



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF POLICE::CID::
MEGHALAYA::SHILLONG**

TENDER NOTICE

FOR DATA DIGITIZATION AND DATA MIGRATION

The office of the State Crime Records Bureau CCTNS Project Meghalaya is in the process of digitizing all Police Stations records for proper up keep of the physical records in a systematic manner on CCTNS CAS Application. This assignment includes scanning, quality enhancement/cropping of existing Records and migration into the new system.

NCRB proposes for complete scanning, digitization, migration and indexing of all Police Stations records and the same to be made available on CCTNS CAS Application. These are required to be digitally converted with proper indexing for easy retrieval (viz. indexing). The total number of FIR records to be digitized is 7381 or more.

Proposal

Sealed tenders affixing non-refundable Court fee stamp of Rs.100 (Rupees one hundred) only are invited in two bids – technical and financial from reputed agencies with proven competency for data digitization preferably with quality certification and fulfill the eligibility conditions to digitize and migration of records from the manual and/or the existing systems to the new system for the Financial Year 2019-20 to the Office of the undersigned which will be received during office hours i.e., 10:00 to 1:00 PM till 6/10/2020 and bidding for the same will be opened immediately .

A. INSTRUCTION TO THE BIDDERS

- ii. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
3. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.

B. ELIGIBILITY CRITERIA

1. Bidder must have past experience in the field of scanning/digitization, indexing, storing and providing retrieval/facility of records.
2. Bidder should have capability to scan & digitize at least 250 FIRs per day in the space made available to the bidders.
3. Documentary evidence in support duly certified by Authorized Signatory is required completion certificate of projects must be enclosed.

C. TERMS AND CONDITIONS

The technical bid shall contain the documents specified or claimed by the bidder fulfilling the Eligibility and should be signed by the bidders failing which the bid will be summarily rejected.

1. The Bidder shall perform the data digitization & migration from manual and/or the existing systems to the new system. The data digitization and migration to be performed by the bidder shall be preceded by an appropriate data migration need assessment including data quality assessment.

2. Though Meghalaya Police will provide formal approval for the data migration strategy, it is the ultimate responsibility of the bidder to ensure that all the data sets which are required for operationalization of the agreed user requirements are digitized or migrated.
3. Any corrections identified by Meghalaya Police or any of its appointed agency, during data quality assessment and review, in the data digitized/migrated by the bidder, it shall be addressed by the bidder at no additional cost.
4. So far as the legacy data is concerned, they are available in the form of paper documents (cases documents and Police Stations Registers)
5. The bidder shall migrate & digitize the data at the implementation sites of Meghalaya Police.
6. The bidder shall formulate the "Data Migration strategy document" which will also include quality assurance mechanism. This will be reviewed and signed-off by Meghalaya Police or its nominated agency/ representatives prior to commencement of data migration.
7. Bidder shall incorporate all comments and suggestions of Meghalaya Police in the Data migration strategy and process documents before obtaining sign-off from State.
8. The bidder shall perform mock data migration tests to validate the conversion programs.
9. The bidder shall ensure complete data cleaning and validation for all data migrated from the legacy systems to the new application.
10. The bidder shall validate the data before uploading the same to the product environment.
11. The bidder shall generate appropriate control reports before and after migration to ensure accuracy and completeness of the data as per approved data verification/ validation strategy.
12. The bidder shall convey to Meghalaya Police in advance all the mandatory data fields required for functioning of the proposed solution and which are not available in the legacy systems and are required to be obtained by Meghalaya Police.
13. In the event Meghalaya Police is unable to obtain all the mandatory fields as conveyed by the bidder, the bidder shall suggest the most suitable workaround to them. The bidder shall document the suggested workaround and sign-off will be obtained from Meghalaya Police for the suggested workaround. The bidder shall implement the suitable workaround for Meghalaya Police at no additional cost to the department.
14. The bidder will be responsible for developing data entry programs/applications that will be required for the purpose of data digitization in order to capture data available with/ obtained by Meghalaya Police in non- electronic/ manual format.
15. The bidder shall support in conducting the acceptance testing and verifying the completeness and accuracy of the data migrated from the legacy systems to the proposed solution.
16. Meghalaya Police may, at its will, verify the test results provided by the bidder.
17. The bidder shall make sure that all the digitized data are captured in CCTNS CAS Application and thereafter, the same shall be synced accordingly so that all the digitized records are available at the SDC.

