



MORADABAD DEVELOPMENT AUTHORITY MORADABAD

Expression of Interest

Moradabad Development authority invites Expression of Interest (EOI) for Scanning of various files/Documents of MDA and converting scanned files in to PDF format with Indexed based search Software Application prescribed query and report generation.

1- The EOI should be submitted 15-12-2016 (1500 HRS) to the Joint Secretary office. EOI will be open on the same day at (1600 HRS).

2- Terms & conditions, of the EOI are available MDA Website www.mdamoradabad.org

Joint Secretary



MORADABAD DEVELOPMENT AUTHORITY, MORADABAD
EOI DOCUMENTS

Name of work: Scanning of various files/documents of Moradabad Development Authority and converting Scanned files into PDF format with indexed based search software application prescribed query and report generation

Joint Secretary
MORADABAD DEVELOPMENT AUTHORITY
Moradabad

Price Rs 1000/- +VAT

Ref:-----

Signature of issuing officer
(Incase document is purchase from MDA office)

MORADABAD DEVELOPMENT AUTHORITY, MORADABAD

EOI DOCUMENTS

Sealed EOI are invited from reputed IT companies/firms companies for scanning of various files/documents of Moradabad Development Authority and converting Scanned files into PDF format with indexed based search software application prescribed query and report generation as per the details given in the document.

the EOI document consists of the following three parts:

Part-1 : Terms & Conditions

Part-2 : Technical Bid

Part-3 : Financial Bid

The details regarding EOI Ref. No. and due details are as under:-

EOI Publication Date. : 01/12/2016

Date of Sale of EOI Document : From the date of publication of EOI Notice between 10:00 am to 5:00 pm up to 14.12.2016

Last Date for sale of EOI Document : Up to 14.12.2016 between 10 am to 5:00 pm

Last Date for submission of completed : 15.12.2016 to 3:00 pm

EOI Document

"Terms & Conditions" , Opening of technical bids : 15.12.2016 at 4.00 pm At Meeting Hall office MDA

Opening of financial bids : 15.12.2016 at 4.00 pm at Meeting Hall office MDA

Interested companies/firms can purchase the "EOI Document" from Account Section MDA, MORADABAD by payment of Rs. 1000.00+VAT 5% in the form of demand draft on any schedule Bank in favor of Secretary, Moradabad Development Authority, payable at Moradabad or can be download the prescribed EOI Document from MDA website www.mdamoradabad.org up to 15.12.2016. The EOI bid along with the demand draft of the prescribed fee can be submitted in the office of Joint Secretary MDA up to 15.12.2016 at 3-00 pm. The offer should be submitted in three envelopes, "A" marked envelope will contain accepting our "Terms & Conditions" , "B" marked envelope will contain their Technical bid, and last "C" marked envelope contain Financial bid. "A" & "B" marked envelope will be opened at 4.00 pm. on 15.12.2016 at the office of Meeting Hall MDA and "C" marked envelope containing financial bid of Successful bidders will be open on 15.12.2016 at 4.00 p.m. at the office Meeting Hall MDA. At the Time of opening of above three envelopes, the owner/representative of bidder can be present. All documents should be numbered and accordingly a reference index should be provided by the applicant. The earnest money of Rs. 500000/- (Five Lakhs) in the form of N.S.C. or F.D.R. in favor of Secretary, Moradabad Development Authority, Moradabad should be submitted along with Technical bid. The Technical and Financial bids of the applicant who have not accepted signed & stamped all the terms & Conditions of the bid shall not be opened. Details of general & technical specification of the proposed Work are as follows.

