



Calling for Expression of  
Interest from  
Consultants for Design,  
Erection of Record  
maintenace facility and  
Digitalization of Record  
etc., TTD, Tirupati

Last date for submission of filled Expression of Interest :21.01.2023 up to 5.00 PM

(The Expression of Interest submitted duly signed in blue or black ink on each page and stamped with official seal on each page)

**TIRUMALA TIRUPATI DEVASTHANAM, TIRUPATI**  
**NOTICE INVITING EXPRESSION OF INTEREST (2<sup>nd</sup> call)**

EOI is invited for consultancy work for design, erection of Record maintenance facility with hardware and software development techniques digitalization of old records held in the form of L.Dis, D.Dis and R.Dis., of TTD on behalf of the Executive Officer, TTD, Tirumala Tirupati Devasthanams, Tirupati.

<b>EXPRESSION OF INTEREST</b> <b>TIRUMALA TIRUPATI DEVASTHANAMS,</b> <b>TIRUPATI</b> <b>NOTICE INVITING EOI</b>	
Name of work	Consultancy work for design, erection of Record maintenance facility with hardware and software development techniques.
Release of EOI document upload on worth	03.01.2023
Last day for receiving EOI	21.01.2023
Pre-Bid meeting	13.01.2023
EOI document download	Agency can download document from the TTD Website ( <a href="http://www.tirumala.org">www.tirumala.org</a> ) Submit the same to the Dy.E.O (G), TTD, Tirupati in a separate sealed envelop super scribing on it " Expression of interest for Consultancy work for design, erection of Record maintenance facility with hardware and software development techniques" so as to reach O/o the Dy.E.O.(G), TTD AD building, KT Road, Tirupati 517501 on or before 21.01.2023 up to 5.00 pm. Firm(S) expected to examine all instructions, forms terms and conditions and specifications in the EOI document
Contact person	For queries Sri C.Gunabhushan Reddy, M.A.,M.Ed., Dy.Exe.Officer (General), TTD AD building, KT Road, Tirupati 517501. Contact No.7013017373 Email.dyeogtttd@gamil.com During office hours 10.30 AM to 5.00 PM (Mon-Sat)
Contact Address	TTD Administrative Building, K.T., Road, Tirupati 517501.

Service providers, (i) who are having ample knowledge / experience in advising and act as consultants for designing and causing erection of facilities for maintenance of Records (ii) also having knowledge and skill in providing solutions for protection, preservation and maintenance challenges of records either paper or digital, further having knowledge and know how to equip the TTD with best practices in digitalisation of records which are maintained in paper form thus for are **herewith** invited to express their interest for the job defined above for each file as per the needs specified by the Tirumala Tirupati Devasthanams, Tirupati.

**1.Scope of work**

- a) As a consultant for the defined job, he shall provide consultancy services, designing structure, infrastructure, software etc., to record maintenance facility and to suggest ways and means to install software and hardware in the new setup.
- b) Erecting, handholding to TTD till the project is completed (or) TTD is reasonably educated whichever is earlier.

**2. Process: Consultant is expected of intending its handholding in the following works stepwise:-**

- a. Designing of RMS facility and civil work related aspects:-
  - (i) Consultant shall give ultramodern state of the art design by using latest technology to erect a modern record maintenance system.

- (ii) The design shall include all or any of the aspects of maps, blue prints etc so as to accommodate the records that are to be preserved by using various available technologies including multi filming, lamination etc.,
- (iii) Consultant shall hand hold till the erection of RMS facility is completed in all aspects on TTD acquired knowledge to execute the work whichever is earlier.
- (iv) It shall help TTD in deploying fire resistant/protection technologies for its RMS facility
- (v) Any other aspect in erection to design and development of RMS facility consultant shall provide its services through the execution period of RMS facility.
- (vi) The gestation period of the project is 15 months.

b. Digitalisation:

