



**Info Tech Corporation of Goa Limited**  
(A Government of Goa Undertaking)  
(An ISO 9001: 2015 & ISO 27001:2013 Certified Company)



**Name of Work:** RATE CONTRACT FOR VARIOUS ACTIVITIES IN DIGITIZATION OF RECORDS FOR GOVERNMENT ORGANIZATIONS

**Tier-III: Archival Records/Microforms (Microfilm / Microfiche)**

Contract No: ITG-IT /SW/0939/DIGIT-ARCHIVAL/2022/2350 dated 12/12/2022

**List of Empanelled Agencies for Tier-III: Archival Records/Microforms (Microfilm / Microfiche):**

<b>1</b>	M/s. e-ql Business Solutions Pvt. Ltd with consortium partner M/s. Crystal Infosystems and Services.
<b>2</b>	M/s. RV Solutions Private Limited with consortium partner M/s. Crats Infotech Private Limited.
Sl.No	Description of Work / Item(s)
<b>1.00</b>	<b>A. Cost for Document preparation and Scanning for various activities of Digitization:</b>
1.01	Documents / Maps larger than A2 Overhead scanner
1.02	Documents / Maps larger than A2 Non - Overhead scanner
1.03	Documents / Maps larger than A3 Overhead scanner
1.04	Documents / Maps larger than A3 Non - Overhead scanner
1.05	Documents / Maps smaller than A4 & /Legal Overhead scanner
1.06	Documents / Maps smaller than A4 & /Legal Non- Overhead scanner
<b>2.00</b>	<b>A. Cost conversions from Archival Digital Record to Microfilm Roll/ Microfiche</b>
2.01	Cost of creating negative/ positive of Microfilm of Archival Digital Record
2.02	Cost of creating negative/ positive of Microfiche of Archival Digital Record
<b>3.00</b>	<b>C. Cost of Digitization</b>
3.01	a. Indexing – Meta Data Entry Manual Data Entry parameter to be captured for each record for English
3.02	a. Indexing – Meta Data Entry Manual Data Entry parameter to be captured for each record for Vernacular images Portuguese, Marathi, Moodi, Hindi etc.
3.03	a. Indexing – Meta Data Entry AI/ML based Automated data entry
3.04	a. Forms Processing and OCR OCR of printed pages with 100% accuracy (of any size)
3.05	a. Forms Processing and OCR ICR / Forms Processing pages with maximum accuracy for English (of any size)
3.06	a. Forms Processing and OCR OMR Processing with maximum Accuracy (of any size)
3.07	b. Machine Learning and Artificial Intelligence Data Extraction OCR/ICR/OMR using AI & ML
3.08	D. Cost of Book Mark in PDF File
3.09	E. Cost of Binding Documents Binding Document Upto 200
3.10	E. Cost of Binding Documents Binding Document Above 200
3.11	F. Cost of Lossless Compression Technique Compression for Grey and Color Images 50% to 70% (1 - 200)
3.12	F. Cost of Lossless Compression Technique Compression for Grey and Color Images 71% & above (1 - 200)
3.13	F. Cost of Lossless Compression Technique Compression for Grey and Color Images 50% to 70% (200 & Above)
3.14	F. Cost of Lossless Compression Technique Compression for Grey and Color Images 71% & above (200 & Above)
<b>4.00</b>	<b>G. Cost for DVD, Blu-ray, HDD Authoring</b>
4.01	Preparation of Master DVD
4.02	Replication (includes purchase) of DVD
4.03	Preparation of Master Blu-ray
4.04	Replication (includes purchase) of Blu-ray
4.05	Preparation of Master HDD
4.06	Replication(includes purchase) of HDD with size 2TB
4.07	Replication(includes purchase) of HDD with size 4TB
4.08	Replication(includes purchase) of HDD with size 6TB
4.09	Replication(includes purchase) of HDD with size 8TB

4.10	Replication(includes purchase) of HDD with size 10TB
4.11	Replication(includes purchase) of HDD with size 12TB
<b>5.00</b>	<b>Cost for Application Software for Search and Retrieval (Document Management System)</b>
5.01	Cost for Application Software for Search and Retrieval (Document Management System
5.02	Cost of Document Management System for Search & Retrieval of the digitized documents. (To be installed at Cloud/ Data Center and/or Client Organization Environment)  Initial 10 concurrent Users (One Year Support)
5.03	Cost of Document Management System for Search & Retrieval of the digitized documents. (To be installed at Cloud/ Data Center and/or Client Organization Environment)  11 to 50 Concurrent Users (One Year Support)
5.04	Cost of Document Management System for Search & Retrieval of the digitized documents. (To be installed at Cloud/ Data Center and/or Client Organization Environment)  Every Additional 10 Users (One Year Support)
5.05	Cost of Document Management System for Search & Retrieval of the digitized documents. (To be installed at Cloud/ Data Center and/or Client Organization Environment)  Enterprise wide license (One Year Support)
5.06	Archival & Search Module as a SaaS Module (At times, Client Departments are not willing to undertake DMS/ Archival and Search Module with scanning of documents. In such case, ITG intends provide centralized Archival and Search Module / DMS common for various Client Organization which will be accessed user based (Client Department wise)  Per Instance (One Year Support)
5.07	Cost Artificial Intelligence Machine Learning data extraction system (To be installed at Cloud/ Data Center and/or Client Organization Environment) Enterprise wide license (One Year Support)
5.08	Note: 1. Maintenance Charges of above software listed will be 15% of quoted value. 2. At times, Client Departments are not willing to undertake DMS with scanning of documents. In such case, ITG intends provide centralized DMS common for various Client Organization which will be accessed user based (Client Department wise)
<b>6.00</b>	<b>Manpower Services:</b>
6.01	Cleaning and Inventorisation of the Record Room and Locating/Listing the Missing Files.
6.02	Identification of documents in the file and doing a missing document check including classification of documents to be scanned and not to be scanned.
6.03	Barcoding of documents and File.
6.04	Checking the correct sequence of documents in the file / binder and numbering the documents.
6.05	Paste torn documents and Necessary Document Preparation for long time preservation of documents for documents having archival value
6.06	Skilled Manpower for Binding the documents: A4 Size, A3 Size and A2 Size.
6.07	After scanning, putting the scanned documents into New file/ Binder covers and Pasting Barcode on this new cover or writing the Meta data on the file covers/ binder
6.08	Numbering the Rooms/Racks and creating the index in csv files and printable format.
6.09	Compressing of the Scanned Images / PDF/ PDF/A Files by the use of special Compression tools requested by the customers.