

## **HSCC (INDIA) LIMITED**

(A Govt of India Enterprise)

E-6 (A) , Sector 1, NOIDA -201301 (U.P)

H S C C ( I ) L t d .  
intends to digitize  
old records at it's  
corporate office in  
Noida. Interested  
agencies may visit  
HSCC website:  
**[www.hsccltd.co.in](http://www.hsccltd.co.in)**  
for scope of work  
and other details.

## **MINIMUM QUALIFICATION CRITERIA**

1. The agency should have carried out scanning and digitization job of the records for Government of India/Public sector undertaking/State Government of minimum three completed works of more than 2 lakh pages each in the last three years. (Please provide list of projects with other details of satisfactory completion in support of the statement).
2. The agency should be in a position to place sufficient technical manpower in multiple shifts to deliver the work in a specified time frame. The detail of the technical manpower structure be provided/ will be deployed for this work.
3. The agency should have a minimum turnover of 2 crores per year during last three years and have sound financial background. Please attach the financial statement, Audited Balance Sheet and IT returns of the preceding three years.: 2010-11, 2011-12, 2012-13.
4. The agency should have ISO 9001-2008 certification.
5. The firm should submit an affidavit duly notarized that they have not abandoned any work of Government of India/Public sector undertaking/State Government during the last 5 years. They should also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Government of India/Public sector undertaking/State Government during the last 5 years.
6. The applicant should provide information regarding litigation/ Arbitration cases if any for the last 5 years.
7. The agency should have sufficient high performance page scanner along with UPS & accessories in adequate number to handle the fast scanning job. Specify number of scanners which will be deployed and their specifications.
8. The bidder should have the experience for storing of physical records in Delhi/NCR, during last five years for Government of India/Public sector undertaking/State Government.(Documentary proof to be enclosed)
9. The bidder should have a company owned premises for off –site storage of records. The same should be located within 50 kilometer of the HSCC premises at Noida. There facility should be State of the art Modern Record Room with Heavy Duty Racking System, Controlled access, Custom made soft ware for tracking of files, Pest free environment, 24X7 CCTV surveillance with recording facility, Smoke detectors attached to zone wise panel and fire extinguishers. (Documentary proof to be enclosed).

## **SCOPE OF WORK**

1. **ON SITE SCANNING:** - The agencies would be required to setup suitable infrastructure at HSCC office to scan old records of A-4, A-3 & A-0 sizes. Space, basic furniture & electricity would be provided by HSCC.
2. **Cleaning, sequencing and page numbering:-** The old pages shall require cleaning, sequencing and page numbering.
3. **Scanning:** - The old pages shall be required to be scanned in the beginning. The list of document to be scanned shall be provided to the selected agency by HSCC.
4. **Converting to PDF format:** - After scanning the data, a PDF file shall be created using file no. as key reference.
5. **Image scanning** should be in encrypted/ protected in simple format.
6. **Indexing of records:** - The scanned records shall be required to be indexed in a proper and systematic manner so that its retrievals by entering any of the fields is quick and provision for future addition of vital documents should be there so as to update if any. The details shall be finalized in consultation with users. Details of fields shall be handed over to HSCC after discussions.
7. **Retrieval:** - The indexing shall be required in proper manner for fast and quick retrieval.
8. **Training and user manual for staff** shall be provided by the agency.
9. **Quality Control:-** The selected bidder is required to ensure quality of images. The scanning operators must check the same and re-scan if required.
10. **Uploading & delivery mechanism:-** The selected agency shall install software application in a specified server of HSCC for retrieval of records as per HSCC's requirements:
  - a) Software application should be available for multi-user, multi-distributed environment with proper security provisions as per HSCC's requirements.
  - b) The software should have facility of making data entry in English & Hindi.
  - c) The entry forms should allow mouse-based and key-board based entry.
  - d) Entry form should have standard operations like add, edit, delete, undelete.
  - e) The software should have following search facilities:
    - i) Text based search
    - ii). Text based search should have option of non-case sensitive search option.

- iii). Admin/ Master Search: Master search should allow user to select single, multiple and all entries to specify search domain.
- iv). Numeric based search.
- v). Facility to search the documents in any format like tiff, jpeg, pdf etc.
- vi). The reports must have the hyperlink facility to show the document in any format like Tiff, jpeg etc.
- vii). The software should be capable to handle large database and easy to install.
- viii). The software must have backup/Restore feature.
- ix). The software must have report writer for generating customizable reports.
- x). The software must be easy to understand.
- xi). Any number of indexes can be created from database.
- xii). In addition to above work the following work also considers in scoop of work:-  
All the files which are available in Softcopy at various departments in HSCC should place in the above software in organized way.

#### **OTHER RESPONSIBILITIES OF THE EXECUTING AGENCY**

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of executing agency are as under : -

1. Maintaining confidentiality about work.
2. Safe handling of old records. During handling, proper care is to be taken. In case of any negligence the executing agency may be penalized.
3. Handling and maintenance of the Scanners and associated septum installed by the agency will be the responsibility of the agency. Consumables etc. shall all be the vendor's responsibility.
4. The agency has to ensure that the staff maintains the proper decorum.
5. The executing agency has to get the police verification done for the persons being deputed at HSCC prior to deploying them.
6. In the event of assigned work being carried out by the executing agency not found satisfactory by the HSCC, the contract would be liable to be terminated and the HSCC shall have right to get the remaining work carried out from another executing agency at the risk and cost of executing agency.
7. The agency shall take up the work in consultation with the DGM (HRM).
8. Interested agencies are advised to contact DGM(HRM) on any working day on 21<sup>st</sup> & 22<sup>nd</sup> April, 2014 during office hours at phone no. 0120-2519949 to take slots for making presentation as per above criterion.