

TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL

F.NO. 23/2/2022-23/TDSAT

Date: - 20/12/2022

**NOTICE INVITING TENDER(S) FOR  
SCANNING//DIGITIZATION OF TRIBUNAL RECORDS**

Sealed tenders valid for six months (i.e.180 days) from the date of opening are invited from the experienced Firms/ Companies for award of Scanning/ Digitization of records of this Tribunal (Pending cases/Decided Cases/Fresh Cases and Administrative Records). The scope of work broadly is as below:

1. Scanning, Indexing, Storing, Archiving & Retrieval of Tribunal record in digital form in a secured manner
2. Application, Software & Methodology to be adopted for seamless integration with DMS Software or any other workflow system that may be used by TDSAT.
3. Imparting of training to TDSAT on Scanning, Indexing, Storing, Archiving, Retrieval and Printing process.
4. Hardware, System Software & other ICT Infrastructure required for implementation of this project in a secured manner.

**Eligibility Criteria:**

1. The Firm/ Company should be able to scan and digitize the records with minimum commitment of pages each day as may be decided by TDSAT in the space to be made available in premises of TDSAT (current and decided cases) to the firm/ company for the purpose of Scanning/ Digitization.
2. The Firm/ Company may also have to provide state of the art equipments and manpower for Scanning of Decided cases at TDSAT premises or at the other place as directed by the Competent Authority of this Tribunal.
3. The Firm/Company is to create Scanning/Digitizing Indexing, Storing, Archiving and Retrieval facility setup.

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4. The Tenderer must have adequate experience of doing the Scanning/ Digitizing, Indexing, Storing, Archiving and providing retrieval facility for documents and is required to provide proof of such experience.
5. The Tenderer must have annual turnover of not less than One Crore Rupees during the past three financial years. The firm must attach documents to show similar or related projects completed successfully as for Supreme Court/High Court and Balance Sheets of the past three years with special reference to turn over, if any, from Scanning and/or Digitization of records.
6. TDSAT reserves its right to award the Digitization work to one or more tenderers.
7. The selected Firm/Company shall be bound to comply with labour & other statutory/ local laws for the manpower to be deployed, upon selected.

The interested Firms/ Companies having relevant experience in this field may go through the detailed tender document containing eligibility criteria, scope of work and terms & conditions and submit the sealed tenders on or before 06/01/2023 till 5.30 PM.

This Tribunal reserves its right to cancel the Tender Notice without assigning any reason(s) thereof.

Sd/ —  
Registrar cum Principal Secretary

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TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL

F.NO. 23/2/2022-23/TDSAT

Date: - 20.12.2022

TENDER DOCUMENT

FOR SCANNING/ DIGITIZATION OF TRIBUNAL RECORDS

1. Sealed Tenders are invited for Scanning/Digitization of records of the TDSAT (Legal/A4/A0) consisting of decided cases/ pending cases/ fresh cases/ administrative cases containing more than One Crore pages, on actual work basis. The number of pages to be scanned may increase or decrease as per the requirement of this Tribunal. The work of Digitization may be awarded to one or more than one tenderer by this Tribunal.
2. The tenderer shall scan and digitize the records using the state of the art equipments at TDSAT office along with the trained manpower.
3. The interested Firms/ Tenderers can inspect the records lying in the Record Rooms and Judicial Branches as also the place to be provided for the purpose after contacting Mr. G.V.Raju, In-Charge Administration, Telephone No. 24102563/208 during the working hours of the Tribunal.
4. The tenderer must own Scanning/Digitization, Indexing, Storing and Retrieval facility setup and must have best quality scanners e.g. Scamax or equivalent with a speed of more than 100 PPM.
5. The tenderer must have adequate experience of Supreme Court and or High Court having scanned/ digitized, indexed, stored and provided retrieval facility for documents. The experience as elaborated above must be submitted along with the supporting documents evidencing the same.

