

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



Expression of Interest

FOR

NAME OF THE WORK: Digitization of Official Documents and Implementation of Customized Digital Document Management System (DDMS) at Dibrugarh University.

EOI No: DU/Digitization of Document/2022/149 dated 14.10.2022



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/Digitization of Document/2022/149

dated 14.10.2022

NOTICE INVITING EXPRESSION OF INTEREST

Dibrugarh University invites Expression of Interest (EoI) from companies/firms having Head/Branch/Support Office in Assam **for Digitization of Official Documents and Implementation of Customized Digital Document Management System (DDMS)** at Dibrugarh University, Dibrugarh, Assam. For details please visit the website <https://dibru.ac.in>

Broad scope of work, terms & conditions *etc.* are given as *Annexure-I*. Last date of submission of EoI with all relevant papers is 03.11.2022 up-to 11:00 am.

Availability of EoI document	From 17.10.2022 to 02.11.2022
Last date for submission of EoI	03.11.2022 up-to 11:00 A.M
Time & Date of opening of EoI	03.11.2022 at 2:30 P.M
Place of opening of Bid	Office of the Registrar, D.U.

The EoI should be sealed inside an envelope superscribed as “EoI for Digitization of Official Documents” along with the EoI number. The EoI shall be opened on above mentioned date and time and shortlisted bidders will be called for presentation/demonstration at a later date which shall be intimated through email. Dibrugarh University reserves all the rights to reject any or all the EoIs without assigning any reason thereof.

The hard-copy of the EoI shall have to be submitted at the Office of the Registrar, DU on or before 03.11.2022.

Sd/-
Registrar i/c
Dibrugarh University

Copy to:

1. Dibrugarh University Website.
2. Notice Board
3. Office File

Sd/-
Registrar i/c
Dibrugarh University

ANNEXURE-I

Invitation of Expression of Interest for Digitization of Official Documents and Implementation of Customized Digital Document Management System at Dibrugarh University

Dibrugarh University invites sealed Expression of Interest (EOI) from reputed and experienced vendors for **Digitization of Official Documents and Implementation of Customized Digital Document Management System(DDMS) at Dibrugarh University** using latest innovative technologies.

A. Scope of Work

- 1) Existing official documents of all types pertaining to examination, administration, and accounts branch is required to be scanned, digitized, archived, and stored in digital format with proper indexing for easy retrieval.
- 2) The operation also involves collection of the documents from the concerned branch/office for scanning. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was lifted in its original form.
- 3) Setup of scanning and digitization facility at a location provided by the University.
- 4) Supply, installation and customization of a Digital Document Management System(preferably Open Source Software such as DSpace) in the servers provided by the University and configuration of User Access Rights across the University LAN.
- 5) Provide server mirroring solution at two different servers located in two different locations inside the University Campus for disaster recovery and backup. The physical servers of optimal specification will be provided by Dibrugarh University as per requirement of the proposed solution. The vendor may also suggest alternative state-of-the-art data backup measures.
- 6) The vendor should provide enough manpower and equipments so as to complete the scanning and digitization of thousands of pages per day (from 9.30. a. m. to 5.30. p.m.)
- 7) Project involves broadly the following activities :
 - a. Pre-Scanning Activities
 - b. Scanning Activities
 - c. Quality Enhancement/Size Adjustment by Cropping or Stitching/Format Conversion of the digitized documents.
 - d. Customization and Implementation of DDMS as per University requirement
 - e. Indexing/Metadata Entry in DDMS
 - f. Storage & Retrieval Facility of digitized documents
- 8) The vendor must provide a detailed work plan for the approach and methodology to be adopted. The work Plan should contain all the technical specifications, timeline, workflow, number of pages to be scanned per day(from 9.30 a.m. to 5.30 p.m) on an average, process flow, interaction among modules, DDMS implementation strategy, Server configuration, maintenance procedure etc.

B. Document Type & Size

1. **Type:** Tabulation Sheets, Result Sheets, Note sheets, Employee Certificates, Service Book, Registers, vouchers etc. Some documents will be in binded format whereas some will be pinned or loose format inside files.
2. **Size:** A5/A4/A3/legal size/any other size (Maximum Size of Tabulation Sheets is 60 inches in length and 18 inches in breadth)
3. **Color:** Documents may be black and white, signed, inked colored, typed / handwritten /printed papers etc.

