HIGH COURT OF MADHYA PRADESH, JABALPUR

No. Reg (IT)(SA)/2023/ 1122   **Dated: 02-09-2023**

Bid Document for

Project for Digitization of the District Courts Records on Turnkey Basis

Note:-

> This document contains total **166 pages** including cover. No change and modification in the document is permissible.

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SECTION – I

NOTICE INVITING TENDER

NIT.No. Reg (IT)(SA)/2023/ 1122   **Dated: 02-09-2023**

The Registrar General, on behalf of High Court of Madhya Pradesh invites sealed tenders in two cover system from the experienced and reputed firms/organizations for Digitization of the District Courts Records on Turnkey Basis.

Name of Project	Estimated /Approximately project cost (in Rs.)	Online EMD (in Rs.)	Online Cost of Tender Document (in Rs.)	Date and Time of Pre-Bid Meeting	Last Date / Time of online tender Submission (mandatory)	Last Date/ Time of tender submission in hardcopy (mandatory)	Date and Time of Opening of Technical Bid (online/ hardcopy)	Duration of the Contract
Digitization of District Courts Records on Turnkey Basis.	25 Crore	10 Lakh	10,000/-	12th September, 2023 at 11:30 A.M in the Conference Hall of High Court of Madhya Pradesh, Jabalpur. Bidders are requested to send their queries by 11th September, 2023.	11th October, 2023 before 06:00 P.M.	12th October, 2023 before 05:00 P.M.	13th October, 2023 at 11:00 A.M.	Initially for the period of 03 Years and further may be extended for period of next 02 years on mutual understanding as per the performance of vendor.

- Tender documents may be viewed and purchased online by interested and eligible bidders from the website www.mptenders.gov.in after paying online Tender fee of Rs.10,000/- and Processing Fee, as applicable. The tender document is also available in websitewww.mphc.gov.in for reference.

- Bidders can submit its tender online at www.mptenders.gov.in on or before the key dates given above. The Physical copy of the Technical Bid must be submitted at the address below latest by **12th October, 2023 at 5:00 P.M.**

- All further notifications/amendments, if any shall be posted on www.mptenders.gov.in and www.mphc.gov.inonly. No separate communication shall be made with individual Bidders.

- **The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.**

- All other terms and conditions for submission of tender are contained in this document. If the date of submitting/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

- **The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to accept or reject any or all bids without assigning any reason thereof.**

- **Address for communication:-**

  Registrar General, High Court of Madhya Pradesh
  Jabalpur (Madhya Pradesh)
  Email:- regithcjbp@mp.gov.in & mphc@nic.in
  Landline: 0761-2623358
  Broadly the Work/Jobs to be performed are:-

- To deploy Hardware (Computers, High Speed Commercial Scanner, Flatbed Scanners, Cameras, Book Scanners (normal and overhead both, MAP Scanners) with the required Operating System/System Software/Software for Digitization (Scanning, Cleaning and Quality Check) of Court Judicial Records in secured manner.

- To carry out Scanning, cleaning and quality check of such judicial record in digital form in a secured manner for which scanning work has not been performed by District or Tehsil Court till date. **Software for Scanning shall be provided by the High Court for operation at District level.**

- To do the work of data segregation i.e. to do the activity of comparing the physical file with the earlier scanned data for the same physical file through software and then to **identify, flag** the judicial record that is yet to be scanned for Pending after Hearing Case files, Pending Disposed Case files, Disposes Case files and to further scan and clean the identified record.

- **The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to accept or reject any or all bids without assigning any reason thereof.**

- <u>**A meeting regarding queries related to the bid and Digitization shall be held on 12th September, 2023 at 11:30 A.M. in Conference Hall of the High Court of Madhya Pradesh, Jabalpur. Bidders are requested to send their queries by 11th September, 2023.**</u>

- **This tender is subject to availability of Budget / Funds with the High Court of Madhya Pradesh.**

TERMS AND CONDITIONS FOR E-TENDERING

1.1 For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website **www.mptenders.gov.in**. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.

1.2 Tender documents can be purchased *only online* on payment of tender fees and downloaded from website **www.mptenders.gov.in** by making online payment for the tender document fee.

1.3 Service and gateway charges shall be borne by the bidders.

1.4 Since the bidders are required to sign their bids online using class–III Digital Signature Certificate, they are advised to obtain the same at the earliest.

1.5 For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in . Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.

1.6 If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.

1.7 Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.

1.8 Bidder must positively complete online e-tendering procedure at **www.mptenders.gov.in**

1.9 Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.

1.10 For any type of clarification bidders can / visit www.mptenders.gov.in. For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002; 0120-4200 462; 0120-4001 005 ; 0120-6277 787 ; Technical - support-eproc@nic.in. Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.

1.11 Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk as above 1.10.

1.12 The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.

1.13 **The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.**

Section – II

2. INSTRUCTIONS TO BIDDERS:-

2.1 DEFINITIONS

a) **"Artefact"** means Judgment, Orders, MAPs, Compact Discs, DVD, USB Pen Drive, documents, video footage, notifications etc. that make up the archival material at the District Courts. These are collectively also referred as **"District Court Holdings"**

b) "**Applicable Law"** means the laws, enactments and any other instruments having the force of law in the India, as they may be issued and in force from time to time.

c) "**Bank" or "Banks"** refers to all scheduled Indian Banks as per the RBI current list.

d) **"District Courts of Madhya Pradesh" -** It means that all the District Courts (50 District Courts and 166 Tehsil Court Complexes (approx).

e) "in writing" means communicated in written form with proof of receipt.

f) **"Kick Off Meeting" means** a meeting convened by High Court of Madhya Pradesh to discuss and finalize the work execution plan and procedures with the selected Bidder.

g) **"Intellectual Property Rights"** means any patent, copyright, trademark, trade name, service marks, brands, propriety information, whether arising before or after the execution of this Contract and the right to ownership and registration of these rights.

h) **"NIT"** is the Notice Inviting Tender. It is essentially the Press Notification of the Tender.

i) **"OEM"** - means Original Equipment Manufacturer.

j) **"Project"** means all Activities covered under present contract.

k) **"Site Acceptance Test (SAT)"** is a process of testing the contracted services to be provided by the Bidder at District Courts of Madhya

Pradesh. SAT comprises of Product Acceptance Tests with respect to Technical Specifications and Process as specified in this tender, checking the installation, commissioning and integration of sub-components.

l) **"Sub Contractor"** means any person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Services is subcontracted by the Service Provider. **The Service Provider shall not sub-contract any part of its obligation under the present contract. No sub-contracting is permitted.**

m) **"Successful Bidder"** means the Bidder, who, after the complete evaluation process, gets the Letter of Award. The Successful Bidder shall be deemed as "Service Provider / Bidder" appearing anywhere in the document.

n) **"The Bidder"** means a firm which participates in the tender and submits its proposal.

o) "**The Employer**" means the **Registrar General**, **High Court of Madhya Pradesh, Jabalpur**.

p) **"The Contract"** means the agreement entered into between the Employer and the Service Provider / Bidder, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

q) **"The Contract Price"** means the price payable to the Successful Bidder under the Letter of Award for the full and proper performance of its contractual obligations. The Contract Price shall be deemed as **"Contract Value"** appearing anywhere in the document.

r) "**The Letter of Award**" means the issue of a signed letter by the Service Provider of its intention to award the work mentioning the total Contract Value. The timeline for delivery of products and services will start from the date of issue of Letter of Award.

s)   **"The Service Provider"** means the individual or firm supplying the Services and work under this Contract.

t)   **"The Site"** shall mean all identified locations within the District and Tehsil Courts in the State of Madhya Pradesh, where the Service Provider carries out any installation of Goods or is required to provide any Services under the tender.

2.2   Earnest Money Deposit (EMD)

The proposal should be submitted along with online application fee of Rs.10,000/- (Rupees Ten Thousand only) and online Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in in favour of "Registrar General, High Court of Madhya Pradesh, Jabalpur" valid for the period of 6 months. The Bid submitted without EMD and/or the application fee/tender fees shall be summarily rejected.

2.3   Fees

Proposals must be accompanied by a non-returnable online Fee of an amount mentioned in the NIT/Bid Data Sheet/Bid Forms payable to "The Registrar General, High Court of Madhya Pradesh, Jabalpur."

2.4   Uniformity

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the **page number, section, or other identifying reference in this tender document. All information submitted must be noted in the same sequence as its appearance in this tender document. All pages of the Proposal must be paginated**.

2.5   Bid Scope

The Bidder cannot bid for a specific portion of the project scope. The entire project scope of work is to be bid by the bidder.

2.6   Only One Proposal

Service Providers cannot submit more than one technical solution. All

Service Provider are expected to propose the ***solution*** *they* ***consider*** ***best***.

2.7 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The High Court of Madhya Pradesh shall not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.8 Proposed Material

The Proposal material submitted in response to the TENDER becomes the property of the High Court of Madhya Pradesh and is to be appended to any formal document which would further define or expand the Contractual relationship between the High Court of Madhya Pradesh and the Bidder. All the material submitted will be considered as part of this TENDER.

2.9 Eligible Bidder

The eligible Bidder shall be a company, firm and individual shortlisted during the evaluation process for this project at District Court of Madhya Pradesh.

2.10 Subcontracting

The Bidder shall not be permitted to subcontract any part of its obligations under the contract, except with the prior written permission of the Registrar General, High Court of Madhya Pradesh. **No sub-contracting is permitted**. Subcontracting any part or component of this contract to any individual, firm or entity, without prior permission shall be treated as sufficient grounds for automatic cancellation of the Contract / Agreement.

2.11 Period of Engagement

The duration of the project is for Three years. Since it's a turnkey project, the Registrar General, High Court of Madhya Pradesh reserves

the right to extend the contract duration at its sole discretion for another period of two years with enhancement in prices for scanning work on mutually agreeable basis.

2.12 Availability of Personnel

2.12.1   The Bidder shall confirm the availability of all personnel as indicated in its Proposal.

2.12.2   It is envisaged that the assignment will be undertaken by a core team who are fluent in English and Hindi, which would include a full-time Team Leader / Project Manager who is a digitization specialist with good facilitation skills and capacity in multiple digitization methodologies including experience in creation of metadata completely. Site In charge /Team Leader is required at 50 District Courts. **The vendors /firms having project manager with the experience of ISO 14721 Open Archival Information System (OAIS) model is not compulsory /essential in the tender. The preference may be given to vendors /firms with project manager having experience of ISO 14721 OAIS.** The persons that may be deputed at all the **District Courts** in capacity of Team Leader should have experience of minimum 3 years in the Digitization Project of similar nature .

Apart from the helpers all the deputed manpower for the project shall be a combination of manpower of having Graduation Degree and Higher Secondary Pass outs with the basic knowledge of Computers. Law knowing person shall be preferred.

2.12.3 The High Court of Madhya Pradesh will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable, or for reasons such as death or medical incapacity. Any proposed substitute shall have equivalent or better qualifications and experience than the original

candidate and must be submitted to and approved by the Registrar General, High Court of Madhya Pradesh within the period of time specified in the Letter of Invitation to negotiate.

2.12.4 Failure to meet either of these requirements may result in **disqualification**.

2.13 Full-time Employees

It is highly desirable that the Project Manager / Team Leader and other key position holders are regular full-time employee of the Bidder. A regular full-time employee is defined as a person who, on the date of submission of the Bidder's Proposal:

2.13.1 Is currently employed under a contract or agreement of employment with the Bidder; and

2.13.2 Has been employed by the Bidder for the 12 consecutive months immediately preceding the date of submission of the Proposal; and

2.13.3 Is entitled to receive regular remuneration and benefits from the Bidder.

2.14 Cancellation of Appointment / Contract

The Appointment / Contract are subject to cancellation due to any of the reasons mentioned hereunder.

2.14.1 If the Bidder is found to have submitted false particulars / fake documents at the time of the award of assignment.

2.14.2 If the Bidder is found wanting in commitment to quality and delivery period / work plans, adherence to the guidelines, Statutory regulations, safe keep of all physical and electronic artefacts, conduct / discipline etc., while executing the job. Any deviations from stated conditions and contractual clauses can lead to suitable action as deemed fit by High Court of Madhya Pradesh.

2.14.3 If the Bidder fails to execute the job as per the defined scope, delivery targets, quoted rates or any other point previously agreed, after High Court of Madhya Pradesh issue the letter of Intent (LOI).

2.14.4 A recommendation for award of Contract will be rejected if it is found that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases High Court of Madhya Pradesh will declare the Bidder ineligible, either indefinitely or for a stated period of time, from participation in any further activities of the High Court of Madhya Pradesh.

2.14.5 If the Bidder fails to make written disclosure as per the Disclosure Clauses of this TENDER, either at the time of submitting the proposal or after the contract has been signed with the Bidder.

2.14.6 If the Bidder damages the artefacts due to mishandling /negligence / poor upkeep etc. then penalties would be levied on the Service Provider. In case such instances are repeated the contract may be terminated at the sole discretion of the Registrar General, High Court of Madhya Pradesh.

2.14.7 If Bidder submits in its proposal that Bidder shall do the Digitization work for the mentioned processes but during implementation Bidder shows less interest in the process which consumes more time in comparison with some different class of processes in its actual execution. Bidder has to do the Digitization for all the required process.

2.14.8 If Bidder fails to execute the Digitization for any process as per the requirement of High Court of Madhya Pradesh and as mentioned in this Tender Document.

2.14.9 Any other reason deemed fit by the High Court of Madhya Pradesh for cancellation.

2.15 Conflict of Interest

2.15.1 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.

2.15.2   In the event of a conflict of interest, the Bidder is required to obtain confirmation of no objection from the High Court of Madhya Pradesh in order to bid.

2.16   Presentations

The High Court of Madhya Pradesh shall call the shortlisted Bidders (***whose bid is found responsive***) to provide a presentation of their Proposal at the Date and Time to be determined by the Registrar General, High Court of Madhya Pradesh. No proposer will be entitled to be present during, or otherwise receive any information regarding presentation of any other Bidder. The Presentation should not exceed 30 minutes in front of the Committee of the High Court of Madhya Pradesh.

Presentation shall be based on the Bidder's understanding of the prevailing project and of the related process which are in execution either at **District Courts.** It shall also be based on the detailed requirements for the project as mentioned in present Tender document. **Bidders shall explain how they will go for error free Scanning, Cleaning and Quality Check of the documents.**

Bidder shall show in his presentation about the procedure that they will follow for compliance of **ISO 14721 Open Archival Information System (OAIS) Reference Model in Courts Digitization work for each type of record (Judicial /Administrative/Library books and document.** The presentation be prepared in light of Technical Evaluation criterion that is "Approach and methodology" for which specific marks shall be assigned during Technical Bid Criterion.

2.17   Submission of Proposal

2.17.1   These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Bid Data Sheet and other accompanying documents.

2.17.2   The Bidder shall submit the tender document / bid using the appropriate submission sheets. These forms must be completed without any alterations to their format and no substitute will be acceptable. All blank spaces will be filled in with the information requested. If particular information is not applicable to Bidder, the same will be mentioned as **"Not Applicable (N/A)***"* instead of leaving the field blank.

2.17.3   The Bidders are invited to submit the Technical Proposal, Online Financial Proposal and other details as specified in Tender.

2.17.4   All Technical Proposals shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL" and "ORIGINAL". The technical proposal should have online tender fees and online EMD.

2.17.5   The financial bids are to be submitted online and no hard sheet/ copy is to be submitted along with the bid.

2.17.6   The envelopes containing the Technical Proposals shall be sealed in an outer envelope. This outer envelope shall be sealed, and signed over the seal, and will be clearly labeled with:-

2.17.7   Title of Turnkey Solution& Services;

   a) Tender No: ……………..

   b) Deadline for Submission; and

   c) Addressed to the "**Registrar General, High Court of Madhya Pradesh, Jabalpur"**

2.17.8   Technical Proposals shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall form a part of the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposal shall be signed or sealed by the person signing the Proposal.

2.17.9　Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

2.17.10　All activities and items described in your Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items.

2.17.11　All bids must contain original copies of the Technical Proposal as described in the Data Sheet.

2.17.12　If any envelope is not sealed and marked as instructed, the High Court of Madhya Pradesh reserves the right to reject it.

2.18　Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to the Qualifying Bidder.

2.19　Clarification of Proposals

2.19.1　To assist in the examination, evaluation, comparison and post qualification of Proposals, The High Court of Madhya Pradesh may, at its discretion, ask any Bidder for a clarification of its Proposal. The High Court of Madhya Pradesh request for clarification, and the response, shall be in writing. The Bidder must furnish the required clarification within the stipulated time.

2.19.2　Any clarification submitted by a Bidder that is not in response to a request by the High Court of Madhya Pradesh shall not be considered.

2.19.3　No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals, except to confirm the correction of arithmetic errors identified by High Court of Madhya Pradesh in the evaluation of the

Proposals.

2.20 Proposal Validity

2.20.1 Proposals shall remain valid for the period specified in the Bid Data Sheet commencing with the deadline for submission of Technical and Financial Proposals as prescribed by the High Court of Madhya Pradesh.

2.20.2 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the High Court of Madhya Pradesh.

2.20.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the High Court of Madhya Pradesh may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing.

2.20.4 During the Proposal validity period, Bidder shall maintain the availability of experts nominated in the Proposal.

2.21 Late Proposals

The High Court of Madhya Pradesh will not consider any Proposal that arrives after the deadline prescribed by the High Court of Madhya Pradesh. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

2.22 Non-conformities, Errors and Omission

2.22.1 The bidder is expected to comply with the true intent of this tender taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the bidder suspect any error, omission, or discrepancy in the specifications or instructions, the bidder shall immediately notify the Registrar General High Court of Madhya Pradesh, in writing, and the Registrar General High Court of Madhya Pradesh shall issue written instructions to be followed. The bidder is responsible for the contents of its Proposal and for satisfying the

requirements set forth in the tender document.

2.22.2　The High Court of Madhya Pradesh may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.

2.23　Undue influence

Any attempt by a Bidder to influence the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions, in any manner, may be treated as sufficient grounds for the rejection of its Proposal.

2.24　Award of Contract Notification

2.24.1　Prior to the expiration of the Proposal validity period, the High Court of Madhya Pradesh shall notify the successful Bidder, in writing, that it's Proposal / bid has been accepted. The successful Bidder shall send its acceptance letter to the High Court of Madhya Pradesh within 10 days.

2.24.2　Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

2.25　Negotiations

2.25.1　The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

2.25.2　The successful Bidder will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with relevant Clauses.

2.25.3　Negotiation will include both **technical and financial negotiation, depending on the requirement of the High Court of Madhya Pradesh.**

2.26   Signing of Contract

2.26.1   The Registrar General, High Court of Madhya Pradesh shall be the contract signing authority from the High Court of Madhya Pradesh. The Hon'ble the Chief Justice may authorize any other permanent officer to sign the contract on behalf of the High Court of Madhya Pradesh.

2.26.2   Promptly after notification, the High Court of Madhya Pradesh shall send to the successful Bidder the Contract and the Special Conditions of Contract.

2.26.3   Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the High Court of Madhya Pradesh.

2.27   Mobilization / Start Date / Commencement Date

The Bidder is expected to commence the Services on the date and at the location specified in the Bid Data Sheet.

2.28   Registrar General, High Court of Madhya Pradesh have Right to Accept any Proposal, and to reject any or All Proposals.

The Registrar General, High Court of Madhya Pradesh reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without assigning any reasons and without incurring any liability to the Bidders.

2.29   Price Offer and Taxes

2.29.1   The Bidder may provide only one best solution as part of the technical bid and **ONLY ONE** online financial bid. In case of more than one financial bid, the submission will be considered non-responsive. Prices quoted must be firm and inclusive of all taxes, rates, fee, surcharges, duties, no change alternate/conditional price offers shall be allowed.

2.29.2   All rates and prices once agreed in the Contract shall be fixed for the entire duration of the contract but in case of change in rate of Taxes /

Levies, the same shall be passed to the High Court and any increase of change in rate of Taxes shall be passed to the Firm and decrease of change in rate of Taxes shall be passed to the High Court

2.30   Bid Validity Period

Bid should be valid for a period as specified in the Data Sheet from the date of opening of proposal.

2.31   Acceptable Banks

All Bank related documents should be submitted only from Nationalized / scheduled Banks.

2.32   Termination Based on Funding

The Contract resulting from this Tender will be subject to availability of Funds with the High Court, in the event of paucity of such funds, the High Court of Madhya Pradesh reserves the right to terminate or suspend the contract for an agreed period of time, without any penal charges. In the event of termination, the Bidder shall be paid for services performed under this Contract up to the effective date of termination and notice of such termination will be submitted to the Proposer in writing not less than sixty (60) days prior to the effective date.

2.33   Intellectual Property Rights

2.33.1 The High Court of Madhya Pradesh shall own all the software items if any cost has been paid to vendor paid for efficient implementation of process. All licenses procured for the High Court of Madhya Pradesh/ District Courts, work, must be in the name of "Registrar General, High Court of Madhya Pradesh, Jabalpur".

2.33.2 The High Court of Madhya Pradesh shall own and have a right in perpetuity to use all newly created Intellectual Property Rights which have been developed solely during execution of the contract including but not limited to all templates, designs, application

configurations, data and written material, products, specifications, source code and object code and other documents which have been newly created or developed by the Bidder solely for this project and for the purposes of inter-alia use or sub-license of such Services under this Contract.

2.33.3 The Bidder should undertake to disclose all such Intellectual Property Rights arising in performance of the Related Services to the High Court of Madhya Pradesh, and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of the High Court of Madhya Pradesh To the extent that Intellectual Property Rights are unable by law to so vest; the Bidder assigns those Intellectual Property Rights to the High Court of Madhya Pradesh on creation.

2.33.4 The Bidder shall be obliged to ensure that all approvals, registrations, licenses, permits and rights etc. which are inter-alia necessary for use of the goods /equipment supplied /service provided by the Bidder, the same shall be acquired in the name of the High Court of Madhya Pradesh, and the same may be assigned by the High Court of Madhya Pradesh to the Bidder solely for the purpose of execution of any of its obligations under the terms of the Contract. However, subsequent to the term of the Contract, such approvals, registrations, licenses, permits and rights etc. shall endure to the exclusive benefit of the High Court of Madhya Pradesh. The Bidder shall ensure that while it uses any software, hardware, processes, document or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the Bidder shall keep the High Court of Madhya Pradesh indemnified against all costs, expenses and liabilities

howsoever, arising out of any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the Bidder or its personnel or Service Provider during the course of performance of the Related Services.

2.34 Area of Work

District Courts and Tehsil Courts in the State of Madhya Pradesh.

2.35 Right to Inspect

The Registrar General, High Court of Madhya Pradesh or its authorized representative reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, firm reputation, and other qualifications of the Bidder, during the evaluation period, as well as throughout the life of the project.

2.36 Right to Have Work Executed

If the Bidder should neglect to execute the work or any part or parts thereof diligently and properly or fail to perform any provision of the Contract, the Registrar General, High Court of Madhya Pradesh, after a week written notice to the Bidder, may without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Bidder

2.37 Insurance

Bidder will be responsible for providing insurance coverage for all its employees, support staff and equipment during the entire duration of the project. The High Court of Madhya Pradesh is not responsible for the insurance and well being of the staff. The Service Provider has to ensure the safety and adequate insurance of all its employees engaged in the work / Contract.

2.38 BID DOCUMENT

2.38.1 The Bid Documents include:-

Section	Particulars	Page No.
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2.38.2 **The Bidder should carefully read all the instructions, terms and conditions, specifications and various forms that are provided in the Bid Document. The tender / Bid may be rejected, if any or all of the information asked for in this document are not furnished along with the tender or if the tender is not responsive with the Bid Document.**

2.39 AMENDMENT OF BID DOCUMENTS

At any time, prior to the date of submission of Bids, the Registrar General, High Court of Madhya Pradesh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify bid documents by amendments.

2.40 COST OF BIDDING

The Bidder has to bear all the cost associated with the preparation and submission of the bid.

2.41 APPLICATION FEE (AF) AND EARNEST MONEY DEPOSIT (EMD)

2.41.1 The proposal should be submitted along with online application fee of Rs.10,000/- (Rupees Ten Thousand only) and online Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in in favour of "Registrar General, High Court of Madhya Pradesh, Jabalpur" **valid for the period of 6 months**. The Bid submitted without EMD and/or the application fee/tender fees shall be summarily rejected.

2.41.2 The EMD of the successful Bidder will be returned when the Bidder has signed the Contract Agreement and has furnished the required Performance Guarantee.

2.41.3 The EMD will be forfeited:

    (i)   If a Bidder withdraws its bid during the period of bid validity. **or**

    (ii)   If the Bidder fails to accept the High Court of Madhya Pradesh corrections of arithmetic errors in the Bidder's bid (if any), **or**

    (iii)   If the Successful Bidder fails to sign the contract agreement with the employer, **or**

    (iv)   If the Successful Bidder fails to furnish the Performance Guarantee within the stipulated time.

2.42 BID PRICES

The Bidder shall give the pricing as individual and as a total composite price inclusive of all levies & taxes i.e. Goods and Service Tax, packing, forwarding, freight and insurance etc. applicable to the project.

2.43 DISCOUNTS

The Bidders are informed that discount, if any, should be included in the total price.

2.44 BID VALIDITY

The bids shall remain valid for a period of **180 days** from the last date of submission of the bid the validity period can be extended at the sole discretion of the Registrar General, High Court of Madhya Pradesh.

2.45 SUBMISSION OF PROPOSALS

2.45.1 **All proposals will have to be submitted ONLY in HARD BOUND (Hard bound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially numbered either at the top or at the bottom right corner of each page. It should also have an index giving page wise information of above documents. Incomplete proposal or those received without hard bound shall summarily be rejected. All the Pages and Papers should be sealed and signed in original.**

2.45.2 All the sealed envelopes should again be placed in a sealed cover super scribed as "Digitization of the District Court Records on Turnkey Basis" from: M/s ---------------------------" "NOT TO BE OPENED BEFORE **11:00 A.M. on 13th October, 2023** which will be received and time mentioned in the Schedule of Events (Section-II – 2.49) of this document. The Bid is to be submitted to the **Registrar General, High Court of Madhya Pradesh, Jabalpur.**

2.45.3 The Bids and all correspondence and documents relating to the bids, shall be written in the English language.

2.46 LATE BIDS

Any bid received by the employer after the time and date for receipt of bids prescribed by the employer in the tender may be rejected and returned unopened to the Bidder.

