



# KRISHNA INSTITUTE OF MEDICAL SCIENCES “DEEMED TO BE UNIVERSITY”, KARAD

Accredited by NAAC with 'A' Grade (CGPA: 3.20 on 4 Point Scale)  
An ISO 9001:2015 Certified University

Declared U/s 3 of UGC ACT, 1956 vide Notification no.F.9-15/2001-U.3 of the Ministry of Human Resource Development, Govt. of India  
Karad, Dist. : Satara (Maharashtra State) Pin : 415110 Tel : 02164-241555-8 Fax: 02164-243272/242170  
Website : [www.kimskarad.in](http://www.kimskarad.in) E-mail: [registrar@kimskarad.in](mailto:registrar@kimskarad.in)

## **TENDER / QUOTATION NOTICE**

### **Tenders/Quotation for Digitization and Archiving of Medical Records**

Sealed Tenders are invited for **Digitization and Archiving of Medical Records** of Krishna Institute of Medical Sciences “Deemed To Be University”, Karad, Maharashtra. Detailed Blank tender forms (Technical requirements, Process, Responsibilities, Terms and conditions of the tender) can be downloaded from our website: ([www.kimskarad.in](http://www.kimskarad.in)) from **16.04.2019 to 25.04.2019**

Tender form fees Rs.2,000/- (Non refundable) and EMD Rs.25,000/- (Refundable) payable in **DD in favor of KIMS Deemed University Payable at Karad.**

1. Sealed Tenders along with Tender form fees and EMD should reach to the office of The Registrar, KIMS “Deemed To Be University”, Karad by **5.00 pm on or before 25.04.2019**. Tenders without form fees & EMD shall not be considered.
2. Tenderers should submit Tender as per the specifications and Terms & conditions.
3. Conditional Tenders shall not be entertained.
4. Krishna Institute of Medical Sciences “Deemed to be University”, Karad reserves rights to reject any or all tenders without assigning any reason.

Date: 16.04.2019

Place: Karad

**sd/-**  
**REGISTRAR**  
**KIMSDU, Karad**



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## Scope of work for Digitization and Archiving of Medical Records for Krishna Institute of Medical Sciences “Deemed To Be University”, Karad, Maharashtra

### TENDER FORM

(Tenders are invited in a two-bid system for digitization and archiving of Medical Records from turnkey solution providers only. Tender documents can be downloaded from the website [www.kimskarad.in](http://www.kimskarad.in) The bids should reach the institute **on or before 25.04.2019** with Tender form fees and EMD in **DD of any Nationalized Bank in favor of KIMS Deemed University Payable at Karad**).

### SUMMARY OF TENDER

Sr. No.	Heading	Description
1.	Name	Digitization and archiving of Medical records
2	Bid Validity	Within one month from submission
3.	Technical Bid Opening Date & Time	26.04.2019
4.	Financial Bid Opening Date & Time	26.04.2019
5.	Address to Send Mandatory Document and EMD with Tenders	The Registrar, KIMS “Deemed To Be University”, Karad Dist: Satara, Maharashtra Pin-415110
6.	Contact Details/ Telephone	Mr. Arun A. Pawar Librarian Mobile No.9689452239
7.	Tender form fees Rs.2000/- Name of Bank and DD No	
8.	EMD fees Rs.25000/- Name of Bank and DD No	
9.	Last Date of Bid Submission	25.04.2019

### Introduction

The terms of reference are for Digitization, Archiving, and access of Medical records of Krishna Institute of Medical Sciences “Deemed To Be University”, Karad in print form. Under this project the Institute intends to digitize nearly 9,20,000 pages of medical records, archive and provide access to the digitized records for its internal users via a dedicated platform to be hosted locally on the university library server.



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Only turnkey solution providers are invited who are leaders in the field of digitization and archiving with experience of over 25 years in digitization, preservation and hosting only. The company should have core domain and technology expertise for digitization and archiving projects and should have experience working with medical institutes and universities.

