

Inviting Open Tender

Himachal Pradesh University (H.P.U), Shimla - 171005

Subject: Request for Technical and Financial proposal for Digitization and Digital Archiving of Theses at Himachal Pradesh University (H.P.U), Shimla.

SR. No.	Description	
1.	Name	Himachal Pradesh University (H.P.U), Shimla
2.	Tender Subject	Digitization and Digital Archiving of Theses at Himachal Pradesh University, Shimla.
3.	Form of contract	Work as a whole or part.
4.	Tender Type	Open
5.	Tender Category	Services
6.	EMD/Bid Security (INR)	Rs.1,00,000/- (Rupees One lac)
7.	EMD/Bid Security Payable to	In the form of Demand Draft, in favour of "Finance Officer, H.P.U, Shimla "from any Nationalized Bank.
8.	Cost of the Tender payable to	Rs. 1000/- (one thousand) (Non- Refundable) to be paid in the form of DD for the cost of the Tender in favour of "Finance Officer, H.P.U, Shimla "from any Nationalized Bank.
9.	Bid Start Date	From the date of publication in News Papers
10.	Bid Closing Date	21 days from the date of publication in news papers
11.	Bid Submission	In person / post.
12.	Bid Opening Date Tentative (technical bids)	Technical bid opening date 26.02.2016 (Date of opening of financial bids of the bidders selected on the basis of technical bids will be intimated later)
13.	Place of Tender Opening	Himachal Pradesh University Library, Shimla-5
14.	Address to send Tender Document	Incharge Library, H. P. University Library Shimla - 171005
15.	Contact Details/ Telephones,	Tele 0177-2830793, 2833629 Email inchargelibraryhpu@yahoo.com

1. Scope of work

The terms of reference are for “Prerequisite of Establishment of Digital Library of Theses and Dissertations by means of Digital Content Management. Under this project all Ph.D theses available in HPU Library Shimla has to be digitized and archived. The Ph.D thesis amounting to approximate **10,00,000 (A4 size) pages** in number which HPU would like to transformed/Converted into the base digital format with intent to create digital archive by uploading on Intranet based Digital Library Platform i.e. **SOUL Software or any** open Source Software (like Dspace, Eprints). Also HPU would like to have the same on internet web portal for the easy access and reference to all. Majority of them are in English language, some of thesis in languages other than English i.e. Hindi, Sanskrit language are also part of the collection. This digitization of Ph.D theses project is high definition time bound initiative to be accomplished with in maximum of **six (6) months. The tentative date to start this project is 20-03-2016**

HPU Library is looking for only turnkey solution providers having Knowledge Organization Systems Experience and must have undertaken and executed project involving digitization of Hard/Print Copies, integrating with born-digital contents and providing post digitization Digital Library Solution. The solution providers also need to capture and create metadata for each thesis and dissertation as per Dublin Core Standards, for specific fields to be decided by HPU Library.

HPU has to its disposal Digital Library Solution for content management, search, retrieval, mailing of digitized documents to all authorized users. All the theses have to be digitized within the premises of HPU, and no physical document or digitized material shall be allowed to leave the premises at any point of time.

The entire project being the onsite – All infrastructure Hardware – including Desktop computer, Scanners other equipment’s, 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 said equipments upon the completion of the assignment and will ensure complete deletion of data on equipment being taken back. Also, the solution provider will install the required software and all other systems and supporting software required to carry out the digitization work in running condition to requisite media. However HPU will provide the space, Electricity and basic fixture for which proposal must encloses the minimum requirement of expectations.

The work order in full or in part will be allocated to the vendor / agency based on fulfilment 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.

II. Technical Requirements

1. The theses to be converted in requisite format will be provided in hard bound volumes.
2. The output should provide in set of two DVDs i.e. one will contain Raw TIFF Images (includes Thumbnail Images of Covering Pages of each thesis) and other enhanced, searchable PDF-A.
3. The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and colour reproduction and use neutral common rendering for all images.
4. Sample images to be provided in different Modes (Black & White, Color, and Grey Scale) along with the tender in DVD. Sample to be obtained along with tender. This will be part of Technical Bid.
5. The scanner 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 Color (True color)].
6. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity.
7. The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format.
8. The PDF files should be compressed.
9. NO cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
10. 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).
11. 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. Many old documents tend to be dirty and will leave dirt in the work area and on scanning equipment.
12. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and colour), and the ability to reproduce pages in their correct (original) sequence.
13. Digital images should be created to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to met the quality index.
14. The digitized images to be converted to searchable PDF-A 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 HPU.
16. The master files contain final documents should be stored on DVD. It has been recommended that High Quality DVD should be used for storing the document copy.
17. The metadata for each thesis should be captured and created using Dublin Core for specific fields to be decided by HPU Library.
18. Uploading of digitized theses along with metadata on **SOUL software** or any Open Source Software (Dspace Or Eprints) at HPU Library Shimla.