2.47   MODIFICATION AND WITHDRAWAL OF BIDS

2.47.1 The Bidder is allowed to modify or withdraw its submitted bid any time prior to the last date prescribed for receipt of bids, by giving a written intimation to the employer.

2.47.2 Subsequent to the last date for receipt of bids, no modification/ withdrawal of bids shall be allowed.

2.47.3 The Bidders cannot withdraw the bid in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal may result in the forfeiture of its EMD from the Bidder.

2.48   LOCAL CONDITIONS

2.48.1 Each Bidder is expected to fully get acquainted with the **local conditions and factors at the site**, which would have any effect on the performance of the contract and /or the cost. Local conditions in relation to all the aspects i.e. the prevailing Digitization Project and its Process (es), Technical Infrastructures, Rejection ratios due to strict Quality Check procedure FOR SCANNED AND CLEANED RECORDS BY VENDOR.

2.48.2 The Bidder is expected to know all conditions and factors, which may have an effect on the execution of the contract after issue of **Letter of Award** as described in the bidding documents. The Employer shall not entertain any request for clarification from the Bidder regarding such local conditions.

2.49 SCHEDULE OF EVENTS

The tentative dates for the schedule of key events of this tender are given as under:-

Sl. No.	Events	Date
1.	Date of Pre-Bid meeting	12th September, 2023 at 11:30 A.M. in the Conference Hall, South Block of the High Court of Madhya Pradesh, Jabalpur. **Note:-** The vendor are requested to send their suggestions / queries on following e-mail id:- regithcjbp@mp.gov.in with a copy to mphc@nic.in. by 11th September, 2023
2.	Last date and time of online submission of proposal **(mandatory).**	11th October, 2023 before 06:00 P.M.
3.	Last date and time of submission of hardcopy of proposal **(mandatory).**	12th October, 2023 before 05:00 P.M.
4.	Date and time of opening of technical Bids.	13th October, 2023 at 11:00 A.M.
5.	Date and time for demo by technically qualified/ shortlisted bidders.	May intimate Date and Time to the shortlisted Bidders.
6.	Date & Time of opening of the price bid at the High Court of Madhya Pradesh, Jabalpur.	Intimate Date and Time to the shortlisted Bidders, after Technical evaluation and Live Demo.

2.50 OPENING OF PROPOSAL

The Evaluation Committee or its authorized representative will open the tenders.

2.51 EVALUATION

2.51.1 The Employer reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.

2.51.2 Any time during the process of evaluation, the employer may seek for clarifications from any or all Bidders.

2.52 DECIDING AWARD OF CONTRACT

2.52.1 The Employer reserves the right to ask for a technical elaboration/ clarification in the form of a technical presentation from the Bidder on the

already submitted Technical Proposal at any point of time after opening the proposal. The Bidder has to present the required information to the **Registrar General, High Court of Madhya Pradesh or** its appointed representative on the date asked for at no cost to the employer.

2.52.2 The Employer will notify the Successful Bidder on its intention to award the work through "Letter of Award" mentioning the purchase Value. The timeline for delivery of products and services will start from the date of issue of Letter of Award.

2.52.3 The Employer will subsequently send the Successful Bidder the Form of Contract Agreement, incorporating all agreements between the parties.

2.52.4 As soon as practically possible, following receipt of the Form of Contract Agreement, the successful Bidder shall sign and date the Form of Contract Agreement and return it to the employer. This is deemed as the "Contract" defined elsewhere in this tender document.

2.53 GENERAL INSTRUCTIONS TO THE BIDDERS

2.53.1 The cost of preparing a proposal, cost involved for the technical presentation and of visits to the High Court of Madhya Pradesh is not reimbursable.

2.53.2 All cutting, overwriting in the proposal should be authenticated by the initials of the authorized signatory. In case of any calculation error the unit rates would prevail. The amount will also have to be written in words.

2.53.3 Successful bidder must ensure his establishment in India and the after the award of contract to ensure the permanent setup in the State of Madhya Pradesh.

2.53.4 Canvassing in any form will lead to disqualification of the bid.

2.54 CONFIDENTIALITY

2.54.1 The Bidder shall keep confidential any information related to this tender with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will

be used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.

2.54.2 As used herein, the term "Confidential Information" means any written information, including without intimation, information created by or for the other party, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

2.54.3 At all times during the performance of the Services, the Bidder shall abide by all applicable High Court of Madhya Pradesh security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the term of this tender and such rules, policies, standards, guidelines and procedures by its employees or agents.

2.54.4 The Bidder should not disclose to any other party and keep confidential the terms and conditions of this tender, any amendment hereof, and any Attachment or Annexure hereof.

2.55 Bidders Liability of deployed manpower for the project:-

2.55.1 The entire financial liability in respect of manpower deployed in the High Court of Madhya Pradesh shall be of Service Provider/Bidder and

the High Court will in no way be liable.

2.55.2 For all intents and purposes, the Bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the High Court. **The persons deployed by Service Provider/Bidder in the High Court shall not have any claims whatsoever like employer and employee relationship against High Court of Madhya Pradesh.**

2.55.3 Service Provider/Bidder shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. The High Court shall, in no way, be responsible for settlement of such issues whatsoever.

2.55.4 The High Court shall not be responsible for any financial loss or any injury to any person deployed by the service provider in the course of their performing the functions/duties, or for payment towards any compensation.

2.55.5 The persons deployed by Service Provider/Bidder shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of the High Court during the currency or after expiry of the Contract.

2.55.6 In case of termination of the contract on its expiry or otherwise, the persons deployed by Service Provider/Bidder shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in the High Court of Madhya Pradesh, Jabalpur.

2.55.7 The personnel during course of their work shall be privy to certain qualified documents and information which they are not supposed to divulge to third parties / other persons. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make Service Provider/Bidder as well as the person concerned liable for penal action under IPC, Cr.P.C. or any other relevant

provision besides, action for breach of Contract.

2.55.8 Service Provider/Bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the High Court of Madhya Pradesh. The High Court shall have no liability in this regard.

2.55.9 Service Provider/Bidder shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered for the High Court of Madhya Pradesh to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

2.55.10 Service Provider/Bidder shall maintain all **statutory** registers under the Law. The Service provider shall produce the same, on demand, to the High Court of Madhya Pradesh, Jabalpur.

2.55.11 In case, Service Provider/Bidder fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Registrar General, High Court of Madhya Pradesh is put to any loss / obligation, monitory or otherwise, the Registrar General, High Court of Madhya Pradesh will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of Service Provider/Bidder, to the extent of the loss or obligation in monitory terms.

Section – III

Scope of Work

3.1 Scope of Work for the turnkey project Digitization Project at District and Tehsil Courts in the State of Madhya Pradesh consists of execution of work of Scanning of Artefacts into TIFF images **OR** JP2K (lossless compression) and further cleaning of these scanned images at District & Tehsil Courts by the prospective bidder/vendor with the help of District Court Digitization Software that may be provided by the High Court of Madhya Pradesh. The DMS is to be developed by the bidder meeting out the requirement as per Annexure-"C". Please also refer Annexure-"D". It is implied all the frontend or backend software for each record type shall be developed by vendor. Solution will be end to end. The High Court is looking for end to end DMS solution. Hence, the Software will be developed by the vendor for all process and record type. All rights of the software will be reserved with the High Court of Madhya Pradesh, Jabalpur.

Considering the importance of the records to be digitized, all the records will be digitized (Scanning, Cleaning and Quality Check) within the premises of the District and Tehsil Courts and no physical document shall be allowed to leave District & Tehsil Courts premises at any point of time. **For doing the Scanning**, Cleaning and Quality Checking for the Judicial case files (or document) all the related activities like receiving of case file (or document), Document unbinding, Scanning, re-binding of case files(documents) ,Dispatching of files into concern section shall be executed by vendor in Digitization centre. "On the Page number 37-38 and at point 3.1 the work Binding and Unbinding is used in relation to the Document Preparation work and it includes the work related to receiving of case file or loose document from the Filing Section or from Court room or from Record room (as the case may be) and to opening the case file or loose document

and to separate the pages and to scan the pages and further to close the file. This activity needs to be done by Vendor for each of the Case file or Loose Document. However expected ratio of files that are to be un-binded and rebinded in actual (Old Registers or old artifacts) is very less. <u>The process is to be covered by the vendor. Tags and similar stationary articles needs to be arranged by the vendor only.</u>

For Fresh Cases and Loose documents, the activities like receiving of case file (or document), Document unbinding, Scanning, re-binding of case files (documents) ,Dispatching of files shall be in scope of vendor but for **Pending Disposed Cases** (current disposed cases), **After Hearing Pending Cases** apart from the activities like receiving of case file (or document), Document unbinding, Scanning, re-binding of case files (documents) ,Dispatching of files **the work of document segregation (to identify the record which is not scanned) shall also be on part of vendor and After Hearing of pending cases, the ratio of such cases would be much less against the total volume wherein segregation needs will be done.**

After the work of scanning and cleaning, the **Indexing cum Quality checking work** shall be done by High Court deputed manpower at District Courts. The indexing and final quality checking shall be done by the team deployed by the High Court and District Courts. After Indexing and Quality checking the PDF files shall be generated by District Court Digitization Software automatically. All the TIFF files **OR** JP2K (lossless compression) and PDF files shall be automatically uploaded on Central Digitization server placed in the High Court of Madhya Pradesh.

The Service provider / Bidder are expected to bring in (including, but not limited to):

- All the computer **equipments & hardware** (computers, scanners etc.) required to carry out the work of Scanning of Artefacts into TIFF images and further cleaning of these scanned images at

District & Tehsil Courts.

- The Service Provider will take back the said equipment upon the completion of the assignment.
- The team which will carry out the Scanning of Artefacts into TIFF images **OR** JP2K (lossless compression) and further cleaning of these scanned images at District & Tehsil Courts
- At the sites where Digitization has not been started yet the work of space allotment and work of laying network and power shall be carried out by the respective District Courts as per the directions of the High Court.

3.2 Objectives of Digitization

The need for Digital preservation, coupled with need for improving accessibility (which can only be achieved by digital storage and an efficient database management retrieval system) is an important need for High Court of Madhya Pradesh and District Courts of Madhya Pradesh. The primary objectives of the proposed initiative are:

a) **Digital Preservation** - preservation of the entire records is the foremost objective. Once the documents are scanned and digitized, preservation of the original can be ensured for a much longer or **infinite period** as the need to handle the physical documents would be eliminated or minimized to a great extent since digital document would be made available through the DARIMS Software/**District Court Digitization Software to respective stakeholders**.

b) **Accessibility and Availability**- The DARIMS/Digitization Software would make the High Court of Madhya Pradesh holdings more accessible to end users, both within the High Court of Madhya Pradesh premises as well as those who cannot personally visit the High Court of Madhya Pradesh.

c) **Enhance Searchability** - all holdings would be linked based on

subjects, keywords, notes or any other criteria making a tremendous amount of data easily available on any subject matter.

    d)   Creating catalogue and portfolio of the scanned case files and other records.

3.3 Description of High Court of Madhya Pradesh Holdings that are to be digitized.

Following records are required to be digitized:

- Fresh Case Files
- Pending Disposed Case Files
- Pending After-Hearing Case Files (that are to be either completely scanned or to be partially scanned (as some record is already scanned and some record is still remaining to be scanned)
- Disposed Case Files

Brief descriptions of above type are given below:

    a)   Judicial records are typed or handwritten or printed or a combination of these (for instance a typed note sheet with handwritten marking in the margins).

    b)   A vast majority of the Holdings comprise of Files of Legal size pages and types.

    c)   A single record may consist of one or several pages.

    d)   The size of Judgment and order will be Legal / FS / A4 or equivalent. Full scape size paper.

    e)   Most of the documents are in paper form.

    f)   The Holdings comprise black & white and Color, but most of the documents / records are Black & white.

3.4 Estimate of Volumes:-

It is <u>virtually impossible</u> to estimate the exact number of pages in the District Courts of Madhya Pradesh holdings and any estimates mentioned below are at best a very rough guess of the volume. Also the

average rate at which this volume is growing cannot be determined since it is not a fixed increase every year but depends upon how many cases are filed and decided in the District & Tehsil Courts of Madhya Pradesh. Given the nature of the collection, the exact volumes can only be ascertained by the digitization process.

Artefacts/ Items to be digitized *	* Approximate no. of pages
Judicial Records and other Miscellaneous Records	33 Crore
Note:- The Number of pages to be digitized may increase /decrease depending on final completion/ requirement.	

3.5 General Scope of Services:-

The broad activities to be undertaken by the selected agency can be classified as following:

1. Rapid Assessment of Project Requirement
2. Project Planning and Management
3. Setting Up Digitization Facilities
4. Digitization of Judicial Records
5. Deliverables

In implementing the above, the bidder shall strictly adhere to the standards set by the High Court of Madhya Pradesh. The details about the above mentioned services are covered in subsequent or relevant sections.

3.5.1 Rapid Assessment of Project Requirement

One of the biggest challenges/ task in the Digitization project is that on one hand the artifacts are priceless but in poor physical condition, on the other hand the Service Provider is expected to meet average daily minimum digitization target of excellent quality at multiple distant locations. Keeping this target in mind, the Service Provider must acquire a thorough understanding of the District Court holdings and the manner in which the current systems and procedures work. This should

enable the service provider to determine:

a)   The type of hardware/software required for digitization of each category and kind of artifact / material or equivalent.

b)   The number of each such equipment.

c)   Location and layout of such equipment.

d)   The work schedule to achieve the task in the desired time frame.

3.5.2 Project Planning and Management:-

The success of the project depends on the proper project planning and management. At the onset, the service provider shall plan the project implementation in great details in consultation with The High Court of M. P. An indicative list of plans that the service provider should make at the onset are as follows:

- **Project Schedule**: A detailed week-wise timeline indicating various activities performed along with completion dates and resources required for the same

- **Manpower Deployment List**: Profile-wise number of all manpower that will be deployed at each District with the task assigned to each. Roles and responsibilities of every type of manpower should be mentioned

- **Resource Deployment List**: List and number of all resources other than manpower like scanners, UPS, computers etc. that will be deployed at each court. Please refer Annexure -"A"

- **Communication Plan**: Detailed communication plan indicating what form of communication will be utilized for what kinds of meeting along with recipients and frequency.

- **Progress Monitoring Plan**: Detailed Daily, Weekly, Monthly progress report formats along with issue escalation format. But in new DMS software vendor has to provide the option.

- **Standard Operating Procedures**: Detailed procedure for carrying out digitization project in a timely and accurate manner

- **Risk Mitigation Plan**: List of all possible risks and methods to mitigate them

- **Escalation Matrix**: A detailed list of key contact persons with contact details with escalation hierarchy for resolution of issues and problems

- **Training**: Service provider's approach to impart training to the Courts officials

  Note: This is just an indicative list and successful bidder should suggest and incorporate more project planning and management tools for successful execution of the project.

3.5.3 Setting Up Digitization Facilities:-

3.5.3.1. IT Infrastructure

For successful and smooth execution of the project sufficient numbers of ADF scanners, Flatbed scanners, book eye scanners, computers etc. will be required to capture images of the documents. Scanning to be done in both Flatbed and ADF mode as all pages may not be in good conditions. Inappropriate scanners may lead to unacceptable image quality, leading to penalty and rework, thus the vendor should show quality of images captured using various devices and seek approval prior to actual work.

Successful bidder should be ready to deploy scanners and other IT equipments [computers, servers (NAS is not part of scope of work), UPS etc.] per District & Tehsil Courts as per the volume of work to carry out digitization work. Successful Bidder should increase the number of image capturing devices, computers and other peripherals based on the requirement, to complete the project in the stipulated timeframe.

Note: - The bidder would be required to mention the type, technical specifications, make and model of the scanners etc. as part of their proposal. Bidder should submit an undertaking that all the scanners proposed to be used for this project will be brand new

and successful bidder will be required to submit proof of purchase of these scanners before commencement of project execution.

3.5.3.2 Manpower

Successful bidders should also have a dedicated regular team of fulltime project managers, quality control experts, Legal experts, scanning operators and document classification experts for timely completion of the project. Legal expert will check in daily parameters of the digitized records. One Legal expert at each District Establishment shall be provided by the Vendor. Successful bidder should be ready to deploy required manpower per Court. Successful Bidder should increase the number of manpower based on the requirement, to complete the project in the stipulated timeframe.

3.5.3.3 Physical Infrastructure

The required workspace for execution of project will be provided by respective District Courts. Other suitable facilities will have to be established onsite as mentioned below:

- Electricity and required Power Points: Electricity will be provided by District Courts. In case there are not sufficient power points, the same shall be arranged by the High Court from the funds of State Government.

- Power Backup: District Courts will provide the required Generator Sets for power backup.

- UPS: Successful bidder/ Service Provider will have to arrange and deploy the UPS of required capacities at District & Tehsil Courts.

- Furniture: The successful bidder will have to install the required furniture of reputed make from their own resources.

- LAN: The bidder is required to arrange for LAN points and cables for connecting computer systems with the server and the network for all Scanning, Cleaning and Quality Checking work under Digitization

Project. For Indexing and Quality checking work the work LAN work will be done by High Court.

- STORAGE: The storage shall be arranged by the High Court for data storage and once the digitized images once being uploaded to DARIMS/DMS, the vendor has to remove the digitized data immediately with permission of the High Court.

3.5.4 Digitization of Judicial Records

3.5.4.1 Broadly following types of judicial records are required to be digitized:-

- Fresh Filed Case Files

- Pending Disposed Case Files

- Pending After-Hearing Case Files (that are to be either completely scanned or to be partially scanned (as some record is already scanned and some record is still remaining to be scanned)

- Disposed Case Files

For each of the above mentioned Record type the prevailing process flow details have been mentioned in **Annexure-B1** appended at the end of Tender document. **The Digitization process for each of the above mentioned Record type is as follows:**

3.5.4.2 **Fresh Case Files**

Petitions filed in the District Courts are required to be digitized on the same day before the cases are listed for hearing. Digitization of Fresh Case Files will require execution of following processes:

Document Collection: Files required to be digitized will be provided by District Court Officials from 12 pm to 5 pm on all working days after receiving and registering the same.

Document Preparation / Repair: The documents so received by the service provider shall be prepared and repaired. Special care

should be taken for documents that are old and are not in good physical condition. An indicative list of activities to be performed by the service provider for document preparation as are follows:

- Dusting the files to remove dirt and other possible noise causing particles
- Removal of stapler pins, clips etc. (this should not lead to further
- Repair the documents for scanning using cello-tape or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

Document Scanning: The records may be scanned by vendor by using flatbed/sheet fed scanner/book scanner. But the choice of scanner depends completely on the condition of the document.

Cleaning and Image Quality Check: After scanning, cleaning and quality check will be done by vendor by ensuring desired quality of images by checking/correcting the following:

- Image Clarity
- Confirm the pages of image with that of original
- Image Resolution
- Black band & blemish removal, if any
- Deletion of blank and invalid pages
- Black marks removal
- De-skewing
- De-speckling
- Cropping (No content should be missing)
- Image orientation etc.

Documents Re-Filing:

Once the Images and data have gone through the Scanning, Cleaning process and quality checking, the activity of putting back the pages in the same Files shall commence. Some of the key activities in this process are:

a) Stapling: After the completion of scanning, cleaning, Quality Checking and uploading, the documents should be stapled / tag them which were de-stapled / de-tag by them. Uploading will be done by the vendor with the assistance of the technical team of the High Court.

b) Removal of Separation Sheet. The separation sheet inserted as separator between two-files/records/Document types should then be taken out.

c) Rearranging / Re-Filing & handing over of documents: The Document Re-Filing operator will receive the bundle of Files scanned and shall sort it in proper manner. He will check that mix-up of documents from two separate Documents should not happen, and right document should get filed back into the respective Documents. The Documents are handed in batches with the checklist attached with due signoff.

Turn around Time(TAT): The service provider has to return all fresh case files received on a day after completion of digitization by 6:00 PM on the same day to Filing section.

Indexing cum Quality checking work:

There are different types of documents in a case file. Document classification is the process which requires identifying and tagging document types in a file. **Indexing** is a process to give a name to scanned and cleaned documents with the relevant

indexing parameter already made available in District Court Digitization Software. For example scanned and cleaned document of Final Judgment will be indexed with the indexing parameter "Final Judgment" in District Court Digitization Software.

After scanning, cleaning and quality check by the vendor, case files will be sent to concerning section (Filing Centre) by the vendor where District Court deputed team shall do the Indexing cum Quality checking work for the scanned and cleaned record by vendor. Indexing shall be done by the District Court deputed team as per the approved indexing parameter by High Court of Madhya Pradesh.

Apart from the work of Indexing the deputed user shall also approve the Quality of the scanned and cleaned images by the vendor on the same screen on District Court Digitization Software. During Quality checking the District Court team shall check the Image Clarity, whether the scanned total pages are same in original file, proper Image Resolution, blank pages should not be there, proper image orientation etc.

While checking the quality at this stage the concerning user can also reject the scanned and cleaned record by the vendor if not found appropriate. The rejections will be made in CIS/ District Court Digitization Software and Vendor has to cure it on same day otherwise penalty will be imposed as per the Penalty clause.

3.5.4.3 Pending Disposed Case Files:-

The cases already registered in the Court and are recently decided and closed are called Pending Disposed Cases. Digitization of Pending Disposed Case Files will require execution of following processes:

Document Collection: Files required to be digitized will be provided by different sections of the District Court. The service provider is required to collect these files in lots from the respective sections and bring them to digitization center for processing.

The Service Provider will need to maintain log register where details of files received will required to be entered along with signatures of the authorized receiver from the Service Provider and official of the Court who handed over the files.

Document Preparation / Repair: The documents so received by the service provider shall be prepared and repaired. Special care should be taken for documents that are old and are not in good physical condition. An indicative list of activities to be performed by the service provider for document preparation as are follows:

- Dusting the files to remove dirt and other possible noise causing particles.
- Removal of stapler pins, clips etc. (this should not lead to further
- Repair the documents for scanning using cello-tape or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

Document Scanning: The records may be scanned by vendor by using flatbed/sheet fed scanner/book scanner. But the choice of scanner depends completely on the condition of the document, in order to meet out the requirement and have to cross check before scanning the documents. However, currently the ratio of such cases are very less.

Cleaning and Image Quality Check: After scanning, cleaning and quality check will be done by vendor by ensuring desired quality of images by checking/correcting the following:

- Image Clarity
- Confirm the pages of image with that of original
- Image Resolution
- Black band & blemish removal, if any
- Deletion of blank and invalid pages
- Black marks removal
- De-skewing
- De-speckling
- Cropping (No content should be missing)
- Image orientation etc.

Documents Re-Filing:

Once the Images and data have gone through the Scanning, cleaning and quality checking process, the activity of putting back the pages in the same Files shall commence. Some of the key activities in this process are:-

a) Stapling: After the completion of scanning, cleaning, Quality Checking and uploading, the documents should be stapled / tag them which were de-stapled / de-tag by them.

b) Removal of Separation Sheet. The separation sheet inserted as separator between two-files/records/Document types should then be taken out.

c) Rearranging / Re Filing & handing over of documents: The Document Re-Filing operator will receive the bundle of Files scanned and shall sort it in proper manner. He will check that mix-up of documents from two

separate Documents should not happen, and right document should get filed back into the respective Documents. The Documents are handed in batches with the checklist attached with due signoff.

Turn Around Time: The service provider has to return all pending disposed case files received on a day after completion of digitization by 6:00 PM on the same day to respective section.

Indexing cum Quality checking work:

There are different types of documents in a case file. Document classification is the process which requires identifying and tagging document types in a file. **Indexing** is a process to give a name to scanned and cleaned documents with the relevant indexing parameter already made available in District Court Digitization Software. For example scanned and cleaned document of Final Judgment will be indexed with the indexing parameter "Final Judgment" in District Court Digitization Software.

After scanning, cleaning and quality checking work by the vendor, case files will be sent to concerning section by the vendor where District Court deputed team shall do the Indexing cum Quality checking work for the scanned and cleaned record by vendor. Indexing shall be done by the District Court deputed team as per the approved indexing parameter by High Court of Madhya Pradesh.

Apart from the work of Indexing the deputed user shall also approve the Quality of the scanned and cleaned images by the vendor on the same screen on District Court Digitization Software. During Quality checking the District Court team shall

check the Image Clarity, whether the scanned total pages are same in original file, proper Image Resolution, blank pages should not be there, proper image orientation etc.

While checking the quality at this stage the concerning user can also reject the scanned and cleaned record by the vendor if not found appropriate. The rejections will be made in CIS/ District Court Digitization Software and Vendor has to cure it on same day otherwise penalty will be imposed as per the Penalty clause.

3.5.4.4 Pending After-Hearing Case Files

The cases already registered in the court and were listed for hearing. These case files are required to be digitized – completely if not digitized earlier or updated with digitization.

There are two scenarios available for such type of cases or documents. **Pending After-Hearing Case Files which needs to be completely scanned and Pending After-Hearing Case Files which needs to be partially scanned.**

For such Pending After-Hearing Case Files which needs to be completely scanned vendor has to scan the complete record.

For such Pending After-Hearing Case Files which needs to be partially scanned as in such cases some record is already scanned and some records still remaining to be scanned. By means of system / physical file checking. For such cases, the work of finding out and flagging of such record which is remaining to be scanned shall be done by vendor and the work of scanning, cleaning and quality check will then be done by vendor.

Digitization of Pending After-Hearing Case Files of above mentioned both the types will require execution of following processes.