C. Eligibility Criteria

Eligibility Criteria	Documentary Evidence
1. Firm should be a company registered under Indian Companies Act 1956 or a Partnership Firm registered under Indian Partnership Act, 1932.	The copy of Registration Certificate issued by Registrar of Firms/ Certificate of Incorporation issued by Registrar of companies must be attached.
2. Firm should have at least one office/branch/support office in Assam.	Documentary proof of the address must be provided.
3. Firm should have minimum cumulative turnover of Rs. 50 lakhs from scanning & DDMS over last 3 financial years.	Copy of the audited Profit & Loss Statement & Balance Sheet of the firm and Certificate from the Chartered accountant clearly stating the turnover from scanning and document management solutions.
4. Firm should have minimum 5 years of experience in scanning/digitization of documents in Higher Education Institutes or Reputed Govt Office/ Court/ Organizations.	Copy of work orders along with the Work Completion Certificate signed by a competent authority clearly stating the volume of scanning work completed.
5. Firm (not Individual) should have valid documentary proof of GST Registration	Copy of GST Registration Certificate
6. Firm should have valid Income Tax Returns for the last three financial years and Firm (not individual) should have PAN Card . Firm must be a profit making company/firm for past five years.	Provide documentary proof of Income Tax Returns for the last three financial years. Provide a copy of PAN Card.
7. Firm should have sufficient numbers of high speed scanners, book scanners, auto scanners or sophisticated digital devices equipped with latest technology to smoothly complete the scanning of thousands of documents per day .	The details of the scanners and other equipments possessed by the firm must be provided along with real photographs of the equipments. The capacity of the scanners in terms of no. of pages per hour must also be mentioned.

8. The Firm should not be blacklisted by any state/central govt. or PSU organizations	Affidavit (in original) regarding non-blacklisting of the firm by any state/central govt. or PSU organizations must be furnished.
9. The Firm should have ISO 9001 and ISO 27001 Certification.	Enclose documentary proof.

D. Other Terms & Conditions

1. The EoI is to be sealed inside an envelope superscribed as “EoI for Digitization of Official Documents” along with the EoI number.
2. The EoI must include a description of the firm’s profile and details of relevant experience.
3. The EoI must include detailed work plan for the approach and methodology to be adopted. The work Plan should contain all the technical specifications, timeline, workflow, number of pages to be scanned per day(from 9.30 a.m. to 5.30 p.m) on an average, process flow, interaction among modules, DDMS implementation strategy, Server configuration, maintenance procedure etc.
4. The EoI **must not include any rate or price-bid**; however the bidder must specify how they will charge for the Scanning(size-wise per page or other method), DDMS Implementation(One time or annually) and Maintenance.
5. A demonstration/presentation of the proposed solution shall have to be given to the Committee **by the eligible bidders** fulfilling the above eligibility criteria on a date to be intimated later.
6. Based on the demonstration/presentation of the solutions and discussions, it shall be decided by a committee whether commercial bids be called from the shortlisted vendors or fresh open tenders to be called after finalization of the tender documents.
7. The agency will be required to deploy requisite manpower to carry out the task at its own cost and would be required to designate at least two regular employees at senior level to coordinate the digitization work and ensure effective and efficient digitization work in a time bound manner.
8. Dibrugarh University will provide working space with furniture and electrical arrangements.
9. The interested firms can inspect the concerned records after contacting the Senior Assistant Registrar (Admin), DU(for official documents) and System Administrator, DU(for tabulation sheets) during workinghours of DU.
10. For any query related to this EoI email may be sent to **registrar@dibru.ac.in**
11. The authority shall reserve the right to reject any "expression of interest" without assigning any reason thereof.
12. The "Expression of Interest" received after due date and time shall not be entertained.
13. **The sealed EoI should reach the Registrar, Dibrugarh University, Dibrugarh latest by 03.11.2022**

Sd/-
REGISTRAR I/C,
DIBRUGARH UNIVERSITY
DIBRUGARH-786004