SRI LANKA LAW COLLEGE
TENDER NOTICE

Inviting Quotations
for

Scanning, Imaging, Indexing and Updating Data Base of Records of Sri Lanka Law College (Contract No: 2024/TB/01)

1. Sri Lanka Law College, invites sealed quotations for a service provider for Scanning, Imaging, Indexing and Updating Data Base of Records of Sri Lanka Law College from eligible and qualified bidders possessing minimum laid down experience.

2. To be eligible for contract, award, the successful bidder shall not have been blacklisted and should have five years' experiences from the above field.

3. Interested eligible bidders may obtain further information from the Treasurer's Office of Sri Lanka Law College. Telephone: +94-11-2323759 and the Sri Lanka Law College website: http://www.sllc.ac.lk/

4. <u>Sealed quotations</u> must be delivered to the Treasurer's Office of Sri Lanka Law College, 244, Hulftsdorp Street, Colombo 12 on or before July 05, 2024 at 4.00 p.m. Late submissions will be returned unopened.

5. Duly filled and sealed quotations marked "Procurement for Scanning, Imaging, Indexing and Updating Data Base of Records of Sri Lanka Law College, Contract No.:2024/TB/01" on top left-hand corner of the envelope should be submitted.

6. The Tender Board of the Sri Lanka Law College reserves the right to accept or reject any quotations and reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Board of the Sri Lanka Law College's action.

7. The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

Tender Board of Sri Lanka Law College.
June 14, 2024

Instructions to Bidders

A. General

1. Scope of Bid	1.1	The Employer, as defined in the Bidding Data, invites bids for the Services, of Scanning, Imaging, Indexing and Updating Data Base of Records of Sri Lanka Law College. The name and identification number of the Contract is provided in the Bidding Data.
	1.2	The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data
2. Qualification and Experience of the Bidder	2.1	All bidders shall provide Qualification and Experience Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
3. Cost of Bidding	3.1	The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
4. Site Visit	4.1	The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.
5. Clarification of Bidding Documents	5.1	A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid.
6. Format and Signing of Bid	6.1	The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, all pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.
	6.2	The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

B. Submission of Bids

7. **Sealing** **And Marking** **of Bids**	7.1	(a) be addressed to the Employer at the address provided in the Bidding Data; (b) bear the name and identification number of the Contract as defined in the Bidding Data; and
	7.2	The envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened (if required).
	7.3	If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid
8. **Deadline** **for** **Submission of** **Bids**	8.1	Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data
	8.2	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Parties previously subject to the original deadline will then be subject to the new deadline.
9. **Late Bids**	9.1	Any Bid received by the Employer after the deadline Will be Rejected
	9.2	If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

C. Award of Contract

10. **Employer's** **Right to** **Accept any** **Bid and to** **Reject any or** **all Bids**	10.1	The Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

| 11. Performance Security | 11.1 | If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data. |

D. Bidding Data

Details / Instructions

1.	The Purchaser is:
	The Principal,
	C/O Incorporated Council of Legal Education,
	Sri Lanka Law College (SLLC),
	244, Hulftsdorp Street,
	Colombo-12.

2.	**Scope/ expected service:** Scanning, Imaging, Indexing and Updating Data Base of records of Sri Lanka Law College

3.	The intended completion period is – Six Months (06) from the date of which the contract commencing as per Letter of Conditional Acceptance (subject to clause no. (vi)- Granting of Contract and its Condition).

4.	A certified copy of business registration certificate is required to be attached.

5.	The bidders may quote for total of quantity for all items. At the beginning of the project The SLLC offer the total no. of sheets (approximately 1,100,000 (A2/A3/Legal/A4/B5/B4) sheets in book format/file folder. But the project will terminate on the poor quality of the first 1000 scanning sheets without any payments to the service provider

6.	Address for submission of bids is
	The Treasurer's Office,
	Sri Lanka Law College (SLLC),
	244, Hulftsdorp Street,
	Colombo-12.
	Deadline for submission of quotations is: 05.07.2024 at 4.00pm.
	Dates for Site Visit: 18-06-2024, 25-06-2024, 02-07-2024

7.	Bid price: Financial Bid Price is applicable.

8.	Currency of Bids and Payments: Sri Lankan Rupees (LKR)

9.   Bid validity period is 180 days from the date of opening of bids.

10.   The amount of Bid Security shall be 10% of total project Value.

11.   Deadline for submission is on or before;
Date; 05.07.2024
Time: 4.00pm.

12.   Other factors that will be considered for evaluation are;
• The equipment required for scanning shall be freely available.
• Business Reg. Certificate.
• All equipment should be certified and not harmful the environment and users

13.   A unconditional on demand performance security shall be obtained from a reputed bank approved by Central Bank of Sri Lanka, This should be 10% of the contract price (without VAT) valid until 01 month beyond the date of completion of contract. If the service provider is exceeded the given time period, the service provider should take action to extend the validity period of the performance security.

