



# Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

Office: Loknete Panditrao Khaire Panchavati Divisional Office,  
4<sup>th</sup> Floor, Makhamalabad Naka, Panchavati, Nashik – 422003.

E-mail: [ceo@nashiksmartcity.in](mailto:ceo@nashiksmartcity.in), Tel: 0253-2518833



Outward No: NMSCDCL/IT/ 1191/2024

Date: 02/12/2024

## Invitation for Quotation

**Name of Work:** Selection of agency for scanning, unbinding/ bindings of documents, metadata creation, and uploading of scanned documents in the Integrated Document Management & Retrieval Software for Nashik Smart City.

Dear Sir/ Madam,

Submit/ quote your rates **excluding GST** for the above work in the following format on or before 9<sup>th</sup> December 2024 up to 5:00 PM.

Sr. No.	Particulars	Unit	Approx. Nos. (*)	Rate/ Unit	Amount (Exclusive of GST)
1	A0 Page Size	Per Page Per Side	100		
2	A2/ A3 Page Size	Per Page Per Side	2500		
3	A4 Page Size	Per Page Per Side	4,00,000		
4	Maps	Per Page Per Side	10		
5	Document Management & Retrieval Software (Open source) with 2 Years Maintenance Support post-handover (Should be inclusive in the overall cost) This also includes the software installation work in the Data Center.	Lumpsum	-	00.00	00.00
6	2 Years of Operational Maintenance and Support/ Service Support (Should be inclusive in the overall cost)	Lumpsum	-	00.00	00.00
<b>Total (In Rs.)</b>					

**Note:** \*NMSCDCL reserves the right to vary (either increase or reduce) the above-mentioned nos. of pages which are indicative in nature, as and when reqd., at any point of time without assigning any reason whatsoever. However, the quoted rates will remain valid until the completion of work.

### Technical Requirements:

1. The Documents to be converted will be provided by NMSCDCL in hard-bound volumes or in loose manner.

2. The output should be of very high quality, acceptable readability, reasonable accuracy, consistent in terms of tone and colour reproduction, and use neutral common rendering for all images to our satisfaction.
3. The scanner output should have a minimum of 300 dpi.
4. Basic image enhancement, Raster cleaning, De-skew, De-Speckle Cropping & hole removal, etc., to be carried out on all images for optimum image clarity without compromising the quality of text, photographs, etc.
5. The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, the smallest significant character should be legible).
6. Cleanliness of work area, digitization equipment, and originals like scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Though the documents are cleaned regularly, they tend to be dirty and will leave dirt in the work area and on scanning equipment.
7. The agency will capture data (text, photographs, tables, charts, diagrams, maps, etc.) from the books, journals, and other reading material provided by the NMSCDCL and create TIFF (Tag Image File Format)/PDF flip images. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
8. The documents should be retrieved as a flip image page and as a normal pdf page.
9. The agency will be responsible for creating the structured archival of files of TIFF images (in unclean and cleaned form) for all items for backup, searchable PDF of all items with searchable images, PDF/RTF (Rich Text Format) document (duly formatted). The final scanned documents should be stored in the defined structure within the in-premise server or the server hosted in the Data Center/ Cloud, provided by the NMSCDCL.
10. The agency will ensure data integrity. No page/ part of documents will be left unscanned. The Agency will recoup the missing pages/parts, if any, at its own cost. In other words, the Agency will ensure that the entire document from the title page to the last page is captured.
11. Data will be captured without disturbing the binding of the document. If preparing the document for scanning by opening the binding to create loose leaves, the Agency shall be responsible for rebinding the document after the completion of work. The Agency shall be responsible for the damage to the document, if any. The Agency shall compensate if any damage is done.
12. The output/display resolution should be proportional to the requirements.
13. The agency will develop the structured PDF file along with embedded metadata by tagging them.
14. The selected agency will also supply, install, and integrate user-friendly, easy-to-use Document Management & Retrieval System.
15. Software products shall be of Open Source only.
16. Before installation of software products, selected agency shall study the existing cloud of NMSCDCL and its associated environments and submit their quote accordingly.
17. The .pdf data should be compatible with the Document Management & Retrieval Software supplied by the selected agency.
18. Digital images should be created to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
19. The digitized images are to be converted to searchable PDF format. The layout of the page should be retained.