PART-1 Terms & Conditions

of

Scanning of Files

of

Moradabad Development Authority, Moradabad

and

Converting scanned file into PDF Format

With indexed based search software Applications

A) Terms & Conditions

1. The applicant may submit his bid against this EOI for Scanning of various files/documents and converting in PDF format. Preference shall be given to those whose technical specification found to be the most competent and suitable on the Moradabad Development Authority prescribed guidelines.
2. The EOI submitted by the applicant should be valid for a minimum period of 30 days from the date opening of EOI.
3. The three sealed envelopes containing "Terms & Conditions" , "Technical bid" and "Financial bid" separately on prescribed EOI document issued from the authority complete in all respect must reach the Joint Secretary office Moradabad development Authority, Moradabad latest on or before 15.12.2016 up 03:00 pm. No EOI will be accepted after due date and time in any circumstances.
4. Completion period for the above project should not 12 months form the date of issue of order by the Moradabad Development Authority to the EOI.
5. If the selected company/firm is unable to finish his work with in above stipulated time, a penalty on delayed work will be imposed, subject to a maximum of 30% of total order Value. The decision of V.C., Moradabad Development Authority in this will be final and shall not be questioned in any case by the selected company/firm.
6. The Moradabad Development Authority reserve the right to cancel the total/part work order without explaining the reason thereof to the selected company/firm and such decision shall be binding on the selected company/firm. MDA have no responsibility what so ever for any damages sustained by the selected company/firm due to cancellation of the work order.
7. Moradabad Development Authority reserves the right to cancel the total/part work order if the assigned work gets delayed more than three months from the stipulated period. Moradabad Development Authority have no responsibility what so ever for any damages sustained by the selected company/firm due to cancellation of the work order. In such a case, the earnest money/security money deposited by the selected company/firm in Moradabad Development Authority shall be forfeited in full.
8. The EOI must be submitted on the prescribed EOI document issued from the Moradabad Development Authority or downloaded from the official website of Moradabad Development Authority. Any other technical details required to supplement the information quoted in the prescribed EOI document may please be attached separately. The information asked in the EOI document should be given at the place provided for it in the EOI document. The EOI in which information is not given at the place provided for it or not in the similar format in the EOI document may be rejected.
9. The EOI received on the document not purchased from Moradabad Development Authority or not on the format available on the official website of Moradabad Development Authority shall be out rightly rejected.
10. In case of applicant whose EOI are not considered for placing the work, the earnest money deposit (EMD) will be refunded normally within one month of taking such decision. The earnest money and will be retained till the completion of work, and will be released as per the conditions prescribed in this document.
11. All the document (Company profile, list of clients, details of machines, manpower, etc.) required as per this documents, should be submitted along with the technical bid of the EOI only.
12. The documents containing bids (Technical & financial) shall from cutting and erasures, /modifications of any kind must reach at the prescribed place in the Moradabad Development Authority office for submission of EOI along with an application indicating the Seasons, on or before the prescribed time & date of submission of EOI document.

13. The EOI submitted by telex/telegrams/fax will not be considered. No, further corresponding will be entertained on this matter.
14. Moradabad Development Authority will not be responsible for any delay in obtaining the EOI document by the applicant from MDA or submission of the completed EOI document to Moradabad Development Authority.
15. Conditional EOI of any kind will not be accepted in any condition.
16. All Pages of documents required to be submitted as per this EOI document by the applicant should be properly banded with page no,s and an index for whole document with reference page No. shall be given along the EOI document.
17. The software development for sorting and other tasks prescribed in the document will be sole property of Moradabad Development Authority. The selected company/firm will develop the software as per the requirement prescribed in the EOI document and install it in Moradabad Development Authority's designated computers along with all source code of the developed software and with all rights for further integration with other software.
18. The source code for software application should be provided to Moradabad Development Authority and the selected bidder need to customize the same for sorting and the other task prescribed in the document which will be the sole property of Moradabad Development Authority. The selected company/firm will customize our software application as per the requirement prescribed in the EOI document.
19. The selected company/firm shall sing the agreement within one week from the date of receiving work-order. In case of non compliance, the a\Authority can cancel the work-order and may invite the second lower bidder for negotiation.
20. The payments to the selected company/firm will be made as per the following schedule:- (a) After signing of agreement and successful implementation of software for sample of 1000 pages scanning of converting to the PDF format with other prescribed based as per the general technical specification of this EOI documents, a payment of 0.5% of total estimated cost as mobilization funds will be released. (b) After every completed job of 20,000 file scanned as per the agreed rate per page.
21. EOI not confirming any or all the above terms and condition are liable to be rejected.
22. Moradabad Development Authority reserves the right to increases/decreases the specified scope of the work for any specifications given in the EOI.
23. Moradabad Development Authority reserves the right to reject any the EOI,s without assigning any reason what so ever. Moradabad Development Authority would not be under any obligation to give any clarification to the rejected applicants.
24. Moradabad Development Authority has no responsibility what so ever for any damages sustained by the selected company/firm due to cancellation of the work order.
25. All disputes are subject to Moradabad jurisdiction.

