

**HIGH COURT OF SIKKIM
GANGTOK**

No.: 188/HCS/COMP/645

Date.: 21.06.2025

**INVITING QUOTATIONS FOR SCANNING & DIGITIZATION OF JUDICIAL
CASE RECORDS AS PER THE SOP ON DIGITAL PRESERVATION PUBLISHED
BY E-COMMITTEE, SUPREME COURT OF INDIA.**

The High Court of Sikkim invites sealed quotations from authorized dealers/vendor for Scanning & Digitization of approximately **4,00,000** pages of Case Records at **District Court Soreng, 737121**.

The last date for receipt of bid is **05.07.2025 by 04:00 P.M.** The bid shall be opened on **07.07.2025** in the office of the Central Project Coordinator, or any other officer authorized in this behalf by the Competent Authority, High Court of Sikkim. The bid shall be sealed in an envelope as described hereinafter and sent by post or in person to the office of the Central Project Coordinator, High Court of Sikkim, Sungava Road, Pin-737101 during working hours. Bids received after the stipulated date and time, for reasons whatsoever, shall not be taken into consideration and will be summarily rejected. Authorized representatives of desirous bidders may attend the bid opening.

TERMS AND CONDITIONS

- The Bidder is required to quote the **per page rate** for scanning/digitizing inclusive of all taxes. This rate will be fixed and valid till finalization of the contract. For avoidance of doubt it is made clear that Bidder should quote the rate keeping in mind that the High Court will not make any additional payment to the successful Bidder for providing on-site maintenance and support during the project duration and after completion of the work.

- **No Hardware/Software** will be provided by the High Court. The successful Bidder is required to set-up all the necessary hardware/software for scanning/digitizing/storage/integrated retrieval of the Case files at its own cost at the specified locations.
- The vendor should **depute authorized staff** to the concerned Courts for scanning/ digitization.
- The vendor is required to have **adequate experience** in scanning/digitizing, indexing, storage and integrated retrieval facility for documents including old and fragile records and must submit proof in support thereof.
- The Court will provide the Case files only to an **authorized staff** of the successful vendor deputed for receiving the Case files on day to day basis. It shall be the responsibility of the vendor to ensure that the Case files handed over to it are kept in a proper condition and that **no Case file is soiled/lost/misplaced/damaged** etc. It will also be the responsibility of the vendor to handover the Case files to the respective courts after proper stamping and acknowledgment in the same shape and condition in which the Case files were provided.
- The bidder should ensure at least **2 backups** of the data (*Primary copy + 1 copies on storage media*).
- The entire digital backup must be properly labeled and cataloged in the Repository.
- The scope of work of this contract demands **timely scanning**, digitization of record, document and thus time is of essence of the contract, therefore approximate time for completion of the contract shall be mentioned while participating in the bid.

- The vendor shall ensure that all its equipment setup and storage media are **tamper-proof** and shall not permit additions/insertions/ deletions / omissions / alterations in the scanned and stored data.
- The High Court of Sikkim may terminate the agreement order by giving a written notice of minimum 30 days, if the work done is not satisfactory or not according to the **Digital Preservation Standard Operating Procedure of eCommittee, Supreme Court of India**, without further liability.
- The bidder while bidding are expressly required to mention all the terms and condition of this tender document.

PROCESS

The process of scanning/digitizing of the Case files shall include the following:

- (i) The successful vendor is required to prepare the Case files for scanning/digitization, after removal of tags, pins, dust, etc.;
- (ii) Trimming, tearing or cutting of the Case files/pages is not permitted;
- (iii) Scanning/digitization of each page is required to be done with proper image processing and quality control which shall include cleaning, spot reduction etc. to ensure proper readability of the final output;
- (iv) The scanned/digitized data is required to be stored in searchable PDF/A format.
- (v) It will be the responsibility of the successful Bidder to provide on-site maintenance and support till the completion of the work without any additional cost.

SCANNING SPECIFICATION AS THE CASE MAYBE.