Description of scan processing of documents.

Title: Scanning, Imaging, Indexing and Updating Data Base of records of Sri Lanka Law College

Approximate Volume:

No.	Documents type	No. of Pages	Sizes
01	Council** Minutes	60,000	Legal/A4
02	Student Pesonal File**	1,025,000	Legal/A4/B5
03	Student Registration Book	4000	A2
04	Other Records	11000	A2/A3/A4/B5

Duration: Six (06) months (one hundred and Eighty (180) days). If actual volume exceeds specified volume, additional time will be provided.

According to this invitation for bids, the operation of scanning documents is the sole responsibility of the Service provider. This operation includes the steps of receiving of the documents over the counter, send for scanning operation and hand over to counter. Total project duration is six months (one hundred and eighty (180) days) and one week (seven days) given to setup scanning center.

Document scan processing will be carried out in a Scanning Center provided by the Sri Lanka Law College (SLLC). This Scanning Center consist of buildings with common amenities but the company should fulfill its own requirements which includes but not limited to equipment needed for the Scanning operation, Computers, Computer Accessories, furniture as well as human resource needed for stipulated work. The company, in consultation with SLLC, must establish adequate security measures to protect the scanning center from fire and theft during the full course of its occupancy.

Characteristics of the facility;

1. Building/Room for Scanning operation
2. Electricity (Row Power)
3. Water
4. Air conditioning / Fan
5. Security for the building
6. Janitorial Services
7. Rest room facilities

In order to supply the services requested, the service provider must detail in its proposal the utilization plan of the site provided by the SLLC.

It is required that the company submits detailed information in its proposal as to how the processing of the Documents completed in the scanning operation is done. The scanning of Documents and the preparation partial data files must be completed within the deadlines established (180 days). But it is taken for granted that the Service provider delivers the partially prepared data files (imagers and raw data) from scanning center at regular intervals (once a week from 2nd week of project start).

Besides the requirements detailed in the Description of Services, the company must describe the entire physical and technical infrastructure pertaining to each stage of the Documents scanning operation. This includes the technology that will be used, quantity and specification of the work stations in addition to other furniture, machinery, scanners, servers, computers, consumables, network system implementation and other components.

1. Proposed working days per week = 5 days (on request Saturday, Sunday and Public Holydays allowed)
2. Working hours per day = 08 hrs (Between 0800hrs and 1600hrs)
3. Sheet size: A2/A3/Legal/A4/B4/B5
4. Document type: Book/File folder
5. Sheet content: Hand written/typed, multi-colour characters in both side of paper
6. When scanning documents, the image should be the true color and the same size as the Sheet. That is, **A2/A3/Legal/A4/B4/B5** scanners should be used. Documents should be scanned in original size.

- Mandatory Requirements for Scan Processing

General requirements

The bidders in their proposal should address the information given under general services of scan processing and specific services required by the SLLC. The deadlines should be consistent with the time frame and deadlines established by the SLLC.

The service provider together with its scanning center staff will be subject to the legislation pertaining to the SLLC rules and regulations.

The bidder must include in the proposal a strategic plan for the scanning of Documents. The bidder must present a detailed plan. It must specify the quantity and profile of the resources involved and must include the substitutes for contingencies. Besides, the proposal must include the organization structure and define the functions, responsibilities and also the curriculum vitae and the commitment letter that guarantee their dedication to the project.

It is the responsibility of the staff provided by the service provider working in scanning center to be very conversant with the quality control process implemented and to guarantee the accuracy of the data.

The bidders in their proposal may specify clearly its "added value" This means all the activities, services or additional products offered in addition to those required, but that contribute to obtain a better quality and efficiency of the services required.

The service provider must prove with relevant documentation its experience in scan processing using optical recognition of marks, characters and images.

The company should be able to scan at least,350 A2 pagers per day with its existing equipment. The service provider will have to justify his cope with the targets.

