

## TENDER NOTICE

### QUOTATIONS ARE INVITED FROM IT FIRMS/AGENCIES FOR SCANNING, DIGITIZATION, BOOKMARKING & META DATA ENTRY OF DOCUMENTS ALONG WITH RETRIEVAL SOFTWARE(DMS) & WEB BASED APPLICATION FOR THE MAHARASHTRA COUNCIL OF HOMOEOPATHY.

The office of the MAHARASHTRA COUNCIL OF HOMOEOPATHY invites Tender form in Two bid system i.e. Technical bid and Financial bid from qualified firms/companies as per the below mentioned schedule:-

#### **SCHEDULE TO TENDER**

<b>Sr. No.</b>	<b>Activity Description</b>	<b>Schedule</b>
1.	Tender No.	No. MCH/ Date : 19/01/2026
2.	Start date of Download of Document	10.00 HRS on 19/01/2026, The tender document is available only in the portal which may be downloaded by bidders.
3.	Time and last date of bid submission	16.00 HRS on 27/01/2026
4.	Time and Date of Opening of Technical Bid	15.00 HRS on 28/01/2026
5.	Minimum Validity of tender offer	30 days from the date of Opening
6.	Services to be offered	SCANNING, DIGITIZATION, BOOKMARKING & META DATA ENTRY OF DOCUMENTS ALONG WITH RETRIEVAL SOFTWARE(DMS) & WEB BASED APPLICATION FOR THE MAHARASHTRA COUNCIL OF HOMOEOPATHY.
7.	EMD	Rs. 1,00,000/-
8.	Cost of Bid Document	Rs. 5,000/-

Interested bidders may submit their Tenders in the MCH office and download the tender document in the website <https://mchmumbai.org/>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. Any corrigendum/addendum regarding this tender will be available on the above said website only.

Demand Draft for an amount of Rs. 5,000/- (Rupees: Five Thousand only) (nonrefundable) from Nationalized/scheduled bank drawn in favour of "Registrar Maharashtra Council of Homoeopathy, payable at Mumbai", has to be submitted before opening of bids to this office towards Tender document fee failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft/ Pay order. The applicant has to deposit Earnest Money (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favor of Registrar Maharashtra Council of Homoeopathy, payable at Mumbai and it has to be submitted before opening of bids to this office towards EMD failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft/ Pay order.

The aforesaid DDs/Pay orders towards cost for Tender document and EMD should be submitted to the tender inviting authority i.e., MCH by post in advance or submitted at the time of opening of bids.

The duly filled in tender documents shall not be accepted if they are not accompanied by the scanned copy of the demand draft/Pay order towards the Tender fee and the requisite bid security (EMD).

The bidders seeking EMD exemption, must submit the valid supporting document for the relevant category as per the rule with the bid. Under the MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD.



*P. Jadhav*  
19/01/2026  
Registrar

Maharashtra Council of Homoeopathy

**SECTION-A**  
**INSTRUCTIONS OF BID SUBMISSION**

Instructions to the Bidders to submit the bids to the MCH office at Mumbai. The bidders must carefully follow the instructions:

We are inviting tenders from service providers who are fulfilling requisite criteria. The tender should be submitted in the prescribed tender format only. While submitting a tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as "Technical Bid". The Financial Bid should be submitted in a separate sealed envelope superscribing as "Financial Bid".

The sealed envelopes of "Technical Bid" and "Financial Bid" should be kept in a single large envelope superscribing "Tender for **SCANNING, DIGITIZATION, BOOKMARKING & META DATA ENTRY OF DOCUMENTS ALONG WITH RETRIEVAL SOFTWARE(DMS) & WEB BASED APPLICATION FOR THE MAHARASHTRA COUNCIL OF HOMOEOPATHY.**" All the pages of the tender document, Technical bid and Financial bid are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.

Tenders should be submitted in person at the receiving counter with proper receipt at MAHARASHTRA COUNCIL OF Homoeopathy or by Speed Post/Registered Post addressed to "The Registrar, Maharashtra Council Of Homoeopathy, 235, Peninsula House, 3rd Floor, Dr. D.N. Rd, Fort, Mumbai, Maharashtra 400001", which should reach by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The Council will not be liable for postal delay, if any.

