



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपाम :: तेजपुर - 784028 :: असम

NAPAAM :: TEZPUR - 784028 :: ASSAM

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### **SHORT QUOTATION NOTICE**

TU/11-24/PUR/QTN/2016-17/1018-A Date: 16.06.2016.

Sealed Quotations are invited for Digitization of Old Books and Manuscripts along with re-stitching and rebinding of the items scanned and digitized from turnkey solution providers. Quotations must reach the undersigned on or before 8<sup>th</sup> of July, 2016. Scope of work, terms and conditions etc. may be seen which are mentioned in the tender documents attached herewith.

Sd/-Joint Registrar  
Tezpur University



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### SCOPE OF WORK:

Under this project old books and manuscripts, handwritten personal diaries of eminent personalities of Assam and some rare, archival documents will have to be digitized, archived and converted into the base digital format. Majority of the content are in Assamese language. This digitization of old books and manuscripts, handwritten personal diaries of eminent personalities of Assam and some rare, archival documents project is of high definition and time bound initiative shall have to be taken within of 60 days' time.

Only turnkey solution providers are invited having experience in Knowledge Organization Systems that have undertaken and executed projects involving digitization of Hard/Print Copies and integrating with born-digital contents.

The entire project being onsite-all infrastructure hardware-including desktop computers, scanners and other equipment, all software and manpower to carry out the work are to be arranged by the agency at their own cost. The solution provider/agency will take back the above said equipment upon the completion of the assignment and will ensure that complete data has been deleted from the equipment being taken back and will not keep copy of digitized data on any device in any format without prior permission of the University. Also, the solution provider will install the required software and all other systems along with the manpower to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media. However, the University will provide the free space and to the Agency/ vendor.

The work order in full or part will be allocated to the vendor/agency based on fulfillment of minimum requisite criteria mentioned in tender. The work involves the entire process of formal handing over to the creation of digital format with the desired level of indexing and provision of the data on the digital media file in duplicate as per the laid out specifications and recommended by the vendor in their solution.

### I. TECHNICAL REQUIREMENTS

1. The items to be converted in requisite format will be provided in both hard and soft binding.
2. The output should be of very high quality, acceptable readability, reasonable accuracy, consistent in term of tone and colour reproduction and use neutral common rendering for all images and to our satisfaction.
3. Sample images of prior work to be submitted in different Modes (Black & White, Color, and Grey Scale) along with the tender in DVD. This will be part of Technical Bid.
4. The scanner output should have minimum of 300 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Colour (True colour)] and appropriate threshold.
5. Basic image enhancement, Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity without compromising the quality of text, photographs etc.
6. The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, the smallest significant character should be legible).
7. Cleanliness of work area, digitization equipment, and originals like scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Though the documents are cleaned regularly, they tend to be dirty and will leave dirt in the work area and on scanning equipment.
8. Agency will capture data (text, photographs, tables, charts, diagrams, maps etc.) from the documents provided by the Centre for Assamese Studies, Tezpur University, and create TIFF images. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
9. Agency will be responsible for creating the structured archival of file of TIFF images (in unclean and cleaned form) for all items for backup, searchable PDF of all items with searchable images, PDF/RTF document (duly formatted), and developing CD/DVD/Portable Hard Disks or any storage media commensurate with technological development.
10. Agency will ensure data integrity. No page/part of document will be left un-scanned. The Agency will recoup the missing pages/parts, if any, at its own cost. In other words, the Agency will ensure that the books, manuscripts and other archival documents captured digitally from the title page to the last page.
11. Agency will develop appropriate tree structure of RTF file and converge with total PDF images of a document for creating the archival file in external storage media. The output / display resolution should be commensurate to the requirements.



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12. Each text will be uploaded separately. There will be an index in the beginning. Exact index will be provided at the time of data capturing.
13. The 'pdf' data should be compatible with the University Retrieval Software.
14. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.
15. A file-naming scheme database - should be established prior to capture. The same will be provided by the Centre for Assamese Studies.
16. The master files containing final documents should be stored as back up on Portable hard disk.
17. Agency will upload digitized items along with metadata on the internet/intranet of the university.

### II. STEPS INVOLVED IN DIGITIZATION PROCESS:

1. **Step-I.** Scan, Enhance, and archive in Portable Hard Disk(s).
2. **Step-II.** Scanning the images using the agreed resolution (minimum 300 DPI) and providing the data in the requisite formats, i.e. TIFF, .PDF etc.
3. **Step-III.** Cleaning of images (removing black noises around the text) Skew correction to make the image straight) De-Speckle (removing of small dots between the text) providing the Equal margin all around the text and maintain Same Page Size as per original for all pages of each thesis.
4. **Step-IV.** Storing and maintaining back-up, verification of backup till the project execution and status reports on weekly basis is required. (Provide backup on Portable Hard Disk/DVDs)
5. **Step-V.** Upload the Digitized PDF on internet or intranet.
6. **Step-VI.** Provide a digital copy of entire digitized content in Portable Hard Disk to the Centre for Assamese Studies.

