

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Notice inviting expression of interest for digitization & scanning of records

The Board of School Education Haryana, Bhiwani invites sealed Expression of Interest (EOI) from reputed and qualified vendors/firms for Scanning/Digitization of Board's Tabulation / Result Gazette records using latest innovative technologies at the Board's Office. The firm should have experience of similar type of project of the Govt./ PSU department with scanning of five lac documents.

The sealed Expression of Interest should reach in the office of **Secretary, Board of School Education Haryana, Bhiwani latest by 22-09-2017 before 3:00 PM.** No "Expression of Interest" shall not be entertained received after due date and time.

Detail of Scope of Work, Qualifying Criteria and Other Terms & Conditions of this job are available on the Board's website www.bseh.org.in

Sd/-
Secretary

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Scope of Work:

- Expected volume of 15 lacs pages to be scanned
- Scanning/digitization, Indexing, Storing, Archiving & Retrieval of records in digital form in secure manner in the specified period.
- Creation and Integration of metadata.
- Setup of scanning and digitization facility at the Board's office, Bhiwani.
- The vendor should provide sufficient equipments so as to complete the scanning and digitization in the stipulated time period.
- Project involves broadly following activities :
 - Pre-Scanning Activities
 - Scanning Activities using Book Scanner only
 - Image Enhancement
 - Indexing/Metadata Entry for five fields per page like Year of Exam, Exam Class, Exam Type, Roll No. From, Roll No. To.
 - Storage & Retrieval Software of digitized documents
- A complete solution including hardware/software requirements has to be proposed by the vendor.

Qualifying Criteria:

Qualifying Criteria	Documentary Evidence
Firm should be a company registered under Indian Companies Act 1956 or a Partnership Firm registered under Indian Partnership Act, 1932.	The copy of Registration Certificate issued by Registrar of Firms/ Certificate of Incorporation issued by Registrar of companies must be attached.
Firm should have minimum average turnover of Rs. 20 lacs from scanning & Digitization in last three financial years (2013-14, 2014-15 & 2015-16).	Copy of the audited Profit & Loss Statement & Balance Sheet of the firm and Certificate from the Chartered accountant clearly stating the turnover from scanning and digitization.
Firm should have capability of inventorisation, Document Preparation Scanning, Post Scan Document Preparation, ICR Intelligent Character Recognition) OCR (Optical Character Recognition) Software an process management system. This capability must be proven in at least one of the Govt. Projects.	Provide documentary proof with orders and Acceptance Certificate of complete project and end to end completion of part of the project must be enclosed covering all these.

Firm Should have at least 10 high speed books scanners of 70 pages/140 images per minute and minimum 2 scanners of 200 pages/400 images per minute. Firm should have minimum four book scanner of AO to A-4 Size.	The VAT paid invoices in case of purchase of import & customs clearance documents in case of direct import must be attached for the proof of.
Firm should have minimum Two Book Scanner of A2 Size. Failing which the EOI will be rejected.	The invoices in case of domestic purchase of import & customs clearance documents in case of direct import must be attached for the proof of purchase.
Firm must have ISO 9001:2008 or ISO 27001:2013 certificate in its firm's name for document imaging/ scanning/software services.	Enclose documentary proof.

Other Terms & Conditions:

- The EOI should include a description of the firm's profile and details of relevant experience.
- A demonstration of the proposed solution shall have to be given to the Committee on a pre informed date.
- The firm shall have to arrange its own staff for the entire scope of work. The BSEH would neither bear any expenses nor accept responsibility for the same.
- Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the vendor whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.
- The interested firms may inspect the relevant records after contacting the Certificate Section, BSEH, Bhiwani during working hours of the BSEH.
- For any query related to EOI will be entertained by Secretary, BSEH, Bhiwani during working hours or through email: ascer@bseh.org.in.
- The Board's authority reserve the right to reject any/all "expression of interest" without assigning any reason thereof.
- The "Expression of Interest" received after due date and time shall not be entertained.
- The sealed EOI should reach in the office of **Secretary, Board Of School Education Haryana, Bhiwani latest by 22-09-2017 before 3:00 PM.**

**SECRETARY
BOARD OF SCHOOL EDUCATION
HARYANA, BHIWANI**