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20. A file-naming scheme database - should be established before capture. The same will be provided by NMSCDCL.
21. The agency should be able to provide on-demand access to the digitized content in digital mode to NMSCDCL.
22. The agency will upload digitized document metadata on the Document Management & retrieval system.
23. The ownership of data shall at all times remain with NMSCDCL and the agency shall be responsible to maintain complete confidentiality of the same. Agency shall be responsible for all loss, inaccuracies, and discrepancies in data arising out of data migration.
24. The table shown below consists of indicative figures for each document type (A0, A2/A3, A4, Maps etc.)

NMSCDCL DOCUMENTS	
Document Type/ Sizes	Total Document Numbers (Approx.)
A0	100
A2/A3	1800
A4	4,00,000
Maps	10

25. The Agency should quote per page for each of the document type.

## **Scope of work for Document Management & Retrieval Software (DMRS):**

- Document Management & Retrieval Software (DMRS) should be open source and should support search, flip, download, upload, convert etc.
- Built-in workflows: Provided software data model and workflows should be familiar to librarians and archivists.
- Built-in search engine: It should be searched on metadata defined against scanned documents
- File types: It should not only auto-recognize files of any common format (e.g. TXT, DOC, PDF, JPEG, MPEG, TIFF) but also accept files of any format.
- Metadata: Qualified Dublin Core should be the default metadata schema.
- Tools/plugin-in: It should come with management tools including batch import/ export, batch metadata editing, creation, and object backup & restoration tools.
- Permissions: It should allow you to control permissions as granular as item level, or you can set global permissions based on Items and departments.
- It should comply with standard protocols for access, ingest, and export.
- The agency should Provide the Document Management & Retrieval Software (DMRS) with department wise individual login & single sign-on and it should support Open-Source Technology and should be run in any open-source Operating system.

- The agency shall provide the support for the Document Management & Retrieval Software (DMRS) for 24 months post go-live.
- Languages: Provided software should support search facility in both English and Marathi Language.

### **Steps Involved in Digitization Process:**

- Step-I:** Take a Document file, unbundle/ remove the pages, scan, enhance, and archive in server hosted in Data Center.
- Step II:** Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, PDF, etc.
- Step-III:** Cleaning of TIFF images Post Scanning/Digitization
  - (De-Skewing->De-Speckling->Noise Removing->Cropping->Rotation)
  - Converting this TIFF image to PFD
- Step-IV:** Storing and maintaining back-up, verification of backup till the project execution.
- Step-V:** Capture and Create Metadata for every document.
- Step-VI:** Upload the Digitized Documents metadata/ PDF Document Management & Retrieval System provided by the agency.
- Step-VII:** Training and handholding.

### **Qualifying Criteria /Technical Eligibility Criteria for Agencies:**

- The agency must be in digitization business from the last 5 years or more.  
**Document to be attached:** The agency will furnish Registration Details, PAN Card Copy, and GST Certification Copy.
- The agency should have the requisite experience in the field of application software conceptualization, digitization, scanning, document management software, design, development, deployment, customization, and maintenance for the last 5 years. The agency should have experience in a similar kind of experience (Implementing Search Software Solutions, document management solution, end-to-end scanning, undertaking digital library/ digitization jobs of Office Record Documents/ Research Journals/ Publications/ Library holdings, etc.) with at least 3 government clients/ agencies (State Govt, GOI, PSU, Universities, Semi-Govt).  
**Document to be attached:** Attach the work orders/ completion certificate (signed by the client)/ ongoing work certificate (signed by the client).
- The agency should have at least an average turnover of the latest last 3 consecutive financial years of not less than Rs. 10 Lakhs.  
**Document to be attached:** The agency will furnish CA certified turnover certificate with UDIN of said period along with the bid document.
- The agency should submit an undertaking (self-certificate) that the agency has not been blacklisted by Central/ any State Government institution and there has been no pending litigation with any government department on account of the execution of similar services.