Document Collection: Files required to be digitized will be provided by different sections of the District Court. The service provider is required to collect these files in lots from the respective sections and bring them to digitization center for processing.

The Service Provider will need to maintain log register where details of files received will required to be entered along with signatures of the authorized receiver from the Service Provider and official of the Court who handed over the files.

Document Preparation and Repair: The documents of the files so received by the service provider shall be prepared and repaired. Special care should be taken for documents that are old and are not in good physical condition. An indicative list of activities to be performed by the service provider for document preparation as are follows:

- Dusting the files to remove dirt and other possible noise causing particles
- Removal of stapler pins, clips etc. (this should not lead to further
- Repair the documents for scanning using cello-tape or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

Document Scanning: The records may be scanned by vendor by using flatbed/sheet-fed scanner/book scanner. But the choice of scanner depends completely on the condition of the document.

Cleaning and Image Quality Check: After scanning, cleaning will be done by vendor by ensuring desired quality of images by checking/correcting the following:

- Image Clarity

- Confirm the pages of image with that of original

- Image Resolution

- Black band & blemish removal, if any

- Deletion of blank and invalid pages

- Black marks removal

- De-skewing

- De-speckling

- Cropping (No content should be missing)

- Image orientation etc.

Documents Re-Filing:

Once the Images and data have gone through the Scanning, cleaning and quality check process, the activity of putting back the pages in the same Files shall commence. Some of the key activities in this process are:

a) Stapling: After the completion of scanning, cleaning, Quality Checking and uploading, the documents should be stapled / tag them which were de-stapled / de-tag by them.

b) Removal of Separation Sheet. The separation sheet inserted as separator between two-files/records/Document types should then be taken out.

c) Rearranging / Re Filing& handing over of documents: The Document Re-Filing operator will receive the bundle of Files scanned and shall sort it in proper manner. He will check that mix-up of documents from two separate Documents should not happen, and right document should get filed back into the respective Documents. The Documents are handed in batches with the checklist attached with due signoff.

Turn Around Time: The service provider has to return all fresh case files received on a day after completion of digitization by 6:00 P.M. on the same day to respective section.

Indexing cum Quality checking work:

There are different types of documents in a case file. Document classification is the process which requires identifying and tagging document types in a file. **Indexing** is a process to give a name to scanned and cleaned documents with the relevant indexing parameter already made available in District Court Digitization Software. For example scanned and cleaned document of Final Judgment will be indexed with the indexing parameter "Final Judgment" in District Court Digitization Software.

After scanning, cleaning and quality check by the vendor, case files will be sent to concerning section by the vendor where District Court deputed team shall do the Indexing cum Quality checking work for the scanned and cleaned record by vendor. Indexing shall be done by the District Court deputed team as per the approved indexing parameter by the High Court of Madhya Pradesh.

Apart from the work of Indexing the deputed user shall also approve the Quality of the scanned and cleaned images by the vendor on the same screen on District Court Digitization Software. During Quality checking the District Court team shall check the Image Clarity, whether the scanned total pages are same in original file, proper Image Resolution, blank pages should not be there, proper image orientation etc.

While checking the quality at this stage the concerning user can

also reject the scanned and cleaned record by the vendor if not found appropriate. The rejections will be made in CIS/ District Court Digitization Software and Vendor has to cure it on same day otherwise penalty will be imposed as per the Penalty clause.

3.5.4.5 Disposed Case Files

Digitization of Disposed Case Files will require execution of following processes:

Document Collection: Files required to be digitized will be provided by **record rooms** of the District Court. The service provider is required to collect these files in lots from the record rooms and bring them to digitization center for processing.

The Service Provider will need to maintain log register where details of files received will required to be entered along with signatures of the authorized receiver from the Service Provider and official of the Court who handed over the files.

Document Preparation / Repair: The documents of the files so received by the service provider shall be prepared and repaired. Special care should be taken for documents that are old and are not in good physical condition. An indicative list of activities to be performed by the service provider for document preparation as are follows:

- Dusting the files to remove dirt and other possible noise causing particles
- Removal of stapler pins, clips etc. (this should not lead to further
- Repair the documents for scanning using cello-tape or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

Document Scanning: The records may be scanned by vendor by using flatbed/sheet fed scanner/book scanner. But the choice of scanner depends completely on the condition of the document.

Cleaning and Image Quality Check: After scanning, cleaning will be done by vendor by ensuring desired quality of images by checking/correcting the following:

- Image Clarity
- Confirm the pages of image with that of original
- Image Resolution
- Black band & blemish removal, if any
- Deletion of blank and invalid pages
- Black marks removal
- De-skewing
- De-speckling
- Cropping (No content should be missing)
- Image orientation etc.

Documents Re-Filing:

Once the Images and data have gone through the Scanning, cleaning and quality check process, the activity of putting back the pages in the same Files shall commence. Some of the key activities in this process are:

a) Stapling: After the completion of scanning, cleaning, Quality Checking and uploading, the documents should be stapled / tag them which were de-stapled / de-tag by them.

b) Removal of Separation Sheet. The separation sheet inserted as separator between two-files/records/Document types should then be taken out.

c) Rearranging / Re Filing& handing over of documents:

The Document Re-Filing operator will receive the bundle of Files scanned and shall sort it in proper manner. He will check that mix-up of documents from two separate Documents should not happen, and right document should get filed back into the respective Documents. The Documents are handed in batches with the checklist attached with due signoff.

Turn Around Time: The service provider has to return all fresh case files received on a day after completion of digitization by 6:00 P.M. on the same day to respective section.

Indexing cum Quality checking work:

There are different types of documents in a case file. Document classification is the process which requires identifying and tagging document types in a file. **Indexing** is a process to give a name to scanned and cleaned documents with the relevant indexing parameter already made available in District Court Digitization Software. For example scanned and cleaned document of Final Judgment will be indexed with the indexing parameter "Final Judgment" in District Court Digitization Software.

After scanning, cleaning and quality check by the vendor, case files will be sent to concerning section by the vendor where District Court deputed team shall do the Indexing cum Quality checking work for the scanned and cleaned record by vendor. Indexing shall be done by the District Court deputed team as per the approved indexing parameter by High Court of Madhya Pradesh.

Apart from the work of Indexing the deputed user shall also

approve the Quality of the scanned and cleaned images by the vendor on the same screen on District Court Digitization Software. During Quality checking the District Court team shall check the Image Clarity, whether the scanned total pages are same in original file, proper Image Resolution, blank pages should not be there, proper image orientation etc.

While checking the quality at this stage the concerning user can also reject the scanned and cleaned record by the vendor if not found appropriate. The rejections will be made in CIS/ District Court Digitization Software and Vendor has to cure it on same day otherwise penalty will be imposed as per the Penalty clause.

3.5.5 Deliverables

Since, the work of scanning, cleaning and quality checking to be done by vendor and the work of indexing and Quality checking is to be done by High Court deputed team at District Court the deliverable shall be only the correct scanning and cleaning of the record.

3.6. Pilot Project

a) Successful completion of the pilot shall be the prerequisite for going ahead with the remaining contract. All payments under this contract shall commence only, after the successful completion of pilot project.

b) ***Using a representative sample of the District Courts of all the process as mentioned in tender document***, the Service provider will conduct a pilot of the Digitization process whose timeline for the completion shall be approximately 3 months. The purpose of the pilot project is to gauge the ability of the proposed work plan and workflow to digitize artefacts with the required speed, quality of digitized records and care of original artifact. The criteria by which the Pilot Project Digitization processes are assessed:

- Efficiency in Receiving and Delivering the artifacts

- Care and Handling of artifacts.
- Number of artefacts digitized per day
- Accuracy and Quality of scanned and cleaned records and the created metadata in comparison to the decided one. Required tiff files and metadata are to be created in light of Technical Specifications and agreed metadata standards as per Tender document/ ISO 14721 Open Archival Information System (OAIS) Reference Model).
- Accuracy in the work of Data Segregations, scanning and cleaning for the mentioned judicial record type. Since immediately after the Data Segregations, scanning and cleaning the work of Indexing and Quality checking will be performed, error will be immediately traceable by High Court.
- *Rejection handling procedure i.e. Whether the record has been rejected in Quality Check*

c) The Pilot Project allows the Service Provider to improve their Digitization processes by adjusting the Workflow and Work Plan based on the findings of the ongoing assessment of the Pilot Project.

e) The Pilot Project would not be approved for full implementation by the High Court of Madhya Pradesh until all assessment criteria are approved by High Court of Madhya Pradesh.

f) It is expected that a total of Five Lakh pages in a consolidated way for District Courts (as communicated by the High Court) would be covered in the pilot phase. These Five Lakh artifacts (for the Pilot) would be selected in a manner to ensure that all kinds, types, categories and condition of artifacts are included in this so that this sample is adequately representative of the complete collection. Sample from all type of process shall be taken for the said work.

g) Pilot project approval is the preliminary approval for the execution of all the

relevant process for the Digitization project. Even after approval of it also High Court of Madhya Pradesh may change the process due to unforeseen scenarios or due to change in requirement of High Court of Madhya Pradesh.

3.7 Software Installation/ Licensing / Development

Since the work of Scanning, Cleaning and quality checking will be done by Vendor through the use of Digitization Software of High Court, It shall be duty of Vendor to install all the software's required for Computers, Scanner and other hardware for ensuring the working of it through High Courts Digitization software.

3.8 Technical Specifications and Requirements

Digitization software shall be owned by <u>High Court of Madhya Pradesh</u> and it shall have the provision for scanning, cleaning and quality check of the record as per following specification but while doing the work of scanning, cleaning and quality checking the Vendor has to do the compliance for TIFF files as described below. Further process for the required file format will be taken care by High Court.

Specifications	All Judicial Record including Judgment and Order, Records A3 / Legal / A4/ Old
File Format	Uncompressed TIFF or JP2K (lossless compression shall be preferred)
Scanning - Optical Resolution	100x100,200x200,300x300, 600x600 or as directed
Colour / Bit Depth	12/ 24 Bit Colour
Feeding (Scanning) Method **(*)**	Manual / Flatbed/ sheet-fed/ Book / ADF /MAP Scanner or as directed.
Threshold support	Yes
Deskewing support	Yes
Despeckling support	Yes
Cropping support	Yes
Pagination Required	Yes
Image Size	Same as the Original document
Image Enhancement Process (Scanning and Stabilization Intervention)	Yes
Water Marking enablement	Yes
Support for automatic image processing tools and methods for perfect image and	Yes

batch conversion	
Catalogue of the documents	Yes
Hyper linking of the Documents	Yes
Creating portfolio of the documents.	Yes
Resampling in Lower and Higher Size	Yes
Font (Hindi and English Both)embedding	Yes

(*) The Quality / Conditions / Age of the documents, would determine whether to use (flatbed / book /Sheet fed /Overhead/ADF etc.) given the condition of the artifacts, in some cases book / overhead scanners/**MAP Scanners** may be required. All respective images should be true colour representation of the original records. Generated PDF file will have a provision for security features for the required outputs PDF.

After Scanning, Cleaning, Indexing and Splitting (OCR will be done on the split and index PDFs) each document of file and the data will be stored by way of images in Portable Document Format PDF/A-2a with adequate resolutions **with free text search facility** and ensure the readability and ease in retrieval including cleaning and spot reduction. Splitting of documents and any metadata entry is to be done by Scanning Vendor as per requirement. However, the metadata shall be automatically fetched from the database of CIS software of the District Courts. The images so stored in the database should will be indexed as per the requirements of the High Court of Madhya Pradesh and should be capable of adding more images, at later stage in need basis, in an old stored filed. The data so stored shall be in a **non-editable form**. For such Judicial records the images of which has been finally uploaded on Server and further if any correction is required then from existing TIFF files and the newly added one Final TIFF and PDF files will be created. High Court Digitization Software will comply with the required specifications of required PDF/A-2a File format after the generation of TIFF files after execution of process of scanning and cleaning. All Scanned / digitized paper files will be stamped and duly signed by the used indicating that the "FILE IS SCANNED AND

CLEANED" With Vendor Name and the bidder will be fully responsible for any loss / damage of any document **(At file level only)**.The Vendor has to ensure the availability of resources for collection / movement of documents as per requirement from record room / court room. **The hand over take over, Activity of Handover of Case files/ documents should be handled by District /Tehsil court authorized person.** Stamping on Files, We will do the stamping on Front Page & Last Page as "*Scanned*" for all files.

3.9 Vendor has to provide sufficient Scanners for Scanning work for all type of judicial records. Having a condition of providing or availability of high Volume of Scanning Data will not be a criterion for deploying the Scanners. The deployed Scanner should support ADF and Flatbed options and should be capable of scanning A3 size pages in Flatbed scanning and also in ADF. The ADF of Scanner should support scanning of documents up to maximum length as per market prevailing standard.

It is required that at District Courts the vendor may deploy adequate number of scanners required for scanning and cleaning of record shall be deployed by Vendor. The Vendor shall also deploy ADF Scanner or only Flatbed Scanner at Presentation Section as per requirement. But it is advisable that two ADF scanner, two ADF cum Flatbed scanner should be deployed by Vendor at each Big District Courts. Similarly for all such record type where partial scanning is needed it is advisable to install ADF cum Flatbed scanner in appropriate count. this is also required to deploy some scanners of both type (only ADF and ADF and Flatbed both) in spare because sometimes cases and loose documents gets registered in huge count(like after opening of Courts after Holidays).

3.10 PPI and DPI (Reference SOP of Digitization Project available under hyperlink) https://districts.ecourts.gov.in/sites/default/files/sop%20compressed _0.pdf)

The terminology of Pixels Per Inch (PPI) is used when it comes to onscreen viewing / rendering of scanned documents. The terminology of Dots Per Inch (DPI) is used when it comes to printing the documents. We have come across different brands of scanners with their software using PPI and sometimes DPI terminologies while deciding the resolution. Both terms are used to convey the same meaning and to decide the resolution.

JP2K file format for the final output of digitization is strongly recommended considering that it provides lossless compression with much smaller file size if compared with the traditional TIF format.

3.10.1 Black & White Digitization

Record Type	**Purely textual, laser printed or typeset documents having clear visibility of text with high contrast between white paper background and information**
Digitized Master Copy for Preservation	
Minimum desired quality	1-bit bitonal mode - 300 ppi for documents with smallest significant character of 2.0 mm or larger
High quality	1-bit bitonal mode - 600 ppi for documents with smallest significant character of 1.0 mm or larger
Output format	JP2K (lossless compression) most preferred OR Uncompressed TIFF
Access Quality Output for Online Usage	
Compression	While producing the access quality PDF/A document, the digitized master copies of individual pages in the record are resampled at a reduced size JPG Compression at minimum 72ppi to 96 ppi resolution (The size of master image is reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased to ensure clarity of text.)
Searchable PDF/A	A composite searchable PDF for Archival as per ISO 19005 Minimum PDF/A-1a is acceptable as the basic profile for access

quality searchable document.

PDF/A-2a is highly desirable as this format supports the following specification:
• JPEG 2000 image compression
• support for transparency effects and layers
• embedding of Open Type fonts
• provisions for digital signatures in accordance with the PDF Advanced Electronic Signatures – PAdES standard
• the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file

3.10.2. Grayscale Digitization

Record Type	**Documents with poor legibility or diffuse characters (e.g. carbon copies, faxed copies, etc.), handwritten annotations or other markings, low inherent contrast, staining, fading, halftone illustrations, or photographs**
Digitized Master Copy for Preservation	
Minimum desired quality	8-bit grayscale mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger
High quality	8-bit grayscale mode – 400 ppi for documents with smallest significant character of 1.0 mm or larger
Output format	JP2K (lossless compression) most preferred OR Uncompressed TIFF
Access Quality Output for Online Usage	
Compression	While producing the access quality PDF/A document, the digitized master copies of individual pages in the record are resampled at a reduced size

JPG Compression at minimum 72 ppi resolution
(The size of master image to be reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased beyond the minimum recommended resolution to ensure clarity of text.) |
| Searchable PDF/A | A composite searchable PDF for Archival as per ISO-19005

Minimum PDF/A-1a is acceptable as the basic profile for access quality searchable document.

PDF/A-2a is highly desirable as supports the following specification:

• JPEG 2000 image compression
• support for transparency effects and layers
• embedding of Open Type fonts
• provisions for digital signatures in accordance with the PDF Advanced Electronic Signatures – PAdES standard
• the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file |

3.10.3. True Colour Digitization -

Record Type	**Documents as described for grayscale scanning and/or where color is important to the interpretation of the information or content, or desire to produce the most accurate representation**
Digitized Master Copy for Preservation	
Minimum desired quality	24-bit RGB mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger
High quality	24-bit RGB mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger
Output format	JP2K (lossless compression) most preferred OR Uncompressed TIFF
Access quality output for online sharing	
Compression	While producing the access quality PDF/A document, the digitized master copies of individual pages in the record are resampled at a reduced size JPG Compression at minimum 72ppi resolution (The size of master image is reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased to ensure clarity of text.)
Searchable PDF/A	A composite searchable PDF for Archival as per ISO 19005 Minimum PDF/A-1a is acceptable as the basic profile for access quality searchable document. PDF/A-2a is highly desirable as this format supports the following specification: • JPEG 2000 image compression • support for transparency effects and layers • embedding of Open Type fonts • provisions for digital signatures in accordance with the PDF Advanced Electronic Signatures – PAdES standard • the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file

The general detail of Specification of Scanners that needs to be deployed by Vendor at the sites for scanning is as mentioned below. This is only for general purpose in actual; the Vendor needs to deploy the Scanners as per the need of work. The vendor has to decide the hardware for effective Digitization work.

Scanner ADF (with Duplexer) and Integrated Flatbed

Sr. No	Parameter	Minimum required technical specifications
1	Make and Model No.	Depends on Vendor
2	Scanning Options	Color, Grayscale, Black & White (Linear),**True Color** etc.
3	Scanner Type	ADF Auto Duplex Scanning with **Integrated Flatbed**
4	Recommended Daily Volume	10,000 pages per day or higher
5	Throughput Speeds (200 dpi landscape, letter-size , black- and-white, grayscale, color)	60 PPM
6	Scanning Technology	CCD Grayscale output bit depth: 256 levels Color capture bit depth: 48-bit Color output bit depth: 24-bit. **CCD Technology/CIS Scanning technology or better**
7	Optical Resolution	600 dpi
8	Output resolution	100 to 600 DPI
9	Maximum Document Size for both (ADF and Flatbed)	A4, Letter, **Legal,** FS, post card, Envelop and other pages etc.
	Minimum width * Minimum Length of the Document for **ADF Part** of the Scanner	105 x 148 mm or 4.13 * 5.82 Inch
	Maximum width * Maximum Length of the Document for **ADF Part** of the Scanner	216*3100 mm or 8.5*122 inch
	Minimum width * Minimum Length of the Document for **Flatbed part** of the Scanner	25.4*25.4 mm or 1 Inch
	Maximum width * Maximum Length of the Document for **Flatbed part** of the Scanner	216 x 356 mm or 8.5 * 14 Inch

10	ADF Tray Capacity	200 Pages or more
11	Connectivity	USB 2.0 or higher
12	Imaging Features (in the scanner)	Automatic Image Orientation, Blank Page Removal, Automatic Crop & De-Skew, Image enhancement, batch separation, document merge
13	File Format Outputs	Single and multi-page TIFF, JPEG, PDF, searchable PDF/A-2a, PDF/A & PDF.
14	Environmental Factors	ENERGY STAR qualified scanners; Operating temperature: 15-32.5° C; Operating humidity: 15% to 80% RH
15	Supporting Drivers and Bundle Software	TWAIN, ISIS, SANE, Wind ws Imaging Architecture Drivers, Scanning Software or equivalent or Better
16	Supporting Operating System	Windows 10, Windows 8.1 Pro & SL (32 bit & 64 bit), Windows 7 (32 bit & 64 bit) , Linux Ubuntu
17	Hardware Drivers	Supplier to provide latest drivers for all hardware for Ubuntu-Linux OS
18	Paper Thickness /Weight	Weight: 34 to 413 gsm
19	Other features required	Multi feed Detection (Required to stops double feeding), Mixed Document Feeding (Diff. Size & Thickness Fed Together), Crushed pages scan
20	Certificates	ISO, Energy Star etc.

Scanner ADF (with Duplexer)

Sr. No	Parameter	Minimum required technical specifications
1	Make and Model No.	Depends on Vendor
2	Scanning Options	Color, Grayscale, Black & White (Linear),**True Color** etc.
3	Scanner Type	ADF Auto Duplex Scanning
4	Recommended Daily Volume	10,000 pages per day or higher
5	Throughput Speeds (200 dpi landscape, letter-size , black- and-white, grayscale, color)	60 PPM
6	Scanning Technology	CCD Grayscale output bit depth: 256 levels Color capture bit depth: 48-bit Color output bit depth: 24-bit. **CCD Technology/CIS Scanning technology or better**

7	Optical Resolution	600 dpi
8	Output resolution	100 to 600 DPI
9	Maximum Document Size for both (ADF and Flatbed)	A4, Letter, **Legal,** FS, post card, Envelop and other pages etc.
	Minimum width * Minimum Length of the Document for **ADF Part** of the Scanner	105 x 148 mm or 4.13 * 5.82 Inch
	Maximum width * Maximum Length of the Document for **ADF Part** of the Scanner	216*3100 mm or 8.5*122 inch
10	ADF Tray Capacity	200 Pages or more
11	Connectivity	USB 2.0 or higher
12	Imaging Features (in the scanner)	Automatic Image Orientation, Blank Page Removal, Automatic Crop & De-Skew, Image enhancement, batch separation, document merge
13	File Format Outputs	Single and multi-page TIFF, JPEG, PDF, searchable PDF/A-2a, PDF/A & PDF.
14	Environmental Factors	ENERGY STAR qualified scanners; Operating temperature: 15-32.5° C; Operating humidity: 15% to 80% RH
15	Supporting Drivers and Bundle Software	TWAIN, ISIS, SANE, Wind ws Imaging Architecture Drivers, Scanning Software or equivalent or Better
16	Supporting Operating System	Windows 10, Windows 8.1 Pro & SL (32 bit & 64 bit), Windows 7 (32 bit & 64 bit) , Linux Ubuntu
17	Hardware Drivers	Supplier to provide latest drivers for all hardware for Ubuntu-Linux OS
18	Paper Thickness /Weight	Weight: 34 to 413 gsm
19	Other features required	Multi feed Detection (Required to stops double feeding), Mixed Document Feeding (Diff. Size & Thickness Fed Together), Crushed pages scan
20	Certificates	ISO, Energy Star etc.

Section IV

CRITERIA FOR EVALUATION

4.1 Evaluation of Technical Bids:-

Sl. No	Parameter		Evaluation Criteria	Score/ Marks
1.	**Relevant Experience of the Vendor in scanning and Digitization**	a)	Executed at least 5 project of records digitization of more than 5 crore pages (each project 02 numbers)	10
		b)	At least three Digitization Projects with each project money value more than Rs. 5 Crore. (Note -: For one project the number will be 05, for two project number will be 10 and for three project number will be15)	15
			Marks	**25**
2.	**Development of DMS System and approach and its Methodology for implementation**	a)	Overall experience and Credential of the firm regarding Development and implementation of DMS System as per the tender document. (**The bidder has to provide documents of scanning/ digitization, DMS.)**	20
		b)	Methodology for Development of DMS.	10
		c)	Clear understanding of scope of services.	5
			Marks	**35**
3.	**Team Structure and Organization**	a)	Team organization and scheduling: Team and its Optimization work plan to meet an efficient activity scheduling.	**5**
		b)	Proposed Team structure (with clearly identified roles & responsibility.	**5**
			Marks	**10**
4.	**Quality Management &Solution Proposed**	a)	**Quality Standards**	
		i)	ISO 9001:2008 or equivalent Certification (yes=**3**, No=0)	3
		ii)	ISO 27001:2005 or equivalent Certification (yes=**3**, No=0)	3
		iii)	ISO 20000 for quality Certification for IT Services (Yes=**3**, No-0)	3
		iv)	CMMI Level III or Higher (if Yes=**3**, if No=0)	3

		v)	ISO 14721 Open Archival Information System (OAIS) Reference Model (Yes=**3**, No-0)		3
				Marks	**15**
		a)	**Key Personal and infrastructure**		
5.	**Key Personnel and Infrastructure**	i)	Competence and hands-on experience of the Team Leader/Project Manager in execution and coordination of similar digitization projects. Profile of the Team Leader/ Project Manager >=10 years digitization experience=**5**, <10 years and >5Years Exp.=**3**, For <5year and >1 Year Exp.= **1**) **Maximum marks 05**		**05**
		ii)	The bidder who have all format scanners like 100 ADF, 10 Flatbed and 10 over Head book scanner= **Maxi. Marks:10** >=100 ADF, 10 Flatbed and 05 Over Head Scanners=08 >=100 ADF, 10 Flatbed=05		**10**
				Total	**100**

1. All the prequalification and technical specifications conditions are to be fulfilled by the bidders.
2. The Technical proposals will be evaluated by the committee appointed by the High Court of Madhya Pradesh and they will select the bidders. The financial bids will be opened for the shortlisted bidders only. Rest of the bidders EMD will be returned after finalization of bid.
3. The minimum of **70 marks** are there for getting selection in the financial bid opening.
4. The decision of the Registrar General for finalization of the Bidders will be final.

The evaluation of bid will be on QCBS Pattern (Quality Cost Based Selection)

Financial Evaluation

The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.

The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. The High Court of Madhya Pradesh, Jabalpur shall inform the date, place and time for opening of the Financial Bid.

Evaluation and Comparison of Bids (QCBS)

80 % weightage will be awarded for Technical Evaluation and 20 % weightage will be awarded for Financial Evaluation

Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in the previous section.

