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Annexure IV 23/c



नेशनल इन्फोमेटिक्स सेंटर सर्विसिज़ इंक.
National Informatics Centre Services Inc.
(A Government of India Enterprise under NIC)
Ministry of Communications & Information Technology

No. 10(08)/2013-NICSI

Date: 13.02.2015

To

Enhira Software Export Ltd.,
307 A, Dhanraj Industrial premises,
Sitaram Jadhav Marg Lower Parel west,
Mumbai- 400013

Subject: - Letter of Empanelment consequent upon Signing of agreement for open tender no. NICSI/SCANNING & DIGITIZATION/2014/10 for Empanelment of Agencies to Provide Scanning and Digitization Services

Sir,

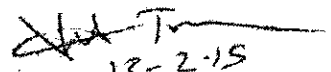
Consequent upon Signing of Agreement dated 11.02.2015 for the Empanelment of Agencies to Provide Scanning and Digitization Services, I am directed by the competent authority to say that it has been decided to empanel your firm (hereunder referred as a Vendor).

2. NICSI has agreed to appoint the Vendor for the provision of services and the Vendor has agreed to provide services as are represented in the bids, including the terms of this Contract, and in accordance the terms of the Tender, and in terms of the discussions, negotiations, clarifications and compliance statements in relation to the implementation of the scope of work, as per the rates mentioned in the Annexure: Price List.

3. The agreement will be valid for a period of **24 (Twenty Four) months** w.e.f date of signing of this agreement i.e. 11.02.2015. It may be extended for a further period of 12 (Twelve) months depending upon the need of NIC/ NICSI's project requirements with mutual consent.

3. All other clauses not specifically mentioned in this letter but were part of the terms and conditions of the tender no. NICSI/SCANNING & DIGITIZATION/2014/10 and the Agreement dated 11.02.2015 shall be ipso facto applicable to this empanelment and the purchase orders to be placed thereafter.

Yours faithfully,


13-2-15
(Vineet Tomar)
DGM (Tender)

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Copy to: -

1. Purchase Section, NIC, New Delhi
2. SO, Paid Project, NIC, New Delhi
3. SO, Tender Process Section, NIC, New Delhi
4. GM, NICS, New Delhi
5. Account Section, NICS, New Delhi
6. Project Coordinators NIC/NICS, New Delhi
7. Company Secretary, NICS, New Delhi
8. Guard File

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Price List

ANNEXURE : Price List

NICSI/SCANNING & DIGITIZATION/2014/10

Vendor : M/s Enhira Software Export Ltd.

A. Document Preparation

a.1 New Documents

SN	Items	Unit Cost
1	Cost of document preparation (New Documents) (Document Size :4A0)	₹ 0.01
2	Cost of document preparation (New Documents) (Document Size :2A0)	₹ 0.01
3	Cost of document preparation (New Documents) (Document Size :A0)	₹ 0.01
4	Cost of document preparation (New Documents) (Document Size :A1)	₹ 0.01
5	Cost of document preparation (New Documents) (Document Size :A2)	₹ 0.01
6	Cost of document preparation (New Documents) (Document Size :A3)	₹ 0.01
7	Cost of document preparation (New Documents) (Document Size :A4)	₹ 0.01
8	Cost of document preparation (New Documents) (Document Size :A5)	₹ 0.01
9	Cost of document preparation (New Documents) (Document Size :A6)	₹ 0.01
10	Cost of document preparation (New Documents) (Document Size :A7)	₹ 0.01
11	Cost of document preparation (New Documents) (Document Size :A8)	₹ 0.01
12	Cost of document preparation (New Documents) (Document Size :A9)	₹ 0.01
13	Cost of document preparation (New Documents) (Document Size :A10)	₹ 0.01

a.2 Old Documents

SN	Items	Unit Cost
1	Cost of document preparation (Old Documents) (Document Size :4A0)	₹ 0.03
2	Cost of document preparation (Old Documents) (Document Size :2A0)	₹ 0.03
3	Cost of document preparation (Old Documents) (Document Size :A0)	₹ 0.03
4	Cost of document preparation (Old Documents) (Document Size :A1)	₹ 0.03
5	Cost of document preparation (Old Documents) (Document Size :A2)	₹ 0.03
6	Cost of document preparation (Old Documents) (Document Size :A3)	₹ 0.03
7	Cost of document preparation (Old Documents) (Document Size :A4)	₹ 0.03
8	Cost of document preparation (Old Documents) (Document Size :A5)	₹ 0.03
9	Cost of document preparation (Old Documents) (Document Size :A6)	₹ 0.03
10	Cost of document preparation (Old Documents) (Document Size :A7)	₹ 0.03
11	Cost of document preparation (Old Documents) (Document Size :A8)	₹ 0.03