The MCH is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders. The Technical Bid envelope will be opened first in the presence of tenderers or their authorized representative at the Maharashtra Council Of Homoeopathy, 235, Peninsula House, 3rd Floor, Dr. D.N. Rd, Fort, Mumbai, Maharashtra 400001. If the bidder qualifies in the Technical Bid, then the Financial Bid envelope of that bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "Not opened because disqualified in the Technical Bid". The final selection will be done using the QCBS model considering the technical bid and financial bid under the following criteria and weightage: Financial - 30% weightage and Technical - 70% weightage. No revision of the price bid will be allowed once the price bids are opened. No claim for price increase will be entertained after signing of the order.

The EMD amount will be returned to the unsuccessful bidders without any interest after completion of the selection process. The rate should be quoted separately for the services as per the specifications given in the Financial Bid which should include all charges.

The bidder should have experience of work at least in any one Council/State Government works or equivalent. The bidder should submit a detailed technical presentation as per the scope. The supplier/owner must not have been black listed earlier by any of the state government authorities or any other organization. To this effect the bidder has to submit an Undertaking.

## **SECTION B** **SCOPE OF WORK**

The **Maharashtra Council of Homoeopathy** is a statutory body entrusted with regulation of Homoeopathic practitioners in the State of Maharashtra. Over several decades, the Council has accumulated a substantial volume of **physical records and documents**, which are required to be preserved as per statutory obligations, audit requirements, and legal mandates.

In order to ensure long-term preservation, secure access, efficient retrieval, disaster recovery, and optimization of physical storage space, the Council proposes to undertake end-to-end digitisation of its legacy physical records through a competent and experienced service provider.

The selected bidder shall be responsible for handling the **complete lifecycle of document digitisation**, from **physical records to secured digital repository**, strictly in compliance with data security, confidentiality, and archival standards.

The primary objective of this project is to:

- Create a **centralised, secure, searchable, and tamper-proof digital repository** of all Council records
- Enable **quick retrieval of documents** using Optical Character Recognition (OCR), Artificial Intelligence (AI), and intelligent metadata tagging
- Ensure **preservation of old and fragile documents** in archival-compliant digital formats
- Improve administrative efficiency, transparency, and compliance with audit, RTI, and legal requirements

### **1. Technical Scope & Methodology**

#### **1.1 Pre-Scanning Activities**

The vendor shall carry out all preparatory activities prior to scanning, including:

- Physical inspection of files
- Dust removal and cleaning
- Removal of staples, pins, clips, tags, and bindings
- Smoothing, flattening, and arranging documents.
- Sorting and batching as per document category and year

#### **1.2 Scanning Specifications**

##### **Resolution**

- Minimum **300 DPI** for standard documents
- Minimum **600 DPI** for old, brittle, or faded documents

## **Output Formats**

- **Searchable PDF/A** (Archival Standard) for official use
- **JPEG/TIFF** format as master image copies

## **Colour Mode**

- Colour scanning for certificates, seals, maps, photographs
- Greyscale or Black & White for standard textual documents

### **1.3 Post-Scanning Processing**

The vendor shall perform comprehensive post-processing, including:

- De-skewing and alignment correction
- De-speckling and noise removal
- Cropping and margin correction
- Edge removal and image enhancement
- Quality checks to ensure readability and completeness

### **1.4 OCR & Metadata Indexing**

- Apply **OCR** to enable full-text search
- Use **AI indexing** and metadata tagging
- Capture key searchable fields (Reg. No., Document Type, Year, File Number)
- Ensure accuracy through manual validation and quality control

### **1.5 Re-Filing of Physical Records**

- Restapling and re-binding of documents
- Placement back into original files/folders
- Proper batching, labeling, and orderly storage
- Ensuring no loss, damage, or misplacement of records

## **2. Document Management System (DMS)**

The bidder shall provide and deploy a **Document Management System (DMS)** with the following features:

- User-friendly interface for MCH officials
- Keyword-based search (Name, Reg. No., Year, File No.)
- Role-based access control (RBAC)
- Audit trail and access logs
- Secure login for authorised users only
- Capability to view, download, and print documents as permitted

### 3. General & Compliance Requirements

#### 3.1 Data Security & Confidentiality

- Vendor must comply with security standards
- All data shall remain **within MCH premises**
- No physical or digital removal of records without written authorization
- May have to sign Non-Disclosure Agreement (NDA)

#### 3.2 On-Site Execution

- Entire project shall be executed **on-site at MCH offices**
- Vendor shall deploy:
  - High-speed ADF scanners
  - Flatbed / overhead scanners for fragile documents
  - Dedicated workstations and manpower

#### 3.3 Responsibility & Liability

Vendor shall be fully responsible for **confidentiality, integrity, and safety** of records