The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

Final Evaluation Criteria - Quality and Cost based selection (QCBS)

The individual Bidder's commercial scores (CS) are normalized as per the formula below:

$Fn= Fmin/Fb * 100$ (rounded off to 2 decimal places) Where,

Fn= Normalized commercial score for the Bidder under consideration

Fb= Absolute financial quote for the Bidder under consideration

$Fmin$= Minimum absolute financial quote

Composite Score (S) = Ts * 0.8 + Fn * 0.2

The Bidder with the highest Composite Score(S) would be awarded the contract.

Note:-

1. In case of any query regarding condition of documents for scanning, please contact IT Wing of the High Court.

2. All LAN work installation along with active and passive components is to be arranged by the bidder/vendor.

3. All furniture's of good quality and sitting arrangement along with AC (Air- conditioner) and proper power backup (UPS system) is to be arranged by the bidder/vendor. However the DG set shall arranged by the District Courts.

4. All computing devices like scanner, computer, server at each location of good quality and under excellent working condition to be installed by the bidder/vendor along with backup option.

5. Electricity connection shall be provided by the District Courts, water drinking facility and other amenities shall be arranged by District Courts.

6. The Registrar General, High Court of Madhya Pradesh has full rights to accept or reject any bid, without assigning any reason.

7. The Registrar General, High Court of Madhya Pradesh has right to alter the scope of work as per the requirement.

8. All Prospective bidders are requested to submit the bid with all relevant documents.

9. On introduction of new levy / taxes / duties the rate / price of items shall change in same proportionate.

10. For all future correspondence / addendum / corrigendum, please refer to the website of the High Court www.mphc.gov.in and Government tender portal www.mptenders.gov.in.

Section V

PAYMENT TERMS

The payment schedule for various components of the project is as mentioned below:-

Successful completion of the pilot shall be the prerequisite for going ahead with the remaining contract and any and all payments for this contract will be released only on successful completion of pilot.

5.1 Digitization of Archives - Transaction Based Costs Monthly Invoices should be raised by the Service Provider upon completion of monthly job / work. *Vendor shall give a separate list for which he has done random Quality Check on 5% scanned and cleaned data for all process for which he will raise Invoice.* For submitting the Invoice the Vendor shall generate the work done statement from High Courts Digitization Software. All payments shall be made based on work completed and approved by the Registrar General, High Court of Madhya Pradesh or the Officer nominated by him. Though High Court of Madhya Pradesh shall make every effort for doing Quality Checking of the scanned data on a higher percentage but indeed the cases which have been randomly checked by Service Provider for Quality Check also be randomly checked by High Court team. If it is found that Quality Checking work (cross checking of the scanned record from the original one) done by Vendor is not satisfactory, Invoice shall be not be accepted till the desired work is corrected by service provider. Also if during the Quality Checking work by High Court team for the remaining 95% data (as mentioned in Invoice) it is found that work is not satisfactory then Invoice shall not be accepted till the desired work is corrected by the service provider.

5.2 Method of Billing:

To receive payments, the Service Provider must submit an appropriately itemized invoice to the Registrar General, High Court of Madhya Pradesh for services performed. Invoices are to be sent in triplicate to the High Court of Madhya Pradesh along with all supporting documents approved by officer nominated by Registrar General, High Court of Madhya Pradesh. The Contract Number (or Purchase Order Number, if applicable) must be included on the invoice. The invoice to be submitted in triplicates.

Before processing the Invoice the procedure as mentioned in point no 5.1 shall be strictly followed by service provider.

5.3 Method of Payment :

Payment shall be based on monthly basis for Digitization work after showing all log reports and the number pages/ data digitized keeping all parameters. The bill is to be produced by 5th of every month and payment will be released at the earliest subject to availability of funds.

Before processing the Invoice the procedure as mentioned in point no 5.1 and 5.2 shall be strictly followed by service provider.

The Bidder is responsible for completing the scope of work specified in this Tender. The High Court of Madhya Pradesh may withhold final payment until all services, reports and/or other deliverables specified herein have been completed in a form satisfactory to the High Court of Madhya Pradesh.

6 GENERAL CONDITIONS OF THE CONTRACT (GCC)

6.1 SPECIFICATIONS

The Project to be executed under this contract shall conform to the Technical Specifications given in this tender.

6.2 PERFORMANCE GUARANTEE

6.2.1 The Successful Bidder will be required to furnish performance guarantee in the form of unconditional Bank Guarantee issued by a Nationalized / Scheduled Bank in India equivalent to **3% of the Contract Value** valid for a period of **38 months** within 30 days from the date of contract.

6.2.2 **Bank Guarantee**

The Bank Guarantee issued by following banks would be accepted.

(i) SBI or its subsidiaries,

(ii) Any Indian Nationalized Bank/Scheduled Bank.

6.2.3 The Performance Guarantee shall be as per the format approved by the "**Registrar General, High Court of Madhya Pradesh, Jabalpur**"

6.2.4 The Performance Guarantee shall be payable to the Registrar General, High Court of Madhya Pradesh as a compensation for any loss resulting from the Bidder's failure to complete its obligations under the contract. The High Court of Madhya Pradesh will discharge the Performance Guarantee after completion of the Bidder's performance obligations, including any warranty obligations, under the contract.

6.3 PRICES

6.3.1 The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment. However, increase or decrease of taxes / levies during the period of contract will pass over to the High Court.

6.4   Rights of Registrar General, High Court of Madhya Pradesh:-

6.4.1   *The Registrar General, High Court of Madhya Pradesh reserves the right to make changes within the scope of the work at any point of time.*

6.4.2   The Registrar General, High Court of Madhya Pradesh reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders .

6.5   TIME SCHEDULE FOR COMPLITION OF THE CONTRACT

6.5.1   **The successful bidder shall complete the assignment within <u>3Years</u> from the date of singing of contract.**

6.5.2   The Service Provider shall ensure that the delivery of cleaned tiff images / JP2K (lossless compression) equipment and/or the delivery of the services are in accordance with the time schedules specified in this tender. In case of any deviation from the schedule, the High Court of Madhya Pradesh reserves the right to either cancel the Contract and/or recover Liquidated Damages.

6.5.3   The Service Provider, if faced with problems in timely delivery of services, which have dependencies on the other vender which are beyond their control at any time before the Final Acceptance Signoff, shall immediately inform the Registrar General in writing, about the causes of the delay and tentative duration of such delay etc. The Registrar General on receipt of such intimation shall analyze the facts at the earliest and may at its sole discretion, extend the contract period as deemed reasonable.

6.5.4 Any **delay by** the Successful Bidder in the delivery of Products/ equipment and/or the services will make the Successful Bidder liable to any or all of the following:

      i.   Forfeiture of Performance Bank Guarantee

      ii.   Imposition of Liquidated Damage charges

      iii. Termination of the contract for default.

      iv. Blacklisting of the Successful Bidder

6.6   LIQUIDATED DAMAGES

If the Service Provider fails to perform the services within the time period(s) and unable to meet out the targets specified in the tender, the Registrar General, High Court of Madhya Pradesh shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the contract price for delay of every week (seven days) or part thereof, up to maximum deduction of **10% of the contract price**. Once the maximum is reached, the Registrar General, High Court of Madhya Pradesh may consider termination of the contract.

6.7   FORCE MAJEURE

6.7.1 Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but not limited to, fire, flood, explosion, acts of God or any governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, war, enemy actions.

6.7.2 If a Force Majeure arises, the Service Provider shall promptly notify the Registrar General, High Court of Madhya Pradesh in writing of such condition and the cause thereof. Unless otherwise directed by the Registrar General, High Court of Madhya Pradesh the Service Provider

shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Service Provider shall be excused from performance of his obligations in whole or part as long as such causes, circumstances or events continue to prevent or delay such performance.

6.8 TERMINATION

6.8.1 **Termination on expiry of the CONTRACT**: The Agreement shall be deemed to have been automatically terminated on the expiry of the Contract period unless the Registrar General, High Court of Madhya Pradesh exercises its option to extend the Contract in accordance with the provisions, if any, of the Contract.

6.8.2 **Termination on account of Force Majeure**: Registrar General, High Court of Madhya Pradesh shall have the right to terminate the Contract on account of Force Majeure.

6.8.3 **Termination on account of insolvency**: In case the Service Provider, at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Registrar General, High Court of Madhya Pradesh shall, by a notice in Writing have the right to terminate the Contract and all the rights and privileges of the Successful Bidder hereunder, shall stand terminated forthwith.

6.8.4 **Termination for breach of contract**: Any breach by the Service Provider of its obligations hereunder unless rectified by the Successful Bidder demanding rectification shall result in termination of contract within 30 days of receipt of the notice therefore the Successful Bidder shall surrender all the data and materials belonging to the High Court of Madhya Pradesh.

6.8.5 **Termination for delay**: Service Provider shall be required to perform all activities/services as per the terms and conditions mentioned in the tender document. If the Service Provider fails to do so, the Contract may be terminated by the Registrar General, High Court of Madhya Pradesh by giving a notice in writing unless Registrar General, High Court of Madhya Pradesh has extended the period with levy of Liquidated Damages as per tender.

6.8.6 The Registrar General, High Court of Madhya Pradesh may at any time terminate the Contract by giving notice without assigning any reason.

6.8.7 Consequences of termination: In all cases of termination herein set forth, the obligation of the Registrar General, High Court of Madhya Pradesh to pay shall be limited to the period up to the date of effective termination. Notwithstanding the termination of the Agreement, the parties shall continue to be bound by the provisions of the Agreement that reasonably require some action or forbearance after such termination.

6.8.8 In case of termination of Contract herein set forth the Service provider shall be put on holiday *[i.e. neither any enquiry will be issued to the party by the Registrar General, High Court of Madhya Pradesh against any type of tender nor their offer will be considered by the Registrar General, High Court of Madhya Pradesh against any ongoing tender(s) where contract between Registrar General, High Court of Madhya Pradesh and that particular Service Provider / Bidder (as a bidder) has not been finalized]* for two years from the date of termination by the Registrar General, High Court of Madhya Pradesh to such Service Provider / Bidder.

6.9 ARBITRATION:

In the event of any dispute or difference arising out or touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation hereof, the same shall be resolved

initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to the sole arbitrator appointed by Hon'ble the Chief Justice, High Court of Madhya Pradesh. The arbitration shall be in Jabalpur and the Arbitrator shall give his award in accordance with "The Arbitration and Conciliation Act, 1996". The decision of the arbitrator shall be final and binding upon the parties.

6.10 GOVERNING LAWS AND JURISDICTION:

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the Agreement shall be subject to the Jurisdiction of the Courts at Jabalpur.

6.11 WORKING:

Working in two shifts in the court premises is permissible.

Section – VII

7. SPECIAL CONDITIONS OF THE CONTRACT (SCC)

7.1 GENERAL

Apart from the clause in the "Instructions to the Bidders" given in Section II &the conditions given in General Conditions of Contract given in section VI, the conditions given herein shall also prevail.

7.2 EQUIPMENTS AND SUPPORTING ACCESSORIES / SOFTWARE

7.2.1 All the equipments / systems / items to be used for Digitization project to be installed shall conform to the relevant technical specifications and standards as per Tender Document. The equipments are to be new and in good working condition and to be properly maintained by the bidder/service provider. The equipment that is to be used under the Digitization Project is to be in excellent working condition. The undertaking is to be submitted by the bidder regarding this point. Also, it will be the decision of the High Court regarding to ascertain the quality of scanners.

7.3 SITE ACCEPTANCE TESTS (SAT)

7.3.1 The High Court of Madhya Pradesh shall carry out all the tests detailed in the Acceptance Test Schedule to be furnished by the Service Provider / Bidder to confirm that the performance of the entire installation satisfies the specification requirements. The Registrar General, High Court of Madhya Pradesh reserves the right to include any other tests which in his opinion is necessary to ensure that the equipment meets the specifications.

7.3.2 The Registrar General, High Court of Madhya Pradesh reserves the right to ask for modifications/additions to the Site Acceptance Test Procedure at any point of time till the Site Acceptance signoff of each location.

7.3.3　The Site Acceptance Tests shall cover the intended functioning of the equipments **with proper integration with other sub components, applications and software's.**

7.3.4　The Service Provider / Bidder shall carry out the Site Acceptance Tests in the presence and supervision of the Registrar General or its designated Officer at the site. Service Provider / Bidder, at its own cost, shall provide the testing of equipment/instruments/software programs necessary for performing and demonstrating the Site Acceptance Tests.

7.3.5　The Employer or its appointed testing authority shall supervise the tests at each site, as described in the Site Acceptance Test Procedure and performed by the Service Provider / Bidder to confirm that the complete solution at each site satisfies the requirement of specifications including the service performance.

7.3.6　The Service Provider / Bidder shall rectify all deficiencies immediately, if found, in the performance of the system as per the requirement during the Site Acceptance Tests, at no cost to High Court of Madhya Pradesh, Jabalpur.

7.3.7　Any components or modules failing during the acceptance tests shall be corrected / changed free of cost by the Service Provider / Bidder. These replacements shall not be made out of spares supplied by the Service Provider / Bidder as part of supplies under this Contract. This shall also not entitle the Service Provider / Bidder to any extension of completion time.

7.3.8　The cost of all test and / or analysis shall be fully borne by the Service Provider / Bidder.

7.3.9　The completed installation at all stages shall be subjected to checks and tests as decided by the Registrar General, High Court of Madhya Pradesh. The Service Provider / Bidder shall be liable to rectify all of such defects as discovered during these checks and tests and make

good all deficiencies brought out. The complete installation shall be taken over finally on successful commissioning in entirety.

7.4 CONSIGNEE AND SECURITY OF EQUIPMENTS

Security of all equipments that will be installed by Vendor in the section where the Digitization work is under progress shall be the responsibility of Service Provider and he shall arrange to guard the same from theft/pilferage/vandalism. In the event of any loss the Service Provider / Bidder shall be responsible for the same.

7.5 SERVICE LEVEL REQUIREMENTS – SLA:

7.5.1 Service Hours and Preventive Maintenance:

The Service window for all the equipments would be 9:00 A.M. to 06:00 P.M. from Monday to Saturday, excluding National Holidays.

7.6 Penalty Clause

For all the executed work of scanning, cleaning and quality checking for
- Fresh Filed Case Files
- Pending Disposed Case Files
- Pending After-Hearing Files (Complete and partial both)
- Disposed Case Files

As mentioned in Section 3 of the Tender, penalty clause shall apply as follows:

7.7. Quality Checking: If at the time of Quality checking of record which has been scanned and cleaned by the Digitization Vendor, it is found that there is a variation in the actual physical file and the scanned image of the case/document then rejection will be marked by the quality check team of the High Court / District Courts and a penalty of Rs. 200 per case per rejection shall be levied. If the pointed out rejection has been corrected by Vendor and even after this the same rejection is being repeatedly reported by High Court user then a penalty of Rs. 300/- in addition to the Rs. 200 per case shall be levied. Corrections should be made by Vendor on same day failing which a penalty of Rs. 100 per day per rejection shall be levied on the Vendor.

Section VIII
Submission Forms

Note:- All the Forms / Formats given in the Tender document _MUST_ be duly filled in and submitted as part of Bidders Proposal. Failure to submit even a single Form or submitting any incomplete form will lead to automatic disqualification of the tender.

8.1 General Submission Forms

S. No.	Criteria	Submission List	Attached with Deviation / No deviation (Y/N)
1.	Covering Letter	Form G - 1	
2.	Certificate as to Corporate Principal	Form G- 2	
3.	Vendor Details Form	Form PQ-1	
4.	Bidder Annual turnover Detail Form	Form PQ-2	
5.	Bidder Form	Form PQ-3	
6.	Performance Guarantee Format	Form PQ-4	
7.	Certificates	Form PQ-5	
8.	Details for online tender fees of Rs. 10,000/- (Ten Thousand Only)(Non-refundable)	General	
9.	Details of Online Earnest Money Deposit of Rs. 10,00,000/- (Ten Lakh Only)	General	

8.2 Technical Proposal Submission Form

S. No.	Criterion	Submission List	Attached with Deviation / No deviation (Y/N)
1	**Experience of undertaking similar assignments / Projects.** Work Satisfaction certificate from the concern organization for which the Project has been executed.	Form T- 1 Form T- 2	
2	Details of Process as how the Scanning, Cleaning and quality checking of different records will be done by Vendor.	Form T- 3 (*Write up /Note) and copy of presentation thereof*	
3	Equipment Proposed to be installed at District Courts	Form T- 4	
4	Annexure related to Certificates to be enclosed by Vendor	As per requirement	

8.3 Online Financial Proposal Submission Forms

S. No.	Criterion	Submission List
1	Summary of Costs (With Breakup) with details (costs should include all of taxes &duties with breakup)	Form F – 1 (Table "A" & Table "B")

Form G-1
Covering Letter

To,

The Registrar General,
High Court of MADHYA PRADESH
Jabalpur.

Respected Sir,

We, the undersigned, offer to provide the Services for the Project for Digitization of the High Court of MADHYA PRADESH records in accordance with your tender document dated ----------. We are hereby submitting our Proposal, which includes this Technical Proposal and an online Financial Proposal.

We are submitting our Proposal independently.

a) We hereby declare that we have fully read, understood and accepted the entire scope of work and all terms and conditions of this tender document [In case of any deviation or non conformance with any proposed clause, please find attached a separate letter highlighting the rationale for proposing such deviations].

b) We hereby declare that all the information provided and statements made in this Proposal are true and accept that any misleading information contained in it would lead to our disqualification.

c) We confirm that all personnel named in the tender will be available to undertake the services. If due to any unforeseen situation such personnel are not available, we shall make available personnel of similar or better credentials which only when approved by the Registrar General High Court of Madhya Pradesh, shall be deployed for the project.

d) We undertake, if our Proposal is accepted, to initiate the Digitization Services related to the assignment not later than the Mobilization Date

indicated in the Bid Data Sheet.

e) If our Bid is accepted, we commit to provide a Performance Security as specified by the Registrar General, High Court of Madhya Pradesh.

f) We undertake to setup the Digitization Centre within District Courts with all the required hardware, software and support services within the pilot phase and carry out all scanning, cleaning and quality checking work within High Court of Madhya Pradesh premises.

g) We undertake that we shall not subcontract any part or component of work assigned in this contract to any individual, firm or entity, without the prior written permission of the Registrar General, High Court of Madhya Pradesh and that such permission shall be granted in very rare cases and at the sole discretion of the Registrar General, High Court of Madhya Pradesh.

h) We undertake that at all stages and at all times, we will be fully responsible for - maintaining the confidentiality of all artefacts, assuring their safe upkeep, and assuring that no artefact (either in physical or electronic form) shall be **copied, reproduced, used or allowed to be used for any purpose, other than as stated in the contract.**

i) Breach of any of the above clauses will entitle High Court of Madhya Pradesh to immediately terminate this contract and make us liable for any civil and criminal proceedings.

j) We understand and accept High Court of Madhya Pradesh is entitled to accept or reject any proposal without assigning any reason(s).

Yours sincerely,

Authorized Signature [In full]:

Title of Signatory:

Name of Bidder:

Form G-2

Certificate as to Corporate Principal

CERTIFICATE AS TO CORPORATE PRINCIPAL

(To be signed by any of Board Director or Company Secretary, duly authorized)

I _____ certify that I am _____ of the Company under the laws of _____ and that _____ who signed the above tender is authorized to bind the Company / Bidder by authority of its governing body.

Signature: _____

Full Name: _____

Address: _____

Form: PQ-1

BIDDERS DETAILS

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and **Copy of previous 3 Financial Year's Income Tax Return.**	
6.	Certification as mentioned on **page no. 66** of the tender document.	
7.	GST Registration (Please attach)	
8.	Latest GST Return (Please attach)	
9.	Experience Certificates of minimum 5 years in providing digitization services in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies / Public Ltd. Companies.	
10.	Details of online Bid Security/online Earnest Money Deposit: a) Amount: 10,00,000/- b) Date: c) Reference No.	
11.	Details of online Tender Fees: a) Amount: 10,000/- b) Date c) Reference No.	

Form: PQ-2
BIDDER'S ANNUAL TURNOVER

_____ (Location)

_____ (Date)

From (Name & Address of the Statutory Auditor)

_____   To,

_____   The Registrar General,

_____   High Court of Madhya Pradesh,

_____   Jabalpur

Ref.: _____

Sir,

We hereby certify that the *average* annual turnover of M/s. _____ (name of the bidder) is not less than **Rs. Ten Crore** during the last three financial years.

Sl. No.	Firm	2020-2021	2021-2022	2022-2023
		Amount	Amount	Amount
1				

Note:- The minimum turnover of the vendor to be Rs. 10 Crores.

Yours Sincerely,

(Signature of Statutory Auditor)

Name of the Statutory Auditor:

Name of the Statutory Auditor Firm:

Seal:

<h1 style="text-align:center">BID FORM –PQ-3</h1>

Tender No. :   **Date:**

To,

The Registrar General

High Court of Madhya Pradesh,

Jabalpur (Madhya Pradesh)

Respected Sir,

1. Having examined the conditions of contract and specifications in the tender document and annexures, the receipt of which is hereby duly acknowledged, we, undersigned, offer to Project for Digitization of District Court Records on Turnkey Basis for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2. We undertake, if our Bid is accepted, to complete delivery of all the items specified in the contract within the delivery schedule specified in the tender.

3. If our Bid is accepted, we will obtain the unconditional performance guarantees of a Nationalized/Scheduled Bank for a sum 3% of the purchase / contract value.

4. We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a formal Purchase Order of Contract is prepared and a contract is executed accordingly, this Bid together with your written acceptance thereof in your notification of award shall constitute a

contract binding on us, subject to terms and conditions mentioned in the tender document.

6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

7. We understand that you are not bound to accept the lowest or any bid, you may receive and you may reject any bid without assigning reason therefore and you may vary, amend or alter any terms and conditions of the Tender Document at the time of execution of the Contract.

Dated this .... day of 2023

Name and Signature   ....

In the capacity of   ....

Duly authorized to sign the bid

for and on behalf of   ....

Witness   ....
Address   ....   **Signature**

PERFORMANCE GUARANTEE FORMAT (PQ-4)

In consideration of the **Registrar General, High Court of Madhya Pradesh, Jabalpur** (hereinafter called High Court of Madhya Pradesh, Jabalpur) having agreed to _____ (hereinafter called 'the said Service Provider / Bidder(s)') from the demand under the terms and conditions of an agreement made between _____ and _____ for ------------------------------ . (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said Service Provider / Bidder(s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for ---------/ (Rs._____   ) we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (Service Provider / Bidder(s)) do hereby undertake to pay to the High Court of Madhya Pradesh, Jabalpur an amount not exceeding Rs.---------/- (---------) against any loss or damage caused to or suffered or would be caused to or suffered by High Court of Madhya Pradesh, by reason of any breach by the said Service Provider / Bidder(s) of any of the terms or conditions contained in the said Agreement.

2.   We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Registrar General, High Court of Madhya Pradesh by reason of breach by the said Service Provider / Bidder(s)' of any of the terms or conditions contained in the said Agreement or by reason of the Service Provider / Bidders(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of High Court of Madhya Pradesh in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ---------/- (In rupees   ).

3.	We undertake to pay to the High Court of Madhya Pradesh any money so demanded notwithstanding any dispute or disputes raised by the Service Provider / Bidder(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider / Bidder(s)/supplier(s) shall have no claim against us for making such payment.

4.	We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the High Court of Madhya Pradesh under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Registrar General, High Court of Madhya Pradesh certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said Service Provider / Bidder(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of _____ (period as specified in the contract) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5.	We (name of the bank) _____ further agree with the Registrar General, High Court of Madhya Pradesh that the Registrar General, High Court of Madhya Pradesh shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Service Provider / Bidder(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Registrar General, High Court of Madhya Pradesh against the said Service Provider / Bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by

reason of any such variation, or extension being granted to the said Service Provider / Bidder(s) or for any forbearance, act or omission on the part of the Registrar General, High Court of Madhya Pradesh or any indulgence by the Registrar General, High Court of Madhya Pradesh to the said Service Provider / Bidder(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6.	This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider / Bidder(s)/supplier(s).

7.	We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the **Registrar General, High Court of Madhya Pradesh in writing.**

Dated the _____ day of _____

for _____

(Indicate the name of bank)

C E R T I F I C A T E S (PQ-5)

WE CERTIFY THAT:

1. We will not <u>LEAK / DISCLOSE</u> any information of the High Court of Madhya Pradesh to any other institutions/organizations, bodies and also in the market on the rates less than the prices quoted by us to the High Court.

2. The rate of <u>TAXES / DUTIES</u> mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.

3. The material / items offered shall be of the best quality strictly in accordance with the specifications and particulars as detailed in the tender.

4. The information furnished by us in the tender document are true and correct to the best of our knowledge and belief.

5. We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.

6. We will meet **100% Confidentiality** and Integrity of the High Court and District Court Database and software.

Authorized Signatory

(Seal of the Company)

Form T-1

Experience of Similar Work

Project Detail Sheet (Serial No.)

Project name:	Approx. value of the contract (in Rs.):
Country:	Location within Country:
Name of Client(s):	Total No. of person-months of the assignment:
Your firms role on the project :	Approx. value of the services provided by your Bidder under the contract (in current Rs.): Number of person-months provided by your Bidder:
Start date (month/year): Completion date (month/year):	Number of professional person-months provided Bidders:
Address and Contact Details of Client: (Please provide email and mobile number of Client's representative who can be contacted for vetting project details)	
Name of Bidders, if any:	
Name of Senior Staff (Project Manager/Coordinator, Team Leader) involved the Bidder and functions performed indicated whether regular full-time employees of the Bidder or part-time/independent	
Narrative description of Project in brief:	
Description of actual services provided by the Bidder in the assignment: Also mention the type of historical records digitized on the project, if any.	

- Please enclose contract letters, agreements, project completion certificates and other similar papers to provide documentary proof for the Project Details Sheets that have been submitted.

Form T- 2

Credentials for Digitization

(ONLY FIVE BEST DIGITIZATION PROJECTS EXECUTED BY FIRM)

S. No.	Client Name	Project Period in months	Record / Books	Total	Name of the Digitization Project	Total Value of Digitization Project
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Total						

- Work Satisfaction certificate for the above mentioned projects must be enclosed in this form by the Bidders.