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12	Cost of document preparation (Old Documents) (Document Size : A9)	₹ 0.03
13	Cost of document preparation (Old Documents) (Document Size : A10)	₹ 0.03

B. Scanning

S.N	Items	Unit Cost
Document Size : 4A0		
1	Cost of Scanning (Document Size : 4A0) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
2	Cost of Scanning (Document Size : 4A0) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
3	Cost of Scanning (Document Size : 4A0) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
4	Cost of Scanning (Document Size : 4A0) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
5	Cost of Scanning (Document Size : 4A0) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
6	Cost of Scanning (Document Size : 4A0) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
7	Cost of Scanning (Document Size : 4A0) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
8	Cost of Scanning (Document Size : 4A0) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
9	Cost of Scanning (Document Size : 4A0) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : 2A0		
10	Cost of Scanning (Document Size : 2A0) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
11	Cost of Scanning (Document Size : 2A0) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
12	Cost of Scanning (Document Size : 2A0) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
13	Cost of Scanning (Document Size : 2A0) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
14	Cost of Scanning (Document Size : 2A0) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
15	Cost of Scanning (Document Size : 2A0) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
16	Cost of Scanning (Document Size : 2A0) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
17	Cost of Scanning (Document Size : 2A0) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
18	Cost of Scanning (Document Size : 2A0) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : A0		
19	Cost of Scanning (Document Size : A0) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80

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20	Cost of Scanning (Document Size : A0) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
21	Cost of Scanning (Document Size : A0) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
22	Cost of Scanning (Document Size : A0) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
23	Cost of Scanning (Document Size : A0) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
24	Cost of Scanning (Document Size : A0) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
25	Cost of Scanning (Document Size : A0) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
26	Cost of Scanning (Document Size : A0) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
27	Cost of Scanning (Document Size : A0) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : A1		
28	Cost of Scanning (Document Size : A1) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
29	Cost of Scanning (Document Size : A1) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
30	Cost of Scanning (Document Size : A1) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
31	Cost of Scanning (Document Size : A1) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
32	Cost of Scanning (Document Size : A1) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
33	Cost of Scanning (Document Size : A1) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
34	Cost of Scanning (Document Size : A1) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
35	Cost of Scanning (Document Size : A1) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
36	Cost of Scanning (Document Size : A1) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : A2		
37	Cost of Scanning (Document Size : A2) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
38	Cost of Scanning (Document Size : A2) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
39	Cost of Scanning (Document Size : A2) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
40	Cost of Scanning (Document Size : A2) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
41	Cost of Scanning (Document Size : A2) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
42	Cost of Scanning (Document Size : A2) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80

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43	Cost of Scanning (Document Size : A2) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
44	Cost of Scanning (Document Size : A2) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
45	Cost of Scanning (Document Size : A2) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : A3		
46	Cost of Scanning (Document Size : A3) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
47	Cost of Scanning (Document Size : A3) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
48	Cost of Scanning (Document Size : A3) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
49	Cost of Scanning (Document Size : A3) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
50	Cost of Scanning (Document Size : A3) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
51	Cost of Scanning (Document Size : A3) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
52	Cost of Scanning (Document Size : A3) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
53	Cost of Scanning (Document Size : A3) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
54	Cost of Scanning (Document Size : A3) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : A4		
55	Cost of Scanning (Document Size : A4) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
56	Cost of Scanning (Document Size : A4) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
57	Cost of Scanning (Document Size : A4) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
58	Cost of Scanning (Document Size : A4) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
59	Cost of Scanning (Document Size : A4) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
60	Cost of Scanning (Document Size : A4) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
61	Cost of Scanning (Document Size : A4) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.80
62	Cost of Scanning (Document Size : A4) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.80
63	Cost of Scanning (Document Size : A4) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.80
Document Size : A5		
64	Cost of Scanning (Document Size : A5) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.35