General Technical Specification of Proposed Scanning and Converting

Scanned Files into PDF Work

Moradabad Development Authority is intended to develop document management system, scanning of various files/documents files records and converting scanned files PDF format with index based search. The general requirements to accomplish the prescribed work are:

Pre Scanning Stage

1. Cleaning of dust from the files
2. Preparing file pages for scanning (un-tagging, pin-free if require, etc.)
3. Numbering of file pages if not found in the files.

Post scanning stage

1. After scanning, arrange the files in serial order (in Original form)
2. Tagging the files in serial order .
3. Binding job to done whenever required.

Technical specification

1. Maintain the database for all scanned field that includes the regular backup and updating the master database.
2. Document processing for clarity purposes such as cropping, cleaning the black spots, setting margin, speckling, de-speckling, equated margin setting should be done whenever required.
3. Software for viewing the digitized files including prescribed indexing and sorting functionality. The selected company/firm can develop such software in any platform of choice.
4. The indexing of PDF files shall be as per following details:
 - a) Application, allotment (auction/lottery) , Registry of property. Possession letter, One-time payment or Installment (EMI) fixation, or any other finds necessary during scanning process for constructed property like house, shop, office, etc.
5. The sorting of files or pages therein shall be as per following requirements:
 - a) All section record files/Scheme wise output.
 - b) type of property wise (Residential, Commercial, Other)
 - c) Category wise (E.W.S., L.I.G., H.I.G., M.I.G., (both for plots as well as for constructed houses),
 - d) Concerned Section and clerk wise and
 - e) Applicant or wise.
 - f) Zone/Area wise.
 - g) Any other founds suitable.
6. As mentioned above, the key for index searching will be different for different section/zone of MDA.

7. final formats of scanned files shall be in single PDF format as left side (noting side) and right side (attachments) with indexing and page numbering. Both sides should be visible in a Booklet form. All pages of final output shall be clearly legible. Increment in the file pages in future should go accordingly.
8. The selected company/firm shall have to work within the Moradabad Development Authority offices at designated place provided by Moradabad Development Authority.
9. Out of total pages in a typical file most of pages are of A4 and legal paper size which will require A4 Size scanner. However, few pages may range from A3 to A0 Size which requires larger scanners, The selected company/firm has to arrange such scanners along with A4 scanner immediately after receiving the work order.
10. Configuration of Scanner shall be as per following:

Since the files to be scanned are old files with loose pages of mainly A4/Legal size. Some pages may be smaller than A4/Legal size and there may be a few pages of more than A4/Legal size-A3/A2 up to A0 Size. The fragile and mixed size of pages should be scanned using different types of scanners. The bidder should have a mix of scanners to perform the job. The mix of scanners shall include at least one A3 Glass-less Imaging Scanner to protect old worn out document, three A4 size ADF Scanners, Three A4 size Flatbed Scanners and at least one overhead A2 Scanner which can scan in both Flat and V-Shaped Cradle format for extremely fragile files/Hard Bound Ledgers, And at least one A0 size scanner for scanning maps.

The main glass-less Scanner should have the following capabilities :-

- The Scan speed should be at least 50 pages per minute (PPM)
- Must support 300 dpi resolution
- should have Auto-feed & Hand-feed with or without paper separation.