D. SCOPE OF SCANNING AND DIGITIZATION WORK

1. Scanning and storing the data in scanned form with mirroring facility and one additional back-up on hard disk drive.
2. The bidder after successfully storing the data on its own computer shall transfer the same on the computer/server/SAN storage along with the documentation, technical and user manual. However, the bidder shall be fully responsible for the proper archiving, storing and retrieval of the scanned/digitized data
3. The output of scanning and digitization will have to be stored in the server by the vendor as per the meta-data to be finalized by the department from time to time and handing over the digitized data on an appropriate electronic media.
4. Full maintenance and support for one year after the completion of the work.
5. The methodology to be adopted should ensure seamless integration with the Core Application Software (CAS) software used by the department.

6. The successful bidders shall compile and make an instruction manual for scanning/digitizing, storing and retrieval operations and the same shall be provided to the department for use of its staff for carrying out the operation of future scanning/digitizing and retrieval.

E. DATA MIGRATION.

1. Since there could be structural differences in the data as stored currently from the new system there should be a mapping done between the source and target data models that should be approved by Project Nodal officer from Meghalaya Police.
2. Carry out the migration of legacy electronic data by using data migration utility.
3. Carry out the migration of the data available in the existing registers, reports, case files, etc (Physical copies) by data digitization.
4. Scan images and pictures within the case file in colour and store them in the digital format.
5. Provide checklist from the migrated data to State empowered Committee/identified official from Meghalaya Police for verification, including number of records, validation, other controls/hash totals. Highlights errors, abnormalities and deviations.
6. Incorporate corrections for the errors discovered during verification process as proposed.
7. Get final sign off from Meghalaya Police for migrated/ digitized data.
8. At the end of migration, all the data of old cases and registers must be available in the new CAS system.

F. OPERATIONAL PROCEDURE

1. The workflow of functioning of scanning cell (where scanning activity by the vendor will be carried out) will be formulated and finalized by the department so as to sync it with functioning of other concerned sections.
2. Authorized representative of bidder will receive files from staff of the department under proper receipt and maintain in the register.

G. PENALTY CLAUSE

1. Mismatch/wrong scanning of file/document shall be treated as error/discrepancy. If any discrepancy/error is found, penalty shall be charged.
2. If at any stage it had been found that partial scanning of file/document has been done and/or portions of one file/documents is merged with another one in scanning work, it shall also be treated as error/discrepancy and a penalty shall be charged.
3. If any file/document is found un-scanned, penalty shall be charged.
4. The firm is responsible to keep the original file/document in their safe custody. If any file/document is found missing, it will be treated seriously and appropriate penalty/action, as deemed fit shall be imposed by the Department in addition to the forfeiture of performance security. The decision of the Bidder in such case shall be final and binding on the bidder.
5. In case of excessive errors as defined above i.e. in more than 5% of file/document or in case the department is of the view that the work has not been performed satisfactorily and cannot be professionally performed by the bidder, the department shall in addition to forfeiture of performance security shall be entitled to terminate the agreement without giving any notice and in that case the department would be entitled to claim the refund of the amount with interest or any other consequential loss.
6. The agency shall be governed by the laws and procedures established by Government of India/ State of Meghalaya, within the Framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing.
7. The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.

TECHNICAL & FINANCIAL BID

1.	Name and address of the Firm / Company with contact details :-		
	Telephone/Mobile:	Fax :-	Email.
	Contact details of the Person authorized to make communication with ADG (CID)		
	Name		
	Designation		
	Phone/Mobile No.		
	Fax NO.		
	E-Mail ID		
2	Company /Firm Details		
	Type of Company (PSU, Pub. Ltd /OEM / Authorized Business Partner		
	Company / Firm Registration No. & Date OF registration		
	Year of incorporation / establishment		
	PAN No. (Copy to be enclosed)		
	GST No. (Copy to be enclosed)		
	Trading License for Non-tribals		
	FINANCIAL INFORMATION		
	Details	2017-18	2016-17
	Gross annual turnover similar works		
	Profit/loss		
	Financial Position		
	Cash		
	Current assets		
	Current liabilities		
	Working capital		
	Current ratio : current assets/current liabilities		
3.	Proposed (tentative) manpower to be deployed by the bidder		
4.	Project completed		
	Name of Project		
	Name Of Client		
	Name of Client personnel involved		
	Phone number of client personnel		
	e-mail id of client personnel		
	Name of state		
	Duration of the Project		
	Years of Execution of the Project		
	Project Value		
	Remarks, IF any		
5.	Details of Tender Fee and Earnest Money Deposit		
	Details of Demand draft towards Tender Fee		
	Demand Draft Amount		
	Issuing Bank Of the Demand Draft		
	Demand Draft No		
	Details of Demand Draft towards Earnest Money Deposit		
	Demand Draft Amount		
	Issuing Bank of the demand Draft		
	Demand Draft NO.		