Form T- 3
Project Approach, Methodology and Innovativeness

Describe the proposed approach and methodology for completing the assigned work for the project Include all the items detailed below:

1. **Project Management:**

   Outline your approach for implementation of this project keeping in mind the scope of work and the unique nature of the District Court of Madhya Pradesh holdings. Include the following in your Project Management Methodology:

   a) Your Vision for District Court of Madhya Pradesh Digitization

   b) Project Management Plan

   c) Project Team Structure

   d) Project Tasks

   e) Project Deliverables

   f) Project Milestones (Mentioning Start Date and End Date)

2. **Artefact Digitization Methodology:**

   For each type of artefact describe the proposed process of scanning, cleaning and quality checking, including the following details:

   a) **Artefact preparation.**

   i. Detail how you intend to prepare records for scanning (include unbinding, repairing, cleaning, rebinding as necessary).

   ii. Highlight the staff and time requirements for this process and how you will maintain the required rates of scanning.

   iii. Records Integrity and safety: Describe the procedure you would be following for safe handling and return of records.

   b) **Scanning Methodology.**
   i. For each category details the staff and equipment that will be used to capture the scanned image.
   ii. Describe the scanning and cleaning process for each artefact.

Vendor needs to prepare a Note (not less than 5 pages) for the Project Approach and Methodology and Innovativeness and also to prepare a presentation on the same.

<u>**Form T-4**</u>
<u>**Equipment Proposed to be installed**</u>
Hardware proposed to be installed and used at the District Courts by the Service Provider, at the time of commencement of the project.

Artefacts	Artefacts Quality	Proposed Equipments / Device(s) for Digitization	Key Specifications of Equipment / Device(s)	Reasons for Selection of Equipment / Device(s)
Judicial Records	Good			
	Fair			
	Poor			
Other papers	Good			
	Fair			
	Poor			

Vendor has to disclosed that what hardware they will use for scanning MAPs (Black and white, Color), Large Size Landscape papers. The number of maps, books is very less. Less than 1% of total records.

The specifications and features of the equipment proposed to be installed at District Court Digitization Centre used for Scanning.

Once the contract is awarded, the High Court of Madhya Pradesh reserves the right that the Service Provider to replace any suggested equipments /devices, with a superior one, if The High Court of Madhya Pradesh has reasons to believe that such equipment / device shall not be able to deliver the expected **Quality or Volume.**

Similarly, post contract award, in case the Service Provider wishes to replace any of the equipment/device it has proposed in its Proposal with another one, it can do so only after seeking prior written approval from The High Court of Madhya Pradesh and furnishing adequate justification for such a replacement. The Registrar General, High Court of Madhya Pradesh will accord such an approval only if it is convinced that the new replacement is superior to the one proposed to be replaced.

Form F-1

Financial Proposal

Please ensure that you only use the Table A for submission of Online Financial Proposal.

Table-A

S. No.	Type of Record that is to be Digitized	Minute description of Record	Tentative Count of pages to be scanned/ digitized	Unit Rate (rate per page /image)	GST	Amount (Inclusive of Taxes)	Total Amount
1	2	3	4	5	6	7=(5+6)	8=(7*4)
1.	Judicial and related records.	Fresh File cases including Loose Document	180000000				
2.	Judicial and related records.	Pending Disposed Cases (Currently Decided Cases) (which are to be Completely scanned or partially scanned and Disposed cases that are to be completely scanned	150000000				
							Total Amount (all inclusive)

Very Important Note:-

1. The cases may be "Pending After Hearing Cases" (which are to be Partially scanned or to be completely scanned) and Old "Disposed Digitized Cases" which were earlier scanned but now some rejections (missing pages or poor quality scanned) are being identified by Elimination or Quality Checking team and they are to be completely scanned or to be partially scanned.

2. The Number of items to be digitized may increase / decrease.

3. For all such records which is already partially scanned (during the previous Digitization exercise)but there still exist some record which need to be scanned the work of Document Segregation (to do the activity of comparing the physical file with the earlier scanned data for the same physical file on CIS software and then to **identify, flag** the judicial record that is yet to be scanned) shall be done by Vendor hence it is advised to vendors to tale proper knowledge of required efforts for Document Segregation and then scanning, cleaning and quality checking of these type of record and then to quote their Price for Financial Bid.

4. **The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.**

Table-B

(The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.)

S.No.	**Lumsump** cost for development of document management system along with implementation	Rate	GST	Any other tax / duty	Total Amount (Rate + Taxes)	Remarks for the software
1	2	3	4	5	6= 3+4+5	7
1	DMS development charges along with implementation.					
2	Cost of Data Migration / PDF to newly developed DMS system (approximately 65 crore pages)					

Note:-

1. The L-1 will be on the basis of total output of "Table-A" and "Table-B ".

2. The software to be compatible/ integrated with PHP language, My SQL database.

User Acceptance Test/Acceptance Test Schedule/Site Acceptance test/Pilot Phase Testing

Aim: High Court of Madhya Pradesh intends to execute the Digitization project for Judicial records pertaining to District Courts

Scope: Digitization Project of District and Tehsil Courts long back and there are mainly two types of documents in each record type. First one is that records are to be completely scanned and second one record are to be partially scanned. These conditions may exist because the cases which were scanned as Fresh may now be falling under the criterion of current disposed cases and now needs to be checked again.

Hence, Process oriented approach is to be followed for current Digitization project. The detailed processes are mentioned in Section-III of the Tender document and Vendor has to implement the Project based on these processes. Both Technical evaluation and Financial Evaluation are to be done on the basis of process based criterion. Also, for Scanning, cleaning and quality checking work for the Digitization Project, since all computer and network hardware is to be provided by Vendor for project, the specifications of the deploy hardware has importance. The ultimate aim of the project is that Vendor should scan the correct record and the scanned record should be as good as good replica of the original records.

Hence, in Scope of all the User Acceptance Test/Acceptance Test Schedule/Site Acceptance test/Pilot Phase Testing shall pervades to:

1. **Computer and Network Hardware:** Computer and Network Hardware Deployed by the Vendor at all the three places for Digitization centre. This shall also be evaluated on the basis of information as furnished by successful Vendor in Form T4. Further the deployed hardware shall be tested by a team of official deputed by Registrar General in light of proposed Digitization work.

2. **Digitization Software:** DMS shall of High Court's its own. Through this Vendor has to execute all the relevant Digitization process like scanning, cleaning and quality checking at their part.

3. **Digitization Project implementation and execution: following shall be tested by the team deputed by Registrar General:**

   - The functionality of the hardware and software (in relation to the deployed hardware) shall be tested

   - The sufficient competent manpower has been deputed or not by the Vendor shall be tested.

   - Technical Specification of the generated Digitized(Scanned and cleaned) image shall be tested

   - Digitized data is being uploaded in DARIMS/DMS in an effective or not. Once the images are uploaded in the server /DMS, after quality checking it may be treated as accepted. Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-"C". Please also refer Annexure D.

   - Clearing of marked rejections in a correct way and in correct time

List of locations were the Digitization project to be executed

S. NO.	NAME OF DISTRICT	NAME OF COURT COMPLEXES	TYPE
1	JABALPUR	PRINCIPAL SEAT JABALPUR	HIGH COURT
2	INDORE	BENCH AT INDORE	HIGH COURT
3	GWALIOR	BENCH AT GWALIOR	HIGH COURT
4	ALIRAJPUR	DISTRICT & SESSIONS COURT, ALIRAJPUR	DISTRICT
5	ALIRAJPUR	JOBAT	TEHSIL
6	ANUPPUR	DISTRICT & SESSIONS COURT, ANUPPUR	DISTRICT
7	ANUPPUR	KOTMA	TEHSIL
8	ANUPPUR	RAJENDRAGRAM	TEHSIL
9	ASHOKNAGAR	DISTRICT & SESSIONS COURT, ASHOKNAGAR	DISTRICT
10	ASHOKNAGAR	MUNGAOLI	TEHSIL
11	ASHOKNAGAR	CHANDERI	TEHSIL
12	ASHOKNAGAR	CIVIL COURT, ESAGRAH (LINK)	LINK TEHSIL
13	BALAGHAT	DISTRICT & SESSIONS COURT BALAGHAT	DISTRICT
14	BALAGHAT	BAIHAR	TEHSIL
15	BALAGHAT	KATANGI	TEHSIL
16	BALAGHAT	WARASEONI	TEHSIL
17	BALAGHAT	CIVIL COURT COMPLEX, LANJI	TEHSIL
18	BARWANI	DISTRICT & SESSIONS COURT ,BARWANI	DISTRICT
19	BARWANI	ANJAD	TEHSIL
20	BARWANI	KHETIYA	TEHSIL
21	BARWANI	RAJPUR	TEHSIL
22	BARWANI	SENDHWA	TEHSIL
23	BETUL	DISTRICT & SESSIONS COURT BETUL	DISTRICT
24	BETUL	BHAINSDEHI	TEHSIL
25	BETUL	MULTAI	TEHSIL
26	BETUL	AAMLA	TEHSIL
27	BHIND	DISTRICT & SESSIONS COURT BHIND	DISTRICT
28	BHIND	LAHAR	TEHSIL
29	BHIND	MEHGAON	TEHSIL
30	BHIND	GOHAD	TEHSIL
31	BHOPAL	DISTRICT & SESSIONS COURT BHOPAL	DISTRICT
32	BHOPAL	BARASIA	TEHSIL
33	BURHANPUR	DISTRICT & SESSIONS COURT BURHANPUR	DISTRICT
34	BURHANPUR	CIVIL COURT ,NEPANAGAR	TEHSIL

35	CHHATARPUR	DISTRICT & SESSIONS COURT CHHATARPUR	DISTRICT
36	CHHATARPUR	BADAMALHARA	TEHSIL
37	CHHATARPUR	BIJAWAR	TEHSIL
38	CHHATARPUR	LAUNDI	TEHSIL
39	CHHATARPUR	NOWGONG	TEHSIL
40	CHHATARPUR	RAJNAGAR	TEHSIL
41	CHHATARPUR	COURT COMPLEX BUXWAHA (LINK)	LINK TEHSIL
42	CHHINDWARA	DISTRICT & SESSIONS COURT CHHINDWARA	DISTRICT
43	CHHINDWARA	AMARWARA	TEHSIL
44	CHHINDWARA	CHURAI	TEHSIL
45	CHHINDWARA	JUNARDEO	TEHSIL
46	CHHINDWARA	PANDURNA	TEHSIL
47	CHHINDWARA	PARASIYA	TEHSIL
48	CHHINDWARA	SAUSAR	TEHSIL
49	CHHINDWARA	CIVIL COURT, HARRAI	TEHSIL
50	CHHINDWARA	CIVIL COURT, TAMIA	TEHSIL
51	DAMOH	DISTRICT & SESSIONS COURT DAMOH	DISTRICT
52	DAMOH	CIVIL COURT,HATTA DISTRICT DAMOH	TEHSIL
53	DAMOH	CIVIL COURT,PATHARIA DISTRICT DAMOH	TEHSIL
54	DAMOH	CIVIL COURT TENDUKHEDA, DISTRICT DAMOH	TEHSIL
55	DATIA	DISTRICT & SESSIONS COURT DATIA	DISTRICT
56	DATIA	CIVIL COURT,BHANDER DISTRICT DATIA	TEHSIL
57	DATIA	CIVIL COURT,SEONDHA DISTRICT DATIA	TEHSIL
58	DEWAS	DISTRICT & SESSIONS COURT DEWAS	DISTRICT
59	DEWAS	CIVIL COURT,BAGLI	TEHSIL
60	DEWAS	CIVIL COURT,KANNOD	TEHSIL
61	DEWAS	CIVIL COURT,KHATEGAON	TEHSIL
62	DEWAS	CIVIL COURT,SONKATCH	TEHSIL
63	DEWAS	CIVIL COURT,TONKHURD	TEHSIL
64	DHAR	DISTRICT & SESSIONS COURT , DHAR	DISTRICT
65	DHAR	CIVIL COURT ,BADNAWAR	TEHSIL
66	DHAR	CIVIL COURT ,DHARAMPURI	TEHSIL
67	DHAR	CIVIL COURT ,KUKSHI	TEHSIL
68	DHAR	CIVIL COURT, MANAWAR	TEHSIL
69	DHAR	CIVIL COURT, SARDARPUR	TEHSIL
70	DINDORI	DISTRICT & SESSIONS COURT, DINDORI	DISTRICT
71	DINDORI	CIVIL COURT COMPLEX, SHAHPURA	TEHSIL
72	GUNA	DISTRICT & SESSIONS COURT GUNA	DISTRICT

73	GUNA	AARON	TEHSIL
74	GUNA	CHACHODA	TEHSIL
75	GUNA	RAGHOGARH	TEHSIL
76	GWALIOR	DISTRICT & SESSIONS COURT GWALIOR	DISTRICT
77	GWALIOR	BHITARWAR	TEHSIL
78	GWALIOR	DABRA	TEHSIL
79	HARDA	DISTRICT & SESSIONS COURT, HARDA	DISTRICT
80	HARDA	CIVIL COURT KHIRKIYA	TEHSIL
81	HARDA	CIVIL COURT TIMARNI	TEHSIL
82	HOSHANGABAD	DISTRICT & SESSIONS COURT HOSHANGABAD	DISTRICT
83	HOSHANGABAD	CIVIL COURT, ITARSI	TEHSIL
84	HOSHANGABAD	CIVIL COURT, PIPARIYA	TEHSIL
85	HOSHANGABAD	CIVIL COURT, SEONI MALWA	TEHSIL
86	HOSHANGABAD	CIVIL COURT, SOHAGPUR	TEHSIL
87	HOSHANGABAD	PACHMADHI (LINK)	LINK TEHSIL
88	INDORE	DISTRICT & SESSIONS COURT, INDORE	DISTRICT
89	INDORE	DEPALPUR	TEHSIL
90	INDORE	HATOD	TEHSIL
91	INDORE	MHOW	TEHSIL
92	INDORE	SANWER	TEHSIL
93	JABALPUR	DISTRICT & SESSIONS COURT, JABALPUR	DISTRICT
94	JABALPUR	PATAN	TEHSIL
95	JABALPUR	SIHORA	TEHSIL
96	JABALPUR	CIVIL COURT BARGI	NEW TEHSIL
97	JHABUA	DISTRICT & SESSIONS COURT JHABUA	DISTRICT
98	JHABUA	PETLAWAD	TEHSIL
99	JHABUA	THANDLA	TEHSIL
100	KATNI	DISTRICT & SESSIONS COURT KATNI	DISTRICT
101	KATNI	VIJAYRAGHAVGARH	TEHSIL
102	KATNI	DHIMARKHEDA	TEHSIL
103	KATNI	BARHI	TEHSIL
104	KHANDWA	DISTRICT & SESSIONS COURT KHANDWA	DISTRICT
105	KHANDWA	HARSUD	TEHSIL
106	KHANDWA	CIVIL COURT PUNASA	TEHSIL
107	KHANDWA	CIVIL COURT MANDHATA (LINK)	LINK TEHSIL
108	MANDLA	DISTRICT & SESSIONS COURT MANDLA	DISTRICT
109	MANDLA	NAINPUR	TEHSIL
110	MANDLA	NIWAS	TEHSIL

111	MANDLA	BHUABICHHIYA	TEHSIL
112	MANDLESHWAR	DISTRICT & SESSIONS COURT MANDLESHWAR	DISTRICT
113	MANDLESHWAR	KHARGONE	TEHSIL
114	MANDLESHWAR	SANAWAD	TEHSIL
115	MANDLESHWAR	BARWAHA	TEHSIL
116	MANDLESHWAR	BHIKANGAON	TEHSIL
117	MANDLESHWAR	KASRAWAD	TEHSIL
118	MANDLESHWAR	MAHESHWAR	TEHSIL
119	MANDSAUR	DISTRICT & SESSIONS COURT MANDSAUR	DISTRICT
120	MANDSAUR	BHANPURA	TEHSIL
121	MANDSAUR	GAROTH	TEHSIL
122	MANDSAUR	NARAYANGARH	TEHSIL
123	MANDSAUR	SITAMAU	TEHSIL
124	MORENA	DISTRICT & SESSIONS COURT MORENA	DISTRICT
125	MORENA	AMBAH	TEHSIL
126	MORENA	JORA	TEHSIL
127	MORENA	SABALGARH	TEHSIL
128	NARSINGHPUR	DISTRICT & SESSIONS COURT NARSINGHPUR	DISTRICT
129	NARSINGHPUR	GADARWARA	TEHSIL
130	NARSINGHPUR	CIVIL COURT TENDUKHEDA	TEHSIL
131	NARSINGHPUR	CIVIL COURT GOTEGAON	TEHSIL
132	NEEMUCH	JAWAD	TEHSIL
133	NEEMUCH	MANASA	TEHSIL
134	NEEMUCH	DISTRICT & SESSIONS COURT ,NEEMUCH	DISTRICT
135	NEEMUCH	CIVIL COURT ,RAMPURA (LINK)	LINK TEHSIL
136	PANNA	DISTRICT & SESSIONS COURT PANNA	DISTRICT
137	PANNA	CIVIL COURT, AJAYGARH	TEHSIL
138	PANNA	CIVIL COURT, PAWAI	TEHSIL
139	RAISEN	DISTRICT & SESSIONS COURT ,RAISEN	DISTRICT
140	RAISEN	CIVIL COURT,BARELI	TEHSIL
141	RAISEN	CIVIL COURT ,BEGUMGANJ	TEHSIL
142	RAISEN	CIVIL COURT,GAIRATGANJ	TEHSIL
143	RAISEN	CIVIL COURT,GOHARGANJ	TEHSIL
144	RAISEN	CIVIL COURT,SILWANI	TEHSIL
145	RAISEN	CIVIL COURT ,UDAIPURA	TEHSIL
146	RAJGARH	DISTRICT & SESSIONS COURT RAJGARH	DISTRICT
147	RAJGARH	CIVIL COURT, BIAORA	TEHSIL
148	RAJGARH	CIVIL COURT, KHILCHIPUR	TEHSIL

149	RAJGARH	CIVIL COURT, NARSINGHGARH	TEHSIL
150	RAJGARH	CIVIL COURT, ZIRAPUR	TEHSIL
151	RAJGARH	CIVIL COURT, SARANGPUR	TEHSIL
152	RATLAM	CIVIL COURT, ALOTE	TEHSIL
153	RATLAM	CIVIL COURT, JAORA	TEHSIL
154	RATLAM	CIVIL COURT, SAILANA	TEHSIL
155	RATLAM	DISTRICT & SESSIONS COURT, RATLAM	DISTRICT
156	REWA	DISTRICT & SESSIONS COURT REWA	DISTRICT
157	REWA	CIVIL COURT, MAUGANJ	TEHSIL
158	REWA	CIVIL COURT, SIRMOUR	TEHSIL
159	REWA	CIVIL COURT, TEONTHER	TEHSIL
160	REWA	HANUMANA	TEHSIL
161	REWA	LINK COURT MANGAWAN (LINK)	LINK TEHSIL
162	SAGAR	DISTRICT & SESSIONS COURT SAGAR	DISTRICT
163	SAGAR	BANDA	TEHSIL
164	SAGAR	BINA	TEHSIL
165	SAGAR	DEORI	TEHSIL
166	SAGAR	KHURAI	TEHSIL
167	SAGAR	REHLI	TEHSIL
168	SAGAR	GARHAKOTA	TEHSIL
169	SAGAR	LINK COURT MALTHONE (LINK)	LINK TEHSIL
170	SAGAR	LINK COURT SHAHGARH (LINK)	LINK TEHSIL
171	SAGAR	LINK COURT KESLI (LINK)	LINK TEHSIL
172	SATNA	DISTRICT & SESSIONS COURT SATNA	DISTRICT
173	SATNA	AMARPATAN	TEHSIL
174	SATNA	MAIHAR	TEHSIL
175	SATNA	NAGOD	TEHSIL
176	SATNA	RAMPUR BAGHELA	TEHSIL
177	SATNA	UNCHEHRA	TEHSIL
178	SATNA	CHITRAKOOT	TEHSIL
179	SEHORE	DISTRICT & SESSIONS COURT, SEHORE	DISTRICT
180	SEHORE	ASHTA	TEHSIL
181	SEHORE	BUDHNI	TEHSIL
182	SEHORE	ICHHAWAR	TEHSIL
183	SEHORE	NASRULLAGANJ	TEHSIL
184	SEONI	DISTRICT & SESSIONS COURT SEONI	DISTRICT
185	SEONI	LAKHNADON	TEHSIL
186	SEONI	CIVIL COURT, GHANSAUR	TEHSIL
187	SHAHDOL	DISTRICT & SESSIONS COURT SHAHDOL	DISTRICT
188	SHAHDOL	CIVIL COURT ,BEOHARI BEOHARI	TEHSIL

189	SHAHDOL	CIVIL COURT ,BURHAR	TEHSIL
190	SHAHDOL	CIVIL COURT ,JAISINGHNAGAR	TEHSIL
191	SHAHDOL	CIVIL COURT ,JAITPUR (LINK)	LINK TEHSIL
192	SHAJAPUR	DISTRICT & SESSIONS COURT SHAJAPUR	DISTRICT
193	SHAJAPUR	AGAR	TEHSIL
194	SHAJAPUR	NALKHEDA (LINK)	LINK TEHSIL
195	SHAJAPUR	SHUJALPUR	TEHSIL
196	SHAJAPUR	SUSNER	TEHSIL
197	SHEOPUR	DISTRICT & SESSIONS COURT SHEOPUR	DISTRICT
198	SHEOPUR	VIJAYPUR	TEHSIL
199	SHIVPURI	DISTRICT & SESSIONS COURT SHIVPURI	DISTRICT
200	SHIVPURI	KARERA	TEHSIL
201	SHIVPURI	KOLARAS	TEHSIL
202	SHIVPURI	PICHHORE	TEHSIL
203	SHIVPURI	POHARI	TEHSIL
204	SHIVPURI	CIVIL COURT, KHANIADHANA	TEHSIL
205	SIDHI	DISTRICT & SESSIONS COURT SIDHI	DISTRICT
206	SIDHI	CIVIL COURT, CHURHAT	TEHSIL
207	SIDHI	CIVIL COURT RAMPUR NAIKIN	TEHSIL
208	SIDHI	CIVIL COURT, MAJHOULI	TEHSIL
209	SINGRAULI	DISTRICT & SESSIONS COURT SINGRAULI	DISTRICT
210	SINGRAULI	DEOSAR	TEHSIL
211	TIKAMGARH	DISTRICT & SESSIONS COURT TIKAMGARH	DISTRICT
212	TIKAMGARH	CIVIL COURT,JATARA	TEHSIL
213	TIKAMGARH	CIVIL COURT,NIWARI	TEHSIL
214	TIKAMGARH	CIVIL COURT,ORCHHA	TEHSIL
215	UJJAIN	DISTRICT & SESSIONS COURT UJJAIN	DISTRICT
216	UJJAIN	BADNAGAR	TEHSIL
217	UJJAIN	KHACHRAUD	TEHSIL
218	UJJAIN	MAHIDPUR	TEHSIL
219	UJJAIN	NAGDA	TEHSIL
220	UJJAIN	TARANA	TEHSIL
221	UMARIA	DISTRICT & SESSIONS COURT UMARIA	DISTRICT
222	UMARIA	BIRSINGHPUR-PALI	TEHSIL
223	UMARIA	MANPUR	TEHSIL
224	VIDISHA	DISTRICT & SESSIONS COURT VIDISHA	DISTRICT
225	VIDISHA	KURWAI	TEHSIL + 1LINK

226	VIDISHA	BASODA	TEHSIL
227	VIDISHA	LATERI	TEHSIL
228	VIDISHA	SIRONJ	TEHSIL

Note:-The location list is tentative; number of locations may increase or decrease.

<div align="center">**"Annexure – B1"**</div>

At present the Digitization work flow process that is follower at District Court, Jabalpur is summarized as below:-

<div align="center">**Fresh Case Files (Digitization)**</div>

(A) Filing Counter->

a) File is present by the Advocate, Police and Court Rooms.

b) File get registered on **CIS NC 3.2** and the generated **CNR number** pasted on the file.

c) File moved to scan section and the team Fetch list through CNR Number from CIS NC 3.2 (Enquiry).

(B) Scanning Counter:-

a) They Register the **CNR Number** in the Software; the **CNR Number** would be the identity of the scanned file for them also.

b) Documents are Prepare (Untagged) for Scanning the image in tiff format **OR** JP2K (lossless compression).

c) Files are Scanned Page wise then re-tagged.

d) The scanned page is stamped by the scanning team manually.

e) Scanned Files are uploaded on Vendor Server for further Processing like Cleaning, flagging, Quality check.

f) Documents are Flagged as per **Case type wise** and **Document Type.**

g) They perform Quality Check by their team.

h) The District Court Employee do verity the Digitized Files with having Physical File to Compare the visibility and flagging of file.

<div align="center">**Pending After-Hearing Case Files (Digitization)**</div>

Files are calling by the concerned court, Scanning team collect the files and give receiving of number of files to the concerned readers of the courts.

a) **Scanning team** Fetch List of **CNR Number,** Filing Number & Registration Number FROM CIS NC **3.2**(inquiry), **as in old files the CNR number is not available.**

b) They Register the CNR Numbers in their customized Software; the CNR number would be the identity of the scanned file. Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-"C". Please also refer Annexure-"D".

c) Documents are Prepare (Untagged) For Scanning the image in **tiff format OR** JP2K (lossless compression).

d)   Make a check if the File has Already been Scanned in Fresh Cases.

        a. IF YES

        The files send back to the concerned court, because scanning of loose documents has not been started.

        b. IF NO

        Then the whole File is Scanned Page wise.

e)   Images/ Pages are cleaned for proper view as per Source Image.

f)   Documents are Flagged as per **Case type wise** and **Document Type.**

g)   Vendor perform Quality Check.

h)   District Court employee "**MPDC"** do verify the Digitized Files with having Physical File to Compare the visibility and flagging of file.

i)   Physical Files are Returned Back after **"MPDC"** Acceptance in their software.

j)   After Acceptance by MPDC Officials the Documents are Converted to PDF.