- (i) Consultant shall guide the TTD in order to ensure the quality of digitalisation of its records
- (ii) Consultant shall help the TTD in framing and floating expression of interest from interested parties who are experienced in deploying techniques for preservation, protection, digitalisation of records by using latest available technologies including micro filming, multi filming, lamination etc.,

c. Software:-

- (i) Consultant shall handhold the TTD in deploying the software for its record maintenance facility in all aspects of deployment features, that includes calling for EOI for developing software customisation, deployment of software for record maintenance, preservation and retrieval aspects through software.
- (ii) The consultant shall help the TTD in selecting the software developer for its RMS facility. Also it shall suggest and design the requirements of secured software application for RMS facility of TTD in order to maintain, retrieve the records on demand.
- (iii) Accordingly, the consultant shall deploy its design engineer and engineers in respective fields during the period of erection and execution of records maintenance facility for preserving, protecting and retrieving the records, digitalising the same by the TTD.
- (iv) As thus TTD is herewith calling for submission of expression of interest documents for the above mentioned work as consultant in order to establish, erect the RMS facility by TTD for maintaining the records of various nature in numbers approximately 5 lakhs.

### **3.Other Responsibilities of the Executing Agency**

Besides scanning and digitalization acting as consultancy for suggesting designs, technicals in the work of the collection, maintaining records and generating regular progress reports, the other major responsibilities of the agency that include maintaining complete confidentiality about work.

### **4. Pre-Bid Meeting for Clarification of Bidding Document**

The Pre-Bid Meeting will be held on 13.01.2023 TTD Administrative Building, KT Road, Tirupati only the queries received within the stipulated date prior to the pre bid meeting will be answered. A two bid (technical and financial bid) system will be followed for inviting the tenders. Technical will be eventually designed based on the inputs received during pre-bid meeting. The agency can send the queries to:

#### **For Queries:**

Sri C.Gunabhushan Reddy, M.A.,M.Ed.,  
Dy.Exe.Officer (General), TTD AD building,  
KT Road, Tirupati 517501.  
Contact No.7013017373  
Email.dyeogtttd@gamil.com

**THE RESPONSE OF NOTICE FOR  
EXPRESSION OF INTEREST INDIA INTERNATIONAL CENTRE**

In response to the notice for Expression of Interest. The interested firms may submit detailed proposal containing the following information.

**ELIGIBILITY CRITERIA**

Sl.No.	Pre-Qualification Criteria	Documents to be provided	Attached indicated (Y/N)	Page No.
1.	Company Profile	1. Name of the Firm company 2. Name and Designation of authorized signatory 3. Postal Address 4. Postal Address 5. Office Phone No. 6. Mobile No 7. Fax 8. Email-Id		
2.	Registration Details  The bidder must be a registered as Company Documentary (Certificate of Incorporation) evidence to be submitted Registration Certificate to do the business for this service	1. Certificate of Commencement of Business 2. Certificate consequent to change of name, if applicable		
3.	Income Tax and GST details  The bidder or its authorised should be registered with Income tax and Goods and Service Tax.	1. Attested copy of PAN/GIR Card 2. Attested copy of GST Registration Certificate along with GST No.		
4.	Annual Turn Over for 3 Years (2020-21, 2021-22 and 2022-23)	Turnover Certificate issued by the statutory auditor of the company last three year balance sheet or Income Tax return		
5.	Details of Firms Experience of Similar Services	1. Name of the company with Full Address, Phone, Fax and Name of contact Person. 2. Work Description 3. Ref & Date of the Order Work 4. Order Value 5. Project Duration		
6.	Manpower details	1. Technical Managerial Staff 2. Support Staff		
7.	Infrastructure Available	1. Availability of adequate number of High end Scanner (Book Eye) with the Agency 2. Requisite software for scanning cropping/sharpening/ noise removal/etc		
8.	Infrastructure Required at TTD for Execution of the Project	Hardware/Software		
9.	Details of Project Execution Plan	Including Work Flow and work flow control		
10.	Tentative cost of the project			

Authorized signatory (signature in full) \_\_\_\_\_ Stamp of the  
Company\_\_\_\_\_

The Interested parties are required to submit their proposal in Hard copy at following Address before due date.

The Dy.Executive Officer (G), T.T.Devasthanams, TTD Administrative Building, KT Road, Tirupati 517501

**APPENDIX-I**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Total number of records</b>
1	R.Dis	39687 nos
2	D.Dis	92578 nos
3	L.Dis	6700 nos
4	Board Resolutions	584 nos
5	Service Registers	13591 nos
6	Audit registers	9365 nos
Total		162505 nos

**Note:** This is the approximate volume of the work. The number unit items / files / records / registers may increase or decrease.