नाशिक महानगरपालिका,नाशिक
माहिती व तंत्रज्ञान विभाग

ई कोटेशन सुचना क्र. ०५ (२०२३-२४)

कामाचे नाव :- **नाशिक महानगपालिकेतील नगररचना विभागातील बांधकाम परवानगी , प्रमाणपत्रे व त्या सलंग्नित कागदपत्रे व भोगवाटा दाखला, नस्ती व पुस्तके, कागदपत्रे, रेकॉर्ड इ .कागदपत्रांचे संगणकीकरण करणेकामी तज्ञ संस्थेची नेमणुक करणे**.

निविदा मिळण्याचे ठिकाणी:- ज्या कोणास सदरचे काम करावयाचे असल्यास त्यांचेकरीता निविदा फॉर्म मनपा संकेतस्थळ www.nmc.gov.in यांवर विनामुल्य् उपलब्ध आहेत.

निविदा फॉर्म मिळण्याचे तारिख:- ०७/०९/२०२३ ते १४/०९/२०२३

निविदा फॉर्म जमा करण्याची अंतिम तारिख:- १४/ ०९/२०२३

निविदा फॉर्म जमा करण्याचे ठिकाण :- मा.संचालक सो, यांचे कार्यालय,
माहिती व तंत्रज्ञान विभाग, ३ रा मजला
राजीव गांधी भवन, शरणपुर रोड, नाशिक

Sd/-
उपआयुक्त्
माहिती व तंत्रज्ञान विभाग
नाशिक महानगरपालिका,नाशिक

नाशिक महानगरपालिका,नाशिक
माहिती व तंत्रज्ञान विभाग
ई-कोटेशन नोटीस क्र.०५ (२०२३-२४)

कामाचे नाव :- नाशिक महानगपालिकेतील नगररचना विभागातील बांधकाम परवानगी , प्रमाणपत्रे व त्या
सलंग्नित कागदपत्रे व भोगवाटा दाखला , नस्ती व पुस्तके , कागदपत्रे, रेकॉर्ड इ.कागदपत्रांचे
संगणकीकरण करणेकामी तज्ञ संस्थेची नेमणुक करणेकामी दरपत्रक सादर करणे बाबत.

Date of Issue of Blank Quotation Form: - 07/09/2023 to 14/09/2023.

Date of Submission Quotation Form: - 14/09/2023 upto 3.00 P.M.

- ABSTRACT –

S.No.	Description	Page Size	Total Pages	Scanning Rate per Page	Amount
1.	Appointment of agency for scanning and Digitization and Software for Building Permission, Completion Certificate, All records, Certificates Etc, of town Planning Department.	A0 page Size	9,67,000-		
		A4 page Size	5,00,000-		
		Legal page Size	80,70,000-		
		DMS Software Charges			
Total Pages			95,37,000		
Total Without GST					
Add GST 18%					
Total Amount Rs.					

I/ We have gone through the all details of the work as mentioned above, I/We are hereby agreed to
execute the above work accepting all these Terms & conditions at (Rs. In Words:
_____)

(Note:-The Agency should quote his rates with inclusive of GST and all other applicable taxes)

Sd/-
Deputy Commissioner,
Information & Technology Dept.
Nashik Municipal Corporation, Nashik

Sign & Seal of Agency

Quotation Form

Name of Work:- Appointment of agency for scanning and Digitization and Software for Building Permission, Completion Certificate, All records, Certificates Etc, of town Planning Department

During the procedure, the vendor shall have to do the following which is also the part of this "Scope of Work" Setup of scanning and digitization facility at the End User Department's office Setup of scanning and digitization facility at the End User Department's office .

- The vendor will setup and install the setup as per the requirement of the type and number of documents
- The vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the End User Department's office: Desktops Scanners Network setup UPS
- The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user department. Delay in the completion of work will attract penalty to the vendor.
- The vendor shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops, UPS, Network setup, etc.) installed at his own cost and make sure the work shall not be stopped on the ground. Pre-scanning preparation Pre-processing of document would be the activities that are to be performed by the vendor on the documents collected before they can be scanned. It shall include (but is not limited to)
- Records would be scanned and digitized at the department premises and the vendor shall be Continuation Sheet responsible for collecting them from different units of the department to carry out the digitization work. The documents would be received in lots as agreed mutually between the vendor and the department. The vendor shall provide sign-off on number of documents received from the department.
- The vendor shall maintain a note of the document details in a register while collecting these documents. The log register should contain at least the following details: Name of the document collected , Size of the pages in document (A4, legal, A3, etc.) along with the count , Total number of pages in the document Collected from (Government Official) , Date of Collection , Actual date of return
- After collection of documents by the vendor, it would be the responsibility of the vendor to maintain and return the documents in their original form to the End User Department.
- Any damage to the documents collected shall make the vendor liable for the same.
- The vendor shall be responsible for removal of unwanted dust, removal of tags, pins, threads, rubber bands etc and sorting & numbering of pages in the document file in the correct order.
- The vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles
- The vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it.
- The vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment) Scanning & Digitization:
- The size and scanning needs may vary as per the requirement of the End User Department.
- The scanned documents shall be converted into PDF or other standard formats as per the requirement of the end user department. Scanning of Green sheets and Correspondences would be done separately and stored in a folder. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. Scanned Green sheets would be stitched into a single PDF File separately and Correspondence files would be scanned separately into a single PDF File or other standard formats as per the requirement of the end user department.

- The vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The vendor will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return. The vendor's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence.
- The vendor shall perform following image enhancement activities:
  - a. The vendor shall ensure that the quality of scanned images are enhance to the optimum level
  - b. The vendor shall perform skew, de-skew activities on the scanned document to make the
  - c. image straight
  - d. The vendor shall carry out cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text
  - e. In case the documents are not legible, the vendor shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.
  - f. No document shall be scanned more than once and no blank pages shall be deleted if they are part of file.

The blank page in a file is a page that is entirely blank, or has Continuation Sheet only page number, or has only rubber stamp.

- The vendor will deploy its own human resources for all the above mentioned activities. The vendor will deploy adequately skilled manpower resources to complete the job within the specified time. Indexing and cataloging
- After documents/images are scanned and stored in digital form, they would be indexed using manual entry.
- The vendor will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
- Once all documents are verified and pass vendor's quality assurance phase, they will be stored on final digital media of the client's preference, complete with their indexes. Post Scanning & Storage with Back-up At the end of the process all paper documents will be returned in their original form to the department:
- After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.
- Each page shall be serially arranged and shall be counted while giving the documents back to the department
- The vendor is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and the status of work to the End User Department and subsequent receipt of sign-offs.
- Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department.
- Copies of the scanned data (and metadata) shall be provided in DVD by the Vendor. The Vendor will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department.
- Vendor shall use standard methodology for Scanning & digitization and archiving so that in future, any service provider can access the archival database.
- Vendor shall train the respective users on retrieving the records after file conversion.

Sd/-
Deputy Commissioner,
Information & Technology Dept.
Nashik Municipal Corporation, Nashik