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6. The tenderer must have annual turnover of not less than One Crore Rupees during the past three financial years. The tenderer will indicate separately for each of the past three financial years, turnover, if any, specifically for scanning and/or digitization of records. The tenderer will have to submit the balance sheets of the relevant period/ certificate from its Chartered Accountant, certifying its annual turnover, in last three financial years, for the Scanning and/or Digitization of records only. The tenderer shall avoid any other nature of work to be indicated towards the evidence of aforesaid turnover required.
7. Withdrawal of Financial bid after its opening shall attract forfeiture of EMD and blacklisting of the firm/vendor from participation in any future tender process of this Tribunal.
8. The firm/vendor shall also have to give an undertaking (as per Annexure-'A') that the firm or its Partner/ Director/ Proprietor has not been blacklisted/banned and its Business dealing with the Central/State Government/Public Sector Undertakings/ Autonomous Bodies has not been banned/ terminated on account of poor performance/ conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotations received without undertaking shall be summarily rejected

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## SCOPE OF SCANNING AND DIGITIZATION WORK

1. Batch Processing, Archiving (Scanning and Storing into JP2K/Searchable PDF/ (PDF/A)/ (PDF/A-2a) etc. format) and Retrieval.
2. Receiving files by the selected Vendor from TDSAT staff and handing over of the same in its original condition after the process is over.
3. Preparing the files for digitization purpose, i.e. removal of tags, pins, etc.
4. Storing the digitized data in digitized form with mirroring facility (storing data on more than one storage media viz. external HDD, NAS drive/TAPE drive etc.)
5. Documents/pages identified by the Registry or which are either torn or not in a proper condition or are illegible should be converted into machine readable text format (ASCII or Text mode) by OCR (Optical Character Recognition) process or by data entry through keyboard typing.
6. Indexing the stored digitized data as per indexing parameters finalized by TDSAT. The approximate format is as under:-
  - I. Case Number
  - II. Case Year
  - III. Case Type
  - IV. Document Type
  - V. Petitioner/Appellant Name
  - VI. Respondent Name
  - VII. Petitioner's/ Appellant's Advocate
  - VIII. Respondent's Advocate
  - IX. Scanning Agency name
  - X. Date of Scanning



7. If the file scanned is a decided case, then selected vendor will be required to add a page containing information as under:
  - I. Case Number
  - II. Case Year
  - III. Case Type
  - IV. Document Type
  - V. Petitioner/Appellant Name
  - VI. Respondent Name
  - VII. Petitioner's/ Appellant's Advocate
  - VIII. Respondent's Advocate
  - IX. Date of Impugned order/Date of Decision
  - X. Decided by
  - XI. Scanning Agency name
  - XII. Date of Scanning
8. Handing over the slotted digitized data on appropriate electronic media to TDSAT in three sets.
9. Providing licensed and updated software(s) used by the vendor to the TDSAT.
10. The output of Scanning & Digitization will have to be transferred to DMS (used by this Tribunal) by the selected vendor as per the meta/data to be finalized by TDSAT Registry from time to time. The requirement/specifications of DMS implementation will be finalized by TDSAT Registry.
11. The decided cases will be scanned in PDF/A-2a along with JP2K (lossless compression).
12. Transferring the stored digitized data on the Hard Disk/NAS Storage of TDSAT.
13. Imparting of adequate training to the staff of this Tribunal for (1) archival (scanning and storing) (2) retrieval and printing.

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14. Full maintenance and support for one year after the completion of the work.
15. The software and the methodology to be adopted should ensure seamless integration with the existing workflow system (OMNIDOCs DMS) or any other workflow system that may be used by TDSAT.
16. The PDF/A-2a files as scanned & digitized by the selected vendor will be digitally signable using Digital Signature software, without requiring any proprietary/ commercially purchased software.
17. The output of Scanning/Digitization may be checked by authorized officer(s) of TDSAT Registry on the basis of all the technical parameters of this tender.
18. The process by which the selected vendor is required to scan/digitize the Tribunal's records will include the following:
  - I. Authorized representative of selected vendor will receive files from staff of the TDSAT under proper receipt.
  - II. Prepare the files for Scanning/digitization after the removal of tags, pins, dust etc.
  - III. Scan and Digitize each document of file in minimum 1-bit bitonal mode – 300 ppi for documents with smallest significant character of 2.0 mm or larger and the data is to be stored by way of images in searchable PDF (in case of pending cases) or PDF/A-2a along with JP2K (in case of decided files) with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction. The images so stored in the database should be properly indexed as per the requirements of TDSAT and should be capable of adding more images, at later stages, if need be, in an old stored file. The selected vendor shall have to bookmark the cases as and when required as per the format finalized by TDSAT.

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- IV. Selected vendor will also be required to follow the Supreme Court/ Delhi High Court/ SOP related to scanning and digitization, if it is finalized.