ANNEXURE"A"

		STATUS OF FRESH FILING OF APPROXIMATELY NUMBER OF CASES AT DISTRICT AND TEHSIL COURTS IN THE STATE OF MADHYA PRADESH (The number mentioned are tentative and may increase at the time of actual working)				
SR. NO.	NAME OF THE JUDICIAL DISTRICT	NAME OF COURT COMPLEX	TYPE OF COURT COMPLEX I.E. DISTRICT / TEHSIL (DC/TC)	NUMBER OF FUNCTION I NG COURT ROOMS	APPROX NUMBE R OF FRESH CASE FILES PER DAY IN ALL COURTS (CRIMIN AL & CIVIL)	APPROX NUMBE R OF PAGES IN ALL COURTS (CRIMIN AL & CIVIL)
1	ALIRAJP UR	DISTRICT & SESSIONS COURT, ALIRAJPUR	DISTRICT	7	20	1200
2	ALIRAJP UR	CIVIL COURT , JOBAT	TEHSIL	4	15	900
3	ANUPPU R	DISTRICT & SESSIONS COURT, ANUPPUR	DISTRICT	6	15	900
4	ANUPPU R	CIVIL COURT , KOTMA	TEHSIL	6	20	1200
5	ANUPPU R	CIVIL COURT ,RAJENDRAGRAM	TEHSIL	2	15	750
6	ASHOKN AGAR	DISTRICT COURT ASHOKNAGAR	DISTRICT	13	18	900
7	ASHOKN AGAR	CIVIL COURT ,MUNGAOLI	TEHSIL	5	9	450
8	ASHOKN AGAR	CIVIL COURT ,CHANDERI	TEHSIL	4	10	500
9	ASHOKN AGAR	CIVIL COURT, ESAGRAH	LINK	1	6	300
10	BALAGH AT	DISTRICT & SESSIONS COURT, BALAGHAT	DISTRICT	10	35	1750
11	BALAGH AT	CIVIL COURT ,BAIHAR	TEHSIL	4	15	750
12	BALAGH AT	CIVIL COURT ,KATANGI	TEHSIL	1	10	500
13	BALAGH AT	CIVIL COURT ,WARASEONI	TEHSIL	7	30	1500
14	BALAGH AT	CIVIL COURT , LANJI	TEHSIL	1	10	500
15	BARWA NI	DISTRICT & SESSIONS COURT ,BARWANI	DISTRICT	9	20	1500
16	BARWA NI	CIVIL COURT ,ANJAD	TEHSIL	2	4	300
17	BARWA NI	CIVIL COURT ,KHETIYA	TEHSIL	1	6	400
18	BARWA NI	CIVIL COURT ,RAJPUR	TEHSIL	2	12	800

19	BARWA NI	CIVIL COURT ,SENDHWA	TEHSIL	4	11	650
20	BETUL	DISTRICT & SESSIONS COURT BETUL	DISTRICT	17	66	4494
21	BETUL	CIVIL COURT ,BHAINSDEHI	TEHSIL	2	5	90
22	BETUL	CIVIL COURT ,MULTAI	TEHSIL	8	20	1200
23	BETUL	CIVIL COURT ,AAMLA	TEHSIL	2	13	890
24	BHIND	DISTRICT & SESSIONS COURT BHIND	DISTRICT	16	35	2500
25	BHIND	CIVIL COURT ,LAHAR	TEHSIL	6	12	1450
26	BHIND	CIVIL COURT ,MEHGAON	TEHSIL	5	10	1200
27	BHIND	CIVIL COURT ,GOHAD	TEHSIL	6	12	1400
28	BHOPAL	DISTRICT & SESSIONS COURT BHOPAL	DISTRICT	63	175	8800
29	BHOPAL	CIVIL COURT ,BARASIA	TEHSIL	5	30	2700
30	BURHANP UR	DISTRICT & SESSIONS COURT BURHANPUR	DISTRICT	12	39	1950
31	BURHAN PUR	CIVIL COURT ,NEPANAGAR	TEHSIL	1	5	240
32	CHHATA RPUR	DISTRICT & SESSIONS COURT CHHATARPUR	DISTRICT	16	60	3000
33	CHHATA RPUR	CIVIL COURT ,BADAMALHARA	TEHSIL	3	15	500
34	CHHATA RPUR	CIVIL COURT ,BIJAWAR	TEHSIL	5	25	700
35	CHHATA RPUR	CIVIL COURT ,LAUNDI	TEHSIL	6	30	800
36	CHHATA RPUR	CIVIL COURT ,NOWGONG	TEHSIL	5	30	800
37	CHHATA RPUR	CIVIL COURT ,RAJNAGAR	TEHSIL	2	12	500
38	CHHATA RPUR	CIVIL COURT ,BAXWAHA	TEHSIL Link court	1	5	500
39	CHHIND WARA	DISTRICT & SESSIONS COURT CHHINDWARA	DISTRICT	17	40	1400
40	CHHIND WARA	CIVIL COURT ,AMARWARA	TEHSIL	4	8	80
41	CHHIND WARA	CIVIL COURT ,CHURAI	TEHSIL	3	20	600
42	CHHIND WARA	CIVIL COURT ,JUNARDEO	TEHSIL	3	25	700
43	CHHIND WARA	CIVIL COURT ,PANDURNA	TEHSIL	3	10	500
44	CHHIND WARA	CIVIL COURT ,PARASIYA	TEHSIL	4	18	750
45	CHHIND WARA	CIVIL COURT ,SAUSAR	TEHSIL	5	18	540
46	CHHIND WARA	CIVIL COURT, HARRAI	Regular Court	1	1	50
47	CHHIND WARA	CIVIL COURT, TAMIA	Regular Court	1	2	60
48	DAMOH	DISTRICT & SESSIONS COURT DAMOH	DISTRICT	15	25	1250
49	DAMOH	CIVIL COURT,HATTA DISTRICT DAMOH	TEHSIL	6	12	600

50	DAMOH	CIVIL COURT PATHARIYA DISTRICT DAMOH	TEHSIL	1	5	250
51	DAMOH	CIVIL COURT TENDUKHEDA DISTRICT DAMOH	TEHSIL	1	7	350
52	DATIA	DISTRICT & SESSIONS COURT DATIA	DISTRICT	13	25	625
53	DATIA	CIVIL COURT,BHANDER DISTRICT DATIA	TEHSIL	2	3	150
54	DATIA	CIVIL COURT,SEONDHA DISTRICT DATIA	TEHSIL	5	8	400
55	DEWAS	DISTRICT & SESSIONS COURT DEWAS	DISTRICT	18	26	1040
56	DEWAS	CIVIL COURT,BAGLI	TEHSIL	4	8	240
57	DEWAS	CIVIL COURT,KANNOD	TEHSIL	4	6	180
58	DEWAS	CIVIL COURT, KHATEGAON	TEHSIL	3	8	200
59	DEWAS	CIVIL COURT,SONKATCH	TEHSIL	3	6	150
60	DEWAS	CIVIL COURT,TONKHURD	TEHSIL	2	4	160
61	DHAR	DISTRICT & SESSIONS COURT , DHAR	District	13	60	4200
62	DHAR	CIVIL COURT ,BADNAWAR	TEHSIL	4	12	500
63	DHAR	CIVIL COURT ,DHARAMPURI	TEHSIL	4	15	300
64	DHAR	CIVIL COURT ,KUKSHI	TEHSIL	6	20	1400
65	DHAR	CIVIL COURT, MANAWAR	TEHSIL	4	12	960
66	DHAR	CIVIL COURT, SARDARPUR	TEHSIL	7	25	2000
67	DINDORI	DISTRICT & SESSIONS COURT, DINDORI	DISTRICT	8	23	1150
68	DINDORI	CIVIL COURT, SHAHPURA	TEHSIL	2	7	350
69	GUNA	DISTRICT & SESSIONS COURT GUNA	DISTRICT	17	35	912
70	GUNA	CIVIL COURT ,AARON	TEHSIL	2	4	75
71	GUNA	CIVIL COURT ,CHACHODA	TEHSIL	5	16	215
72	GUNA	CIVIL COURT ,RAGHOGARH	TEHSIL	6	18	300
73	GUNA	CIVIL COURT ,KUMBHRAJ	TEHSIL	No Court	No Court	No Court
74	GWALIOR	DISTRICT & SESSIONS COURT GWALIOR	DISTRICT	46	155	5400
75	GWALIOR	CIVIL COURT ,BHITARWAR	TEHSIL	2	12	700
76	GWALIOR	CIVIL COURT ,DABRA	TEHSIL	9	35	1800
77	HARDA	DISTRICT & SESSIONS COURT, HARDA	DISTRICT	10	31	1595
78	HARDA	CIVIL COURT ,TIMARNI	TEHSIL	2	3	102
79	HARDA	CIVIL COURT , KHIRKIYA	TEHSIL	1	2	84
80	NARMA DAPURA M	DISTRICT & SESSIONS COURT NARMADAPURAM	DISTRICT	15	16	1408
81	NARMA DAPURA M	CIVIL COURT ,PACHMARHI	TEHSIL	1	2	120
82	NARMA DAPURA M	CIVIL COURT, ITARSI	TEHSIL	6	14	980

83	NARMA DAPURAM	CIVIL COURT, PIPARIYA	TEHSIL	5	10	600
84	NARMA DAPURAM	CIVIL COURT, SEONI MALWA	TEHSIL	2	6	240
85	NARMA DAPURAM	CIVIL COURT, SOHAGPUR	TEHSIL	3	6	300
86	INDORE	DISTRICT & SESSIONS COURT, INDORE	DISTRICT	53	300	13900
87	INDORE	CIVIL COURT ,DEPALPUR	TEHSIL	4	12	600
88	INDORE	CIVIL COURT ,HATOD	TEHSIL	1	5	250
89	INDORE	CIVIL COURT ,MHOW	TEHSIL	9	35	1800
90	INDORE	CIVIL COURT ,SANWER	TEHSIL	2	17	850
91	JABALPUR	DISTRICT & SESSIONS COURT, JABALPUR	DISTRICT	65	170	7680
92	JABALPUR	CIVIL COURT ,PATAN	TEHSIL	5	15	675
93	JABALPUR	CIVIL COURT ,SIHORA	TEHSIL	5	16	720
94	JHABUA	DISTRICT & SESSIONS COURT JHABUA	DISTRICT	10	95	1695
95	JHABUA	CIVIL COURT PETLAWAD	TEHSIL	3	19	382
96	JHABUA	CIVIL COURT ,THANDLA	TEHSIL	2	17	539
97	KATNI	DISTRICT & SESSIONS COURT KATNI	DISTRICT	25	46	1150
98	KATNI	CIVIL COURT ,VIJAYRAGHAVGARH	TEHSIL	2	8	700
99	KATNI	CIVIL COURT ,BARHI	TEHSIL	1	6	500
100	KATNI	CIVIL COURT ,DHIMARKHEDA	TEHSIL	1	4	350
101	KHANDWA	DISTRICT & SESSIONS COURT KHANDWA	DISTRICT	14	35	1750
102	KHANDWA	CIVIL COURT ,HARSUD	TEHSIL	3	9	450
103	KHANDWA	CIVIL COURT PUNASA District KHANDWA	TEHSIL	1	5	250
104	KHANDWA	CIVIL COURT MANDHATA	TEHSIL LINK	1	5	250
105	MANDLA	DISTRICT & SESSIONS COURT MANDLA	DISTRICT	11	35	2275
106	MANDLA	CIVIL COURT ,NAINPUR	TEHSIL	1+1 link	2	160
107	MANDLA	CIVIL COURT ,NIWAS	TEHSIL	3	9	765
108	MANDLA	CIVIL COURT ,BICHHIYA	TEHSIL	1	2	150
109	MANDLESHWAR	DISTRICT & SESSIONS COURT MANDLESHWAR	DISTRICT	6	11	600
110	MANDLESHWAR	CIVIL COURT ,KHARGONE	TEHSIL	8	35	2800
111	MANDLESHWAR	CIVIL COURT ,SANAWAD	TEHSIL	2	14	650
112	MANDLESHWAR	CIVIL COURT ,BARWAHA	TEHSIL	5	10	700
113	MANDLESHWAR	CIVIL COURT ,BHIKANGAON	TEHSIL	3	15	900

114	MANDLE SHWAR	CIVIL COURT ,KASRAWAD	TEHSIL	2	13	580
115	MANDLE SHWAR	CIVIL COURT ,MAHESHWAR	TEHSIL	1	10	450
116	MANDSA UR	DISTRICT & SESSIONS COURT MANDSAUR	DISTRICT	17	45	4200
117	MANDSA UR	CIVIL COURT ,BHANPURA	TEHSIL	3	6	300
118	MANDSA UR	CIVIL COURT ,GAROTH	TEHSIL	4	9	450
119	MANDSA UR	CIVIL COURT ,NARAYANGARH	TEHSIL	3	7	350
120	MANDSA UR	CIVIL COURT ,SITAMAU	TEHSIL	2	6	300
121	MOREN A	DISTRICT & SESSIONS COURT MORENA	DISTRICT	20	35	1000
122	MOREN A	CIVIL COURT ,AMBAH	TEHSIL	6	20	650
123	MOREN A	CIVIL COURT ,JORA	TEHSIL	8	10	200
124	MOREN A	CIVIL COURT ,SABALGARH	TEHSIL	7	19	635
125	NARSIN GHPUR	DISTRICT & SESSIONS COURT NARSINGHPUR	DISTRICT	12	33	1650
126	NARSIN GHPUR	CIVIL COURT ,GADARWARA	TEHSIL	8	17	850
127	NARSIN GHPUR	CIVIL COURT TENDUKHEDA DISTRICT NARSINGHPUR	TEHSIL	1	2	100
128	NARSIN GHPUR	CIVIL COURT GOTEGAON	TEHSIL	1	5	250
129	NEEMU CH	CIVIL COURT ,JAWAD	TEHSIL	4	4	160
130	NEEMU CH	CIVIL COURT ,MANASA	TEHSIL	4	4	160
131	NEEMU CH	DISTRICT & SESSIONS COURT ,NEEMUCH	DISTRICT	8	9	440
132	NEEMU CH	CIVIL COURT ,RAMPURA	TEHSIL	1	1	40
133	PANNA	DISTRICT & SESSIONS COURT PANNA	DISTRICT	11	20	400
134	PANNA	CIVIL COURT, AJAYGARH	TEHSIL	1	5	100
135	PANNA	CIVIL COURT, PAWAI	TEHSIL	3	14	200
136	RAISEN	DISTRICT & SESSIONS COURT RAISEN	DISTRICT	10	20	1000
137	RAISEN	CIVIL COURT, BARELI	TEHSIL	5	8	400
138	RAISEN	CIVIL COURT, BEGUMGANJ	TEHSIL	5	10	600
139	RAISEN	CIVIL COURT, GAIRATGANJ	TEHSIL	1	4	200
140	RAISEN	CIVIL COURT, GOHARGANJ	TEHSIL	6	12	600
141	RAISEN	CIVIL COURT, SILWANI	TEHSIL	1	4	200
142	RAISEN	CIVIL COURT, UDAIPURA	TEHSIL	1	4	200
143	RAJGAR H	DISTRICT & SESSIONS COURT RAJGARH	DISTRICT	8	47	4300
144	RAJGAR H	CIVIL COURT, BIAORA	TEHSIL	4	20	1800
145	RAJGAR H	CIVIL COURT, KHILCHIPUR	TEHSIL	2	5	400
146	RAJGAR H	CIVIL COURT, NARSINGHGARH	TEHSIL	4	18	1600

147	RAJGARH	CIVIL COURT, ZIRAPUR	TEHSIL	2	8	600
148	RAJGARH	CIVIL COURT, SARANGPUR	TEHSIL	5	25	2300
149	RATLAM	CIVIL COURT, ALOTE	TEHSIL	7	13	650
150	RATLAM	CIVIL COURT, JAORA	TEHSIL	9	23	1150
151	RATLAM	CIVIL COURT, SAILANA	TEHSIL	3	11	550
152	RATLAM	DISTRICT & SESSIONS COURT, RATLAM	DISTRICT	19	35	1750
153	REWA	DISTRICT & SESSIONS COURT REWA	DISTRICT	29	95	3600
154	REWA	CIVIL COURT, MAUGANJ	TEHSIL	8	17	970
155	REWA	CIVIL COURT, SIRMOUR	TEHSIL	5	13	400
156	REWA	CIVIL COURT, TEONTHER	TEHSIL	4	25	1700
157	REWA	CIVIL COURT ,HANUMANA	TEHSIL	2	3	250
158	REWA	Civil Court MANGAWAN	LINK	1	6	150
159	SAGAR	DISTRICT & SESSIONS COURT SAGAR	DISTRICT	25	65	3250
160	SAGAR	CIVIL COURT ,BANDA	TEHSIL	4	7	350
161	SAGAR	CIVIL COURT ,BINA	TEHSIL	5	12	600
162	SAGAR	CIVIL COURT ,DEORI	TEHSIL	5	8	400
163	SAGAR	CIVIL COURT ,KHURAI	TEHSIL	5	12	600
164	SAGAR	CIVIL COURT ,REHLI	TEHSIL	3	7	350
165	SAGAR	CIVIL COURT ,GARACOTA	TEHSIL	2	4	200
166	SAGAR	CIVIL COURT ,MALTHONE (link)	TEHSIL Link court	1	2	100
167	SAGAR	CIVIL COURT ,SHAHGARH (link)	TEHSIL Link court	1	2	100
168	SAGAR	CIVIL COURT ,KESLI (link)	TEHSIL Link court	1	2	100
169	SATNA	DISTRICT & SESSIONS COURT SATNA	DISTRICT	26	27	810
170	SATNA	CIVIL COURT ,AMARPATAN	TEHSIL	5	20	600
171	SATNA	CIVIL COURT ,MAIHAR	TEHSIL	6	25	750
172	SATNA	CIVIL COURT ,NAGOD	TEHSIL	5	23	690
173	SATNA	CIVIL COURT ,RAMPUR BAGHELA	TEHSIL	4	5	150
174	SATNA	CIVIL COURT ,CHITRAKOOT	TEHSIL	2	6	180
175	SATNA	CIVIL COURT ,UNCHEHRA	TEHSIL	1	5	150
176	SEHORE	DISTRICT & SESSIONS COURT, SEHORE	DISTRICT	13	50	5000
177	SEHORE	CIVIL COURT ,ASHTA	TEHSIL	7	10	1000
178	SEHORE	CIVIL COURT ,BUDHNI	TEHSIL	3	5	500
179	SEHORE	CIVIL COURT ,ICHHAWAR	TEHSIL	1	6	600
180	SEHORE	CIVIL COURT ,NASRULLAGANJ	TEHSIL	4	6	600
181	SEONI	DISTRICT & SESSIONS COURT SEONI	DISTRICT	15	55	2200
182	SEONI	CIVIL COURT ,LAKHNADON	TEHSIL	7	45	1800
183	SEONI	CIVIL COURT, GHANSAUR	LINK	1	8	240
184	SHAHDOL	DISTRICT & SESSIONS COURT SHAHDOL	DISTRICT	10	12	600

185	SHAHDOL	CIVIL COURT ,BEOHARI BEOHARI	TEHSIL	5	6	300
186	SHAHDOL	CIVIL COURT ,BURHAR	TEHSIL	6	5	250
187	SHAHDOL	CIVIL COURT ,JAISINGHNAGAR	TEHSIL	4	4	200
188	SHAHDOL	CIVIL COURT ,JAITPUR (Link)	TEHSIL Link court	1	1	30
189	SHAJAPUR	DISTRICT & SESSIONS COURT SHAJAPUR	DISTRICT	12	32	2880
190	SHAJAPUR	CIVIL COURT ,AGAR	TEHSIL	5	30	2700
191	SHAJAPUR	CIVIL COURT ,NALKHEDA	TEHSIL	1	6	510
192	SHAJAPUR	CIVIL COURT ,SHUJALPUR	TEHSIL	6	27	2430
193	SHAJAPUR	CIVIL COURT ,SUSNER	TEHSIL	2	11	880
194	SHEOPU R	DISTRICT & SESSIONS COURT SHEOPUR	DISTRICT	9	35	1750
195	SHEOPU R	CIVIL COURT ,VIJAYPUR	TEHSIL	3	15	750
196	SHIVPURI	DISTRICT & SESSIONS COURT SHIVPURI	DISTRICT	15	30	1650
197	SHIVPURI	CIVIL COURT ,KARERA	TEHSIL	6	15	825
198	SHIVPURI	CIVIL COURT ,KOLARAS	TEHSIL	3	7	385
199	SHIVPURI	CIVIL COURT ,PICHHORE	TEHSIL	4	7	385
200	SHIVPURI	CIVIL COURT ,POHARI	TEHSIL	2	5	275
201	SHIVPURI	CIVIL COURT, KHANIADHANA	TEHSIL	1	4	220
202	SIDHI	DISTRICT & SESSIONS COURT SIDHI	DISTRICT	13	26	1040
203	SIDHI	CIVIL COURT, CHURHAT	TEHSIL	3	8	400
204	SIDHI	CIVIL COURT RAMPUR NAIKIN	TEHSIL	3	8	400
205	SIDHI	CIVIL COURT, MAJHOULI	TEHSIL	3	7	350
206	SINGRAULI	DISTRICT & SESSIONS COURT SINGRAULI WAIDHAN	DISTRICT	12	50	2000
207	SINGRAULI	CIVIL COURT ,DEOSAR	TEHSIL	6	30	1400
208	TIKAMGARH	DISTRICT & SESSIONS COURT TIKAMGARH	DISTRICT	16	28	1500
209	TIKAMGARH	CIVIL COURT,JATARA	TEHSIL	6	10	600
210	TIKAMGARH	CIVIL COURT,NIWARI	TEHSIL	6	12	720
211	TIKAMGARH	CIVIL COURT,ORCHHA	TEHSIL	2	7	350
212	UJJAIN	DISTRICT & SESSIONS COURT UJJAIN	DISTRICT	23	40	4500
213	UJJAIN	CIVIL COURT ,BADNAGAR	TEHSIL	5	15	1500
214	UJJAIN	CIVIL COURT ,KHACHRAUD	TEHSIL	3	8	400
215	UJJAIN	CIVIL COURT ,MAHIDPUR	TEHSIL	4	25	2000
216	UJJAIN	CIVIL COURT ,NAGDA	TEHSIL	6	17	600
217	UJJAIN	CIVIL COURT ,TARANA	TEHSIL	4	15	400
218	UMARIA	DISTRICT & SESSIONS COURT UMARIA	DISTRICT	9	30	1500
219	UMARIA	CIVIL COURT ,BIRSINGHPUR- PALI	TEHSIL	2	10	600
220	UMARIA	CIVIL COURT ,MANPUR	TEHSIL	1	10	500

221	VIDISHA	DISTRICT & SESSIONS COURT VIDISHA	DISTRICT	14	42	4000
222	VIDISHA	CIVIL COURT ,KURWAI	TEHSIL	2	12	700
223	VIDISHA	CIVIL COURT ,BASODA	TEHSIL	9	28	1500
224	VIDISHA	CIVIL COURT ,LATERI	TEHSIL	2	12	600
225	VIDISHA	CIVIL COURT ,SIRONJ	TEHSIL	4	13	1200
				1487	4508	234856
	Approx number of pages in 3 years i.e. 720 days (234856 x 720)					16,90,96,320

APPROXIMATE PENDING RECORD FOR DIGITIZATION

SR. NO	DISTRICT	APPROXIMATE NUMBER OF PAGES (PENDING RECORD FOR DIGITIZATION) (INCLUDING TEHSIL COURTS)
1	ALIRAJPUR	1050000
2	ANUPPUR	250000
3	ASHOKNAGAR	2070000
4	BALAGHAT	3000000
5	BARWANI	11744197
6	BETUL	2975000
7	BHIND	8500000
8	BHOPAL	1000000
9	BURHANPUR	100000
10	CHHATARPUR	150000
11	CHHINDWARA	250000
12	DAMOH	100000
13	DEWAS	1050000
14	DHAR	3500000
15	DINDORI	4000000
16	GUNA	1090000
17	GWALIOR	5266540
18	HARDA	50000
19	NARMADAPURAM	73000
20	INDORE	1350000
21	JABALPUR	9500000
22	KATNI	1050000
23	KHANDWA	255000
24	MANDLESHWAR	2400000
25	MANDSAUR	25955172
26	MORENA	1200000
27	NARSINGHPUR	1600000
28	NEEMUCH	1000000
29	PANNA	100000
30	RAISEN	180000
31	RATLAM	6350000
32	REWA	1300000
33	SAGAR	200000
34	SATNA	780000
35	SEHORE	10,00,000
36	SEONI	3500000
37	SHAHDOL	5500000
38	SHAJAPUR	3738000
39	SHEOPUR	1000000
40	SHIVPURI	170000
41	SIDHI	750000
42	SINGRAULI	2300000
43	VIDISHA	17061081
		134457990

Seal and Signature of the bidder

Annexure-"B"
List of Court locations which are ready to start the Digitization project

Sr. No.	District Name	Name of the District Court Complex
1.	Alirajpur	District & Sessions Court, Alirajpur
2.	Anuppur	District & Sessions Court, Anuppur
3.	Ashoknagar	District & Sessions Court, Ashoknagar
4.	Balaghat	District & Sessions Court, Balaghat
5.	Barwani	District & Sessions Court, Barwani
6.	Betul	District & Sessions Court, Betul
7.	Bhind	District & Sessions Court, Bhind
8.	Bhopal	District & Sessions Court, Bhopal
9.	Burhanpur	District & Sessions Court, Burhanpur
10.	Chhatarpur	District & Sessions Court, Chhatarpur
11.	Chhindwara	District & Sessions Court, Chhindwara
12.	Damoh	District & Sessions Court, Damoh
13.	Datia	District & Sessions Court, Datia
14.	Dewas	District & Sessions Court, Dewas
15.	Dhar	District & Sessions Court, Dhar
16.	Dindori	District & Sessions Court, Dindori
17.	Guna	District & Sessions Court, Guna
18.	Gwalior	District & Sessions Court, Gwalior
19.	Harda	District & Sessions Court, Harda
20.	Hoshangabad	District & Sessions Court, Hoshagabad
21.	Indore	District & Sessions Court, Indore
22.	Jabalpur	District & Sessions Court, Jabalpur
23.	Jhabua	District & Sessions Court, Jhabua
24.	Katni	District & Sessions Court, Katni
25.	Khandwa	District & Sessions Court, Khandwa
26.	Mandleshwar	District & Sessions Court, Mandleshwar
27.	Mandla	District & Sessions Court, Mandla
28.	Mandsaur	District & Sessions Court, Mandsaur
29.	Morena	District & Sessions Court, Morena
30.	Narsinghpur	District & Sessions Court, Narsinghpur
31.	Neemuch	District & Sessions Court, Neemuch
32.	Panna	District & Sessions Court, Panna
33.	Raisen	District & Sessions Court, Raisen
34.	Rajgarh	District & Sessions Court, Rajgarh
35.	Ratlam	District & Sessions Court, Ratlam
36.	Rewa	District & Sessions Court, Rewa
37.	Sagar	District & Sessions Court, Sagar
38.	Satna	District & Sessions Court, Satna
39.	Sehore	District & Sessions Court, Sehore
40.	Seoni	District & Sessions Court, Seoni
41.	Shahdol	District & Sessions Court, Shahdol
42.	Shajapur	District & Sessions Court, Shajapur
43.	Sheopur	District & Sessions Court, Sheopur
44.	Shivpuri	District & Sessions Court, Shivpuri
45.	Sidhi	District & Sessions Court, Sidhi
46.	Singrouli	District & Sessions Court, Singrouli (Waidhan)
47.	Tikamgarh	District & Sessions Court, Tikamgarh
48.	Umaria	District & Sessions Court, Umaria
49.	Ujjain	District & Sessions Court, Ujjain
50.	Vidisha	District & Sessions Court, Vidisha

Annexure-"C"

The Organization should have sufficient experience and credentials for successful completion of implementing Judicial Digital Repository (JDR) using industry standard open-source Document Management System D-Space based JDR to an OAIS and ISO 16363 standard based trusted repository. Solutions should be proposed strictly in line with the Open-source solution framework issued by Government of India, if a solution is available in the framework for a component, then other solution should not be proposed. The Bidder will be also responsible for migrating digitized case files (disposed cases) stored in the existing DMS to the proposed solution.

