Request for Proposal (RFP)

FOR DIGITIZATION OF LEGACY FILES AND RECORDS

1. Introduction

The Kerala Road Fund Board (KRFB), Office of the Chief Executive Officer, intend to preserve a large number of files and valuable records that have been in use for a long period. These records require proper segregation, mending, binding, and conservation to ensure their long-term preservation.

KRFB hereby invites competitive proposals for qualified and experienced agencies for carrying out the digitization of these records. The objective is to digitize and securely store files, registers, plans, estimates and related documents maintained in offices and godowns since the inception of KRFB in 2003.

2. Objective of the Project

- To convert physical records into digital format
- To enable easy retrieval and efficient management of documents
- To enhance data security and long-term preservation

3. Scope of Work

The selected agency shall undertake the following activities:

- Collection and handling of physical files
- Arrangement and preparation of documents for scanning
- Scanning at a minimum resolution of 300 DPI
- Image enhancement
- OCR (Optical Character Recognition) processing
- File naming as per KRFB guidelines
- Uploading to designated storage systems (Server/ Cloud(
- Quality checking
- Safe return of physical documents

4. Technical Requirements

- Scanning Resolution: Minimum 300 DPI
- File Formats: Searchable PDF , TIFF/JPEG (if required)

- OCR Accuracy: Minimum 95%
- Compliance with data security standards
- Availability of backup and disaster recovery systems

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5. Eligibility Criteria

- The bidder must be a registered firm/company
- Minimum 3 years experience in digitization projects
- Proven experience in similar assignments
- Adequate manpower and infrastructure
- Submission of documents proving financial stability

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6. Project Duration

The total project duration shall be 6 months from the date of issuance of the work order.

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7. Bid Submission Guidelines

- Technical and Financial bids must be submitted separately
- All required documents must be enclosed
- Bids must be submitted before the deadline specified by KRFB
- Mode of submission: Direct submission

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8. Evaluation Criteria

- Technical competency
- Experience in similar projects
- Methodology and work plan
- Financial bid

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9. Terms and Conditions

- The selected agency must strictly maintain confidentiality
- KRFB reserves the right to accept or reject any bid
- Penalties may be imposed for delays or poor quality
- All digitized data shall remain the property of KRFB

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10. Payment Terms

Payments will be made based on project milestones

1. Collection and handling of physical files – 10%
2. Preparation of documents for scanning – 25%
3. File naming as per KRFB guidelines – 35%
4. Uploading to storage system – 20%
5. Safe return of physical files – 10%

Final payment will be made after successful completion of the entire project.

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11. Contact Details

Kerala Road Fund Board (KRFB)
TC 27/284, Sports Complex
Chandrasekharan Nair Stadium,
Palayam, Trivandrum- 695033
Phone: 0471 2726080

Sona Sivan Finance Officer - 9744546314
Email: info@krfb.org

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12. Annexures

Annexure I – Technical Bid Format

1. Company Details
2. Experience Details
3. Technical Capability
4. Manpower Details
5. Project Methodology

Documents to be attached:

- Registration Certificate
- GST Certificate
- Work Orders / Completion Certificates

Annexure II – Financial Bid Format

Sl. No	Description	Unit	Rate (INR)	Total Amount (INR)
1	Scanning & Digitization	Per Page/File		
2	OCR Processing	Per Page/File		
3	Data Storage / Upload	Lump sum		
	Total			

Note:

- Taxes must be specified separately
- Technical details should not be included in the financial bid
- A penalty of 5% will be imposed for delays or failure to complete the work
- EMD: Rs. 25,000/-
- Security Deposit: Rs. 50,000/-

Annexure III – Scope Details

- Collection and arrangement of files
- Scanning and OCR processing
- Indexing and metadata creation
- Digital storage and management
- Quality checking
- Return of physical files

The envelopes containing the proposal should bear the superscription – "**FOR DIGITIZATION OF LEGACY FILES AND RECORDS**" and should be addressed to (The Chief Executive Officer, Kerala Road Fund Board, Thiruvananthapuram). Intending bidders may submit the proposals on their own papers.

Last date for receipt of proposal is at **3.00 PM on 13.11.2026**. Late proposals will not be accepted.

30-10-2026

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CEO KRFB