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65	Cost of Scanning (Document Size : A5) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.35
66	Cost of Scanning (Document Size : A5) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.35
67	Cost of Scanning (Document Size : A5) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.35
68	Cost of Scanning (Document Size : A5) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.35
69	Cost of Scanning (Document Size : A5) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.35
70	Cost of Scanning (Document Size : A5) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.35
71	Cost of Scanning (Document Size : A5) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.35
72	Cost of Scanning (Document Size : A5) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.35
Document Size : A6		
73	Cost of Scanning (Document Size : A6) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.05
74	Cost of Scanning (Document Size : A6) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.05
75	Cost of Scanning (Document Size : A6) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.05
76	Cost of Scanning (Document Size : A6) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.05
77	Cost of Scanning (Document Size : A6) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.05
78	Cost of Scanning (Document Size : A6) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.05
79	Cost of Scanning (Document Size : A6) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.05
80	Cost of Scanning (Document Size : A6) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.05
	Cost of Scanning (Document Size : A6) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.05
Document Size : A7		
82	Cost of Scanning (Document Size : A7) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.01
83	Cost of Scanning (Document Size : A7) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.01
84	Cost of Scanning (Document Size : A7) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.01
85	Cost of Scanning (Document Size : A7) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.01
86	Cost of Scanning (Document Size : A7) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.01
87	Cost of Scanning (Document Size : A7) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.01

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88	Cost of Scanning (Document Size : A7) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.01
89	Cost of Scanning (Document Size : A7) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.01
90	Cost of Scanning (Document Size : A7) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.01
Document Size : A8		
91	Cost of Scanning (Document Size : A8) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
92	Cost of Scanning (Document Size : A8) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
93	Cost of Scanning (Document Size : A8) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
94	Cost of Scanning (Document Size : A8) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
95	Cost of Scanning (Document Size : A8) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
96	Cost of Scanning (Document Size : A8) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
97	Cost of Scanning (Document Size : A8) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
98	Cost of Scanning (Document Size : A8) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
99	Cost of Scanning (Document Size : A8) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
Document Size : A9		
100	Cost of Scanning (Document Size : A9) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
101	Cost of Scanning (Document Size : A9) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
102	Cost of Scanning (Document Size : A9) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
103	Cost of Scanning (Document Size : A9) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
104	Cost of Scanning (Document Size : A9) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
105	Cost of Scanning (Document Size : A9) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
106	Cost of Scanning (Document Size : A9) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
107	Cost of Scanning (Document Size : A9) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
108	Cost of Scanning (Document Size : A9) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
Document Size : A10		
109	Cost of Scanning (Document Size : A10) (Scan Type : Black and White) (Scan Resolution : 0 - 300 dpi)	₹ 0.001

110	Cost of Scanning (Document Size : A10) (Scan Type : Black and White) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
111	Cost of Scanning (Document Size : A10) (Scan Type : Black and White) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
112	Cost of Scanning (Document Size : A10) (Scan Type : Grayscale) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
113	Cost of Scanning (Document Size : A10) (Scan Type : Grayscale) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
114	Cost of Scanning (Document Size : A10) (Scan Type : Grayscale) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
115	Cost of Scanning (Document Size : A10) (Scan Type : Color) (Scan Resolution : 0 - 300 dpi)	₹ 0.001
116	Cost of Scanning (Document Size : A10) (Scan Type : Color) (Scan Resolution : 301 - 600 dpi)	₹ 0.001
117	Cost of Scanning (Document Size : A10) (Scan Type : Color) (Scan Resolution : 601 - 1200 dpi)	₹ 0.001
Negative		
118	Cost of Scanning (Document : Negative) (Scan Type : Black and White) (Scan Resolution : 1200 dpi)	₹ 0.25
119	Cost of Scanning (Document : Negative) (Scan Type : Color) (Scan Resolution : 1200 dpi)	₹ 0.25
120	Cost of Scanning (Document : Negative) (Scan Type : Black and White) (Scan Resolution : 2400 dpi)	₹ 0.25
121	Cost of Scanning (Document : Negative) (Scan Type : Color) (Scan Resolution : 2400 dpi)	₹ 0.25

