

IN THE HIGH COURT OF DELHI: NEW DELHI

F. No. 317/Comp./Digitization/August 2012/No.17799

Date:06.08.2012

**TENDER NOTICE FOR
SCANNING/DIGITIZATION OF COURT RECORD**

Sealed tenders valid for six months (180) days from the date of opening are invited for award of scanning/Digitization of Case files including solution of cases to be filed fresh on the same day with e-Kiosks for the assistance of Advocates. The scope of work broadly is as below:

1. Scanning, Indexing, Storing, Archiving & Retrieval of court record in digital form in a secure manner.
2. Application Software & Methodology to be adopted for seamless integration with existing ArchiDoc Software using Oracle 10G/Linux/Apache/PHP.
3. Imparting of training to High Court staff on Scanning, Indexing, Storing, Archiving, Retrieval and Printing process.
4. Hardware, System Software & other ICT Infrastructure required for implementation of this project in a secure manner.
5. Providing help to Advocates and Litigants in scanning/digitizing/preparing portfolios for e-Filing of cases on nominal charges. Space for e-Kiosks will be provided by the Delhi High Court for the purpose.

Eligibility Criteria:

1. The firm should be able to scan and digitize the record with minimum commitment of pages each day as may be mutually agreed in the space to be made available to the firm for the purpose of scanning/digitization.
2. The firm is to create Scanning/Digitizing, Indexing, Storing, Archiving and Retrieval facility setup.
3. The firm must have adequate experience of having Scanning/digitizing, indexing, storing, Archiving and providing retrieval facility for documents and must provide proof for this.
4. The firm must attach documents to show similar or related projects completed successfully and Balance Sheets of the past five years period with special reference to turn over, if any, from scanning and/or digitization of records.
5. There will be demonstration of the Proposed Solution to the Hon'ble Computer Committee of Delhi High Court.
6. Delhi High Court reserves its right to cancel the 'Tender' without assigning any reasons (s) thereof.

Only interested companies having relevant experience in this field may obtain the detailed tender document containing eligibility criteria, Project Profile and Scope of work and other instructions from AOJ(Comp./Sty.) on payment of Rs. 1000/- on any working day from 14.08.2012 and before 28.08.2012 during office hours and submit the same on or before 31.08.2012.

Delhi High Court reserves its right to cancel the 'Tender' without assigning any reason(s) thereof.

Sd/-
(Girish Sharma)
Registrar (Computerization)
For Registrar General