



Embassy of India,
Ljubljana

INVITATION FOR TENDER

LJU/ 815/1/2023

02 May, 2023

Subject: Digitization of old records

The Embassy of India, Ljubljana, 16, Zelezna Cesta, Ljubljana, 1000 invites bids for digitization of approx. 40000 pages of A4 size in a secure and retrievable manner, in the Embassy premises itself. The bids should include all the expenses of manpower and required material for digitization i.e. machines, scanners etc. The bidder should be able to provide the necessary documents viz. Contact details of the company & authorized representatives in Slovenia. Only authorized company/firm in Slovenia, having work permit/employment authorization of persons in Slovenia. Payment will be released after satisfactory completion of work. Details of scope of work, Job specification /Parameters for Digitization etc. along with terms and conditions are enclosed (**Annexure 1**).

Interested companies may submit their technical and financial bids separately in password protected files by mail to hoc.ljubljana@mea.gov.in or send technical and financial bids in separate envelopes by post before the last date (26th May 2023) of receiving the quotes at the following address:-

**Head of Chancery
Embassy of India
16 Zelezna Cesta,
Ljubljana 1000**

Interested parties are welcome to contact the Embassy for any further clarity before submission of their bids on any working day till 26th may 2023 between 0830hrs and 1700hrs. Please send e-mail to hoc.ljubljana@mea.gov.in or contact via telephone number (386) 30313103 in case of any questions.

Last date of submission of bids is 26th May 2023.

**(Raj Kumar)
Head of Chancery**

Annexure-I

1. Eligibility and Criteria:-

- I. The Bidding company must provide documentation to show that has personnel of adequate qualifications for scanning the documents and that they have not been convicted of any criminal offense or on charges of bribery, corruption or fraud.
- II. The bidding company shall adhere to all local laws applicable, including on employment of staff, banking operations, insurance, payment of local taxes, etc.
- III. The bidding company should be directly involved in providing scanning services and should not outsource it to the local partner on a royalty or commission basis or enter into any other sub-contracting. If such an arrangement is noticed, the Embassy has the right to terminate the Contract.
- IV. The bidding Company must certify that the company is not involved in any unlawful or illegal activity. The bidder must also certify that the company has not come to the adverse notice of law enforcement agencies in Slovenia or elsewhere.
- V. The bidding Company should indicate the quote price inclusive of VAT and local taxes in local currency.
- VI. The Embassy reserves the right to amend the terms at any time prior to the deadline for receipt of bids. Any such amendment will be issued by the Embassy and will be intimated to the bidding companies.
- VII. The Embassy has the right to terminate the tender process at any stage before awarding the contract without assigning any reasons. The Embassy has the right to terminate the contract if during the review process, it is found by the Mission that the services rendered by the company did not meet the standards of quality and efficiency, or security of the process and documentation, was not maintained of the services expected of the bidding company.

2. Job Specification/Parameters:-

- I. The project is inclusive of jobs like taking over the documents, re-arranging the documents, numbering the pages, stapling-de stapling, scanning/verification-validation/Meta data entry, rebinding of the physical documents, handing over in same numbers as taken over and finally supplying the contents in the DVD/Portable media etc.
- II. The bidding company has to scan the documents which may be in the form of loose sheets, files, of A3, A4, Legal, Full-scap and Register. At the end of the job, the vendor needs to return the documents in their original number and shape. Bound documents, unless otherwise permitted should not be unbound. Such documents would be scanned by the vendor using appropriate Book-Scanning devices.
- III. No hardware shall be provided by the Embassy.
- IV. One PDF file which contains all scanned pages in PDF format for each individual case. The final PDF output created by the Outsource Service Provider should have the pages in the following order:-
 - a) Receipt
 - b) Main Application form
 - c) All supporting documents available in the file

d) Cropped color photograph from first page.

- V. The OSP shall create metadata files and PDF files as per parameters indicated to enable efficient linking to the case files and digitization/indexation of documents.
- VI. The PDFs thus created should be capable of being read by adobe version 5 and above, apart from being possible to integrate with PDF readers other the adobe. The vendor needs to arrange the retrieval software also.
- VII. Vendor should match the data created by them with the existing electronic record of the government.
- VIII. While matching the data, the preference should be given to the existing electronic data (if it exists), as the same data is already printed to the issued documents.
- IX. Instances where the bidding company comes across record which do not match with the master data, the vendor needs to enter data for all the parameter mentioned above as it is.
- X. PDF for the matched records should be named as the File Number mentioned on the Cash Receipt or the application for e.g. SVNLV0005623.pdf where first alpha "SVNL" is the site code and "V0005623" is the File Number (File number should be 1 alpha and 7 numeric where the last 2 numeric '23' is the year). In case the numeric is less than 7 preceding 0's should be used.
- XI. PDF for the unmatched records should be named using a unique sequential number such as EMBLJU000000.

3. Parameters for retrieval of Consular documents from the digitized data:

- a. File Reference Number
- b. Date of Application
- c. Issue Date
- d. Place of issue
- e. Passport Number/Visa Number/OCI Number
- f. Applicant name
- g. Gender
- h. Date of Birth

4. Final deliverables:-

Note:- (I) Bids where technical and financial bids are not submitted separately, will be disqualified.

- (ii) **Inducements:** Any act by the bidder tantamounting to offering an inducement or any kind of influence to the officer of the Embassy in relation to obtaining or in connection with this tender will be disqualified that bidder from being considered for the tender process.

Raj Kumar
FS/HoC
Embassy of India, Ljubljana
02 May 2023