Training of scanning center staff

The service provider must take all measures to select a high performing team of scanning staff to work in the scanning center and it is his responsibility to train them on the job, and look into their day human resource issues in order to obtain an uninterrupted service from them.

The technology proposed to use in scanning Documents be capable of direct optical recognition/ data entry.

There must be full consistency between the information collected in the records of the database and what is appearing on the Documents for any event selected at random.

General Activities

The company must inform periodically to the SLLC about the development of this activity and in the proposal it must be established the method used and the frequency of the report releases. All this will be carried out independently from the quality control proceedings applied by the SLLC in site which protocols will be developed once the contract is awarded.

Organization of work sets

The "work set" that will be used to process the mark sheets of the Documents. The company must elaborate a detailed proposal of the method or technique that will be used to prepare the work sets that will be processed with the mark, characters and image recognition technology.

The company must include all the operative procedures allowing the documents with any kind of **"failure"** recovers its original condition.

The service provider should propose and use appropriate technologies / methodologies / processes to protect old documents from misplacing.

A flow chart will be required by the service provider of the scanning process.

Main steps in scanning process: -

a) Capture the characters in the Documents as images.
b) Conversion of data contained in the images should be in **ASCII** format and finally upload
   in to database.
c) A method of correcting characters that cannot be identified by the scanning software in its
   actual context.
d) A method to include the corrected data in the proper place.
e) A very reliable backup and restore system.

f) Follow up and work flow control subsystem

The service provider must specify the brand and model of scanners he is going to use in this operation. It is important to keep SLLC informed about the spare part stock pertaining to the scanners by scanning center. The service provider must keep a backup scanner in scanning center to make up for a faulty machine.

The service provider must accompany the necessary technology to "convert" the characters and other control and identification information into a suitable digital format. As described above the most popular technologies to do this conversion and obtain **ASCII** files are Optical Mark Recognition System (OMR) and optical Characters recognition System (OCR), Intelligent Character Recognition (ICR) known as "OMR/OCR/ICR engines" or data entry.

As there is a chance that the "OMR/OCR/ICR engines do not yield expected results in the conversion process, the system must have the ability to use an alternative process for the conversion. This alternative process must handle difficult situations where the marks are unrecognizable or misinterpreted or any other reason calling for special attention.

Periodically the ASCII files and the images must be digitally saved and backed up as two verified copies.

The high processing volume to be completed within the given time frame demands the SLLC to monitor the day today functioning of the service provider. Thus the system must have built in processes to issue operational reports on demand.

The service provider must include an automatic and highly reliable backup and recovery subsystem to be deployed in adverse situations. These subsystems must be fully described in the proposal.

The service provider must arrange a Work Flow Follow up and Control Subsystem (WFFCS) that informs of the status of each process whether it is manual, semiautomatic or automatic. The company must set out the methodology and resources that will be used in monitoring the whole process in the scanning center. The WFFCS must have the capacity to control and inform about the manual, semiautomatic or automatic processing situations of the different processes including the exceptional situations. Thus, the proposed system must be very flexible.

Coherence

The company must detail in its proposal the verification mechanism and associated actions that guarantee the correct assignation of identification codes that associate the Documents with the documents they belong. The service provider's proposal must include the operation of the verification mechanism by which one can make sure that the most appropriate data corresponding to the characters in the documents has gone into the data file.

The proposal must indicate the specific instances, method or techniques and resources where the service provider will be required to know the one to one correspondence between the physical records and the data record. The proposal must explicitly describe the way by which the uniqueness of the data record tied up to a particular documents is assured and the corrective action taken to rectify a probable erroneous situation. Also, the company must describe the role to be undertaken by the SLLC in this activity.

Verification mechanisms

The company must detail in its proposal,

a). The verification mechanisms and corrective action that guarantee the quality of the processes data.

b) Issuing of automatic consistency reports by work set.

The company must indicate using a suitable measuring system which is the minimum quality level guaranteed by its proposal and which will be the procedure(s), methods and resources that sustain it. Thus, the SLLC will have no doubts on the output as a true representation of the result sheet. The company must explain the role assigned to the SLLC in this connection. The SLLC expects an accuracy rate of 100% for all marks detected at scanning (OMR) and an accuracy rate of 90% for alpha numeric characters (OCR and ICR or Data Entry). The batches with less than the accuracy rate specified above will be returned to the service provider for reprocessing.

