

128

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM – 695 011

TENDER NOTICE

No. 1...../MRD/Scan/2016

Dated: 13/7/16

Quotations are invited from agencies having proven experience for scanning and uploading of Medical Records (about 3000000 pages). For more details and terms and conditions visit Institute website: www.sctimst.ac.in. Contact phone: 0471-2524415.

Last date for submission of quotation: on or before 30/6/16


30/6/16
DIRECTOR.

TERMS & CONDITIONS FOR SCANNING OF MEDICAL RECORDS

1. Rate quoted should be "per page" for scanning and uploading.
2. The agency should bring high quality computers, scanners and other needed accessories for the purpose.
3. Manpower for preparation of Medical Records for scanning purpose, rearranging of records after scanning and helper assistance are all to be borne by the agency.
4. All equipments have to be checked and approved by the authorized personnel of our Computer Division of SCTIMST.
5. Space and connectivity will be provided by the Institute.
6. Institute software will be provided for uploading the scanned documents to the Institute server.
7. Antivirus software will be provided by the Institute for virus protection.
8. Repairs, change of equipment have to be approved though authorized personnel of our Computer Division.
9. Names with addresses of persons engaged should get prior approval from the Institute and they have to observe the general disciplines, rules etc. of the hospital.
10. At any circumstances, Medical Records will not be allowed to be taken away from the department.
11. Each record with an average of 50 pages, to be scanned under about 15 categories and upload to be made after mentioning indicated categories.
12. Blank pages, if any should be deleted before uploading to the server.
13. Scanned files should be in OCR enabled searchable PDF file format.
14. Quality of scanned documents will be verified by Institute authority. If any deficiency found, it should be rectified by the agency without additional cost.
15. Data security has to be ensured. The Hard Discs of computers and other forms of storage will have to be surrendered to the Institute at the end of the project.

16. Portable storage devices or any other transfer devices will not be allowed.
17. Payment on monthly basis – on due certification by authorities concerned.
18. An agreement has to be executed by the successful tenderer complying stipulated terms and conditions.
19. Contract will be offered for 3 months initially and if the performance (quantity and quality of work) is satisfactory, will be extended further.
20. The Director reserves the right to close the project any time by giving 1 month notice.
21. An amount of Rs. 20000/- by way of DD drawn in favour of Director, SCTIMST is to be enclosed along with the tender document as EMD. This EMD will be treated as security deposit of the successful tenderer.
22. The envelop containing the tender should be superscribed with tender number and "Tender for Scanning of Medical Records".
23. Sealed tenders should be addressed to the Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Medical College.P.O, Thiruvananthapuram – 695011.


30/6/16

Dr. ASHA K. SHREE MD, DM
DIRECTOR