### 4. Deliverables

- Digitised documents in approved formats
- Indexed and searchable digital repository
- DMS access for authorised MCH staff
- Completion reports and quality certification

### Technical Eligibility Criteria & Documents Required

Sr. No.	Conditions	Documents Required
1.	Applicant should be a Firm /Company / Trust / Society / Association of national repute standing in India.	<ul style="list-style-type: none"><li>• Copy of Certificate of Incorporation or equivalent;</li><li>• PAN Card;</li><li>• GST Certificate.</li></ul>
2.	Applicant should have positive turnover and net worth as on the date of submission of the bid.	<ul style="list-style-type: none"><li>• Income Tax Return Certificate of last 2 Assessment year.</li></ul>

3.	<p>The Applicant shall not be under a declaration of ineligibility/ banned/ blacklisted by any state or central government/ any other government institutions in India for any reason or convicted of economic offence in India for any.</p>	<ul style="list-style-type: none"><li>• Self-Declaration by the Applicant</li></ul>
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Now therefore, we seek expression of interest from owners/authorized persons on the above requisition.

(Technical Bid)

**(SCANNING, DIGITIZATION, BOOKMARKING & META DATA ENTRY OF DOCUMENTS ALONG WITH RETRIEVAL SOFTWARE(DMS) & WEB BASED APPLICATION FOR THE MAHARASHTRA COUNCIL OF HOMOEOPATHY)**

**DETAILS**

Sr. No.	Particulars	Details
<b>1</b>	<b>DETAILS OF SERVICE PROVIDER</b>	
1	Contact Details of Service Provider	
	Name	
	Designation	
	Land Line No.	
	Mobile No.	
2	Details of Incorporation of the company	Date : Ref. No. :
3	Status of Company Documentary proof enclosed(yes/no)	
4	Website of company	
5	Address of Registered office with contact numbers OR Legal Business Profile Location Info Address Pin Code Land Line No. Fax No	
6	Address for Correspondence (If different from above) Address Pin Code Land Line No./ Primary Contact Fax No	
7	PAN No. Copy of PAN enclosed (Yes/No)	
8	GSTIN No. Copy of GST enclosed (Yes/No)	
9	Business Location Primary Contact	

## DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Copy of Registration Certificate.
2. Copy of GST
3. Copy of PAN
4. IT Return Certificates for last two year.
5. Undertaking by Bidder
6. EMD-Demand Draft or Exemption Certificate
7. Demand Draft towards cost of tender form.
8. Tender document signed with seal on each page.

*Note: If the above documents are not submitted the tender will be summarily rejected*

Date :- \_\_\_\_/\_\_\_\_/\_\_\_\_

Place :- \_\_\_\_\_

Signature of authorized person

Seal:

Financial Bid

**(SCANNING, DIGITIZATION, BOOKMARKING & META DATA ENTRY OF DOCUMENTS ALONG WITH RETRIEVAL SOFTWARE(DMS) & WEB BASED APPLICATION FOR THE MAHARASHTRA COUNCIL OF HOMOEOPATHY)**

<u>Sr. No.</u>	<u>Particulars</u>	<u>Unit</u>	<u>Rate per Unit (excl GST)</u>
1.	<b><u>Scanning &amp; Digitization (A4 / Legal Size)</u></b>  <i>(Includes Pre-processing, Scanning @ 300DPI, Cleaning, OCR, Conversion to PDF/A)</i>	<i>Per Page</i>	
2.	<b><u>Scanning &amp; Digitization (A3 / Maps / Ledger)</u></b>  <i>(Includes Pre-processing, Scanning, Cleaning, OCR, Conversion to PDF/A)</i>	<i>Per Page</i>	
3.	<b><u>Data Entry / Metadata Tagging</u></b>  <i>(Minimum 5 fields per file e.g., Name, Date, Reg No, Subject, File No)</i>	<i>Per Page</i>	
4.	<b><u>Document Management System (DMS) Retrieval Software</u></b>  <i>(Development &amp; Implementation cost)</i>	<i>Per Page</i>	
5.	<b><u>Annual Maintenance including Secure Cloud Hosting of DMS Software</u></b>  <i>(Support for 5 Years)</i>	<i>Per Year</i>	

**Note :-**

1. All rates to be quoted in Indian Rupees only.
2. No column should be left blank.

I/ We accept all the terms and conditions.

Date :- \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Place :- \_\_\_\_\_

Signature of authorized signatory of the  
Tenderer with his/her names and designation  
and seal of the firm