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## TERMS AND CONDITIONS

1. The tenderers are required to quote their lowest per page rate excluding taxes for Digitization, Scanning & Book markings.
2. Three separate sealed envelopes should be used for submitting (i) Technical Bid (ii) Financial Bid and (iii) Earnest Money and the heading should be superscribed on respective envelopes containing (a) Technical Bid for scanning/digitizing work of TDSAT (b) Financial Bid for scanning/digitizing work of TDSAT and (c) Earnest Money for scanning/digitizing work of TDSAT.
3. The per page rates so quoted should be all inclusive of the services to be provided by the tenderer. The available space and electricity will be provided by the TDSAT, free of charges.
4. The Rates offered should be valid preferable for a period of one year. TDSAT, at its sole discretion, may extend the term of the vendor (on satisfactory performance) for a further period of two years.
5. The bids should be accompanied with a Bank Draft for **Rs. 2,00,000/-** (Rupees Two Lakh only) as earnest money, drawn in favour of the 'Registrar', TDSAT' payable at New Delhi. This deposit will be refunded to the unsuccessful tenderers on their written request without any interest on completion of Tender process.
6. The successful tenderer shall have to make security deposit of **Rs. 5,00,000/-** (Rupees Five lakhs only) within a week of the receipt of the intimation of acceptance of their tender in the form of bank guarantee valid for the contract period and one year thereafter. The amount of **Rs. 2,00,000/-** already deposited along

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with the tender will be returned to the successful tender on submission of bank guarantee.

7. The tenderers fulfilling the eligibility criteria will be required to give a live demonstration of proposed work flow in TDSAT premises, including the scanners to be used for the purpose.
8. If the tenderer is already doing the Scanning/digitizing work on 'job work basis' in any Government department or in any reputed private firm; name, address, telephone number and the approximate pages scanned of the same may also be mentioned.
9. The successful tenderer shall compile and make an instruction manual for Scanning/Digitization, Storing and Retrieving operations and the same shall be provided to the TDSAT for use of its staff for carrying out the operation of Scanning/ Digitization and retrieval.
10. The successful tenderer shall have to arrange its own staff. The TDSAT would neither bear any expenses nor accept any responsibility for the same and there would be no relationship between the TDSAT and the staff of the tenderer.
11. The scanner deployed should be duplex and capable of handling fragile, old, delicate documents which may be stapled also.
12. The successful tenderer should have its own sufficient latest state of the art Scanners (e.g. Scamax or equivalent scanners with at least speed of 100 PPM), high-end processing Computers, other equipments/parts, sufficient infrastructure and qualified professionals in Delhi. Some documents are in the forms of big Maps/Plans etc. Arrangement of scanning for the same should also be made.

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13. The TDSAT reserves the right to deny entry to any staff member of the tenderer, if so deemed appropriate by it.
14. The successful tenderer shall not depute any such person in TDSAT who is party to a litigation pending in this Court and will submit police verification report of the staff employed.
15. No person engaged by the successful tenderer shall claim any right of employment contractual or otherwise- with the TDSAT.
16. The successful tenderer will comply with all Acts and/or Rules and Regulations framed by Government of N.C.T. of Delhi or Government of India related to the work and employees and TDSAT will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the successful tenderer. The successful tenderer shall comply with minimum wages & other local/statutory laws of Govt. of NCT of Delhi and compliance report with regard to compliance of minimum wages should be sent to this Tribunal every month.
17. The successful tenderer will ensure that the staff engaged is disciplined and maintains full decorum and discipline while working in this Court.
18. The hardware is to be installed by the successful tenderer, after it is approved by the TDSAT. Once it is installed it will not be allowed to be taken away by the successful tenderer, without express permission from the TDSAT.
19. In the TDSAT premises, the successful tenderer shall undertake the job of Scanning/Digitization for the TDSAT only.

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20. The successful tenderer shall make arrangements for daily check up of the scanners at its own costs and shall keep all the scanners in perfect working condition at all the times, so as to ensure smooth running of work. In case of failure of any scanner, the successful tenderer shall have to make alternative arrangement immediately so that the work of the Tribunal does not suffer at all.
21. The Scanning/ Digitization of documents shall not be stopped on any ground, whatsoever.
22. Continuance of the contract and payment of the work done shall be subject to evaluation of satisfactory performance by such officers as are appointed by the TDSAT for regular as well as random checking and further subject to the successful tenderer fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Registrar cum Principal Secretary, TDSAT, in this regard shall be final and binding.
23. The successful tenderer should be having the capacity to do the Scanning/Digitization work on all working days between 8.00 A.M. to 8.00 P.M. or as and when required by the TDSAT. The successful tenderer may also have to work on holidays and at odd hours to finish their work for which, necessary permission in writing is to be obtained by the successful tenderer from the TDSAT. The successful tenderer may also be required to carry on the job during Saturdays, Sundays and Holidays, whenever requires.
24. The TDSAT will provide the files to the authorized representative of the successful tenderer, supervising the Scanning/ Digitization work, on day to day basis under proper receipt and it will be the

