

BHARAT HEAVY ELECTRICALS LIMITED



**SCOPE & TECHNICAL SPECIFICATIONS
FOR
CONVERSION OF PAPER DOCUMENTS TO SOFT FORM
FOR BHEL-PEM IN NOIDA
SPECIFICATION NUMBER: PE888S-1105 REV.00**

**PROJECT ENGINEERING MANAGEMENT DIVISION
PPEI BUILDING, HRDI & ESI COMPLEX
PLOT NO. 25, SECTOR 16A
NOIDA – 201 301 (U.P.)**

**SCOPE & TECHNICAL SPECIFICATIONS FOR CONVERSION OF
PAPER DOCUMENTS TO SOFT FORM FOR BHEL-PEM IN NOIDA
SPECIFICATION NUMBER : PE888S-1105 REV. 00**

1 SCOPE

The scope of work for this bid is described below:

1.1 Digital Conversion of Existing Documents

As part of Digitization Project existing documents of A-4 size pertaining to various sections of office of BHEL-PEM, are required to be scanned to a minimum resolution of 400 DPI or upwards on a universally compatible format i.e. TIFF format and PDF with OCR and bookmarks using ADOBE ACROBAT version 8.0 or above, on auto run with proper indexing in MS-EXCEL for easy retrieval (e-cataloging).

- List of fields has to be provided and finalized by the successful bidder under consultation with the concerned department. BHEL-PEM has right to add more key words/ fields during the course of work. BHEL-PEM will provide keywords.
- The successful bidder has to provide copy of the finalized documents, duly endorsed by BHEL-PEM, to BHEL-PEM before actual start of physical work and at each time of modification.
- The bidder is required to segregate and configure the machines for Scanning & Indexing workstations, Quality control workstations, Backup Server, high speed ADF Scanner, Upload workstation, MIS machines, and CD/DVD cutting machines etc.

1.2 Document Type & Size: The documents may be categorized as per following parameters:

- *Type:* Letters, Engineering drawings, Schematics, O&M manuals etc.
- *Size :* A4 Size
- *Color:* Documents are black and white or color, Printed / Photocopies/ reproducible traceable formats / blue prints / type written sheets, tracing sheets etc

Approximately 5% of the documents might have been soiled, torn and pasted etc. Such of the documents which has been stored for long duration might have collected dust and other natural, seasonal damages like patching etc.

1.3 Methodology

1.3.1 Onsite Scanning

The successful bidder is required to setup the scanning infrastructure at the BHEL-PEM office, NOIDA. The space and electricity would be provided by the BHEL-PEM. The

Dr

setup would consist requisite quantity of equipment like computers, Scanners, software's, UPS, furniture, CD/DVD etc are required to be deployed by firm.

The successful bidder is required to deploy sufficient skilled manpower to carry out the task.

The successful bidder should deploy sufficient skilled manpower and equipments to scan & index. Schedule will be decided between BHEL-PEM and the vendor depending on the load and the urgency. The work has to be carried out as per mutually agreed time schedule.

The successful bidder is required to undertake day-to-day operation involving digital conversion and documentation of scanned documents for the e-cataloging. The operation involves collection of the documents from the concerned section for digital archiving. The documents once received are to be arranged, scanned, indexed, uploaded, backup, create MIS reports, re-filing and handing over the documents back in the same shape/form to the concerned section.

Before any new scanning work assigned by individual departments is taken up, clearance from IT dept. will have to be obtained.

1.4 Responsibility of the Firm

The successful bidder is required to evaluate / analyze all the activities proceeding to the capture process. The successful bidder would also be required to create suitable database to store appropriate parameter and keywords along with the scanned document.

1.5 Batch Preparation

Sorting of documents into batches, physical preparation of document distributing batches to scanning operators and putting documents back for return.

1.5.1 Categorization pages on type

The documents within each type have to be categorized on the basis of nature & type of document.

1.5.2 Sequencing and types

The documents are to be put on specific sequence as defined by the BHEL-PEM/section

1.6 Capture Process

• Scanning

Scanning of the batches/documents should be done in the desired sequence and should be stored in the proper folder. After scanning the batches are to be put back in the same sequence.

• Indexing

Firm must ensure the proper indexing of the documents/ batches in MS-EXCEL with appropriate key words. The indexing would be primarily required for the identification and

proper categorization of the document so as to enable logical storage and fast retrieval of the same. The parameters for indexing would be finalized under the consultation with the sections of BHEL-PEM.

1.7 Quality Control

Firm is required to ensure the quality of images. The scanning operator must check the following:

- Clarity of the Images
- Missing Images if any
- Inverted images
- Tilted images
- Association of Image with the document type
- Skewness
- Whether the images are scanned in the specified mode
- Black bands etc.

In case the image is not up to the mark, operator must re-scan the image. If the quality of image is not up to the mark then it must be flagged by the department officer/employee.

1.7.1 In-Process Quality Control

Firm should ensure minimum threshold value of Scanner parameters. BHEL will verify these minimum threshold value.

1.7.2 Uploading & delivery of data & images

The data and images must be uploaded in the wrench document management server specified by the department at the end of task.

1.7.3 Post capture activities

Rearranging / Re filing & handing over of documents

After the completion of scanning, QC and uploading the documents, must be rearranged in the similar condition in which the documents was received.