Tasks:

1. Data migration of Metadata and Files store to the latest production version of the proposed solution framework at the time of implementation with data relationship, submission processes, workflow, versioning, workflow steps to manage pending cases, and other functionalities required to meet a comprehensive Judicial Digital Repository as per ISO standard prescribed above. 65 crore (45 crore images at District Courts 20 Crore images at High Court) records to be migrated in a new system (DMS).

2. JDR Installation/Configuration, Customization, Data Migration and conversion, Add- on development, Integration, API-REST based interoperability (All Available Endpoints), Enhancement SOLR and Elasticsearch search engine, Implementation of new authentication capabilities based on OpenID Connect/Oauth/Auth0/LDAP (to be decided at later stage), Integration with other systems and Training & Support for data archival and preservation. The integration process with the other application shall also need to be define based on REST API which includes submission sections, submission forms, submission uploads, workflow definitions, workflow steps, browses, search, workspace items, authorities, version, version history, workflow items, pool task, claimed tasks, harvester metadata, submission definitions, dark archive, UUID validators, SKOS ontologies, and all other available endpoints.

Above are base functionalities for completeness of the JDR. Service provider will customize the solution to meet the judiciary's working of managing both disposed and pending case files in synchronization with rest of IT applications used by the Court and to address end to end aspects of the prescribed ISO 16363 and OAIS

standards.

1. The vendor should have software development/ Installation and service experience in the system analysis, design, development, implementation and maintenance of proposed DMS and other required solutions to meet the OAIS & ISO 16363 based trusted repository framework requirements. Technology provider must have installation experience for proposed. Internet URL of quoted instances with copies of orders/installation certificate should be submitted along with the technical bid.

2. The Judicial Digital Repositories (JDRs) have to be audited and certified as per the ISO 16363 for their overall trustworthiness and reliability in the long-term to ensure legal admissibility of digital records. ISO 16363 Audit and Certification of Trustworthy Digital Repositories also requires compliance with ISO 27001 and other ancillary standards. It should include clear guidelines on Electronic Records Management (ERM) as per the ISO 15489 and digital preservation as per ISO 16363. Standardized metadata parameters are also defined to ensure efficient searchability, classification and interoperability across JDRs.

3. The Data migration and Upgradation of solution framework should be done to manage and preserve the digital documents and fulfill the ISO 16363 certified trustworthy repository digital repository standards that do cover following requirements:

   a) Legal requirements to justify the suitable mechanism for digital preservation (Legal Framework) (Annexure D.1)

   b) Public Records Act 1993 (Annexure D.2)

   c) Need for Electronic Records Management (ERM) (Annexure D.3)

   d) ISO 16363 Certified Trustworthy Digital Repository (Annexure D.4)

   e) Ecosystem for Trustworthy Judicial Digital Repositories (Annexure D.5)

   f) Digital Preservation Standards (Annexure D.6)

   g) Audit & Certification (Annexure D.7)

   h) ISO 14721 Open Archival Information System (OAIS) Reference Model (Annexure D.8)

   i) Archive Management (Annexure D.9)

   j) Search & Retrieval (Annexure D.10)

   k) IT ACT Notification, GSR 582 (Annexure D.11)

   l) Right To Information ACT 2005 (Annexure D.12)

   m) E-Discovery, Scalability, Access Control and Customizability (Annexure D.13)

   n) Data Protection Strategy (Annexure D.14)

B)   Major Responsibility include;

1.   The Security of the data is the essence of the system. Hence implement all the security features in the system as per the requirement of the Legal System Intranet set up/Internal server/ Proxy server.

2.   The Access Portal/REST API will also be customized for multilingual search & retrieval as per the requirement.

3.   After the successful implementation and User Acceptance testing (UAT), if any functional/development/integration bug/error found at any particular time the person shall have to resolve the issue and to give free support as applicable to be offered for a period of 1 year.

4.   All System Layout and Architecture which mainly includes Communities, sub communities, collections, submission processes, versioning etc. shall have to be created as per court requirement and need to be customized such a way that the court can Add/update/delete the required endpoint at any particular time.

5.   The Installation/Integration/Customization etc will have to done on available servers and network infrastructure. The bidder cannot demand any special hardware or infrastructure at project commencement stage and will have to be clearly indicated if otherwise at initial stages.

6. Bidder will have to create detailed technical documents for installed/customized system architecture which may include data flow diagrams, workflow diagrams, submission processes, technical knowledge transfer, user manual etc. and it need to submitted to the competent authority after completion of work.

7. Bidder will also do the required configuration with cron jobs for all required REST API endpoints and the demo of each will be illustrated by the bidder to registry technical staff.

8. Bidder will have to design and configure the system in a way that approx 1 lakh documents with their metadata can be injected into JDR from all the internal module through REST Api and/or front end content ingestion module.

9. The vendor should configure multiple instances for JDR in failover mechanisms/disaster recovery mode with load balancing, high availability, high performance.

10. Vendor should perform final testing of the configured DMS for security, load and robustness. Vendor should get this testing performed from third party testing agencies as empanelled by CERT-IN, at its own cost. Such third party testing agency should issue a certificate thereof in the name of court certifying that the fail- over and load balanced instances (as configured by the vendor)

11. Secure from OWASP Top 10 security breaches

- Handle more than 2000 concurrent requests per second for metadats and/or bitstreams.

- Handle more than 2000 concurrent requests per second for Solr search (with aggregation) for all types of queries: Basic, Phrase, Proximity, Boolean, Boosted, Range, Facet etc.

- Handle failovers/disaster recovery with ease, along with the data being in sync across multiple instances.

12. Court wants to ensure that any standard feature developed for it by the technology provider should become part of the core DMS and should be replicated to future versions of the DMS. Hence, Technology provider will be responsible to contribute standard features developed in the DMS in the master code base of the DMS. Such code will be tested and approved by the community testers and will have to be part of next release of the standard DMS.

13. Vendor will be responsible for delivering all solution components as per OAIS and ISO 16363 trusted repository standards and supporting applications like application/web server, databases, core applications and other supporting applications to run the proposed solution framework. This excludes server Operating systems, network applications, load balancer, data replication tools, firewall, antivirus, etc.

14. **While technology provider will develop the DMS front end as per SCI's requirements, it will also care for accessibility guidelines as per GIGW standards.(most important)**

15. All the undertakings/certificates handed over to High Court of Madhya Pradesh by the vendor should be digitally verifiable (Eg.: by way of QR Codes etc.) from the official websites of undertaking/certificate issuing organizations.

<u>**Annexure D.1**</u>

Legal requirements to justify the suitable mechanism for digital preservation (Legal Framework) National Policy and technology (ICT) in the Indian Judiciary–2005 was submitted by e-Committee, Supreme Court of India, with a vision to transform the Indian Judiciary by ICT enablement of Courts. As per this policy, e-Courts are being established to make justice delivery system affordable and cost-effective. The computerization of judicial procedures is producing massive volumes of e- records. The digitization of legacy records with the courts is also resulting in humongous volumes of data.

The risks associated with digital data due to rapid technological obsolescence are recognized globally. The obsolescence of digital records and the evidentiary proofs can create problems in administrative, judicial and legislative functions in addition to loss of valuable information, intellectual property and heritage. Therefore, it is necessary to ensure that the digital records, which require to be retained for long duration are preserved as per the international best practices and standards.

In addition, the relevant extracts from the Indian Evidence Act 1872, IT Act 2000, IT Act Amendments 2008, RTI Act 2005 and Public Records Act 1993 have been reproduced here, which make it mandatory to preserve the digital records. The specific sections and clauses from these acts are referred in this section.

Annexure D.2

Public Records Act 1993

The Public Records Act 1993 makes it mandatory that every record creating agency of the central government, any ministry, department or office of the Government must provide proper arrangement, maintenance and preservation of public records. Section 2 (e) of this Act clearly mentions that material produced by a computer or by any other device produced by the record creating agency must be preserved.

In conclusion, the existing legal framework makes it mandatory to undertake the following activities –

- Consider digital information as records requiring preservation
- e-Records must be produced in preservable formats
- Apply the records retention policies to electronic records
- Preserve the digital information
- Protect the evidentiary value of e-records
- Ensure safe and secure custody of the digital records
- Audit requirements are applicable to e-records and digital documents
- Facilitate efficient access to digital records from anywhere in the country

Need for Electronic Records Management (ERM)

As per the records management standard ISO 15489, there is a clear distinction between current and non-current records. The current or active e-records are regularly used for the current business of an agency, institution or organization and continue to be maintained in their place of origin or receipt. The current e-records can be subjected to further modification and processing. The current e-records are maintained within the e-records creation system (Case Information System) or in the data center for live transactions.

The e-records which are complete in all respects and no longer required for day-to-day conduct of an active business are referred as non-current or inactive records, which are required to be transferred to digital repository for preservation. The non-current e-record is the final output of the e-records creation system.

It is important to note that e-records creation system and digital preservation system are two different systems with a distinct focus and role which should not be mixed.
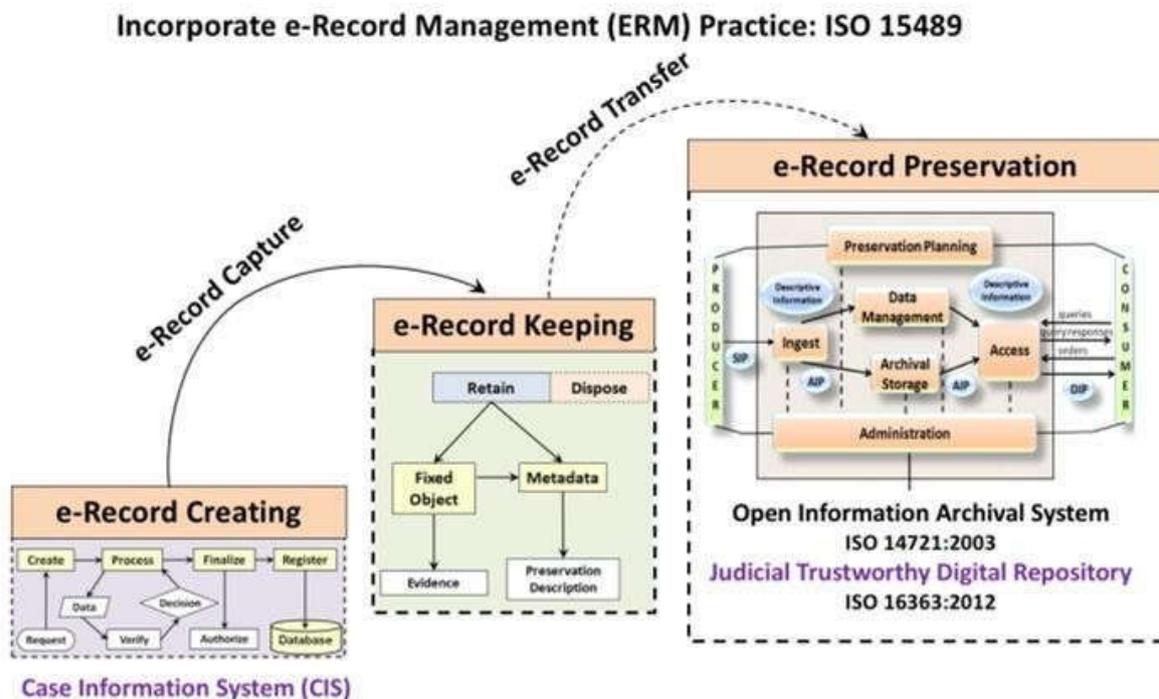

Fig. 3. The Lifecycle of Records Management

(Image Courtesy PRoPeR Best Practices & Guidelines,
eGov.DP.01-01 Version: 1.0 December, 2013, MeitY)

Annexure D.4

ISO 16363 Certified Trustworthy Digital Repository

A digital repository has the responsibility for long term preservation of digital resources, as well as making them available to communities agreed upon by the depositors of the repository. The trustworthiness of a digital repository, as defined in ISO 16363: 2012 is established through periodic audit and certification which guarantees the capacity of a digital repository to deal with the threats and risks within its systems, to monitor, plan and maintain the digital resources, as well as the ability to act and implement the strategy for digital preservation. It provides a framework for the understanding and increased awareness of archival concepts needed for long term digital information preservation and access.

The Trustworthy Repository Audit & Certification (TRAC) metrics are split into three subject groups:

- Organizational Infrastructure - the repository's administrative, staffing, financial, and legal functions
- Digital Object Management - the handling of digital objects from ingests to access
- Technology, Technical Infrastructure, and Security - the technology used to handle ingested objects.

Third party audit is conducted by the accredited audit organization, which provides certification after successful completion of the audit. After the certification is received, the digital repository is audited on yearly basis to retain its validity. This approach is extremely helpful in protecting and preserving the digital repositories over a long period.

Annexure D.5

Ecosystem for Trustworthy Judicial Digital Repositories

The ecosystem for Trustworthy Judicial Digital Repositories include -

- State-of-the-art digital repository infrastructure in terms of data centre environment, cloud infrastructure, storage, disaster recovery site, high speed network connectivity

- State-of-the-art software tools and systems necessary for digital preservation, data processing, data migration, integrity and authenticity, search and retrieval, e-discovery and annotation.

- Digital preservation and information security best practices and guidelines

- Access control as per the designated users of judicial digital repositories

- Open and standard based data format specifications

- Cataloging, descriptive and technical metadata standards to enable proper representation and comprehension of digital records

- Well-defined data flow mechanisms to link related business processes and to ensure proper data deposits, preservation and retrieval

- Qualified & trained human resource for managing judicial digital repositories

Annexure D.6

Digital Preservation Standards

The Digital Repository infrastructure should gear up the capacity for comply with international standards and best practices related to digital preservation as under -

- ISO 16363 Audit & Certification of Trustworthy Digital Repositories
- ISO 14721 Open Archival Information System (OAIS) Reference Model
- ISO 13008 Digital Records Conversion & Migration Process
- ISO 13028 Implementation Guidelines for Digitization of Records
- ISO 15489 Records Management
- BS 10008 Evidential Weight & Legal Admissibility of Electronically Stored Information (ESI)
- ISO 27001 Information Security Management

The list of international standards needs to be updated regularly for keeping pace with new technologies and the evolving nature of best practices. Also, the relevant national level digital preservation standard and guidelines notified by MeitY such as eGOVPID Metadata Dictionary & Schema and Production of Preservable e-Records (PROPeR) must be suitably incorporated as these are designed to meet the requirements of above listed ISO standards.

<div align="center">**Annexure D.7**</div>

Audit & Certification

In order to ensure trustworthiness, the Judicial Digital Repositories to obtain ISO 16363 certification from the accredited third-party organization through regular surveillance audits. It must be noted that ISO 16363 builds comprises of many ancillary standards along with ISO 14721 OAIS Reference Model at its core.

Annexure D.8

ISO 14721 Open Archival Information System (OAIS) Reference Model

ISO 14721:2012 defines the reference model for an open archival information system (OAIS).An OAIS is an archive, consisting of an organization, which may be part of a larger organization, of people and systems that has accepted the responsibility to preserve information and make it available for a designated community. It meets a set of such responsibilities as defined in this International Standard, and this allows an OAIS archive to be distinguished from other uses of the term "archive". The term "open" in OAIS is used to imply that ISO 14721:2012, as well as future related International Standards, are developed in open forums, and it does not imply that access to the archive is unrestricted.

The OAIS Reference Model provides

- a framework for the understanding and increased awareness of archival concepts needed for long term digital information preservation and access,

- the concepts needed by non-archival organizations to be effective participants in the preservation process,

- a framework, including terminology and concepts, for describing and comparing architectures and operations of existing and future archives,

- a framework for describing and comparing different long-term preservation strategies and techniques,

- a basis for comparing the data models of digital information preserved by archives and for discussing how data models and the underlying information may change over time,

- a framework that may be expanded by other efforts to cover long term preservation of information that is not in digital form (e.g. physical media and physical samples),

- expands consensus on the elements and processes for long term digital information preservation and access, and promotes a larger market which vendors can support, and guides the identification and production of OAIS-related standards that require to be tailored to meet the domain specific requirements.
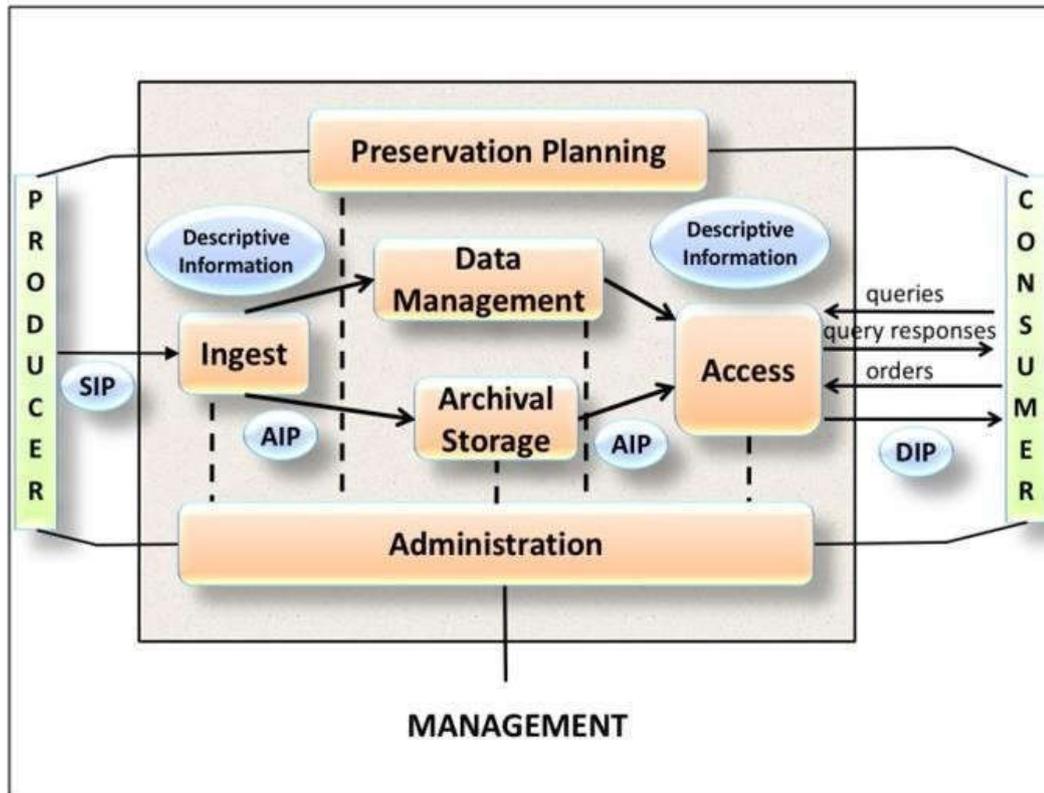
Fig. 5. High-level representation of OAIS Model

(Image Courtesy, ISO 14721:2012 Open Archival Information System (OAIS) Reference Model. OAIS is resourceful with functional guidelines and procedures, wherein each high-level block is exploded with minute operational details.

Archive Management

The Judicial Digital Preservation System (JDPS) to provide necessary functionalities for Submission Information Package (SIP) validation, metadata creation, automatic metadata extraction, ingest, storage and archive management, Archival Information Package (AIP) and Dissemination Information Package (DIP) configuration, access control, annotation, integrity and authenticity information.

Annexure D.10

Search & Retrieval

The access portal to provide the following types of search mechanisms to retrieve relevant information / digital records from the Judicial Digital Repository-

- Query in English, Hindi and Regional Languages
- Fuzzy search
- Full text search
- Cataloging metadata search
- Parameter-based / facetted search with filtering mechanism
- Boolean search mechanism with options
- Wild card search
- Logical search, proximity search
- Search within search, nested keywords
- Elastic search

Note:-

There are many types of search methods available as mentioned above. It is necessary to select appropriate type of search methods for the given digital repository as the search functionality depends on the quality of data and metadata e.g., full text search depends on availability of extracted text (OCR in case of digitized records) and the accuracy of OCR for the documents being searched. In case of noisy / inaccurate OCR, it only consumes the computer resources without providing greater searchability. Text summarization techniques are used to optimize and reduce the load on full text search.

Annexure D.11

IT ACT Notification, GSR 582

As per the IT Act Notifications GSR 582, the e-record making system or software should take into account the following features of e-records-

- ▪ life time
- ▪ preservability
- ▪ accessibility
- ▪ readability
- ▪ comprehensibility in respect of linked information
- ▪ evidentiary value in terms of authenticity and integrity
- ▪ controlled destructibility and
- ▪ augmentability

Note:-

The notification of General Statutory Rules (GSR) 582 notified under the IT ACT are extremely important as most of the software systems being used by the Judiciary or the associated agencies are producing born digital documents in proprietary PDF formats, which are not suitable for preservation. Judiciary needs to instruct strict compliance with PDF/A-1a or PDF/A-1b profile for digitally signed documents or any other digitized documents provided by associated agencies. The software systems should immediately comply with the requirements of "preservability" as stated in the GSR notification.

Annexure D.12

Right To Information ACT 2005

As per the Right to Information Act 2005, Chapter II, Section 4(1) every public authority is obliged to maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

Annexure D.13

E-Discovery, Scalability, Access Control and Customizability

E-Discovery : With the rise in the volume of Electronically Stored Information (ESI) in Judicial Digital Repositories, e-discovery tools will be necessary to analyze, review and extract meaningful and relevant information from preserved data in terms of digital documents, audio video material and information in other electronic formats. The data collection, documentation and preservation methods have to be properly organized for effective e-discovery.

Scalability : The scalable framework of Judicial Digital Preservation System (JDPS) should allow addition of new ingest procedures depending on type of data.

Access Control : The JDPS should allow configuration of different policies for public and private records with controlled access as per the designated users.

Customizability : The Judicial Digital Preservation System to allow customizability in terms of regional language support, record retention schedules and policies which may differ from court to court within the common framework.

Annexure D.14

Data Protection Strategy

Multiple copies stipulated by the 3-2-1 backup rule protected from losing primary data. Storing multiple copies ensures that there is no single point of failure and data is safe. 3-2-1 backup rule should requires to maintain at least 3 backups of data (Primary copy + 2 copies on storage media + 1 copy at DR location).

Technical Specifications –

For each of the Functionality and Features outlined in the **Functionality Matrix below**, for each item, you may further comment regarding your response.

S. No	Requirement	Compliance	Bidder
	Architecture		
1.	The solution shall be fully web-based with no client component installation required on the user's workstation, mobiles, tablets, etc. via VPN or Internet. The system should be HTML 5 compliant. Solution stack should be built using Java, Angular, Python, graph technologies, etc.		
2.	The solution shall be platform Independent. It should support commonly used open-source and proprietary platforms (OS, DB, Web Server, App Server, monitoring platforms, etc.)		
3.	Solution stack should support leading Commercial and open-source RDBMS & Graph DBs.		
4.	The source code of the base information management platform should be available on the open internet for download by anyone.		
5.	The solution shall support multiple languages such as English, Hindi, Arabic, French, etc (UNICODE format).		
6.	The solution should support multiple file formats i.e. PDF, MS Office, Audio/Video, etc.		
7.	The System shall provide a facility to index both case files and documents in the case file individually. While it should be possible to index the case files using prescribed metadata fields like case number, section, case type, etc. documents pushed into the case file should be indexed using its document type, date, reference number, description, etc.		
8.	The solution should have an inbuilt browser-based batch data import module that allows bulk upload of data (metadata and attachments) into the solution for efficient search and retrieval.		
9.	Solution should have well defined APIs to allow capture solution to push digitized case files feeds into the repository. API documentation towards this requirement to be submitted in the compliance.		