Treatment of exceptional situations

The company must specify in its proposal the operative proceedings and/or the software, ad- hoc software solutions, and the role of SLLC in the exceptions handling. That means the service provider will have to describe the methodology adopted to process the schedules that can't be processed in the agreed way.

Note – The volume of such un-scannable sheets will be relatively low (less than 25% from total volume).

The exceptional situations will be rejection of Documents in the optical reading process any other situations, the company must explain the role undertaken by the SLLC in this connection. The company should recommend to SLLC, the most suitable server configuration to install and run the encoding support software. In addition, the company shall recommend to the SLLC the necessary hardware (network configuration, workstations etc) so that the image and data retrieve process is conducted as efficiently.

Final Output

The SLLC needs the processed data to be provided as follows;

   (i)   **ASCII data files:** Store all result data records with relevant identification information (date, subject, Student Registration Number, NIC Number, University, Entry Route, etc.)

   (ii)   **Sheet image files (TIFF format): Store** all documents imagers with relevant identification information (date, subject, Student Registration Number, NIC Number, University, Entry Route, etc.). This imager should display the image of the Documents and sheet wise in MS-Windows-based applications

   (iii) **Volume image file (PDF form):** This imager should be saved in volume vise PDF format.

(iv) **Database**: Store all sales data records and integrate with relevant imagers with relevant identification information and user-friendly DBMS for search, retrieve, print and download sheet imagers.

(v)   The proposal must also include the plan for training the SLLC staff on software besides hardware resources and the operative system required for its routine operation at the SLLC office.

(vi) Images and data require a comprehensive two-year warranty. If any errors are found during this warranty period, the service provider should correct those errors free of charge.

Granting of Contract and its Condition

The relevant contract will be awarded for the whole work or part thereof. After scanning the first 1000 sheets and extracting the data, its quality will be checked by SLLC. Depending on its success, approval will be given to proceed with the contract work. If the expected success is not achieved in sample test, action will be taken to provide another opportunity (1000 sheets for scan and data extraction) or terminate the contract awarded. If this contract is terminated, no payment will be made.

Payment Methodology

Payment will be made monthly for scan and data extraction. For this purpose, at the end of each month, scan and data extraction completed and submitted to the College for inspection and the College certified quantity will be paid. The payment for database related activities will be pay for the end of the entire task. Also, if any payment is made for damage sheets under the relevant conditions, it will also be made at the end of the entire work. All of these payments are subject to applicable withholding.

Requirements to ensure security and safety of information in Documents

1. The service provider should take all possible measures to prevent any information security threats and to overcome the risk of misplacing documents Sheets to prevent altering or disclosing any information therein.

2. It is a responsibility of the service provider to ensure that no staff member bring in any analogue or digital devices capable of capturing, recording, transferring, storing or porting of information in any form.

3. Service provider should sign a non-disclosure agreement.

4. Service provider should submit to the SLLC the security clearance details of all its employees such as company identity card details, national identity card details.

5. Scanning of documents should be carried out without aggravating the condition of the torn or damaged documents.

6. In case a documents is damaged or found to be damaged and cannot be scanned, it should be recorded and reported to the SLLC officer who is in charge of the scanning center. Only after

assessing the damage by the said officer, an alternative process to read the data in the documents should be carried out under the supervision of the SLLC officer.

7. Service provider shall take all possible measures to prevent any losses, replacements, alterations, malpractices and/or damages to physical or digitized information.

8. Staff of the service provider shall be subject to security surveillance system implemented by SLLC in the document and data capture environment for the purpose of close monitoring of activities.

9. All data stored in the service provider's computer equipment should be erased in the presence of a responsible SLLC staff before replacing them or removing them upon completion of the contract.

Technical Specifications

#	Specification	Compliance FC-Fully Compliance PC-Partially Compliance NC-Non-Compliance	Notes
	Document Imaging		
1.	The vendor's document conversion process should have the following workflow steps. A separate technical writeup should be attached covering all the areas of the listed workflow steps. 1. Acceptance of document for scanning 2. Document scanning 3. Quality assurance of scanned images 4. Metadata indexing 5. Quality assurance of metadata captured. 6. Follow up verification. 7. Transfer \ final output file generation 8. Handing over of the completed volumes		
2.	The vendor should scan the document without unbinding the books (if applicable)		
3.	Any fragile documents should be handled with care and should use overhead type scanners to do the scanning on those quality documents		
4.	Overhead scanning method should use to do the document scanning.		
5.	Document should be handled with utmost care and any damaged or torn document should be reported to the customer before scanning.		
6.	Should have mechanism not to lose any documents from the respective books \ files.		
7.	The vendors scanning applications should have VRS or similar technologies to automatically enhance the scanned image quality		