1.7.4 Firm shall maintain the Process MIS for each stage consisting of following:

- Receiving of documents
- Distribution of documents
- Scanning
- Documentation
- Merging
- Quality Control
- Upload to the Server
- Handing over documents

2 PROJECT ESTIMATION:

TABLE-1:

Estimated no of sheets for soft media conversion to be done ON- SITE at BHEL-PEM:

Sl. No.	DESCRIPTION OF ACTIVITY	Qty in A4-size
1	<p>Conversion of A4 size paper documents into soft form with INDEXING IN MSEXCEL</p> <p>Scanning to be carried out at BHEL-PEM with your manpower & machines. Place & Power will be provided by BHEL-PEM.</p>	40,00,000

3 Size of the Hard copies available for conversion at BHEL-PEM:

ISO A4 – 210mm x 297mm

4 DELIVERABLES

4.1 Reports

These reports are to be provided to the nodal officer of the BHEL-PEM for all the activities given in Scope of Work:

MIS Reports

- Receiving of documents
- Scanning
- Merging
- Quality Control
- Upload to the Server
- Handing over documents

Other Reports

- Daily / Weekly Status reports for all services defined in the Scope of work.
- Actions taken to resolve the problem (if any).
- Action plan to prevent re-occurrence, with project plan / tasks required and timing for each major milestone of the correction effort and identification of BHEL-PEM responsibilities in the correction process. The BHEL-PEM may provide the formats of these reports.

4.2 Data

The following data are also to be delivered to the nodal officer of respective department for the approval of the finalization.

1. TIFF format
2. PDF format with OCR and bookmarks using ADOBE ACROBAT 8.0 or above ,on auto run
3. E-cataloguing for easy access of the digitized data, wherever applicable.
4. This data has to be deliver both in CD/DVD.

5.The project details given by the user departments along with BHEL-PEM monogram shall be printed and labeled on the CD. This shall be legible & aesthetically presentable.

4.3 Training:

The training is important and integral part of this project. The successful bidder would provide training to the officers / officials (25-30) nominated by the concerned department covering the following:

- Backup and restore
- Accessing of software containing e-catalog of scanned images
- Trouble shooting
- Scanning and operation for document scanning
- Saving the documents with key words in proper folder
- Uploading on the Server
- Accessing back that uploaded information.

The successful bidder will have to provide sufficient number of copies (five copies minimum) of documentation and user manuals to the BHEL.

5 VERIFICATION & ACCEPTANCE:

Scanning quality and the correctness of indexing parameters is in the purview of the vendor. The user department will verify these and will accept if found satisfactory. The output to be given on a CD/DVD for verification.

6 GENERAL :

Any clarification required has to be taken into ~~consideration well in advance so as not to~~ hinder the process of tender opening, directly or indirectly creating a situation to extend the due date /opening date of the tender shall not be entertained. The same shall be at your own risk.

Before submitting the Tender, if the interested parties who intend to quote/ Operate against this Tender, if requested in writing, we may permit them to have actual on the spot inspection for making their own assessments of the documents to be converted into soft media.

The above inspection shall be only for a short duration / shall not exceed more than 30 minutes. At any preferable point of time not more than two representatives of your company may be permitted.

During such inspection you are bound by all our security rules and regulations. You are not permitted to take any documents outside our campus for evaluation or otherwise.

Your personnel in case of visiting our works should be capable of taking on the spot evaluation on our premises within the stipulated period, on your own. Such evaluation carried out by your personnel is not in any way binding on us and subsequent inspection shall not be permitted directly or indirectly. This shall also not have any bearing on this Tender such as asking for extending the period of Tender etc.

BHEL-PEM reserves the right to award the contract on any party at their own discretion so also terminate the same, at any point of time without producing any proof for such action.

7 EXPERIENCE:

If you have executed similar job to any reputed company / Government organisation you have to furnish the below-

- a) Infrastructure, manpower, and experience in handling this of work
- b) Proof of such orders been executed (Copy of PO to be enclosed).

DK

- c) Customer satisfaction / evaluation certificate to be enclosed.
- d) Quantum of job executed.
- e) Site inspection has to be arranged at your customer premises by you for our personnel in the event of spot evaluation, if required.

In the event of accident/ damage etc by your personnel the same shall be viewed seriously according to the gravity of such incidents by BHEL-PEM. All the documents given to them for specific job are to be maintained as confidential, no documents shall be moved from one place to another without prior permission of the concerned / authorized executives. As the documents are of great importance to BHEL-PEM, utmost care has to be taken while handling the same.

All the materials brought inside shall be with appropriate documents (for eg Delivery Challan) duly endorsed in security making necessary ENTRY / EXIT entries. In the absence of the above any claim whatsoever shall not be entertained.

All the documents obtained for executing the specified job has to be returned back to the concerned official after obtaining seal and signature of the same authority.

8 ACCEPTANCE CRITERIA :

For the job executed on the event of awarding the contract to the vendor, after verification, bills in duplicate with Delivery Challan (DC) to be submitted to the concerned user groups. After due verification by the user groups and on their approval the bills will be qualified for the payment by our IT and finance department.

All the documents obtained for executing the specified job has to be returned back to the concerned obtaining seal and signature of the same authority.

DH