### III. GENERAL TERMS & CONDITIONS

1. **The agency will not be allowed to upload the digitized content of theses/dissertations on any server other than authorized Server and would also ensure that complete data have been deleted from outgoing equipment from the Centre for Assamese Studies, Tezpur University, after completion of work and will not keep copy of digitized data on any device in any format.**
2. No separate tender paper will be issued from the office; one should only download the specifications/List from the website.
3. Please send tender offer in closed/sealed envelope. Both the technical and financial bid should be kept in two separate sealed envelopes and should superscribed "Technical Bid" and "Financial Bid" in bold letters.
4. The entire work shall be carried out under successful bidder's custody and the successful bidders should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the University.
5. The Agency will use the licensed tools for creation of contents, for updating and maintenance of the contents.
6. Agency will make arrangement for the stay of its staff at Tezpur or elsewhere.
7. The payment will be made only on presentation of bills in triplicate together with the quantum of actual work done on verification of work to the satisfaction of the authority as per terms and conditions.
8. The bidders are required to quote their **rate per page for scanning and digitization** of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Hardware/ Software/ Transport/ Manpower/ Taxes/or any other charges).
9. In case of Agency's failure to undertake the job after its award or failure to complete the job, the Agency shall be liable to such action as blacklisting, debarring from having any business with this University, besides any other action as may be deemed proper by the University.
10. If the firm is not able to fulfil its obligations under the contract, which includes non-completion of the work order, the University reserves the right to get the work accomplished in open market and Performance Guarantee of defaulting firm shall be forfeited. Such a firm shall be liable to pay any or all costs, damages/compensation, etc. resulting out of the non-performance by the defaulting firm.
11. In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone.
12. Data shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts of the University.



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13. The job shall be completed by the Agency within the time limit specified by the Agency in its quotation/tender. The completion period can be extended with the approval of the competent authority only in exceptional cases on written request of the Agency giving reasons/explaining circumstances due to which the completion period could not be adhered to. In case, the job is not completed within the stipulated period, the Agency shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of the order each day or such other amount as the competent authority may decide till the job remains incomplete, provided that entire amount of compensation shall not exceed 10% of the total amount of the order. An appeal against these orders shall, however, lie with the authority, Tezpur University, Tezpur whose decision shall be final and binding.
14. The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.
15. No advance payment on any account will be made.
16. Payments shall be subject to deduction of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the income Tax Act-1961 and any other taxes.
17. The decision of the Tezpur University Authorities shall be final and binding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to jurisdiction of Tezpur Courts. Any other jurisdiction mentioned in Agency's quotation or invoices shall be invalid and shall have no legal sanctity.
18. A duly signed copy of our Terms & Conditions must accompany with Technical Bid/ tender document. Addendum / corrigendum, if any, would be hoisted on the University website only
19. No separate tender paper will be issued from the office; one should only download the specifications/List from the website.
20. Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Call Deposit/TDR) of ₹ 5,000/- (Rupees Five Thousand) only drawn/pledged in favor of Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.** ii) A non-refundable application (quotation) fee of ₹ 1000.00 (Rupees One Thousand) only have to be paid only by Demand Draft drawn in favour of Registrar, Tezpur University payable at Tezpur.
21. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
22. The University is exempted from paying Custom and Excise duty.
23. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
24. Applications for release of EMD should be submitted to the Registrar/ Deputy Registrar.
25. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
26. **Quotation should be submitted within 15 days from the date of issue of this notice.**

### V. ELIGIBILITY CRITERIA:

1. Must be registered company/ firm under the Indian Companies Act with a turnover of One Crore per annum in consecutive last three financial years (attach proof).
2. Must have executed minimum three Digitization Projects for Govt. /Academic Institutions (attach proof).
3. The company/firm should not be debarred/ blacklisted for any reason/ period by any Central/State Govt. Dept./University/ PSU etc. The tenderer shall append a certificate with the quotation/ tender that the firm has not been debarred/ blacklisted for any reason/ period by any Central/ State Govt. Dept./ University / PSU etc. If so, particulars of the same may be furnished.

Name:

Signature of the Authorized Signatory:

Seal:

Date:



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Annexure – 01

### TECHNICAL BID

Please furnish the following information in this part so as to enable the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

Tenderer's reference No. \_\_\_\_\_ Date \_\_\_\_\_

1. Name of the Applicant: \_\_\_\_\_

2. Address : \_\_\_\_\_

3. Tel. No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

4. Mobile No.: \_\_\_\_\_ e-mail: \_\_\_\_\_

5. Performa for submitting the Technical Bid

i. Name of the Company \_\_\_\_\_

ii. Address of the Company \_\_\_\_\_

iii. Details of manpower & hardware resources to be deployed for completing the work in accordance with the time schedule.

iv. Proposed Project Manager (along with his/her profile and work experience)

Name & Signature of the Authorized Signatory of the Company/Agency



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Annexure – 02

**FINANCIAL BID**  
**Performa for Financial Bid**

Tenderer's reference No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail: \_\_\_\_\_

Price Components	Unit	Unit Price (In INR)
Digitization of old books, manuscripts and archival documents (Complete Scanned Solution as per technical requirements of tender document) comprising of :- (i) Metadata creation of each digitized document as per Dublin Core Standards and LC subject Classification (ii) Uploading of the digitized books, manuscripts and archival documents on the University server Note:- The quoted unit per page amount should be inclusive of all taxes.	Per Page(A4)	

Name & Signature of the Authorized Signatory of the Company/Agency