## I. Qualifying Criteria - Mandatory Terms & Conditions

1. The solution provider/firm should be proficient in digitization and archiving with experience of more than 20 years for academic institutes and universities in India and the world.
2. Firm should have expertise in completion of minimum 2 projects from medical institutes recognized by MCI and Dept of Higher Education of the HRD Ministry.
3. Firm should have wide experience in digitization and archiving of medical literature and records with hosting on platforms providing discoverability.
4. The solution provider/firm should be able to digitize and upload the medical records on a platform which will enable searching with Patient name, Gender, Age, Address, department, diagnosis, IPD/OPD no, DOA/DOD, MLC/Non-MLC, and ICD 10 code as per WHO standards.
5. Firm should enclose all relevant work orders where digitization and archiving work has been awarded including medical institutes/universities. Minimum 7-8 testimonials are to be submitted from completed projects of digitization and archiving projects from 2016-2019.
6. Firm must perform OCR conversion for printed text to ensure full text search ability. Only licensed International standard OCR software is to be used for text recognition and document processing. Firms must submit proof of OCR licenses along with the Technical Bid
7. The solution provider/firm should enclose all necessary supporting documents showcasing their technical expertise in executing digitization projects in the past.
8. The scanning work shall be done by the firm onsite, at the university premise. The material to be scanned shall be provided by the institute. All software and manpower to carry out the work are to be arranged by the agency at their own cost and post digitization and archiving, the solution provider should transfer the completed work in an external hard disk to the university.
9. Firms must submit any requirements from the university that are to be arranged by the institute in order to execute the project.

## II. Technical Requirements

1. The medical records should be scanned as per steps indicated below using high-throughput scanning machines capable of delivering resolution of 300 dpi.
2. The scanner(s) should have minimum of 300 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)]
3. Scanned images should be in searchable PDF and TIFF format.
4. The scanners should have a minimum output of 10,000 pages per day. Scanner specifications need to be enclosed.



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5. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity.
6. The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, the smallest significant character should be legible).
7. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
8. Firms need to capture and create metadata for all the medical records, providing minimum 7-8 search fields for discoverability on IR.
9. The firm will have to follow a standard work flow management system for the scanning process. Details of the workflow must be provided.
10. Vendor should provide solutions for digital preservation of the records via XML structure which will ensure future upgradation of the data.
11. Digital images should be created to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
12. Only licensed international standard OCR software is to be used and firm will be required to furnish the OCR licenses.
13. A file-naming scheme database - should be established prior to capture. The same will be provided by the Medical Record.
14. A backup of the completed work in External Hard Disk to the university.
15. Firm should provide a customized Document Management System hosted on library server with all the digitized records uploaded on the DMS to be hosted on local IP, for access by the internal users of the institute.

## I. Steps involved in Digitization Process

**Step-I** Scan, Enhance, and archive one set of DVD/Hard disk

**Step-II** Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, .PDF etc.

**Step-III** Cleaning of images (removing black noises around the text) Skew correction to make the image straight) De-Speckle(removing of small dots between the text) providing the Equal margin all around the text and maintain Same Page Size as per original for all pages of each Medical Record

**Step-IV** Extract text from the images (only English language) and converting to Searchable PDF-A with 99% accuracy of text. Graphics should have their enhanced grayscale/RGB look in the final output.



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**Step-V** Storing and maintaining back-up, verification of backup till the project execution and status reports on weekly basis is required. (Provide backup on DVD/HDD)

**Step-VI** Capture and Create Metadata for every record with the search fields indicated above, as per International archiving Standards.

**Step-VII** Upload the Digitized record on a customized for discoverability and ease of access and provide metrics on number of times a record has been accessed by users.

**Step-VIII:** Provide a complete back up to the university for purpose of record.

## II. Other Responsibilities of the executing Agency/Firm

Besides digitization and preservation of the collection, maintaining records and generating regular progress reports, the other major responsibilities of the executing firm will be as under:

1. Maintaining confidentiality about work
2. Safe handling of the physical records used for scanning (as these are rare available as single copy and cannot be recreated). While handling the records, proper care is to be taken, so the firm should deploy only experienced scanning operators. In case of any negligence the firm shall be penalized.
3. The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning; remove dust, taking them out of shelves and putting them back etc.
4. Handling and maintenance of the hardware installed by the agency will be the responsibility of the firm.
5. Firm should provide written undertaking that their firm has not been blacklisted by any Government/autonomous/PSU type organizations, etc.

Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and other factors bearing on the execution of the works.

### **FINANCIAL BID– BOQ:**

- a. Name of Firm:
- b. Contact details & Address:
- c. Email and Phone number:



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Sl. No.	Price Components	Unit	Cost (in INR)
1.	Digitization of medical records as per technical requirements outlined above	Per page	
2.	Image enhancements and OCR to provide searchable PDFs for printed text	Per page	
3.	Metadata extraction in XML with minimum 7-8 search fields as indicated in scope of work	Per record	
4.	Implementation of Document Management System (DMS) with MySQL database and full-text search, browse features (including annual maintenance)	One-time	
5.	Uploading of all digitized records on the customized DMS/IR for the library	Per record	
6.	Back up of digitised content in Hard disk to university	One-time	

Submission of the tender by the firm implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and other factors bearing on the execution of the works.

Date:

Authorized Signatory: