "Managing Director, TSTS,  
HYDERABAD") in the sum of ..... for which payment well and truly to be made to the said TSTS  
itself, its successors and assignees by these presents.

The conditions of this obligation are:

- a. If the bidder withdraws its bid during the period of bid validity or
- b. If the bidder , having been notified of the acceptance of its bid by the TSTS during the period  
of bid validity:
  - 1) fails or refuses to execute the contract form if required; or
  - 2) fails or refuses to furnish the performance security, in accordance with the bid  
requirement;
- c. bidder submits fabricated documents

We undertake to pay the above amount upon receipt of its first written demand, without the TSTS  
having to substantiate its demand, provided that in its demand the will note that the amount claimed  
by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the  
occurred condition or conditions.

This guarantee of Rs. -----will remain in force up to..... and any demand in respect thereof should  
reach the Bank not later than the above date.

**Place:**

**Signature of the Bank Official**

**Date:**

**with seal**

## Appendix V: Template for Performance Bank Guarantee (PBG)

### PERFORMANCE SECURITY:

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, <<name of the SELECTED BIDDER and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to Purchaser (hereinafter called “the beneficiary”) And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert Value in Words> only).

II. This bank guarantee shall be valid up to <Insert Expiry Date>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

## Appendix VI: Template for Change Control Note (CCN)

<b>Change Control Note</b>		<b>CCN Number:</b>
<b>Part A: Initiation</b>		
Title:		
Originator:		
Sponsor:		
Date of Initiation:		
<b>Details of Proposed Change</b>		
(To include reason for change and appropriate details/specifications. Identify any attachments as A1, A2, and A3 etc.)		
Authorized by :	Date:	
Name:		
signature: Received by	Date:	
Name:		
signature:		
<b>Change Control Note</b>		<b>CCN Number:</b>
<b>Part B : Evaluation</b>		
(Identify any attachments as B1, B2, and B3 etc.)		
Changes to Services, charging structure, payment profile, documentation, training, service levels and component working arrangements and any other contractual issue.		
<b>Brief Description of Solution:</b>		
<b>Impact:</b>		
<b>Deliverables:</b>		
<b>Timetable:</b>		

## ANNEXURE I: Illustrative Technical Specification of Existing DMS Software

### The details of Document on Data required for Index creation for EC and CC

The Registration process deals with registering the immovable properties. Traditionally all the documents registered by the department are classified into 4 books, Book-I to Book-IV. Book II deals with the documents refused for registration. A table giving list of various transactions book-wise is shown below.

Book1:- Sale, Gift, Mortgage, Lease, Release, Exchange, Partition, Rectification, Ratification, Cancellation

Book 3:- Will, Cancellation of Will, Codicil, Authority to adopt

Book 4:- Adoption deed, Affidavit, Agreement, Award, Bond, Cancellation, Divorce, Indemnity Bond, Partnership, Dis. Of Partnership, Power of Attorney, Security Bond, Trust

### Details required for Encumbrance:-

Following are parameters required to capture the details of the document written. This becomes the basis for providing EC later on once the process of registration is completed.

- Details of Property should have the following fields :- sro code, book no, registration year, registered document no, schedule no, jurisdiction, ward no, block no, village name and village code, locality, colony, survey no, plot no, house no, flat no, apartment name, extent, unit, property type (Urban or rural), Nature of land use (dry, wet etc.) and nature code.
- Other details include property description, number of floors, floor no, undivided share, boundary details (north, south, east, west), stamp purchase date, Presentation date, execution date, date of registration, volume no, page no, type of transaction (Sale, gift etc.), transaction code, date of entry/time stamp, market value, consideration value.
- Details of Parties should have the following fields:- Name of the party, code of party (whether executants or claimant), relation code (s/o, d/o etc.), relation name, address. If any of the parties are minor or are companies who are being represented by then name of representor, code (GPA holder, Represents etc.), relation code, relation name.

### Details required for Certified Copy:-

For CC to be available for the document, after scanning the following data should be stored:- sro code, book no, registration year, regular document number, scanned image, scan date and time stamp, scanned by, vol no, no. of pages.

**Technical Aspects of Index Database and File Storage:-**

In present CARD architecture, all the index data is being stored across various tables in Oracle database. The index data being digitalized should be compatible for loading into the present CARD database. Below are the details of database:-

**OS Version:-** Oracle Enterprise Linux 5.9

**Database version:-** Oracle 11gR2(11.2.0.4)

Whenever a registration document is scanned in CARD application, initially it is stored as a BLOB object in the database along with the Document ID and other mentioned details. Once the document is digitally signed, the signed document is moved the File System and the location of the file is stored in the database for retrieval purpose.

