

Expression of Interest (EOI)
For
Digital Document Management System

10th July, 2017

Centre for Development of Imaging Technology, C-DIT

Chithranjali Hills, Thiruvallom

Thiruvannathapuram – 695027

Tel No: 0471- 2380910/ 912, Fax : 0471- 2380681

INVITATION FOR EXPRESSION OF INTEREST

No. CDIT/7/EOI-DDFS/004/17-18

Dated 10.07.2017

Centre for Development of Imaging Technology (C-DIT) invites sealed Expression of Interest (EOI) from Firms/companies/ OEMs/ institutes/ organizations/ agencies for providing solution on Digital Document Management System.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.cdit.org.

Last date for submission of EOI is on or before **12PM, 17th July, 2017**.

Sealed envelope marked to the captioned address given below mentioning **“EOI for Digital Document Management System”** on the top cover.

**“The Registrar,
Centre for Development of Imaging Technology (C-DIT),
Chithranjali Hills,
Thiruvallom PO,
Thiruvananthapuram -695027”**

Sd-
Registrar, C-DIT

Note: C-DIT reserves the right to cancel this request for EOI and/or invite a fresh one with or without amendments, without liability or any obligation for EOI and without assigning any reason. Information provided at this stage is indicative and CDIT reserves the right to amend/add further details in the EOI.

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Engagement of Firms/organizations/Institutions for providing solutions on Digital Document Filing System

EOI is invited from reputed agencies / organizations / institutions for providing solutions **Digital Document Management System** for a project to be undertaken and implemented by C-DIT. The objectives and technical requirements are given below:-

Documents to be enclosed

1. Documentary evidence for Firm/ Company registration
2. GST No./ registration details
3. Copy of PAN/ TIN
4. Copies of work orders and work completion certificates.
5. Copy/ details of the annual turnover of the last three financial years in similar line of business

Technical Requirements for Digital Document Management System

DMS shall contain the following basic features:

Inward Receipt:

Complete solution for inward receipts at all locations

File Creation

- Should provide fully functional:
- Unique Numbering of File
- Stores File Name, Subject, Creators Notes
- Priority Indication (Immediate/Normal/Later)
- Nature Indication (Confidential/Normal)
- Files should be Version Numbered
- Metadata Capturing ability for input whenever applicable/possible for fast search

Work Flow Creation & Assignment: Should support

- Multiple Work Flows
- Create a New Work Flow at Run-Time
- Create Inter-Departmental & Intra-Departmental Work Flows (Assignments)

Action on File Should print:

- Pending File Reminders
- Receipt Acknowledgement
- Noting
- Attachments - Any type of Attachment (incl. PDF, HTMS, JPEG, Docs, Excel Sheets,
- Audio/Video files etc in correct and recoverable format)
- Add/Update/Delete/View (Linked File) References facility
- Tasks Assignments

File Approval Should Generate

- Outgoing Draft Reply Letter Generation and outgoing reply by email, letter SMS etc.
- Reply – e-Mail, Letter, SMS etc.

Outward Generation & Dispatch Should Provide

- Auto Disposal by Different Disposal Modes
- Outward Entry module should generate Two Copies – Fair Copy and Office Copy and send it to the Dispatch Section for delivery to the intended users/senders
- Carry Forward of Non-Disposed Files

Query / Views on Following Should Provide

- Text Based, Keyword based, Wild Cards based search options
- Subject-wise Generalized Summery
- Inward number v/s. Outward number

User Creation & Other Security Features

- History of Positions held with Timeline
- Security Features like Password Complexity & Encryption, Audit Trails
- Database Triggers to Stop Direct Updates.

Reporting Module

- Register Printing

Audit Trails (User Activity, File Movement Records) Indexing Documents

- The indexing methodologies used, should be easy to use and understood by the user who retrieve the documents, as well as those who file them.

Should be able to organize documents as given below:

Index Fields

An imaging system should allow users to customize index templates, create multiple templates and have different types of index field data within each template, such as date, number and alphanumeric characters. Index fields should be used to categorize documents, track creation or retention dates, or record subject matter, among other uses. In addition, an imaging system should allow pull down boxes to speed index field entry and have tools available to help automate entering index information.

Folder/File Structure

An imaging system should provide a visual method of finding documents. An imaging system should have the ability to electronically re-create this filing system through multiple levels of nested folders.

Retrieving Documents

Whatever the method, document retrieval should be simple and user-friendly. The system should provide easy, fast and efficient retrieval of relevant documents.

Controlling Access

The system should provide appropriate levels of access, without compromising confidentiality or security.

Broad Availability

The system should provide a client-based user interface that enables the scanning, indexing & retrieval of documents. Users should be able to search, retrieve and view documents with any web browser.

Comprehensive Security

The system should allow the system administrator to control what folders and documents users can see, and what actions they can perform on those documents (edit, copy, delete, etc.) The system should control access to folders, documents and even redacted images and text in a simple and complete manner.

Sd-

Registrar, C-DIT

Centre for Development of Imaging Technology, C-DIT