

## **INVITATION OF EXPRESSION OF INTEREST FOR SCANNING/DIGITIZATION OF RECORDS OF BANARAS HINDU UNIVERSITY, VARANASI**

The Banaras Hindu University invites sealed Expression of Interest (EOI) from reputed and qualified vendors for Scanning/Digitization of records using latest innovative technologies of various units of the University (i.e. Examination, Finance, Academic, Administration, Library etc.) at the client's location.

### **Scope of Work**

- Scanning/digitization, Indexing, Storing, Archiving & Retrieval of records in digital form in secure manner in the specified period.
- Creation and Integration of metadata and data base structure.
- Setup of scanning and digitization facility at the End User Department's office.
- The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user departments. Delay in the completion of work will attract penalty to the vendor.
- Project involves broadly following activities :
  - Pre-Scanning Activities
  - Scanning Activities
  - Image Enhancement
  - Indexing/Metadata Entry
  - Storage & Retrieval of digitized documents
- A complete solution including hardware/software (server, storage etc) requirements has to be proposed by the vendor.

### **Qualifying Criteria**

Qualifying Criteria	Documentary Evidence
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.
Firm should have minimum cumulative turnover of Rs. 10 crores from scanning & DMS 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.

<p>Firm should have minimum cumulative number of scanned images as 3 crore over the last 5 financial years in Govt. sector/Education/Ministries.</p>	<p>Copy of work order along with the Work Competition Certificate signed by a competent authority clearly stating the volume of scanning work completed.</p>
<p>Firm (not Individual) should have valid documentary proof of Sales Tax/VAT Registration Number and Service Tax Registration Number, TAN Number.</p>	<p>Copy of Sales Tax/VAT Registration Number, Service Tax Registration Number and TAN Number.</p>
<p>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.</p>	<p>Provide documentary proof of Income Tax Returns for the last three financial years. Provide a copy of PAN Card.</p>
<p>Firm should have capability of Inventorisation, Document Preparation Scanning, Post Scan Document Preparation, ICR (Intelligent Character Recognition) OCR (Optical Character Recognition) software and process management system. This capability must be proven in at least one of the Govt. projects.</p>	<p>Provide documentary proof with orders and Acceptance Certificate of complete project and end to end completion of part of the project must be enclosed covering all these areas.</p>
<p>Firm should have atleast 20 high speed scanners of 70 pages/140 images per minute and minimum 2 scanners of 200 pages/400 images per minute.</p> <p>Firm should have minimum four book scanner of A0 to A4 Size. Failing which the EOI will be rejected.</p>	<p>The VAT paid invoices in case of domestic purchase of import &amp; customs clearance documents in case of direct import must be attached for the proof of purchase.</p>

Firm should have minimum 30 licenses of PDF compressor/PDF creator. Firm should atleast have five user licenses for Forms Processing software (ICR/OMR).	The VAT paid invoices in case of domestic purchase of import & customs clearance documents in case of direct import must be attached for the proof of purchase. Certificate issued by the Principal Company for usage of legal licenses along with the contact details of the software developer company.
Firm must have ISO 9001:2000 or ISO 20000:2005 certificate in its firm's name for document imaging/ scanning/software services.	Enclose documentary proof.

### Other Terms & Conditions

- The EOI should include a description of the firm's profile and details of relevant experience.
- A demonstration of the proposed solution shall have to be given to the Committee on a pre informed date.
- The firm shall have to arrange its own staff for the entire scope of work. The BHU would neither bear any expenses nor accept responsibility for the same.
- Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the vendor whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.
- The interested firms can inspect the concerned records after contacting the Assistant Registrar (GAD), BHU, Varanasi during working hours of the BHU.
- For any query related to EOI will be entertained by Assistant Registrar (GAD), BHU, Varanasi during working hours or through email: av\_singh@rediffmail.com.
- The authority shall reserve the right to reject any "expression of interest" without assigning any reason there of.
- The "Expression of Interest" received after due date and time ( i.e 13 August 2015, 4.00 p.m), shall not be entertained.
- **The sealed EOI should reach the Assistant Registrar (GAD) , BHU ,Varanasi -221005 latest by 13 August 2015 before 4.00 PM.**

REGISTRAR  
BANARAS HINDU UNIVERSITY  
VARANASI-221005