



## THE KOZHIKODE DISTRICT CO-OPERATIVE HOSPITAL Ltd

Regd.No.D-2002 , Eranhipalam, Kozhikode – 673 006

Phone – 0495 2709300 / 2766820

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Ref. No. KDCH/MS/215/A/2017

Date : 04.07.2017

### Sub :Tender for Digitization of Old Records

#### Objective Of the Project –

The objectives of the scanning exercise for the department are -

- Preservation of Documents - The key objective which HOSPITAL seeks to achieve from the digitization/scanning initiatives is the preservation of information within HOSPITAL.
- Utilization of the digital data– The hospital wishes to further utilize the scanned/ digitized data to create an integrated system of maintenance and information dissemination mechanism around it.
- Improved document maintenance - The key objective which HOSPITAL seeks to achieve from the digitization/scanning initiatives is to substantially improve the quality of maintenance of document.
- Enhanced record management – The scanning of documents and storing them in a digitized form will enhance the management of records in terms of its storage, ease of access and retrieval, faster distribution on need basis and preservation over a longer period of time without deterioration of the quality of the document.

#### Scope of the Project in detail

SNo	Scope of the Project	Bid value	Tax Value	Bid Total
1	Document Preparation – Quote per file			
2	Document Scanning in 200 DPI in Black and white with three Index value – Quote per page			
3	Document Re-Preparation - Quote per File			
4	Document Quality Check – Quote per File			
5	Cost of additional Index captured _Quote per file			
6	Index Quality Check – Quote per file			
7	PC Cost – Monthly charges per PCs			
	Grand Total			

**Pre-qualification Criteria**

Sno.	Clause	Documents Required
1.	The bidder should be a registered company/partnership firm or proprietary concern having business in digitization work since last 3 years	Certificate of incorporation
2.	Bidder should have sufficient experience in the field of digitization of medical records.	Satisfactory Certificates from reputed firms to be attached.
3.	Bidder must have executed minimum two digitization project with NABH accredited hospitals	Copy of Purchase Order/work completion certificate
4.	Bidder should have completed a minimum of 5 medical records digitization projects in hospital sector	Copy of PO/work Completion Certificate

**Address for Submission of Tender:**

The Secretary  
Kozhikode District Co-Op Hospital Ltd  
P.O.Eranhippalam  
Kozhikode – 673006  
Tel : 0495 2709300 / 2766820