The overhead Scanner should have the following capabilities :-

- It should be Face Up Overhead of at least A2 size capable to scan 600 dpi optical using a CCD in Color.
- It should support both Flat Scanning and V Shaped Cradle so that Tight Bound Volumes/Files/Registers can be Scanned without damaging them.
- It should be able to Scan two pages of variable surface (different levels of left & right page) in a file folder, without removing paper out of the file of Bound Volume.

The ADF Scanners should be minimum 300 DPI Color Resolution and Shall Support minimum 20 pages per min. (PPM) speed

c) Other conditions

1. The required standard furniture, place to install machines and electricity will be provided by Moradabad Development Authority. All required Scanners, Computers, UPS, and other necessary H/W/ & S/W Will be provided by the selected company/ firm.
2. The daily reporting will be sorted according to Scheme name, Plot no./House no., Applicant Name etc.
3. Minimum 25000 files per month to be scanned.

PART-2

Technical Bid

of

Moradabad Development Authority

and

Converting scanned file into PDF format

With indexed based search software Applications

MORADABAD DEVELOPMENT AUTHORITY, MORADABAD

Technical BID

(EOI Notice No-----)

1. Name of company/firm :
2. Full Address of communication
Along with Telephone No, Fax
Pin code :
Tel. No. :
Fax No. :
E-mail :

Document to be submitted in the Technical Bid

1. The earnest money of Rs. 5,00,000 (Rupees Five lakh only) should be enclosed along with the terms & conditions duly signed and stamped, in the form of N.S.C. or F.D.R. in Favor of Secretary, Moradabad Development Authority, Moradabad.
2. The Company must have iso 270001 Certified., Must be in business of Data capturing for last 10 years., Company must own at least 50 ADF Scanners., The Company must own at least 100 book scanners., Company must have an experience of scanning at least 2 crores documents in project in last 3 years., Company must have experience of scanning at 50 locations simultaneously.
3. Last Three years audited balance sheet and Company/firm should have annual turnover of 1.5 Crore in last 3 Financial year (duly certified) .
4. Company/firm should have an experience of more than 5 years in the field scanning and image based data processing.
5. Company/firm should have an experience of more than 10 Government Organization/Establishments.
6. Company/firm should have experience of Scanning and Digitization more than 2 Crore documents (Experience proof duly certified) .
7. Company/firm should be performed on web enabled software with option to integrated scanned files with existing software of MDA as and when required.
8. Preference to ISO certified companies/firms.
9. Attested copy of Company/firm registration.
10. Consortium will be allowed.
11. Attested copy of I.T. registration (PAN CARD)
12. Attested copy of Service Tax Registration.

13. VAT certificate or latest VAT paid challan to be submitted.
14. Details of technical and IT staff. The IT staff should have experience of Office automation/file tracking system/office management software development. The CV of IT staff and work experience shall be enclosed.
15. Outstation company/firm bidding should be willing to open office in Moradabad.
16. Conditional EOI will not be applicable.
17. Any other information applicant likes to add.
18. Details o/EMD Attached :-

Amount :

DD No. :

Issuing Branch :

Bank Name and Issue Date :

Technical evaluation for short Listing :

The Technical bid shall be evaluated on the bases of following criteria :

Sr. No.	Subject	Maximum marks	Weight age Marks for minimum prescribed requirement	Additional Marks
1	2	3	4	5
1	Work Experience for ITES	30	18	Five marks for each additional single job completion experience of one lac pages of scanning
2	Software development	20	12	One mark for each additional software developer engineer having prescribed experience
3	Manpower and Machinery development plan.	20	12	
4	Offered scanning machines	10	4	Two marks of each additional machine of minimum prescribed
5	Speed of offered machines	10	4	Two marks of each additional speed of 10 PPM on all offered machines.
6	Any special achiever	10	5	

The minimum qualifying marks in the technical evaluation will be 70. The companies/firms obtaining 70 or more marks shall be shortlisted and the Financial Bid of such shortlisted companies/firms shall be opened on a later date which will be informed to all shortlisted companies/firm through by E-mail and Fax.

PART-3

Financial Bid

of

Scanning of Files

of

Moradabad Development Authority

and

Converting scanned file into PDF format

With indexed based search software Applications