#	Specification	Compliance FC-Fully Compliance PC-Partially Compliance NC-Non-Compliance	Notes
8.	The vendors scanning applications should have automatic document separation mechanisms using barcodes \ patch codes, separations sheets and fixed pages.		
9.	The scanning applications should be capable of automatically generating output folders using the indexes and should not have any level limitations		
10.	The output should be in following Formats - **Images** – multipage **TIFF** - **Metadata** – TXT with field Separations		
11.	The images should be in colour		
12.	A single scanned A2 page must be less than 1 mb		
13.	Suitable image compression methods should be used to minimize the size of the images but not dropping the quality of the images. The compression method should be mentioned by the bidder.		
14.	The following image enhancement should be in place with the scanning application - Auto crop - Black border removal - Automatic blank page deletion - Automatic punch hole removal - Deskew of images - Edge clean-up - Edge fill - Auto rotate		

#	Specification	Compliance FC-Fully Compliance PC-Partially Compliance NC-Non-Compliance	Notes
15.	The scanned images should be clear enough to read and should have an exact copy of the original document with exact content. Any notes and tiny objects must be visible in the output as well.		
16.	Any unusual lines or unusual color changes must be eliminating on the scanned images		
Metadata Indexing and Quality Assurance			
17.	The vendors metadata capturing system should have the following features inbuilt 1. OCR \ ICR metadata capturing 2. Manual indexing 3. Database validations 4. Dropdown list pickup		
18.	The vendor should use independent data entry and quality assurance option to eliminate same person do the data entry and quality assurance		
19.	The metadata indexing system should be capable or defining the validation rules based on the indexing fields complexity		
20.	The vendor's metadata indexing system should have the indexing field allocations option based on the work specialization of the operator.		
21.	The metadata indexing application must have the double data entry option and visual quality assurance option to enhance the quality level		
22.	Vendor should perform 100% quality assurance on the data entry output and periodically QC report must be submitting to the SLLC.		
23.	The Vendors metadata indexing system should have a supervisory module to do random checks by the officer appointed by the SLLC		

#	Specification	Compliance FC-Fully Compliance PC-Partially Compliance NC-Non-Compliance	Notes
24.	All the user activities should be logged in the system and any given time user activities should be able view from report.		
25.	Accuracy of the metadata should meet the six-sigma quality level		
26.	The Vendor should provide an extra terminal to SLLC officers to do the random data checking on the completed volumes		
Output handing over			
27.	The output images and data should be given in organized folder structure.		
28.	The output should be copied in a portable hard disk drive and copy of the same should be given in DVDs.		
29.	All the desktop computers and servers should be windows AD authentication enable and users must have individual user accounts to login to the system		
30.	All the data transferring ports must be disable in the computers and other devices using in the project		
31.	Mobile phones and any personal image capturing devices must be prohibited of using at the project premises all the time.		

Authorized Signature: ……………………………………………………………………………………………………

Name and Title of Signatory:………………………………………………………………………………………

Contact No. : ……

Name of Bidder: ………………………………………………………………………………………………………

Address: ……

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Official Seal: …………………………………………………………

				Unit Price Excluding VAT (18%)	
Item	Description	Size of the sheet	Unit	Book Scanning	High Speed Scanning
1	Scanning and preparation of image (TIFF & PDF format)	A2	Per sheet		
		A3	Per sheet		
		Legal	Per sheet		
		A4	Per sheet		
		B5	Per sheet		
		B4	Per sheet		
2	Indexing of fields in sheet (Minimum 5 item)		Per sheet		
3	Database management System with three years license) (including supplying, installation and configuration)		Per Item		

Price Schedule

		Total Price Excluding VAT (LKR)	VAT Amount (LKR)
01	Annual Maintenance Fee after 03 years warranty period (Sri Lankan Rupees)		

Maintenance

Note: The final payment will be settled based on the exact pages completed. A detail breakdown of scanned document must be submitted with the final invoice.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified in the Bidding Data Sheet.

Authorized Signature: ……

Name and Title of :……
Contact No. : ………
Name of Bidder: ………
Address: ……………………………………………………………………… ……………………………………………….

Official Seal : ………..