

POLICE



DEPARTMENT

KERALA

**No. G6-11927/2023/EC**

City Police Office,  
Kochi

✉cpekm.pol@kerala.gov.in

☎04842385000

Dated. 14-03-2023

**TENDER- 01/2023**

Sealed Tenders ( technical and financial) are invited for the " Digitization of cyber records " for the City Police Office of Kochi City, from reputed agencies / service providers with proven competency in providing solutions for scanning and Digitization of records of City Police Office of Kochi City, so as to reach this office on or before 05.00 PM on 24.03.2023 Tender is invited under single bid system.

Tender No	Item	Specification	Approximate Prize	Tender Forms fee in Rupees	EMD	Date & Time of Tender opening
01/2022-23	Digitization of cyber records	Mentioned below	2.5 Lakhs	800+18% GST	Rs.2,500/-	25.03.2023 11.00 AM

**Scope of Work**

(i) Scanning/quality enhancement/cropping of existing Record/digitization:

- The documents/pages / maps/affdavits etc of different sizes (A5/A4/A3/A2/A1/A0 etc) are required to be transformed / converted into digital format (both images and/or pdf) and archived with proper indexing for easy retrieval.
- This digitization is a time bound initiative to be accomplished with in a period of 3 to 4 months.
- The documents have to be digitized within the premises of City Police Office ,Kochi City and no physical document or digitized material shall be allowed to leave the premises at any point of time.
- The original document is fragile and likely to be lost in the near future, extremely valuable documents where re digitization is problematic, requires high quality prints 1:1 - we need as perfect copy as possible -> usually 600 dpi or better 1200 dpi, with lighting and colour calibration (ICC profile), loss less compression.

(ii). Technical Requirements

- The pages to be converted in requisite format will have to be cleaned before scanning.
- Numbering of pages has to be done before scanning.
- The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format. The PDF files should be compressed.
- The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.
- The scanner should have minimum of 600 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
- No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
- Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many documents tend to be dirty and will leave dirt in the work area and on scanning equipment.
- The bidder shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of documents; remove dust, taking them out of shelves and putting them back at its place etc.
- In case of any damage to content, same should be informed to us



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without delay by the bidder .

### **Terms and Conditions**

1. The Tenders should be superscribed with Tender Number and addressed to The City Police Office , Kochi City , (Tel No: 0484 2385003). Late Tenders will not be accepted. The Tenders will be opened at the time mentioned above, in the presence of the tenderer or their authorized representatives (with proof of identity) who may be present at that time. The sale of the tender form will be closed at 12.00 PM on 24.03.2023.
2. The tenders should be submitted in a sealed envelope clearly superscribed with Tender No. and name of the item. The rate is to be quoted in Indian Money. No advance payment can be made for procuring any of the above items.
3. Opening of tenders:- The offers received with requisite EMD or Bid security with samples will be opened on 25.03.2023 at 11.00 AM in the presence of the representatives of the firms who may be present at that time. All tenders received without EMD will be rejected outright. The bids will be evaluated by a Committee and those that do not conform to the specifications will be rejected. All prices quoted should be inclusive of all levies and taxes. Customs duty if any should be mentioned specifically.
4. Intending Tenderer may, on application to the City Police Office Kochi City obtain requisite tender forms on which the tenders should be submitted or download the tender forms from the Kerala Police website [www.keralapolice.gov.in](http://www.keralapolice.gov.in). The tenderer who download forms should submit the required tender value as a Demand Draft along with the tender. The cost of the tender forms once paid will not be refunded. Tenders which are not in prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
5. Intending tenderers should send their tenders so as to reach the Officer mentioned below, on due date and time (noted below). No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
6. Earnest Money Deposit (EMD) should be furnished along with the Tender. EMD may be submitted either in crossed Bank Drafts/ Treasury Savings Bank Deposits/Government Promissory notes/ Bank Guarantee or National Saving Certificates drawn in favour of Inspector General of Police, City Police Office Kochi, City. The name of the firm and tender number should be mentioned on the reverse side of the EMD and Tender cost. Firms which are exempted from furnishing EMD should produce a copy of the relevant authorized document for verification. Without EMD, the tenders will be rejected.
7. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to Government or such action taken against him as Government think fit.
8. The final acceptance of the tenders rests entirely with the Government who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
9. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for a definite period under a definite penalty.
10. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 12 below.
11. The selected bidder will have to complete the work without loss of time, preferably within 4 month.
12. The IGP Kochi City is empowered to reject any tender without assigning any reason.



K Sethu Raman IPS  
Commissioner of Police

