



यशोधरा गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय

बैदौली कपिलवस्तु
लुम्बिनी प्रदेश, नेपाल
कार्यपालिकाको कार्यालय
बैदौली कपिलवस्तु
लुम्बिनी प्रदेश, नेपाल

पत्र संख्या :- २०८२/८३

चलानी नम्बर :-

९२६

मिति : २०८२।०८।१९

श्री ब्रदर्श एण्ड इनभारमेन्ट जियोलोजिकल सर्विस प्रा.लि., काठमाण्डौ ।
श्री नेपाल बोर्ड सर्कल प्रा.लि., काठमाण्डौ ।
श्री एस.आर.एस सोलुसन प्रा.लि., काठमाण्डौ ।

विषय : आर्थिक तथा प्राविधिक प्रस्ताव पेश गर्ने सम्बन्धमा ।

प्रस्तुत विषयमा आर्थिक बर्ष ०८२।०८३ को स्वीकृत बार्षिक बजेट तथा कार्यक्रम अन्तरगत यशोधरा गाउँपालिकाको कार्यालय बैदौलीको अभिलेख डिजिटाइजेसन शिर्षका विनियोजत बजेट बमोजिम यस पालिका अन्तरगत आर्थिक प्रशासन शाखामा रहेको भौतिक कागजातहरुलाई डिजिटाइजेशन गर्नुपर्ने भएकोले खरिद समितिको बैठकमा स्वीकृत भएको कार्यविवरण(TOR) यसै पत्र साथ संलग्न अनुसार पत्र प्राप्त भएको मितिले ७ दिन भित्र आर्थिक तथा प्राविधिक प्रस्ताव पेश गर्नु हुन व्यहोरा अनुरोध छ ।

(निरन्जन कुमार तिवारी)

नि. प्रमुख प्रशासकीय अधिकृत
नि. प्रमुख प्रशासकीय अधिकृत

Terms of Reference

For

Documents Digitization Program

कार्यशर्त (ToR) तथा कार्यविवरण

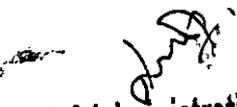


1. Overview

Office document digitization is the process of converting physical paper documents into digital formats that can be stored, accessed, and managed electronically using specialized scanning technologies. This conversion includes steps like quality control, data capture, and indexing to make the documents searchable, often integrated into a document management system (DMS) or cloud storage for efficient retrieval and organization. The goal is to create a paperless office to improve efficiency, reduce physical storage needs, and enhance document security and accessibility. Yasodhara Rural Municipality want to convert last 3 financial year's physical paper documents into digital formats that can be stored, accessed and managed electronically using specialized scanning technologies and managed in document management system (DMS).

2. Scope of Document digitization.

- i. **Efficiency & Accessibility:** Digital documents are easily searchable, retrievable, and shareable, streamlining workflows and saving time.
- ii. **Cost Reduction:** office can save on costs associated with paper, printing, Photocopy, storage, and manual filing.
- iii. **Improved Security:** Digitization can enhance data security and provide digital backups of essential documents.
- iv. **Environmental Benefits:** A move to a paperless office reduces paper consumption, contributing to a smaller carbon footprint.
- v. **Improved accessibility and collaboration:** Authorized employees can access and work on documents from any location, facilitating remote work and smoother internal collaboration.
- vi. **Enhanced disaster recovery:** Digital files can be backed up in multiple locations, ensuring business continuity even in the event of a fire, flood, or other disaster.
- vii. **Greater compliance:** A well-managed digital system creates a secure audit trail; making it easier to track document activity and comply with regulatory requirements.


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viii. **Space optimization:** By converting paper files, businesses can free up valuable office space previously used for filing cabinets and storage rooms.

3. Key components and process

The digitization process involves a structured workflow to ensure accuracy and efficiency:

- a. **Document preparation:** Physical papers are prepared for scanning by removing staples, paper clips, and bindings. Fragile or damaged pages are also repaired.
- b. **Scanning and imaging:** High-volume scanners or other devices are used to capture high-quality digital images of each page and create it in pdf format.
- c. **Indexing:** Relevant keywords, metadata (like dates, titles, or document types), and file names are assigned to each digital document. This organizes files for quick and accurate retrieval.
- d. **Storage and management:** Digital documents are securely stored in a centralized location, which can be a local server-based document management system (DMS).
- e. **Quality control:** A final review ensures that all scans are complete, clear, and properly tagged. It is verified by office authorities.

4. Planning and preparation

The work of digitizing office documents begins with careful planning and preparation. This initial phase determines the project's scope, ensures legal and compliance requirements are met, and sets the foundation for an efficient process.

- a. **Needs assessment:** office can be Identify which documents require digitization based on their importance, frequency of use, and legal retention periods. It will be identify which financial years will be digitization first financial records.
- b. **Develop a digitization plan:** Create a clear strategy outlining the project's goals, resources, budget, and timeline.
- c. **Establish standards:** Define consistent standards for naming files, organizing folders, and capturing metadata. This is crucial for ensuring the digitized files are easily retrievable and usable.
- d. **Document preparation:** Physically prepare the paper documents for scanning. This involves removing staples, paper clips, sticky notes, and

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repairing any tears or creases. Fragile or oversized documents may require special handling.

- e. **Team training:** If performing the work in-house, train staff on proper document handling, scanning techniques, quality control procedures, and the use of new equipment.

5. Scanning and data capture :

This phase involves the actual conversion of physical paper into digital formats. Proper equipment and settings are essential for achieving high-quality, usable results.

- a. **Select equipment:** Choose appropriate scanning equipment based on the volume and type of documents. Options range from standard flatbed scanners for delicate items to high-speed, sheet-fed scanners for bulk scanning.
- b. **Scan documents:** Convert paper files into high-quality digital images. For most text documents, a resolution of 300 DPI is recommended. Use black-and-white for simple text to save space, and grayscale or color for images.
- c. **Batch scanning:** Use batch processing for large volumes of similar documents. Automated feeders and duplex scanning (scanning both sides) can dramatically increase speed and efficiency.
- d. **Uploading scanned documents:** all scanned documents to be upload in DMS.

6. Quality control and archiving.

The final stages focus on verifying the accuracy of the work and securely managing the new digital assets by the office authorizes.

- a. **Conduct quality checks:** Review the scanned and indexed files to ensure legibility, accuracy, and completeness. Check for missing pages, blurriness, etc. by the office authorized employees.

7. Consultant qualifications :

Qualifications for a consultant specializing in office document digitization generally fall into three key areas: technical skills, industry-specific knowledge, and professional experience. These ensure the consultant can both handle the technical aspects of conversion and understand the broader strategic value for the organization.

- a. **Employees requirement :**

S.N.	Designation	Qualification	Experience in Years	Quantity

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1	Team Leader	A bachelor's degree in Information Technology (IT), Computer Science or equivalent	At Least 1 years' Experience in related field after completion of Basic Degree	1
2	Junior developer	Intermediate passed and good knowledge in IT.	At Least 1 years' Experience in related field after completion of Basic Degree	2
8	Office assistant	High school passed		1

b. Equipment required :

- i. **Automatic Document Feeder (ADF) scanners:** Designed for high-volume, multi-page documents. Many can perform duplex (two-sided) scanning to increase speed- 2
- ii. **Computers/ laptops- 2**
- iii. **Other necessary tools for digitization documents.**

8. Documents to be submitted by the consultant or firm : The consultant or firm shall submit the following documents:

- a. Copy of Firm Registration Renewal Certificate.
- b. Copy of Value Added Tax Registration Certificate.
- c. Copy of tax payment certificate up to 2081.082.
- d. The method of performance, the effectiveness of the field conditions, the schedule and the work experience of the organization and the qualification and experience of the organization's manpower and the resume of the working manpower.
- e. Detailed profile of the organization.
- f. Details of similar work experience.
- g. Financial proposal.

9. Purchase method, offer selection and contract: Purchase Method, Offer Selection and Agreement shall be as follows:

- a. According to the Public Procurement Act and Regulations, public procurement by listed firms and asking for proposals. (as per budget limit)
- b. To make a direct purchase agreement with the firm that offers the lowest amount in the financial proposal submitted from the firm that has reached the minimum qualification among the submitted proposals.

10. Deadline: Within 60 days of signing the contract, data digitization should be done and the system should be connected.

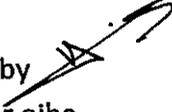
11. Payment Schedule: The payments will be done by Yasodhara Rural Municipality upon the submission of Consultants invoices according to the following schedule. The consultant should submit work schedule of assigned personnel's with duly signed at every mode of payment.

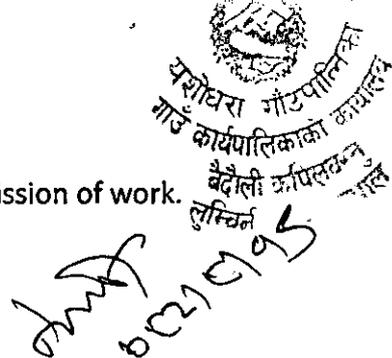
- a) First Instalment 40% of the agreed amount on the work progress.




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b) Final Instalment 60% of the agreed amount upon the final submission of work.

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Chief Administrative Officer