

**MOTILAL NEHRU COLLEGE: BENITO JUAREZ MARG: NEW DELHI**  
**(UNIVERSITY OF DELHI)**

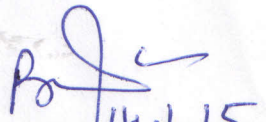
MNC/BJM/2015/ 2344

Date: 14.01.2015

Sealed quotations are invited for complete digitization of all record of the College Staff Council including meeting notices, list of attendees and minutes of meetings and making it accessible for all members of the Staff Council. The development of the digitization process will be along with these lines:-

1. Admin Section
2. Authentication Management
3. User Section (user will be assigned by Admin)
4. Index (Year, Month and Date)
5. Notice Records
6. Attendees Records
7. Minutes of Meetings
8. PDF Conversion of all records
9. The online records should be searchable by :
  - a) Keyword (s)
  - b) Date
  - c) Meeting Agenda

The number of pages to be digitized is approximately 500 in A-4 size. You may also enclose a copy of PAN/TIN number of your firm along with the quotation. Please write top of the envelop "**Quotation for digitization**". Your quotation should reach to the under signed latest by 22.01.2015 up to 2.00 P.M. in the College.

  
14.1.15  
Offtg. Principal