

(On this Court website)

IN THE HIGH COURT OF DELHI: NEW DELHI

F.No.712-C/DA-1/Dig./DHC/No. 12290

Date:- 17.07.2026

**NOTICE INVITING TENDER FOR
SCANNING/ DIGITIZATION OF COURT RECORDS**

Sealed tenders, valid for six months (i.e. 180 days) from the date of opening, are invited from the experienced Firms/ Companies for award of contract for Scanning/ Digitization of records of this Court (Pending cases/ Decided Cases/ Fresh Cases and Administrative Records). The scope of work is broadly as under:-

1. Scanning, Indexing, Storing, Archiving & Retrieval of Court record in digital form in a secured manner.
2. Application Software & Methodology to be adopted for seamless integration with existing JFMS Software or any other workflow system that may be used by Delhi High Court.
3. Imparting of training to High Court staff on Scanning, Indexing, Storing, Archiving, Retrieval and Printing process.
4. Hardware, System Software & other ICT Infrastructure required for implementation of this project in a secured manner.

Eligibility Criteria:

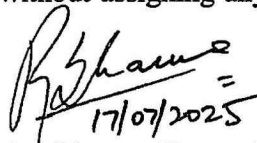
1. The Firm/ Tenderer should be capable of scanning and digitizing records using state-of-the-art equipment, with a minimum daily page commitment as specified by this court, at the designated location in the A-Block of this Court (for pending cases) or at any other place within the premises of this Court, as directed by the competent Authority of this Court.
2. The Firm/ Tenderer may also have to install state-of-the-art equipment and provide manpower for scanning of decided cases at Delhi High Court premises or at any other place as directed by the Competent Authority of this Court.
3. The Firm/ Tenderer is also required to create Scanning/ Digitization, Indexing, Storing, Archiving and Retrieval facility setup.
4. The Tenderer must have adequate experience in the field of Scanning/ Digitization, Indexing, Storing, Archiving and providing retrieval facility for documents and is also required to provide proof of such experience.
5. The Tenderer must have annual turnover of not less than Two Crore Rupees during the past three financial years. The firm must attach documents to show similar or

related projects completed successfully and Balance Sheets of the past three years with special reference to turn-over, if any, from Scanning/ Digitization of records.

6. Delhi High Court reserves the right to award the Digitization work to one or more Tenderers.
7. The selected Firm/ Company shall be bound to comply with labour & other statutory/local laws for the manpower to be deployed, upon selection.

The interested Firms/ Companies having relevant experience in the field of Scanning/ Digitization may obtain the detailed "Tender Document" containing eligibility criteria, scope of work and terms & conditions from AOJ(Dig.) on producing the receipt of having deposited Rs.5,000/- with Chief Cashier of this Court, S-Block, Ground floor, on any working day from 18-07-2025 to 19-08-2025 during office hours and submit the sealed tenders on or before 20-08-2025 till 05.30 PM.

This Court reserves its right to cancel the 'Tender Notice' without assigning any reason(s) therefor.


17/07/2025
(Ravindra Kumar Sharma)
Registrar (Records, Scanning &
Digitization work of pending
as well as of decided cases)