The tenderers will have to furnish the following documents:-

1. Bidder must have past experience in the field of scanning/digitization, indexing, storing and providing retrieval facility of records.
2. Copy of PAN Card of the Firm.
3. Trading License for Non- tribals.
4. All relevant documents/certificates pertaining to GST Rules viz. (i). GST Registration Certificate. (ii) . GST rate of the items
5. Quoted along with 4 digits HSN (Harmonized System of Nomenclature) Code. (iii) . GST Clearance by the tenderer must be adhered to. (iv) Any other document(s) relevant to GST apart from Serial No. (i), (ii) and (iii) above.
6. Rate quoted for the same should be clearly indicated in the tender.
7. Attested copy of latest photograph of the tenderers to be attached along with the tender.
8. Bidders should submit 2 (two) envelopes – 1 (one) for Technical bid and 1 (one) for Financial bid separately.
9. Financial bid will be opened after Technical bid have been received and approved from the selected bidders.
10. Bidding will be opened even when bid is received from minimum 2 (two) vendors.
11. Earnest money, of the amount of Rs. 1,00,000/- (Rupees One lakh) only in the shape of a Bank Draft from any scheduled bank pledged in favour of Additional Director General of Police (CID) Cum Nodal Officer CCTNS Project Meghalaya, Shillong payable at Shillong for the purpose of digitizing a total number of 7381 FIR Records or more. The Earnest Money Deposit (EMD) of a successful tenderer will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful tenderer/ tenderers will be returned after completion of the entire tender process. No tender will be entertained in the absence of EMD.

Sd/-
Director (SCRB)
Meghalaya, Shillong

Memo No. S-341/DD&DM/CCTNS/2012-19/VOL-I/343-348-A **Date: Shillong, the 3rd Sept. 2020**

Copy to:-

1. The Director, Information and Public relations, Meghalaya, Shillong for re-publication of the following advertisement on any of the Local dailies. (*Only the gist mentioned below may please be published*).

Reference to this office Memo No. S-341/DD&DM/CCTNS/2012-19/VOL-I/343-348
Date: 3rd Sept. 2020, Sealed tenders affixing non-refundable Court fee stamp of Rs.100 (Rupees one hundred) are re-invited in two bids – technical and financial from reputed agencies with proven competency for data digitization preferably with quality certification and fulfilling the eligibility conditions to digitize and migration of Police Stations FIR records for the Financial Year 2019-20 to the Office of the undersigned which will be received during office hours i.e., 10:00 to 1:00 PM till 6/10/2020. Full details are available at Meghalaya Police Website <https://megpolice.gov.in/tenders>.

Sd/-
Director, SCR
Meghalaya, Shillong

Copy forwarded to:-

1. The Addl. Director General of Police (CID) cum Nodal Officer (CCTNS Project) Meghalaya, Shillong for favour of kind information.
2. The Dy. Inspector General of Police (CID) Meghalaya, Shillong for favour of information.
3. The Asst. Inspector General of Police (R) Meghalaya, Shillong for favour of information.
4. ✓ The Asst. Inspector General of Police (A) for favour of information and with a request to publish the Advertisement in the Meghalaya Police Website.
5. The Special Superintendent of Police (CID) Meghalaya, Shillong for information.
6. The Superintendents of Police (EKH, Shillong/ WKH, Nongstoin/ Ri Bhoi, Nongpoh/ WJH, Jowai/ EJH, Khliehriat/ SWKH, Mawkyrwat/ WGH, Tura/ EGH, Williamnagar/ NGH, Resubelpara/ SGH, Baghmara/ SWGH, Ampati) for information.


Director, SCRB
Meghalaya, Shillong

