

# **REQUEST FOR PROPOSALS**

**(RFP)**

For

**Scanning & Digitization of documents, Creation of Metadata,  
Indexing & Updation onto IGRS Central Server**

**For**

REGISTRATION & STAMPS DEPARTMENT

**Hyderabad**

*January 2012*

**Prepared by**

**A.P Technology Services Ltd.,**

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# 1. Invitation for Competitive bidding

to

## Commissioner & Inspector General Registration & Stamps Department, Hyderabad

1. APTS on behalf of Commissioner & Inspector General, Registration and Stamps Department hereinafter referred to as “IGRS” invites bids from eligible bidders who have the required experience & capabilities for Scanning & Digitization of documents, Creation of Metadata, Indexing & Updation onto IGRS Central Server
2. Time schedule of various tender related events:

Issue of Tender Call Notice	24.01.2012
Sale of Bid Documents	25.01.2012
Pre-bid conference (Date, Time)	30.01.2012, 11.30am at APTS
Last date for Receipt of Pre-bid queries	31.01.2012 at 5.00PM
Last date/time for Pre-bid clarifications	02.02.2012 at 5.00 P.M
Bid Closing date and time	10.02.2012 at 3.00 P.M
Bid opening date and Time	10.02.2012 at 3.30 P.M
Commercial Bid Opening date and time	Will be communicated to the Pre-Qualified bidders
Bid Document Price	Rs.15,000/-
APTS Contact person	i/c GM(T2), APTS,
Email	mdapts@apts.gov.in, <a href="mailto:pushpa@apts.gov.in">pushpa@apts.gov.in</a> , pvreddy@apts.gov.in
Reference No.	APTS/CS/IGRS/Digitization//11

- 2.1. If your firm is interested in participation, please ask the contact person for details or visit our web site [www.apts.gov.in/tenders.html](http://www.apts.gov.in/tenders.html).
- 2.2. A complete set of bidding document prepared by APTS may be purchased by interested bidders on submission of a written application addressed to “*The Managing Director, AP Technology Services Ltd, BRKR Bhavan, Hyderabad*” by paying a non-refundable amount indicated above in section 1.2. The payment can be made in the form of Demand Draft / Banker’s Cheque drawn in favour of “*The Managing Director, Andhra Pradesh Technology Services Ltd., payable at Hyderabad (India)*”. The Document, if required can be sent by Courier for out locations for which Rs.500/- for inland to be paid extra along with cost of bidding documents.

## **2. Pre Qualification Criteria**

Entrepreneurs desirous of bidding for the project shall meet the following pre- qualification.

- 2.1.** The bidder must have registered under Indian Companies Act 1956 and should have been in existence for at least 5 years as of 31<sup>st</sup> March 2011. Certificate of Incorporation/ certificate of commence of business issued by the Registrar Companies, India as evidenced. The bidder should be in the business of data entry and data processing (i.e., capturing data, digitization, processing and printing) at least for last Three years as on bid calling date. Client certificates to be enclosed.
- 2.2.** The bidding company should have positive net worth.
- 2.3.** The consortium/ collaboration / partnership / joint venture bids are not permitted.
- 2.4.** The turnover of the firm from scanning & digitization of documents in India must exceed Rs.300 lakhs per annum for the last three financial years (2008-09, 2009-10 and 2010-11). The bidder should submit balance sheet statements and auditor reports or copies of orders in support of Turn over details.
- 2.5.** The Firm should have completed one project in scanning & digitization of minimum quantity of 40lakh pages per annum in last 3 years for any Central/State Government departments / PSU's in India. Certificate of completion from the client has to be submitted by the bidder.
- 2.6.** The bidder should possess licensed latest Document Management Software (DMS) for undertaking the work. Valid License copy to be enclosed in the bid as support document.
- 2.7.** The bidder should have local presence at Hyderabad/ Secunderabad, AP. Address of the Local Office has to be provided in the Bid Document.
- 2.8.** The Bidder shall not have been Black-Listed by any State/ Central Govt. Depts. / PSUs as on Bid Calling date and shall provide a declaration statement to that affect.

**Note:** Conditional bids shall be summarily rejected.

**All those who have purchased Bid document can participate in pre-bid meeting to seek clarification on the bid, if any. Further, attending pre-bid meeting is compulsory for the bidders. Bidders who fails to attend the pre-bid meeting have no right to claim the deviations from the bid document.**

## **3. Scope of work**

### **3.1. Introduction and Objectives**

The Department of Registration and Stamps of GOAP is primarily responsible for Registration of Document (Testamentary & non-Testamentary) by administering Registration Act. As part of its initiatives, the department plans to digitize the old Societies and Firms records available with the department to preserve their life and ease the search and retrieval of the documents when needed.

**The department has approx 65lakhs of Pages.**

### **3.2. Requirement & Solution Scope**

The department wants to digitize Society & Firm records available at the respective districts and upload the digitized data onto the Central Server to preserve the longevity of their life and would like to have state of the art web based monitoring software to help in the search and retrieval of the documents.