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responsibility of the successful tenderer to accomplish the task of Scanning/ Digitization after following all the processes, namely Unbundling, Rebundling, Super Indexing, Scanning/ Digitization, Splitting and Merger, Bookmaking, Page numbering, Storing, Retrieval, etc.

25. It will be the responsibility of the successful tenderer to return the file to TDSAT staff under acknowledgement in the same shape and condition in which it was taken.
26. The successful tenderer will ensure that the documents/ files handed over to it are kept in proper condition and no document is soiled/misplaced/damaged.
27. The successful tenderer after successful storing the data on its own computer shall transfer the same on the Computer/Server/NAS Storage to be provided by the TDSAT along with the documentation, technical and user manual. It shall also ensure the safety & security of the data stored at the location. However, it shall be fully responsible for the proper Archiving, Storing and Retrieval of the scanned/ digitized data for a minimum period of one year after completion of its work. It shall suggest the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.
28. It will be the responsibility of the selected vendor to provide ARCHIDOC/ OMNIDOC DMS or any other software which should be compatible with ARCHIDOC/ OMNIDOC DMS, without any extra cost.

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29. Complete secrecy and confidentiality is required to be maintained by the successful tenderer and its employees about the files, papers, etc., which are handled by them.
30. The successful tenderer shall not be allowed to take away any file/ record etc., either in the shape of hard copy or soft copy and the work is to be carried out at designated place in the TDSAT premises or at any other place outside this Tribunal's premises as directed by the Competent Authority of this Tribunal.
31. The successful tenderer has to develop and supply two copies each of the software products along with the source code. It has to develop the software as per the specific needs of TDSAT.
32. The successful tenderer using the Integrated Software for Scanning/ Digitization and Document Management or any other similar programme shall provide its license to the TDSAT.
33. The software module should have multiple access with security features, with facility for updation of information etc.
34. The TDSAT will have the copyright on the product format, concept layout and design. The TDSAT will have exclusive rights to use it anywhere, in any manner.
35. It shall be the duty of the successful tenderer to have the licensed software updated, if any, used by him, from time to time and provide all possible assistance/help during the scanning/ digitization work.
36. Time is the essence of the contract and the successful tenderer shall adhere to the time schedules and deadlines as prescribed by the TDSAT for execution of the work.

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37. On the completion of the work, the successful tenderer shall have to handover the latest licensed updated software and also the database to this Court which shall become the property of TDSAT for all intents and purposes.
38. Licensed copy of the application software and database design as may be developed by the successful tenderer or its employees for and during execution of the work shall vest in TDSAT and the tenderer shall execute necessary documents for the same and also get an assignment from its employees, in favour of TDSAT.
39. Software developed by the successful tenderer should ensure seamless integration with the existing workflow based system being used currently by the TDSAT.
40. The database created by the successful tenderer shall be retrievable in searchable Portable Document Format (PDF) by the user. Necessary training for the retrieval of the database for the Scanning/ Digitization, Storing, Organizing and retrieval is to be imparted to the staff of TDSAT.
41. The retrieval parameters will be finally decided by the TDSAT in consultation with the tenderer(s).
42. The data is to be stored by way of images in Searchable PDF/PDFA with 300 DPI or above resolution to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of TDSAT and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non- editable form.