Below are the details of file system:-

**OS version:-** Red hat enterprise Linux 5.8

**Weblogic version:-** Oracle 11g(10.3.6)

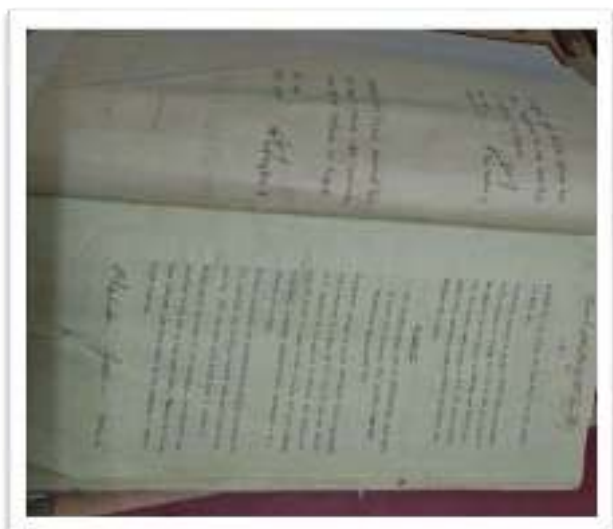
## ANNEXURE II: Sample Pictures of Stored Documents



Book Volumes Stored in Racks



Book Volumes Content



File Volumes Content





### ANNEXURE III: Sample Fields for Metadata Entry

The indicative list of fields for metadata entry is given below; however the department may seek any other fields additionally:

Book Type	Index	Fields for metadata Entry
Book – I	Index 1	A) Document Number; B) village name; C) Sy. No. /Door No.; D) extent; E) Plinth-area; F) boundaries; G) link document No.; H) post registration event. I) Date of Execution; J) presentation / Registration K) Nature of document; L) consideration value & M.V. M) Executant Names& claimant names with additions
Book 2	Index 2	A) Refusal Document Number B) Names of Executant & Claimant C) Details of Property
Book 3-4	Index-3 & 4	A) Name & Additions; B) Doc. No. & C) Nature of Doc.
Book 5		A) Sealed Cover number B) Names & Additions

## ANNEXURE IV: List of Offices for Scanning & Indexing Activity

Tentatively, the number of field office locations where the Bidder need to deploy the resources along with required IT Infrastructure for this project may vary from 60 to 65 across the state. The following are the SRO offices including but not limited to:

S.No.	District	Name of SRO office
1.	Warangal	Hanamkonda
2.		Jangoan
3.		Mahabubabad
4.		Mulugu
5.		Narsampet
6.	Khammam	Khammam
7.		Sathuppali
8.		Kothagudem
9.		Madhira
10.	Medak @ Sangareddy	Sangareddy
11.		Medak
12.		Siddipet
13.		Gajwel
14.		Zaheerabad
15.		Narsapur
16.	Medchal-Malkajgiri	Uppal
17.		Kukatpally
18.		Medchal
19.		Malkajgiri

S.No.	District	Name of SRO office
20.		Vallabnagar
21.		Ghatkesar
22.	Nalgonda	Nalgonda
23.		Bhongir
24.		Devarakonda
25.		Miryalaguda
26.		Suryapet
27.	Mahabubnagar	Mahabubnagar
28.		Jadcharla
29.		Nagarkurnool
30.		Wanaparthi
31.		Gadwal
32.	Rangareddy	Hayathnagar
33.		Rangareddy
34.		Rajendranagar
35.		Vikarabad
36.		Chevella
37.		Shadnagar
38.		Ibrahimpattanam
39.	Hyderabad	Hyderabad R.O
40.		Chikkadpalli
41.		Mareddipalli
42.		Secunderabad

S.No.	District	Name of SRO office
43.	Hyderabad South	Banjara Hills
44.		Azampura
45.		Golconda
46.		Doodhbowli
47.	Nizamabad	Nizamabad
48.		Armoor
49.		Kamareddy
50.		Bodhan
51.		Yellareddy
52.	Karimnagar	Karimnagar
53.		Peddapalli
54.		Huzurabad
55.		Siricilla
56.		Jagityal
57.	Adilabad	Adilabad
58.		Manchirial
59.		Nirmal
60.		Bhainsa
61.		Asifabad

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