



**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-II: Microforms (Microfilm/ Microfiche)**

Contract No: ITG-IT /SW/0939/DIGIT-ARCHIVAL/2022/2349 dated 12/12/2022

**List of Empanelled Agencies for Tier-II: Microforms (Microfilm/ Microfiche):**

1	M/s. e-qi Business Solutions Pvt. Ltd with consortium partner M/s. Crystal Infosystems and Services.
2	M/s. S G Informatics (I) Private Limited.
3	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 of Records to Microforms:</b>
1.01	Documents / Maps larger than A2 i.e., A1, A0, 2A0 Cost of Digitization of records to Microfilm
1.02	Documents / Maps larger than A2 i.e., A1, A0, 2A0 Cost of Digitization of records to Microfiche
<b>2.00</b>	<b>A3</b>
2.01	Cost of Digitization of records to Microfilm
2.02	Cost of Digitization of records to Microfiche
<b>3.00</b>	<b>Documents / Maps smaller than A4 &amp; /Legal</b>
3.01	Cost of Digitization of records to Microfilm
3.02	Cost of Digitization of records to Microfiche
<b>4.00</b>	<b>B. Cost for conversions from Digital Record to Microfilm Roll/ Microfiche</b>
4.01	Cost of creating negative/positive of Microfilm (35mm Roll)
4.02	Cost of creation of negative/positive of Microfiche
<b>5.00</b>	<b>C. Cost for Conversion of Microfilm Roll/ Microfiche into Digital Record</b>
5.01	Cost for Digitization of Microfilm Roll
5.02	Cost for Digitization of Microfiche
<b>6.00</b>	<b>D. Cost of Web Enabled Low Resolution File</b>
6.01	Web Enabled low resolution file 96-150 dpi
<b>7.00</b>	<b>E. Cost of Digitization</b>
7.01	Indexing -Meta Data Entry Manual Data Entry parameter to be captured for each record for English
7.02	Indexing -Meta Data Entry Manual Data Entry parameter to be captured for each record for Vernacular images Portuguese, Marathi, Moodi, Hindi etc.
7.03	Indexing -Meta Data Entry AI/ML based Automated data entry
7.04	Forms Processing and OCR OCR of printed pages with 100% accuracy (of any size)
7.05	Forms Processing and OCR ICR / Forms Processing pages with 100% accuracy for English (of any size)
7.06	Forms Processing and OCR OMR Processing with 100% Accuracy (of any size)
7.07	Machine Learning and Artificial Intelligence Data Extraction OCR/ICR/OMR using AI & ML
<b>8.00</b>	<b>F. Cost of Book Mark in PDF File</b>
8.01	Book Mark in PDF File
<b>9.00</b>	<b>G. Cost of Binding Documents</b>
9.01	Binding Document Upto 200
9.02	Binding Document Above 200
<b>10.00</b>	<b>H. Cost of Lossless Compression Technique</b>
10.01	Compression 50% to 70% Page Range 1 - 200
10.02	Compression 71% & above Page Range 200 & Above

<b>11.00</b>	<b>I. Cost for DVD, Blu-ray, HDD Authoring</b>
11.01	Preparation of Master DVD
11.02	Replication (includes purchase) of DVD
11.03	Preparation of Master Blu-ray
11.04	Replication (includes purchase) of Blu-ray
11.05	Preparation of Master HDD
11.06	Replication(includes purchase) of HDD with size 2TB
11.07	Replication(includes purchase) of HDD with size 4TB
11.08	Replication(includes purchase) of HDD with size 6TB
11.09	Replication(includes purchase) of HDD with size 8TB
11.10	Replication(includes purchase) of HDD with size 10TB
11.11	Replication(includes purchase) of HDD with size 12TB
<b>12.00</b>	<b>J. Cost for Application Software for Search and Retrieval (Document Management System)</b>
12.01	Archival & Search (To be installed at Cloud/ Data Center and/or Client Organization Environment) Initial 10 concurrent Users(One Year Support)
12.02	Archival & Search (To be installed at Cloud/ Data Center and/or Client Organization Environment) 11 to 50 Concurrent Users(One Year Support)
12.03	Archival & Search (To be installed at Cloud/ Data Center and/or Client Organization Environment) Every Additional 5 Users(One Year Support)
12.04	Archival & Search (To be installed at Cloud/ Data Center and/or Client Organization Environment) Enterprise-wide license Unlimited License(One Year Support)
12.05	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)
12.06	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)
12.07	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>13.00</b>	<b>K. Cost of Cabinets for storage of Microforms (Microfilm/Microfiche)</b>
13.01	Microfilm/MicroFiche Cabinets Each Drawer should be capable of housing. Microfilm rolls box size = 4" X 4" X 2" each. Microfiche Box Size = 6" X 5" X 12" each holding 500 Microfiche. Minimum storage capacity of Micro Film Boxes = 1000 Minimum storage capacity of Microfiche Boxes = 200 Material Specifications of the Microfilm Cabinets:- <ul style="list-style-type: none"> <li>• Non - Combustible, Non - Staining, and Non - Corrosive steel</li> <li>• Scratch-resistant powder coat finish</li> <li>• Constructed of 18/20 gauge, fully welded steel framework</li> </ul> MicroFilm Cabinet design:- <ul style="list-style-type: none"> <li>• Should have minimum 8 horizontal drawers</li> <li>• Heavy Duty Drawer Slides</li> <li>• Center Mounted, chrome finish drawer puller</li> <li>• There should be tag holder on every drawer to place paper tags of 6"X3"</li> <li>• Microfilm boxes should be easy to place and take out from the drawer</li> </ul>