C. OCR and ICR

SN	Item	Unit Cost
1	Cost of OCR of printed pages with 100% accuracy (per page)	₹ 10.00
2	Cost of ICR of pages with 100% accuracy (per page)	₹ 12.00

D. Web Enable Low Resolution File

SN	Item	Unit Cost
1	Cost of Web Enable Low resolution file (Resolution: 96-150 dpi) (per file)	₹ 0.50

E. Book Mark in PDF File

SN	Item	Unit Cost
1	Cost of Book Mark in PDF File (per Title)	₹ 50.00

F. Binding

S.N.	Item	Unit Cost
1	Cost of Binding for Document upto 200 pages (per page)	₹ 190.00
2	Cost of Binding for Document upto 400 pages (per page)	₹ 191.00
3	Cost of Binding for Document upto 600 pages (per page)	₹ 192.00
4	Cost of Binding for Document upto 800 pages (per page)	₹ 193.00

G. Lossless Compression Technique

S.N.	Item	Unit Cost
1	Cost of Lossless Compression Technique (for content: 1 - 100) (per Title)	₹ 8.00
2	Cost of Lossless Compression Technique (for content: 101 - 200) (per Title)	₹ 8.00
3	Cost of Lossless Compression Technique (for content: 201 - 300) (per Title)	₹ 8.00
4	Cost of Lossless Compression Technique (for content: 301 - 400) (per Title)	₹ 8.00
5	Cost of Lossless Compression Technique (for content: 401 - 500) (per Title)	₹ 8.00
6	Cost of Lossless Compression Technique (for content: 501 and above) (per Title)	₹ 8.00

H. DVD Authoring

S.N.	Item	Unit Cost
1	Cost for Preparation of Master DVD (per DVD)	₹ 30.00
2	Cost for Replication of DVD (per DVD)	₹ 40.00

I. Metadata Preparation

S.N.	Item	Unit Cost
1	Cost of MetaData Preparation upto 25 chars (per Unit)	₹ 10.00
2	Cost of MetaData Preparation Subsequent 25 chars (per Unit)	₹ 5.00

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ANNEXURE: Proforma for Completion Certificate

Name of the End User Department:

NICSI Project Number:

NICSI WO Number with Date:

End User/NIC Contact Person:

Details of Work done:

Name of Service Provider:

User End User Department to enter Details as per Purchase Order:

S. N.	Parameter	Details
1.	Number of old pages prepared for scanning	
2.	Number of new pages prepared for scanning	
3.	Number of Pages Scanned	
4.	Percentage of work completed	
5.	Date of completion of work assigned	
6.	Time taken to complete the work assigned	
7.	Satisfaction Level	
8.	Any Comments/Remarks	

User Certification:

It is hereby certified that the above services have been provided to our satisfaction.

Place:

Date:

Authorized Signatory:

Name:

Mobile:

Email:

Organization Seal:

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ANNEXURE: Scope of Work

1. SETUP OF SCANNING AND DIGITIZATION FACILITY AT THE END USER DEPARTMENT'S OFFICE

- a. The empanelled Vendor, on receiving Purchase Order/ Work Order from NICSI will setup a scanning facility at the End User Department's office.
- b. The Vendor will set-up adequate scanning and digitization infrastructure as per the requirement of the type and number of documents
- c. The Vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the End User Department's office:
 - Desktops/Laptops
 - Scanners
 - Network Set-up (optional)
 - UPS
- d. The Vendor should provide sufficient equipments so as to complete the scanning and digitization in the specified duration required by the End User Department. Delay in completion of work will attract penalty to the Vendor.
- e. The Vendor shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops/Laptops, UPS, Network setup, etc.) installed at his own cost and make sure the work shall not be stopped on the ground.
- f. The End User Department will provide sufficient space with required furniture and electricity to the Vendor.
- g. The Vendor shall arrange power backup/generator.

2. PRE-SCANNING PREPARATION

- a. Pre-processing of document would be the activities that are to be performed by the Vendor on the documents collected before they can be scanned. It shall include the followings (but is not limited to):
- b. Records would be scanned and digitized at the End User Department premises and the Vendor shall be responsible for collecting them from different units of the Department to carry out the digitization work. The documents would be received in lots as agreed mutually between the Vendor and the Department. The Vendor shall acknowledge number and type of documents received from the Department.
- c. The Vendor shall maintain a note of the document details in a register while collecting these documents. The log register should contain at least the following details:
 - Name of the document collected
 - Size of the pages in document (A4, legal, A3, etc.) along with the count
 - Total number of pages in the document
 - Collected from (Name of Government Official)

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- Date of Collection
- Expected date of return
- Returned to (Name of Government Official)
- Returned by (Vendor representative)
- Actual date of return

- d. After collection of documents by the Vendor, it would be responsibility of the Vendor to maintain and return the documents in their original form to the End User Department. Any damage to the documents collected shall make the Vendor liable for the same.
- e. The Vendor shall check for the number of documents in a file in presence of the representative of End User Department.
- f. The Vendor shall be responsible for removal of dust, removal of tags, pins, threads, rubber bands etc and sorting & numbering of pages in the document file in the correct order.
- g. The Vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles.
- h. The Vendor shall take special care in preparing the documents which are old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, re-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that a normal scanner can scan it. The cost of stationeries such as pencils, tapes, glues, staples, etc required in preparing documents should be borne by the vendor.
- i. The Vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment).
- j. Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by each unit of the End User Department based on the nature of the documents being scanned and that unit's workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (with e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.
- k. In case of book scanning, some books are not properly flattened for scanning. Therefore, it needs to unbind the book. It is the responsibility of the vendor to bind the book as per cost of binding.
- l. In case of negatives, it is responsibility of the vendor to remove spots, lines, other marks in the negative. The vendor should submit clean digitized negative in standard output.

3. SCANNING & DIGITIZATION:

- a. The size of documents may vary from 4A0 to A10
- b. The size and scanning needs may vary as per the requirement of the End User Department. The selected vendor shall have adequate infrastructure to scan and digitize documents as per the combination of documents/ pages/negatives and scanning specifications mentioned in "Annexure Document Specs".

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- c. The scanned documents/negatives shall be converted into TIFF/PDF/A (ISO 19005-1:2005)/JPEG or other standard formats as per the requirement of the end user department. All the pages of a single file have to be merged together to generate an exact replica of the physical file. The merged document should be represented in a TIFF/ PDF/A (ISO 19005-1:2005) searchable file format for archival storage purpose.
- d. The Vendor should also provide low resolution files (96-150 dpi) for web enabled applications.
- e. The Vendor shall perform book mark in PDF-A searchable file as per user requirement.
- f. The Vendor shall use Lossless Compression Techniques as per open standard format for documents.
- g. The Vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The Vendor will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return. The Vendor's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence.
- h. The Vendor shall perform following image enhancement activities:
- The Vendor shall ensure that the quality of scanned images are enhance to the optimum level
 - The Vendor shall perform skew, de-skew activities on the scanned document to make the image straight
 - The Vendor shall carry out cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text
 - In case the documents are not legible, the vendor shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.
 - No document shall be scanned more than once and no blank pages shall be deleted if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp.
- i. As required by the End User Department the Vendor shall perform the OCR/ ICR on the document with 100% accuracy so that the documents can be searched using the text in the document.
- j. The Vendor will deploy its own human resources for all the above mentioned activities. The Vendor will deploy adequately skilled manpower resources to complete the job within the specified time.

4. INDEXING AND CATALOGUING

- a. After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The Vendor will create metadata required for indexing as per the requirement of the End User Department.
- b. The Vendor will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.

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- c. Once all documents are verified and pass Vendor's quality assurance phase, they will be stored on final digital media of the client's preference, complete with their indexes. At the end of the process all documents will be returned in their original form to the department.

5. POST SCANNING

- a. After scanning, the physical document would be pinned together/tagged/bound in the same form as it was given for scanning by the individual units of any department. At the end of the process all documents will be returned in their original form to the department.
- b. Each page shall be serially arranged and shall be counted while giving the documents back to the department.
- c. Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file. Vendor will have to make this facility available in the capture and indexing module.
- d. The Vendor is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and the status of work to the End User Department and subsequent receipt of sign-offs.

6. STORAGE AND BACKUP

- a. A folder structure/ configuration management policy has to be followed while storing the digitized data in the DVD and/ or central storage.
- b. Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department.
- c. Copies of the scanned data (and metadata) shall be provided in DVD by the Vendor. The Vendor will create a Master copy for the End User Department and will provide the same to the End User Department as per payment schedule milestones.
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