The department is looking for software which will help them in doing the scanning work and keeping the same in repository, where they can search the scanned/indexed records.

### **3.3. Scope of Work covered by RFP**

- (a) Classification of documents
- (b) Scanning of the Input Documents
- (c) Meta Data creation. Creation of Database of Search Parameters (metadata).
- (d) Society Records - Details of Fields for Meta data entry, Fields for Indexing, PDF File Naming Convention are enclosed in Annexure-D.
- (e) Indexing and storing of the documents.
- (f) Softcopy of data should be submitted to each district in DVD media, in 2 sets and entire data in hard disk
- (g) Uploading of content into the IGRS Department Central Server at Hyderabad
- (h) Arrangement of requisite hardware consisting of Desktops, Scanners and power extension cards etc at the site for digitization of the documents.
- (i) Generation of checklist
- (j) Maintain requisite registers for receiving the documents, scanning, uploading and return the same to the department.
- (k) Security of the Documents (Authorization & Authentication mechanisms).
- (l) The service provider shall train the respective users in the using the DMS software and retrieving the records after File Conversion/ file search & file retrieval.

- (m) The heart of the project is digitization and archiving using the high standards with in-built conservation methodology based on standard methodology so that in future, any service provider can access the archival database.

### 3.3.1. Society Records

In respect of Andhra Region, the entire Societies records have to be digitized from the inception of the Act i.e., from 1946 to till date. In respect of Telangana Area, Digitization of Societies has to be done from 2001 to till date. The Scanning and Meta data entry work to be done at the respective Districts only. **Documents are available at District Registrar offices for each district.**

<b>Total volume</b>	<b>45,00,000 pages (Apprx.)</b>
<b>Age of document</b>	From 1946 to till date
<b>Page Size</b>	A4 & Legal
<b>Simplex/Duplex</b>	Simplex & duplex

### 3.3.2. Firms Records

Entire State Firm records (1946 to 1995) are available at IGRS office, Hyderabad. From 1996 to till date records are available with respective District Registrars. The Scanning and metadata entry work to be done at the respective Districts only.

<b>Total volume</b>	<b>20,00,000 pages (Apprx.)</b>
<b>Age of document</b>	From 1946 to till date
<b>Page Size</b>	A4 & Legal
<b>Simplex/Duplex</b>	Simplex & duplex

### 3.3.3. Scanning Mode & Dots Per Inch (DPI)

- The documents are to be scanned in 200 DPI and captured in black & white maintaining original resolution in TIFF (Tagged Image File Format). The TIFF is to be converted to plain PDF format before storage into the digitization application.
  - The Firms & society records are loose sheets of above sizes which at present are stapled /bundled with tags. Each file consists of 6-14 pages which are to be unbundled/ scanned and restapled.
- a. Scanner** – The Department has already scanned 17 lakh pages of society records by using ADF Scanner. In case of few documents the Flat bed scanner was employed. Therefore the vendor has to use ADF scanner and Flat bed Scanner/book wherever necessary.
- b. Quality Check** - Perform Visual Quality Check on the Images. Offer sample check to the user. The Meta data should be very accurate and the vendor has to give batch wise (1000 records). The data entry will be checked by the third party. If the errors are more than 1%, the entire batch data will be rejected and it has to be entered again.

- c. **Indexing** - Indexing should be done on user defined parameters. Indexing has to be done on average of 5-6 parameters per page. Most of the Documents are pinned. Upload the data on completion of Scanning, Quality Checking & Indexing on to the server.
- d. Test functionality of the accessibility of the data on the server, Certify the accessibility to the concerned users at the site.
- e. **Image saving** - Individual documents have to be stored in prescribed format with defined parameters like date & type of circular etc.,
- f. The Solution Provider is free to suggest better technologies for preservation of master images.

### **3.3.4. Document Scanning Features**

- (a) Support all industry standard compatible scanners
- (b) Support quick scanning and indexing of bulk documents. The stages of scanning, quality check and indexing shall be preferably mapped as stages in scanning solution
- (c) Automatic categorization and segregation of scanned images as different documents types based on barcode/page separator and manual page marking method.
- (d) Easy to use GUI for setting the scanning properties like indexing parameters.
- (e) Facility to upload scanned batches with Auto folder/Subfolder creation document filing & indexing on user defined fields.
- (f) Support all the special image enhancement functionality offered by the scanner through the driver interface.
- (g) The bidder shall put in place adequate QA mechanisms/ expertise to verify all submissions made by the Solution Provider. However the Solution Provider is free to suggest such mechanism which will enhance the quality of its Technical Proposal.
- (h) Solution Providers cannot submit more than one technical solution. All Solution Provider are expected to propose the solution they consider best.

