



**TECHNICAL PQR(PRE-QUALIFYING REQUIREMENT) FOR CONVERSION OF
PAPER DOCUMENTS TO SOFT FORM AT BHEL-PEM,NOIDA**

Questionnaire to be answered by the tenderer by ticking the suitable boxes . Wherever not applicable, please write 'Not applicable'. Additional information if any may be given as an annexure to this.

SI No	Description	Yes	No
1	TRAINING: The successful bidder would provide training to the officers / officials (25-30) nominated by the concerned department		
2	SCANNING : Scanning of hard copy original (Colour /Black&White) at Min 400 DPI and upwards.		
3	IMAGE FORMAT : Scanning in TIFF&PDF format as per condition 4.2 of Technical Specification No.: PE888S-1105 REV. 00		
4	The scanning is simplex/duplex scanning		
5	COMPILATION: Compilation of Soft media files already available at BHEL-PEM with files scanned at your end, as per the user index with no commercial implications.		
6	<p>INDEXING/RETRIEVAL/E-CATALOGING IN EXCEL: The indexing and database structure would be finalized in discussion with the concerned department, however the schema would look like as follows (for example):</p> <ul style="list-style-type: none"> • Sr. No. • File No • File Name • Department Name • Keywords for searching etc. • Or in a manner agreed between Vendor, BHEL-PEM and concerned department. 		
7	De-speckle, De-skew and Cleaning of Scanned images before converting to TIFF \ PDF format		
8	LABELLING: The project details given by the user departments along with BHEL monogram shall be printed and labeled on the CD/DVD		
9	QUALITY : Firm is required to check the quality of image		
10	UPLOADING: The data and images must be uploaded in the wrench document management server specified by the department at the end of task		
11	VERIFICATION & ACCEPTANCE : The output to be given on a CD/DVD for verification.		