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43. The Retrieval/Archival software should be web enabled.
44. The scanned/ digitized record will be the property of the TDSAT. The selected vendor shall have no right, title or interest in it and shall not use it in any manner whatsoever.
45. In case the successful tenderer finds any original document, which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant data base. The original papers shall however be retained in the main file.
46. All Scanned/ Digitized files will be stamped and duly signed by the user indicating that the "FILE IS SCANNED/ DIGITIZED" and the successful tenderer will be fully responsible for any loss/ damaged of any document.
47. At the end of day, the successful tenderer will hand over the complete scanned/ digitized data to TDSAT in storage and same will be kept by tenderer on multiple storage media for disaster recovery.
48. If it is found at any time that the Scanning/ Digitization, Indexing, Storing or retrievability has not been done in accordance with the agreed terms and conditions, the TDSAT shall be entitled to withhold further payment of the successful vendor and forfeit the Bank Guarantee furnished by it.
49. The successful vendor will be required to digitize minimum such number of pages as may be fixed by the TDSAT from time to time or at least all the cases listed before the Tribunal in advance as per cause list or as per directions issued by the Hon'ble Tribunal

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or Higher Authorities from time to time. The staff of the TDSAT will conduct random checking of the work being done by the successful tenderer and in the event of the tenderer fails to execute or complete the minimum required volume of work, misses the pages scanned or if the scanning is of poor quality, TDSAT may impose a penalty at double the rate at which the work is awarded and may require the successful tenderer to clear the backlog in succeeding month in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the tenderer, in case of repeated defaults. The penalty may also be imposed for poor scanning, not scanning the required number of pages or in case the selected vendor stops, slows down or otherwise disrupts the working during the contractual period.

50. The successful tenderer will ensure that the space provide to it by the TDSAT is not misused in any manner.
51. Payment for scanning/digitization work done under the contract shall be made on monthly basis, subject to statutory and other deductions and penalties, if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of TDSAT. The successful tenderer will be responsible for liabilities of all kinds, including local and other taxes.
52. Over-writing/ over-typing or erasing of figures, particularly in the price quoted is not allowed and shall render the quotation invalid.
53. The TDSAT, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason therefore.

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54. The work may be awarded to one or more tenderer(s) as the case may be at the discretion of the TDSAT.
55. An appropriate agreement will be executed by the successful tenderer with the TDSAT Registry, on the agreed terms & conditions. TDSAT reserves the right to cancel the contract at any time without assigning any reason therefore.
56. The Firms/ Vendors should submit the bids in three Parts – “Part I Technical Bid” as per Annexure I attached herewith, “Part II Financial Bid” as per Annexure ‘II’ attached herewith and “Part III Earnest Money Deposit”. In case, the tenderer is found not suitable in Technical Bid or he has not submitted Earnest Money Deposit, his financial bid will not be opened. .
57. The TDSAT will deal with the tenderer directly and no middlemen/ agents/commission agents etc. Should be asked by the tenderer to represent their cause and they will not be entertained by the TDSAT.
58. In the event of pre-mature termination of Contract, TDSAT shall be entitled to forthwith forfeit the security deposit either full or in part apart from taking such legal remedies as available in law. The selected vendor shall thereupon forthwith remove all its equipments and materials and hand over the judicial and other records, which are in its possession to the authorized officers/ officials of TDSAT. The vendor shall also supply the digitized data, which will be the property of TDSAT.
59. The selected vendor shall ensure that Archiving is in ‘read only’ mode and that its scanning equipment and storage media are tamper-proof and shall not permit additions/insertions/deletions /omissions/alteration in the scanned and stored data. The

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equipments installed in the TDSAT shall be used exclusively for the purpose of scanning, storing, retrieving and web hosting the data of TDSAT and not for any other purposes. The Vendor shall generate comma-separated-value based 'CSV file' containing tagged/indexed key fields as decided by the TDSAT.

60. The payments of work done on number of pages will be calculated taking into consideration successful completion of all the parameters as per the terms and conditions.

61. The software to be used by the selected vendor for day to day work should not require TDSAT to install any commercial/non-open source technology software in the servers/computer of the TDSAT Registry.

The interested parties may send their tenders in sealed covers containing three separate envelopes superscribing Technical Bid, Financial Bid and Earnest Money Deposit on the cover of the respective envelopes, addressed to the Registrar cum Principal Secretary, TDSAT so as to reach in the office, Room No.478, 4<sup>th</sup> Floor, Hotel Samrat, TDSAT on or before 06/01/2023 till 05:30 P.M. The tenders received after due date and/or time and/or without Earnest Money, Deposit will not be entertained. In the first instance, envelopes containing Earnest Money Deposit shall be opened and thereafter the envelopes containing Technical Bid shall be opened. The Financial Bids of the bidders found suitable on evaluation of Technical Bids, shall be opened subsequently.