### **3.3.5. Document Acquisition Features**

- (a) Support bulk import of image and electronic document
- (b) Support Scheduled uploading from directories i.e. Folder Mapping as so that files can be scheduled for upload

### **3.3.6. Archival of Electronic Documents:**

- (a) Support 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.
- (b) Allow storage of different file formats and documents belonging to any of these file formats can be used.

- (a) Adapt to .Net/JAVA based web presentation layer, a COM based middle layer and backend comprising of File Server(s) and RDBMS.
- (b) Support industry standard ODBC compliant database Oracle. The Solution Provider has to ensure that it uses 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 DMS application.
- (c) Support communication between server and client components using HTTP protocol.
- (d) Provide dependable digital archival, fast retrieval and efficient distribution solutions by physically storing documents.
- (e) Support SAN/NAS for high volume image storage
- (f) Support XML based data transfer between the components.
- (g) All relevant software (including OS and RDBMS) required for execution of the DMS will be provided by the bidder within the price of the quoted DMS.

**3.3.7. Document View**

- (a) The viewer should support multiple imaging features like Zoom In, Zoom Out, Rotation, navigation across the pages etc.
- (b) Provide facility of putting different types of annotations like highlighter, straight lines, free hand lines, sticky notes, redaction, rectangles, etc.
- (c) Store annotations as separate file and at no time, the original image shall be changed. The system shall provide facility of taking print outs with or without annotations.

**3.3.8. Indexing**

- (a) Support creation of custom defined data type definition. Each data type in-turn shall have multiple variable
- (b) Facility to have number of fields of various types like Alphanumeric, date, float, numeric etc.
- (c) Provide facility to index folders and documents on user-defined data type.
- (d) Provide extensive search facility to retrieve documents from Folders

**3.3.9. Desired Features of DMS Software:**

Features	Comments
<b>Scanning</b>	Following modes of scanning pages is required: <ul style="list-style-type: none"> <li>• Single page mode</li> <li>• Multi page mode with EOF barcode sheet as end of file</li> <li>• Batch Scan</li> </ul>
<b>Batch scanning</b>	Batch Scanning Module is required to allow maximization of high-Speed scanner throughput by defining a single “Batch name “to a bunch of documents
<b>Merge feature in batch</b>	This feature is required to merge Front and rear pages of

<b>Scanning</b>	Duplex documents & is highly desirable feature in a real life environment. The scanner operator does not need to physically turn and scan each page for duplex documents.
<b>Quality Control</b>	This module allows the scanner operator to Review all scanned images in the same sequence as well as re-position, re-scan and even enhance the quality of images
<b>Indexing</b>	This module allows the operator to index the documents which have completed the QC will be displayed for Indexing
<b>Simultaneous viewing and Indexing</b>	The User can Zoom in / out, view the images in any preferred way, Navigate page, even perform a Query while keeping the Indexing Box on Screen.
<b>Uploading</b>	The operator can enter the parameters to upload only the scanned document that is checked.
<b>Group-Wise Cabinet</b>	This feature allow having personal cabinets, cabinets which anyone in the organization can access, and cabinets assigned to a particular department (group) only.
<b>Document Types</b>	This Feature provides flexibility to store any kind of document in the IGRS Server.
<b>Object Level security</b>	This feature provides object level security from Cabinet right up to Descriptor.
<b>Cache Images</b>	This feature allows the user to create a cache area on the local hard disk. The image data which lies on the local hard disk is displayed from there, reducing the load on the network.
<b>Reports</b>	Reports are provided for the operator to check <ul style="list-style-type: none"> <li>• How many documents are scanned total,</li> <li>• How many are pending,</li> <li>• How many are checked and</li> <li>• How many are uploaded to portal depending upon the selection of Document Type.</li> </ul>
<b>Admin Module</b>	Admin Module is provided with the following three roles <ul style="list-style-type: none"> <li>• User Creation</li> <li>• Group Creation</li> <li>• Index Parameter Creation</li> </ul>
	The Solution Provider must ensure that all DMS searches must return results within a maximum time of 5 (five) seconds and ALL pages of the DMS must open on IGRS intranet within a maximum time of 3 (three) seconds. The Solution Provider should suggest and install all equipment (especially Servers) keeping these service benchmarks in mind. For evaluating these service benchmarks, the system shall be tested on the Servers and Desktops installed at the Districts by the Solution Provider.”

### **3.3. Searchable Parameters to be created (Metadata)**

- For Societies Refer Annexure-D
- For Firms, shall be provided by the department at the time of Pre-bid meeting.

### **3.4. Types of Documents to be converted**

The details of A4 & legal size Pages to be scanned. A Page means *both sides of paper*.

### **3.5. Project Completion Period**

<i>Description</i>	<i>Period for Completion from the date of contract signing (in calendar days)for all 23 districts.</i>
Scanning & Digitization of documents, Creation of Metadata, Indexing & Updation onto IGRS Central Server	90 days

#### **3.6.2. Scanning**

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. The scanned documents shall be converted into PDF/A (ISO 19005-1:2005) files.