### **General Instructions / Terms & Conditions:**

- The agency should visit the NMSCDCL Office for understanding the complete requirement of NMSCDCL.
- The Selected (L-1) agency will have to demonstrate their solutions & proposal to NMSCDCL Pre issuance of Work Order.
- The quotations shall comply with the specifications given above. Deviations, if any, to the specifications shall be indicated clearly by the agency. Non-mention of deviations shall imply



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compliance with the specifications. NMSCDCL reserves the right to reject an offer on account of any deviation from the specifications /terms and conditions.

- The agency will upload/ install and customize the open-source software (with source code) in the servers hosted in the Data Center provided by NMSCDCL.
- The agency should be in a position to ensure that the required support is provided within three working days in case a problem is being faced in accessing documents at any point of time.
- The agency shall ensure that the complete work is carried out without affecting the office works and with least disturbance to office staff.
- The successful agency will have to get everything executed at onsite (NMSCDCL site) at their end and by their Staff.
- The successful agency has to complete the work in NMSCDCL Office premises within 3 months from the date of the work order.
- The successful agency has to appoint technical manpower (Scanning Operators, Server & Software Administrators) immediately after the award of work in NMSCDCL (The Manpower will work from NMSCDCL premises)
- The hosted Server will be provided for installing the “Document Management & Retrieval Software (DMRS)” and up-loading of the scanned documents.
- The selected agency has to bring the required high-speed scanners to complete the entire work.
- The agency is not permitted to get the scanning done outside the NMSCDCL Premises.
- NMSCDCL reserves the right to accept or reject the quote without assigning any reasons.
- All the equipment’s, tools, and tackles, accessories etc. required for said works shall be arranged by the selected agency themselves.
- All the logistics, travelling, food expenses etc. shall be borne by the selected agency.
- The losses to NMSCDCL which are directly attributable to the agency shall be deducted from the bills.
- The applicant should furnish an undertaking to the effect that the firm has not been blacklisted in India or abroad.
- The offer should be valid for a **Period of 180 days** from the last date of submission of quote.
- The NMSCDCL reserves the right to cancel the RFQ process at any time before the issuance of the work order, in writing without assigning any reason whatsoever.
- The agency shall submit the Performance Bank Guarantee of 5% of Work Order for the validity of 2 Years from the date of Work Order. The same may be discharged/ returned by NMSCDCL upon being satisfied that there has been due performance of the obligations of the agency under the contract.
- A support for 2 Years should be provided on the Document Management & Retrieval Software.
- NMSCDCL will not provide any additional hardware/ software. The successful agency is required to provide and install all the necessary scanners, hardware, etc. at its own cost to complete the entire scope of work.

- Overwriting / Over-Typing or erasing of figures in the documents submitted is not permitted and shall render the quote invalid.
- The agency is required to quote the per-page rate for scanning of documents, unbinding/ binding of documents, metadata creation, and uploading scanned documents into Integrated Document Management & Retrieval Software, etc. exclusive of all taxes.
- The successful agency will be required to submit the letter of acceptance within 3 days from the receipt of the letter of Intent.

**Payment Terms:**

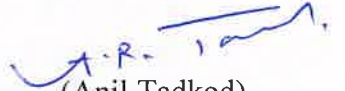
1. No Advance Payments shall be given.
2. Payment shall be released monthly (At the end of every month on a pro-rata basis).
3. Payment shall be made only after completion & furthermore, due verification of the work as per scope mentioned above and submission of Invoice.
4. All applicable taxes, charges shall be paid by the selected agency.
5. The quotation should also mention the PAN Details, GST number, Bank Account Details, MSME Details etc.

The Quotations should be submitted in sealed envelope to the following address on or before 9<sup>th</sup> December 2024 up to 5:00 PM.

**The Chief Executive Officer,**

Nashik Municipal Smart City Development Corporation Ltd.,

Loknete Panditrao Khaire Panchavati Divisional Office, 4th Floor, Makhamalabad Naka, Panchavati, Nashik – 422003, Maharashtra.

  
(Anil Tatkod)

**General Manager (IT)**  
Nashik Municipal Smart City  
Development Corporation Ltd.