10.	It should be possible to seamlessly interoperate data between Case Information management system and Case files management system through APIs.		
11.	The solution should have distributed storage architecture and should be smart enough to determine backend storage location based on the ruleset. Multiple storage types like SAN, FTP, AWS S3, etc. should be supported.		
12.	Should store metadata in RDBMS and electronic content on the file system (SAN/NAS) in encrypted form.		
13.	Should provide a single unified platform for both paper & electronic records.		
14.	The system should have the capability to set automatic reminders and alarms to concerned users through communication media such as email, SMS, etc.		
15.	Should have data backup and restore provision for regular backup of data.		
16.	The proposed solution should have an approval mechanism before publishing any content for access by the larger set of users.		
17.	The system shall be secure enough from hacking and other sort of attacks. Vulnerability Assessment and Penetration Testing (VAPT) test need to be carried out at regular intervals as mutually agreed upon.		
18.	The solution has the provision of adding case file in the repository with metadata only and it should be possible to add attachments files like PDFs, documents, images, etc. at a later stage.		

19.	Should have the provision of caching for faster search results.		
20.	Software should be mobile friendly and should have a ready interface for mobile devices		
21.	The proposed solution should be delivered with open Restful APIs to enable integration with other applications using standard practices.		
22.	Proposed solution should be cloud native and proposer or solution OEM should have experience of hosting the solution in the cloud environment.		
	User Interface		
1.	The proposed solution should have a card-based user interface.		
2.	The proposed solution should be developed using mobile-first philosophy and should have a dedicated User interface for small screen mobile devices.		
3.	The solution should have an informative User interface that allows the following		
	Multi-level storage hierarchical display		
	Card showing every hierarchy level should have provided a summarized view of information within and the user's response towards that section.		

4.	The primary level of storage hierarchy to have the provision of creating multiple sub-levels for creating multi-level taxonomy. Preview card for the first level to have the following features: • Card-based design preview • Display logo/picture uploaded for the section • Section name • Clickable option for the user to enter in the section. The button should be large enough for easy click using a small screen mobile device • Key details about section i.e. i) Subsections/sub communities within it, ii) Count of folders, contents, iii) files added in the space			
5.	For enhanced user experience, a preview card of every content stored in the solution should show key information like • Case type like Civil, Ciminal, Writ, etc. • Thumbnail of primary attachment • Other primary details like Case Number, Judges, etc. • Should there be multiple values for Judges, pre- view should show all values without compromising on space consumed • Key details about content like, i) whether content has attachments and how many, quantitative ana- lytics details like view count, attachments view/download count, Average user rating, number of user comments, etc. • Intelligent use of tooltips for displaying longer infor- mation like title without compromising optimal us- age of space and creating ease of understanding • All figures to be updated on a real-time basis			
	Search			
1.	Provide searching facilities based upon Any metadata field (content, author, source, keywords, etc.).			
2.	Provide search based on the actual content of the Document & Records			

3.	The software has an inbuilt Thesaurus, for purpose of providing intelligent search. Provide Thesaurus-based Search.		
4.	Complex and multiple criteria-based Boolean searches.		
5.	Should have the provision of sorting the results based on relevance, submission date, etc.		
6.	Should have the provision of defining several search results required on the page by any end-user.		
7.	Should have a full-text search facility on industry- standard engines like 'solr', lucen, etc.		
8.	It should be possible for the user to search a record in a combination of full-text search and metadata.		
9.	Software should have a faceted search mechanism, which breaks up search results into multiple categories, typically showing counts for each, and allows the user to "drill down" or further restrict their search results based on those facets.		
10.	For making the solution more user-friendly and easy to use, the proposed software should have the feature of predictive search i.e. software should provide suggestions when users start keying the alphabets in certain fields for search.		
11.	Software should provide advance search options like Date Range Search, Proximity Search, Fuzzy Text search		
12.	*Period based search:* Proposed software should have the facility of picking start date and end date using the drop-down calendar for searching on a defined period		

13.	For ease of use, the proposed solution should highlight searched terms in metadata in search results. It should highlight the PDF file in searched case file where the searched term occurs. Followed by it, when the user opens PDF files from the searched case file, searched term should get highlighted in the text of the PDF file automatically.		
	Metadata		
1.	Integrated Document Management Solution should have no limitation on defining custom metadata fields.		
2.	Should have extensive meta-data creation using comprehensive data entry templates.		
3.	Integrated Document Management Solution supports associating metadata both to records and folders.		
4.	Metadata should support Dublin Core, MARC21 standards.		
5.	Server allowing harvesting of Metadata through OAI- PMH (Open archives initiative protocol for metadata)		
6.	It should be possible to integrate ontologies in metadata fields for a unified metadata creation and semantics management. Furthermore, users should get the option of entering keywords from the predefined vocabulary.		
	Security & Access Control		
1.	Case files management system should provide option of storing Open access and restricted contents from single interface.		
2.	User and user groups creation.		
3.	Provision for multi-level security access for different access categories.		

4.	Supports the movement of users between organizational units whereby their job roles and/or their access rights may change. The System has within it the concepts of job roles, and staff occupying those posts. In addition, the DMS must allow the definition of user roles and must allow one or more users to be associated with each role.		
5.	Provide Access Control based secure access providing View Document & Records, View Metadata, Update Document & Records, Update Record Metadata, Modify Record Access, and Destroy Record should be configurable by the administrator.		
6.	Software should have LDAP based authentication method.		
7.	It should be possible for system administrators to create users case file management and self registration should be possible for users too.		
8.	System administrator should be delegate administrative activities at Cabinet, sub-cabinet, folders, and case file level to other users and user groups.		
9.	It should be possible to define rights like reading, write, read metadata, read items, modify cabinets or assets uploaded, delete items, etc. (necessary screenshots to be submitted)		
10.	It should be possible to provide access rights to users on Item Metadata, Metadata & Files both and completely making private item i.e. neither metadata nor files should be searchable or visible to unauthorized users		
11.	There should be the provision of putting documents access request copy by users not having access rights on digitized files of a particular file. And authorized users should be able to grant or deny such access requests.		

12.	Solution provider will ensure acceptance of code of any standard DMS feature developed for High Court in the master code of the base DMS platform, which happens after code acceptance by community testers.		
	Content Viewer		
	Document Viewer		
1.	Proposed DMS should come with an inbuilt viewer for viewing the PDF files using browsers on multiple platforms i.e. laptop / mobile / tablet etc. The viewer should support multiple rendering technologies i.e. flash and HTML5 for easy display of contents on new and old browsers.		
2.	The viewer should be intelligent enough to understand the browser's technology and display the document in the best-suited technology		
3.	It should be possible for users to make a full-text search on OCRed documents in the viewer		
4.	The proposed solution should have basic accessibility features like zoom in / out, go to page, etc. functionality		
5.	The solution should be capable of displaying documents without providing an option of downloading the document on multiple platforms like Windows, Linux, Android, Apple, etc.		
6.	The solution shall support comprehensive annotation features on images like highlighting, marking text, underlining putting sticky notes on documents, and support for text and image stamps etc.		

7.	It should be possible for the user adding annotation on a document to select other users who can see the annotation, or user may keep annotations limited to him/herself.		
8.	Annotation can be deleted only by the user added it.		
9.	The solution shall store annotations as separate file and at no time, the original image shall be changed. The system shall provide facility of taking print outs with or without annotations.		
	Rich Media Content Streaming / Viewing		
10.	The proposed solution will act as a central content repository for past and future content. In the future, Department may also receive some content in Audio / Visual form. Hence it proposed solution should also support server-based viewing and streaming of Rich media content. The solution to support the following specifications.		
11.	Support video formats like HLS, MP4, WebM, and OGG		
12.	Bitrate switching: Automatic and/or manual switching to the most suitable video quality.		
13.	Should be deployable on multiple server platforms like RHEL, Ubuntu, Windows Server, etc.		
14.	Support Flash and HTML5 based browsers		
15.	Compatible with multiple devices like Laptops, Tablets, Mobile, etc.		
16.	Internet URL of DSpace implemented/maintained by Bidder / authorized service provider demonstrating live implementation of proposed viewer		

		Browser-based batch data upload tool		
1.	It should be possible to upload metadata and digitized files using a browser-based batch data uploading mechanism		
2.	The module should be part of the proposed DMS and should be accessible in software. There should not be the requirement of accessing this module as an external module (outside the core application)		
3.	The proposed module should have an easy process for batch uploading of data i.e. it should be possible to attach metadata and corresponding digitized file as a single file in the module and the rest of the activities should be performed automatically by the software.		
4.	The proposed module should have the provision of validating the data structure before initiating upload in the repository.		
5.	The proposed module should be intelligent enough to determine whether content getting uploaded in a particular section should go in quality control workflow or should get published directly for public access.		
6.	Bidder should submit at least one live internet URL of DSpace implemented by it / authorized service provider supporting bidder demonstrating functional state of this module with the proposed version of Document Management System.		

	Reports Productivity Report		
1.	It should be possible for authorized users to track productivity in DMS • Based on date range / day / month • Based on storage area i.e. single or multiple storage cabinets • The report should be comprehensive and should provide information like • Date for content submission • Cabinet, Sub Cabinet, and Folder where contents are stored • Title of content uploaded • Number of pages in a particular file • Name of user-uploaded content in the system		
2.	The report should also provide a graphical representation of the volume of contents by date for showing trends.		
3.	It should be possible for authorized users to export this report in form of Excel, PDF, or CSV.		
4.	For ease of use, it should be possible for the user to search on any given term within the populated report.		
5.	Internet URL of Production instance to be submitted showing above reports in the production environment.		
	Audit Report		
1.	The system shall support extensive Audit-trails at the document, Folder and for the highest levels for each action done by a particular user with the user name, date, and time.		

2.	Audit log should record and produce events like document view, add, edit, delete, search, user logins and the same can be filtered using multiple criteria to produce results specific to the user's needs.		
3.	It should be possible for authorized users to export these results in spreadsheet form to perform ad-hoc analysis.		
	Production documents capture workflow solution		
1.	Should be a client server architectured solution.		
2.	Solution should address entire lifecycle of the case files digitization that starts with the physical records receipt till uploading in the Case files management system.		
3.	Proposed solution should be deployable on the Ubuntu server.		
4.	The scanning solution should support distributed approach, where documents can be scanned remotely, but can be indexed & saved remotely or centrally.		
5.	System should support categorization of scanned im- ages as different documents like Inward/Outward, Office file document, Affidavit, Petition, Supporting documents, Report, and other document types used by court.		
6.	Document Identification: increase productivity by automatically identifying scanned documents based on QR Code / barcodes, patch codes, or separator sheets.		

7.	System should provide an integrated scanning engine with capability for centralized and decentralized Scanning & Document Capturing. The scanning and document management solution should be from same OEM so as to provide an integrated solution right from capture to archival of documents.		
8.	The scanning interface should have a GUI based template definition module. It should be possible for authorized users to define masters for various metadata fields in the solution.		
9.	Template definition for document capture through scanning that contains General information, Data class and fields, Folder, and Document information to enable standard scanning across distributed location.		
10.	Solution shall support Bulk Import of image and electronic documents.		
11.	The Scanning solution must support both TWAIN or ISIS scanners. The Scanning solution should not be make & model dependent with respect to hardware scanner		
12.	System should have the capability of all the standard Image Operations such as a. Correcting format/ compression not proper b. Skew / De-skew c. de-speckle d. Rotate e. Black border f. Delete area g. Zoom-in/ Zoom-out h. Halftones and intrusive background colors i. Fix lines and shapes in scanned images j. Carry out cropping and cleaning of images like re- moving overall noises around the text, removing punch hole mark etc.		

13.	The scanning software should automatically detect white pages and remove them during scanning.		
14.	The scanning solution should support all types of paper document (upto A3), color, size, weight etc. It should also allow importing of the pre-scanned images including the image pdf formats		
15.	Solution must provide recognition capabilities through OCR (Optical Character Recognition)		
16.	Solution must provide recognition capabilities through OCR (Optical Character Recognition) for Bilingual (English & Hindi).		
17.	The Scanning product should have inbuilt capability to do a full page OCR and also convert the images to searchable forms like Searchable PDF. (English and Hindi)		
18.	System should have the ability to provide Compression of scanned image files in TIFF and PDF-A Format.		
19.	Scanning system should have the functionality of saving scanned images in the Content Repository platform.		
20.	There should be provision to scan the documents offline and store onto thick client and whenever user machine is connected to server all scanned data shall be synced with server.		
21.	Facility to scan multiple pages into batches for auto/manual processing		
22.	Template definition for document capture through scanning that contains General information, Data class and fields, Folder, and Document information to enable standard scanning across distributed location.		

23.	Delete, re-scan, append pages and insert pages into document before committing to server		
24.	There shall be a feature in solution to enhance image quality for better accuracy; Quick data transmission with automatic image compression, cropping and auto blank images removal. Image enhancement techniques for improving the quality of scanned images.		
25.	Image Enhancements, Extractions, Indexing shall be done at user level; there shall not be any to-and-fro communication with Content Repository server for each process.		
26.	Produce PDF, PDF/A file apart from TIFF file format		
27.	Solution should have dedicated modules to address requirements of court's digitization process: a. Inventory management for handover and receipt of records b. Barcode/qr code generation c. Scanning d. Scanning QC e. Indexing of documents f. Classifications of documents g. Final Quality control h. Court's staff quality control i. MIS j. Administration		
28.	Capture workflow will work in synchronization with existing applications of the Court, where data push and pull will happen between these applications at multiple stages using web services.		
29.	It is up to Court to decide number of clients machine on which capture solution needs to be used.		

	Semantics and AI module of OAIS framework		
1.	The proposed solution should have the provision of creating a knowledge graph with the following specifications:		
2.	It should be possible to perform multilingual, collaborative development for managing OWL, SKOS(/XL), Ontolex-lemon lexicons, and generic RDF standards-based knowledge graphs.		
3.	Required knowledge graph to be developed on SKOS and SKOS-XL standards. Hence solution should support these standards in addition to the conventional OWL standard.		
4.	The solution should enable the development of multilingual knowledge graphs and the same should be done following W3C Standards like Ontolex.		
5.	It should be possible to define lexical terms of a concept into the knowledge graph for addressing multi-lingual situations.		
6.	It should be possible to develop relationships amongst various concepts on SKOS standards into the knowledge graphs.		
7.	The solution should have a dedicated Role-based access control mechanism with standard user roles and provision of creating custom user roles.		
8.	It should be possible for several users to collaborate to generate ontology having millions of concepts.		

9.	The solution should provide various roles for the users involved in creating knowledge graphs, some of them to be list are: • Administrator • Knowledge Graph/Ontology Manager • Ontology editors (allowed to make changes at the axiomatic level) • Thesaurus editors (allowed to work on thesauri without OWL/SKOS editing actions), • Terminologists/lexicographers (allowed to edit lexi- calizations. Further should be possible to limit role to few languages.), • Mappers (allowed to perform terms alignments only), • Verifier (allowed to verify others' actions) • Consumer/Reader, that can consume the contents in a read-only mode		
10.	The solution to having an integrated workflow for managing resources addition/deletion into the knowledge graph. These should be added to the ontology only after going through the verification workflow.		
11.	It should be possible to create a knowledge graph for testing purposes in an in-memory state while production-grade knowledge graphs with millions of concepts to be created on the enterprise-scale Graph databases in the system.		
12.	It should be possible to import knowledge graphs in the system from various industry-standard sources as listed below: • External CSV, RDF/XML, N-Triples, N-quads, Tur- tle, RDF/JSON, etc. • Online hosted ontologies • Dataset Catalog		

13.	The solution should have the provision of resolving gaps in the concept from the source if imported from external sources.		
14.	The solution should have a built-in SPARQL query builder for performing changes/custom outputs through SPARQL queries.		
15.	It should be possible to store SPARQL queries for a later stage to re-use Within a specific knowledge graph project or across multiple knowledge graphs/ontology projects. By other users else than one who built the query Periodical execution of the query		
16.	The solution should have the provision of creating metadata of the knowledge graph/ontology. This metadata should be created using Dublin Core parameters for keeping the output as per industry standards.		
17.	The solution should have advanced search for searching concepts across the knowledge graphs having millions of concepts.		
18.	It should be possible to search concepts using base terms as well as various parameters like relationship, lexical, metadata, etc.		
19.	There should be visualization provision to understand the relationship among various terms with relationship types defined.		
20.	The solution should have a provision to export knowledge graphs into industry-standard graph formats.		
21.	The solution should have the provision of classifying contents pushed into the DMS based on domain-specific terms.		

22.	The solution should be capable of using a combination of multiple AI algorithms for performing natural language processing and generating quality output. Name of multiple AI algorithms used to be listed in compliance along with method using which best results will be produced.		
23.	It should be possible to train various algorithm models into the solution as per the needs of the project.		
24.	The solution should be developed on enterprise-scale technologies like Java, Python, and enterprise-scale graph databases like Arangodb /ontotext /dgraph.		
25.	It should be possible to have uniform domain-specific insight extraction from documents received in multiple languages.		
26.	The solution should be tightly interwoven with the core DMS so users can get benefitted from a single UI.		
27.	Only specialized users work on knowledge graph management and should be kept separate from the mass user base.		
	Long term archival		
1.	It should be possible to configure multiple process definitions in the dark archive module.		
2.	Solution should have a dedicated dashboard that allow authorized users to monitor i) Content archival progress for its respective archival models. ii) Cache clean up iii)Removing contents due for deletion iv) Backlog process v) Dissemination content processing requests, etc.		

3.	In addition to above information, dashboard should allow users to perform i) Preservation planning ii) Backlog processing iii) Appraisal iv) Access v) Administrative activities In a summary, application dashboard should allow archivists to perform activities required as per OAIS standards.		
4.	Solution should be able to cater any number of packages at any point in time in transfer and ingestion processes.		
5.	To make working easy for users, proposed solution should have visual indicators to show such processes based on its status, i.e. completed, failed, rejected by archivests, etc.		
6.	Definitions can be based on the content types or feeds coming for archival from different repository or knowledge graphs.		
7.	It should be possible to configure specific archive models in the dark archive that can be mapped with a specific case file management system or other repositories.		
8.	Dark archive should have provision of connecting each archive model with specific storage device (local or network), or a remote system that should be accessible via case files management system.		
9.	Each archive model should have provision to manage various Information packages (as per OAIS standards) separately to provide a systematic content structure within an archive model. These packages are i) Dissemination Information package, ii) Archive information package and iii) Submission information package.		

10.	Solution needs to have a dedicated Access control mechanism that can manage both administrative and standard users separately. Being a dark archive, it is important that no user without having users credentials can log into the system.		
11.	Users should receive the e-mail alerts for important events occurring in the dark archive for a timely action.		
12.	Solution should have provision to store the copy of archived information package data in order to deal with unforeseen corruption of the archived data. This feature should work as an Archive data recovery function.		
13.	Upon deletion of source archival copy of the content through authorized process, replicas should be deleted automatically.		
14.	Archive copy replication component should support replicating the Archival copy on local file system, object storage and clouds like Amazon S3.		
15.	Solution should have separate locations for i) Archival copy storage ii) Archival copy recovery copy iii) Content in process for archival iv) Backlog management for in process content		
16.	There should be provision to generate Dissemination Information package from the archival copy and push it to the case file management system. These packages should be removed automatically, as soon as they are pushed to the target system.		
17.	Solution should follow practice of assigning UUID to each archival content.		

18.	It should be possible to create or import public and private encryption key into the application to store, transfer or replicate archival contents in an encrypted manner in various archive models.		
19.	Solution should be based on the micro services architecture as it is expected to process several file formats and archive them after ensuring its authenticity and legitimacy.		
20.	These micro services should atleast cover: i) Antivirus ii) Services to validate various image formats iii) Services to validate PDF and PDF/A iv) Checksum generator and validator v) Video validator vi) Tasks distributors vii) Authenticator services viii) Human and system metadata validator ix) Services to manage disk based storage and hierarchies of archived contents x) Enterprise search service, etc.		
21.	it should be possible to define workflows and configure decision points.		
22.	It should be possible to generate different reports that allow users to understand the archival status of contents.		
23.	Dark archive application should have proven Integration with the case file management solution.		
	Solution framework considerations		
24.	All components of solution should have proven integration with each other.		

25.	Entire solution framework (case file management system, dark archive, semantics management) to be deployed in the failover cluster mode.		
26.	All solution components should have open source code base accessible to all users.		

- Bidder to provide screenshot of functionality in the compliance or web page link on the website of the proposed solution showing compliance to the specification. A vague compliance towards the specifications will be liable for rejection of bid without any explanation.

- Base solution components that have established code base on the open internet code repositories like Bitbucket, Github, etc. for access by open community without any restriction will be considered as an open source application. Bidder's offer of delivering the source code of the proposed solution does not substantiate proposed solutions as open source applications.

<u>**Annexure-"D"**</u>

<u>**Note on Digitization Project Implementation at District Courts in the State of Madhya Pradesh State**</u>

The High Court of Madhya Pradesh has published tender for Digitization of the District Courts Records on Turnkey Basis. In this, the efforts have been planned by High Court of Madhya Pradesh to generate PDF files of required specifications as given in the Standard Operating Procedure (SOP) of e-Committee, Supreme Court of India.

As per the provisions of the original Tender, the project is to be implemented as follows:-

1. Scanning, cleaning and Quality checking (for the scanned and cleaned record by the Vendor) for all type (Fresh Cases, After Hearing Pending Cases, Current Disposed Cases and old Disposed Cases) of Judicial Record is to be done by Vendor through the Software that is to be provided by the High Court of Madhya Pradesh.

2. The work of Indexing and Quality Checking for all type (Fresh Cases, After Hearing Pending Cases, Current Disposed Cases and old Disposed Cases) of Judicial Record is to be done by High Court deputed manpower.

3. The work of Data Segregation (to physically check the record and to identify the documents of pages which is not scanned and needs to be scanned as per rules) for After Hearing Pending Cases, Current Disposed Cases and old Disposed Cases is to be done by vendor. The work of Indexing Cum Quality Checking for these type of Judicial Record is to be done by High Court deputed manpower

4. Electrical Power, Space is to be provided by the High Court of Madhya Pradesh.

5. LAN connectivity up to nearest point is to be provided by the High Court of Madhya Pradesh.

6. All the Computer and Network Hardware is to be provided by the Vendor.

7. After scanning, cleaning and indexing the PDF files in the format **PDF/A-1a or PDF/A-2a** is to be provided by the High Court of Madhya Pradesh. The vendor is supposed to upload the same at Centralized Digitization Server of the High Court.

8. The High Court of Madhya Pradesh is to create the PDF files in light of Specification as mentioned in Point 3.8,3.9 and 3.10.

In the light of Standard operating procedure (SOP) issued by e- Committee, Supreme Court of India for the Digitization of records and further for their proper preservation and for installation of dedicated Judicial Repository at High Court level the amended Scope of work up to the following extent for some of the Point will be as follows and the remaining scope of work will remain same. On some points clarifications has been given in the reply of Pre Bid Queries issued by High Court of Madhya Pradesh same shall be applicable.

The detail of amended Scope of Work is as given below:-

1. The work of unbinding and re-binding the case files during and after Digitization is to be done by Vendor. Required manpower for file movements to be provided by vendor.

2. Rejection Handling Software shall be developed by Vendor for each process of Digitization of each type of Judicial Record.

3. During Scanning, Cleaning, Indexing, splitting and uploading the TIFF and PDF images shall be created as per Technical Specifications and metadata standards point number 3.10.1,

3.10.2 and 3.10.3 of the original Tender Document. It is made clear that crated PDF's should be of type PDF/A-2a **OR** PDF/A-1b and with the mentioned specifications in 3.8, 3.10.1, 3.10.2 and 3.10.3 of the original Tender Document. The following specification shall be effective and required for the project and shall be implemented by the vendor:-

Type of Digitization	Purpose	Type of Image	Remark
• Black & White Digitization (3.10.1) • Grayscale Digitization (3.10.2) • True Colour Digitization (3.10.3)	Digitized Master Copy for Preservation Output	Uncompressed TIFF	
	Access Quality Output for Online Usage	TIFF Compression at minimum 72 ppi to 96 ppi resolution	The size of master image is reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased to ensure clarity of text.
	Searchable PDF/A shall be complaint to	PDF/A-1a or PDF/A-1b	

4. Vendor has to make arrangement for scanning, cleaning and quality checking at District and Tehsil Court Level and after Indexing and final Quality Checking by High Court / District Court deputed team, the Digitized Data shall be first store in Servers at District or Tehsil Level through LAN and then the Data shall be uploaded from local server (available at District or Tehsil Court) on Digitization Server that is installed at Data centre at High Court of Madhya Pradesh, Jabalpur. Servers at District or Tehsil Level will be provided and installed by Vendor. Digitization Server is already installed at Data centre at High Court of Madhya Pradesh, Jabalpur. The Software for this

activity shall be developed by the Vendor. Also, rejection handling software shall be developed by the Vendor. Adequate bandwidth will be provided by the High Court of Madhya Pradesh for uploading the data/ images from the Servers of the District Courts to Digitization Server installed at Data Centre at High Court of M.P., Jabalpur.

5. After Storage at Server the DMS part will be active. DMS shall be developed by Vendor in light of specifications/ details mentioned in **_Annexure-"C"_** which is being now a part of this Bid. The migrations of old Data in to new Document Management Systems (DMS) shall be the responsibility of vendor in entice.

6. Metadata for the entire DMS and for all the Digitization work flow and processes and for all type of judicial record shall be plan out by Vendor within light of CIS software integration in coordination with IT Wing of the High Court.

7. In case of any query / clarifications, the vendors are requested to contract IT Wing of High Court of Madhya Pradesh, Jabalpur.