



**Consulate General of India  
New York**

\*\*\*

**INVITATION FOR TENDER**

NYCG/ADM/815/1/2020

Date : 12 March 2021


**Sub : Digitization of old records**

The Consulate General of India, 3 East 64 street, New York, NY 10065 invites bids for digitization of approx. 70000 pages of A4 size and 05 hardbound register(41x38 cms) in a secure and retrievable manner, in the Consulate itself. The bids should include all the expenses of manpower and required material for digitization i.e. machines, scanners etc. The bidder should be able to provide the necessary documents viz. Contact details of the company & authorized representatives in USA. Only authorized company / firm in United States, having Work permit / employment authorization of persons in USA, only need to apply for digitization work of Consular documents. Payment will only be released after satisfactory completion of work. Details of scope of work , Job specifications / Parameters for Digitization etc. along with terms and conditions is enclosed (Annexure 1).

Interested parties are welcome to contact the Consulate for any further clarity before submission of their bids on any working day till 02 April 2021 between 0900 hrs. and 1730 hrs. Please send e-mail to [hoc.newyork@mea.gov.in](mailto:hoc.newyork@mea.gov.in) or contact via telephone number (212) 774-0615 in case of any questions. All Interested companies may e-mail their password protected quotes at [hoc.newyork@mea.gov.in](mailto:hoc.newyork@mea.gov.in) or send by post at the following address latest by 02 April 2021:-

**Consulate General of India  
3 East 64 Street  
New York 10065**

**Last date of submission of bids is 02 April 2021**

  
**(Suman Singh)  
Head of Chancery**

**Eligibility and Criteria:-**

- The Bidding Company must provide documentation to show that it has personnel of adequate qualifications for scanning personnel and they have not been convicted of any criminal offense or on charges of bribery, corruption or fraud.
- The bidding company shall adhere to all local laws applicable, including on employment of staff, banking operations, insurance, payment of local taxes, etc.
- The Bidding Company should be directly involved in providing scanning services and should not leave it to the local partner on a royalty or commission basis or any other such arrangement. If such an arrangement is noticed, the Consulate has the right to terminate the Contract.
- The Bidding Company must certify that the company is not involved in any unlawful or illegal activity. The bidder must also certify that the company has not come to the adverse notice of law enforcement agencies in the US or elsewhere.
- The Bidding Company should indicate the quote price inclusive of VAT and local taxes in local currency.
- The Post reserves the right to amend the terms at any time prior to the deadline for receipt of bids. Any such amendment will be issued by the Consulate and will be intimated to the Bidding Companies.
- The Post has the right to terminate the tender process at any stage before awarding the contract without assigning any reasons
- The Post has the right to terminate the contract if during the review process, it is found by Mission that the services rendered by the company did not meet the standards of quality and efficiency of the services expected of the bidding company.

**Job Specifications/ Parameters**

- The project is inclusive of jobs like taking over documents, re-arranging, stapling—de stapling, scanning/ verification - validation/ Meta data entry, handing over and finally supplying the contents in the DVD/Portable media, rebinding of the documents etc.
- The bidding company has to scan the documents which may be in the form of loose sheets, files, of A3, A4, Legal, Full-scrap and Register. At the end of the job, the vendor needs to return the documents in their original shape. Bound documents, unless otherwise permitted should never be unbound. Such documents would be scanned by the vendor using appropriate Book-Scanning devices.
- No hardware shall be provided by the Consulate.
- One PDF file which contains all scanned pages in PDF format for each individual case. The final PDF output created by the OSP should have the pages in the following order:
  - i. Receipt
  - ii. Main Application form
  - iii. All supporting documents available in the file
  - iv. Cropped color photograph from first page.

## Parameters for retrieval of consular documents

- a. File Reference Number
- b. Date of Application
- c. Issue Date
- d. Passport Number/Visa Number/OCI Number/
- e. Applicant Name
- f. Father's Name
- g. Gender
- h. Date of Birth

a. Vendor should match the data created by them with the existing electronic record of the government.

b. While matching this data, the preference should be given to the existing electronic data (if it exists), as the same data is already printed on the issued documents.

c. Instances where the bidding company comes across records which do not match with the master data, the vendor needs to enter data for all the parameter mentioned above as it is.

d. PDF for the matched records should be named as the File Number mentioned on the Cash Receipt or the application form e.g. USANC1484808.pdf where first 4 alpha "USAN" is the Site code and "C1484808" is the File number (File number should be 1 alpha and 7 numeric where the last 2 numeric "08" is the year). In case the numeric is less than 7 preceding 0's should be used.

e. PDF for the unmatched records should be named using a unique sequential number such as CGNY000000

- The OSP shall create metadata files and PDF files as per parameters indicated to enable efficient linking to the case files and digitisation/indexation of documents.
- The PDFs thus created should be capable of being read by Adobe Version 5 and above, apart from being possible to integrate with PDF readers other than Adobe. The vendor needs to arrange the retrieval software also
- **Inducements:** Any act by the bidder tantamounting to offering an inducement or threat of any kind to the officers of the Consulate in relation to obtaining or in connection with this tender will disqualify that bidder from being considered for the tender process.