Sd/ \_\_\_\_\_  
Registrar cum Principal Secretary

Encls: Annexure 'I', 'II' & 'A'

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**TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL**  
**NOTICE INVITING TENDER(S) FOR SCANNING/ DIGITIZATION OF THE COURT**  
**RECORDS OF TDSAT**

(To be filled in by the tenderer with reference to Notice Inviting Tender date.....for scanning/digitizing the records of the TDSAT)

1. Name of the Tenderer with Address :
  
2. Name of the Contact person :  
Mobile/ Telephone No(s)./  
E-mail :
  
3. Traders Identification Number/ GST No. :
  
4. Further details to be submitted as under :
  - (a) Description/Name of the Vendor  
(Including legal status, ownership etc.) :
  
  - (b) Date of inception of the bidder  
(Please furnish the copies of the annual  
Report, Balance Sheet and audited  
Accounts and Income Tax clearness  
Certificate for the last three years :
  
  - (c) Number of similar works undertaken in the  
Past with names of Institutions (brief  
description of work is to be mentioned  
along with satisfactory execution certificate  
of the competent authority) :



- (d) Amount of work done since inception of the Bidder (with supporting evidence) :
- (e) Details of single largest order complied during last year :
  - (i) Name of Client :
  - (ii) Amount :
- (f) Details of consortium partner, if any :
- (g) Proposed Project Manager (along with his/her profile And work experience) :
- (h) Details of manpower & hardware resources to be Deployed for completing the work in accordance With the time schedule :
- (1) Number of servers (with configuration & OS) You plan to install :
- (2) Number of Desktop systems (Configuration & OS) You propose to install :
- (3) Number of Scanners to be installed (with Scanning/ digitizing speed and all other features) :
- (4) Details of LAN to be established by you :
- (5) Other Hardware equipment you propose to provide:
- (6) How much space you require to execute the work?

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- (7) What would be the output/day in terms of number of pages that can be scanned/digitized, indexed, stored and retrievable?
- (8) Measures you plan to take for handling fragile, delicate & old pages of the case record.
- (9) What facilities you expect from the TDSAT in executing the work?
- (10) List your clientele with amount or work completed, Their addresses and contact person's details :
- (11) Main features of proposed solution and any area of risk"
- (12) Maintenance and technical support services to be provided After supply of the software :
- (13) Methodology to be used for scanning/digitizing :
- (14) Steps to prevent accidental or intentional destruction of software and data.
- (15) Installation and handover of software to the TDSAT :
- (16) Any other relevant information (The information required is not exhaustive. Vendors are requested to include all information that may be necessary for such type of projects) :

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**The technical bid should invariably contain the following aspects:**

- (i) Technical Specifications and quality standards of the work to be accomplished.
- (ii) Technical Specifications of the equipments to be used to accomplish the work.
- (iii) Detailed stage wise information about the processes, Procedures and methods, which shall be employed to accomplish the work.

Signature of bidder (With seal)



**TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL**  
**NOTICE INVITING TENDER(S) FOR SCANNING / DIGITIZATION OF THE**  
**RECORDS OF TDSAT**

(To be filled in by the tenderer with reference to Notice Inviting Tender dated.....for scanning/digitization of Record of the TDSAT)

1. Name of the Tenderer with Address :
2. Name of the Contact person :  
Mobile/Telephone No(s) :  
FAX No. :  
E-mail :
3. Quote the rate per page irrespective of the Page size as well as for each different size viz. legal/ A3/A4/A5 etc. :  
(i) Without bookmarking :  
(ii) With bookmarking :

Rates so quoted shall be inclusive of all inputs  
Such as scanning/digitizing, indexing, storing,  
Hardware, software, cost, manpower, storage  
media, training or any other cost involved in  
the execution of work.

4. Any other literature/information tenderer would like to specify.
5. Whether all the terms & conditions of NIT are agreeable.
6. Warranties and guarantees.

**Signature with date and rubber stamp of the Tenderer**





**UNDERTAKING**

I/ We undertake that the firm (name \_\_\_\_\_ of \_\_\_\_\_ the firm \_\_\_\_\_ ) Or its Partner/Director/ Proprietor (name of the owner(s) \_\_\_\_\_ ) has not been blacklisted/ banned and its Business dealing with the Central/State Government Public Sector Undertaking/ Autonomous Bodies have not been banned/ terminated on account of poor performance/ conduct.

I/ We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

**Signature of the Authorized  
Signatory of the firm/company/ organization  
Official Stamp/Seal**

**Date:-**

**Place:-**