1. BLACK & WHITE DIGITIZATION

Record Type	Purely textual, laser printed or typeset documents having clear visibility of text with high contrast between white paper background and information
Digitized Master Copy for Preservation	
Minimum desired Quality	1-bit bitonal mode - 300 ppi for documents with smallest significant character of 2.0 mm or larger
High Quality	1-bit bitonal mode - 600 ppi for documents with smallest significant character of 1.0 mm or larger
Access Quality Output for Online Usage	
Compression	While producing the access quality PDF/A document, the digitized master copies of individual pages in the record are resampled at a reduced size JPG Compression at minimum 72ppi to 96 ppi resolution <i>(The size of master image is reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased to ensure clarity of text.)</i>
Searchable PDF/A	<p>A composite searchable PDF for Archival as per ISO 19005 Minimum PDF/A-1a is acceptable as the basic profile for access quality searchable document.</p> <p>PDF/A-2a is highly desirable as this format supports the following specification:</p> <ul style="list-style-type: none">•JPEG 2000 image compression•support for transparency effects and layers•embedding of OpenType fonts•provisions for digital signatures in accordance with the PDF Advanced Electronic Signatures – PAdES standard•the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file

2. GRAYSCALE DIGITIZATION

Record Type	Documents with poor legibility or diffuse characters (<i>e.g. carbon copies, faxed copies, etc.</i>), handwritten annotations or other markings, low inherent contrast, staining, fading, halftone illustrations, or photographs
Digitized Master Copy for Preservation	

Minimum desired quality	8-bit grayscale mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger
High quality	8-bit grayscale mode – 400 ppi for documents with smallest significant character of 1.0 mm or larger. In the case of detailed photographs, Illustrations or diagrams the resolutions may be increased up to or beyond 600 ppi.
Access Quality Output for Online Usage	
Compression	While producing the access quality PDF/A document, the digitized master copies of individual pages in the record are resampled at a reduced size JPG Compression at minimum 72 ppi resolution (<i>The size of master image to be reduced while ensuring the ease of readability of information in the record. The ppi resolution can be ncreased beyond the minimum recommended resolution to ensure clarity of text.</i>)
Searchable PDF/A	<p>A composite searchable PDF for Archival as per ISO 19005 Minimum PDF/A-1a is acceptable as the basic profile for access quality searchable document.</p> <p>PDF/A-2a is highly desirable as supports the following specification:</p> <ul style="list-style-type: none"> •JPEG 2000 image compression •support for transparency effects and layers •embedding of OpenType fonts •provisions for digital signatures in accordance with the PDF Advanced Electronic Signatures – PAdES standard •the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file

3. TRUE COLOUR DIGITIZATION

Record Type	Documents as described for grayscale scanning and/or where color is important to the interpretation of the information or content, or desire to produce the most accurate representation
Digitized Master Copy for Preservation	
Minimum desired quality	24-bit RGB mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger
High quality	24-bit RGB mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger. In the case of detailed photographs, illustrations or diagrams the resolutions may be increased up to or beyond 600 ppi
Output format	JP2K (lossless compression) most preferred OR Uncompressed TIFF
Access quality output for online sharing	

Compression	While producing the access quality PDF/A document, the digitized master copies of individual pages in the record are resampled at a reduced size JPG Compression at minimum 72ppi resolution <i>(The size of master image is reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased to ensure clarity of text.)</i>
Searchable/ PDF/A	<p>A composite searchable PDF for Archival as per ISO 19005 Minimum PDF/A-1a is acceptable as the basic profile for access quality searchable document.</p> <p>PDF/A-2a is highly desirable as this format supports the following specification:</p> <ul style="list-style-type: none"> •JPEG 2000 image compression •support for transparency effects and layers •embedding of OpenType fonts •provisions for digital signatures in accordance with the PDF Advanced Electronic Signatures – PAdES standard •the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file

- Vendor shall ensure that the quality of scanned image are enhanced up to the optimum level and required image enhancement activities like **de-Skew***(to make the images straight)*, **de-speckle** *(removing small dots between the texts)* contrast ratio setting, etc.

SETUP/EQUIPMENT/SOFTWARE:

- Equipment:** all Scanners, Computers/PCs, mouse, keyboard, monitor, CPU, peripherals, Servers, Storage, accessories, Printers, wires/cables, adapters, batteries and every single piece of electronic/electrical/digital equipment installed/brought/used by the vendor in respective Court premises shall be after due approval of High Court.
- Setup/Software:** all software/drivers/services/packages/modules etc. installed on any of the electronic/electrical/digital equipment which are

installed/brought/used by the vendor in respective Court premises shall be after due approval of the concerned Court.

DEPLOYMENT OF MANPOWER / STAFF

- The staff deployed by the tenderer can use and work on only those software/ service/ package (installed on the computers) which are approved by this Registry.
- The tenderer shall have to arrange its own staff with adequate skills and qualifications. The High Court would neither bear any expenses nor accept responsibility for the same.
- The tenderer will ensure that the staff engaged is disciplined and maintains full decorum as and when present within the respective Court Complexes.


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