III. Proposal Deliverables

The proposal should accompany the following;

- Detailed Work Plan Implementation
- Digitization Centre – Equipment specification
- Implementation Plan
- Disaster Management Plan
- Digitization Processes and workflows
- Metadata Creation Technique
- Monthly / Periodic MIS reports
- Quality Control / Assurance Reports
- Documents Batch Submission/return Reports
- Technical and user Manuals to refer the Archived Data
- Post implementation Support.
- Any Specific need / Expectations from the HPU Library by vendor.

IV. The eligibility of bidders & Model Response Format is as mentioned below:

1. This invitation for bids is open to all firms in India, engaged in providing Digitization and digital Archiving Solution.
2. The vendor to enclose Registration of their firm / company.
3. The vendors should be certified ISO 9001: 2008 for quality Management.
4. The bidder should have executed at least 2 such assignment in carrying out Digitization and Digital Archiving Solution or similar work in last 2 Financial years with minimum invoicing of Rs. 50.0 Lacs (Rupees Fifty Lacs). These orders should be from any Government Departments / Autonomous Bodies / Public Sector units. Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.
5. The bidder should have average annual turnover of at least Rs. 5.0 Cr (Five Crores) during last three financial years. Enclose a proof of the audited balance sheets during last 3 years.
6. The bidder should submit the details of income tax registration & copy of PAN Card, Sales Tax/VAT/Service Tax certificates.

V. Other Steps involved in Digitization Process

Two separate scanned copies to be maintained by the agency/vendor. First copy will be as of original document without any modification (i.e. Raw TIFF Images) and Second copy will be used for further process.

Step-I Scan, Enhance, and archive on set of DVD with database listing.

Step-II Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, .PDF-A etc.

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. **Note: No cropping is allowed for Raw Images.**

Step-IV Extract text from the images (only English language) and converting to searchable PDF-A with 99% accuracy of text. Creating links within each PDF-A from call-out to the destination for intra document maneuverability with simple file naming convention. Graphics should have their enhanced grayscale/RGB look in the final output.

Step-V Storing and maintaining back-up, verification of backup till the project execution and status reports on daily basis is required. (Provide backups on DVD and Hard Disks). Note- Inexpensive or non brand name DVD's will not be allowed in this project.

Step-VI Capture and Create Metadata for each and every thesis.

Step-VII Upload the digitized PDF-A on HPU Library Digital Library server.

VI. Other Responsibilities of the executing Agency/Vendor

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of the vendor will be as under:

1. Maintaining confidentiality about work.
2. Safe handling of theses used for scanning (as these are rare available as single copy and cannot be recreated). While handling theses, proper care is to be taken, so vendor should deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.
3. The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of theses; remove dust, taking them out of shelves and putting them back etc.
4. These rebinding/returning/refilling after scanning.
5. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.
6. In case of any damage to content, same should be informed HPU Library without delay by the agency.
7. The short listed vendor has to agree to maintain the back up for at least one year after the completion of project.

VII. General Terms & Conditions

1. Please send tender offer in closed/scaled envelope addressed to: **Incharge Library HPU Library, Shimla 171005. Both the technical and financial bid should be kept in two separate sealed envelopes and should super scribe "Technical Bid" and "Financial Bid" in bold letters.**
2. Bid offer should be valid for 90 days from the date of opening of tender.
3. The agency should have handled scanning and all other related jobs specified in the **scope of the work** for at least one University/institution (Please provide documentary proof to this effect).
4. Vendors have to make use of over head scanning system for scanning print theses.

5. The agency/vendors should have High Speed, High Performance, High Definition requisite number of Scanners (Minimum two in numbers) to handle the fast scanning job (Please provide documentary proof of ownership).
6. 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.
7. Joint bids and outsourcing or subletting of any nature / third party would not be acceptable.
8. The vendor/agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organizations.
9. The sealed tenders along with an EMD of **Rs. 1,00,000/- (Rupees One Lac only-Refundable)** in form of DD drawn on a Bank in Shimla in favour of "**Finance Officer, HPU Shimla**" duly super scribe as "Digitization of Theses at HPU" should reach the undersigned **up to 21 days after publication of tender in the newspaper** EMD amount deposited will not entail payment of any interest.
10. The EMD of successful bidder will be refunded only on successful completion of digitization work as per work order.
11. The payment will be made only on presentation of bills in duplicate together with the quantum of actual work done on verification of work to the satisfaction of the undersigned in Monthly Mode.
12. In case the digitization work is not completed within the time frame as specified in the work order LD @ 0.1% of the order cost per day will be levied as penalty or any such amount as desired as subject to maximum ceiling of 10% of order cost.
13. 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/ Power supply or any other charges).
14. **The work order of approximate 10, 00,000 pages may vary +/- 10% as per the requirement.**
15. 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.
16. The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.
17. No Advance payment on any account will be made.
18. The decision of the Vice Chancellor shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
19. The order may be awarded in full or part. The decision of the University Librarian may be final and binding upon the vendor.

20. **The Incharge Library, HPU** reserves the right of rejecting all or any of the tenders without assigning any reason thereof.

21. An agreement will be signed between the HPU LIBRARY and the agency for maintaining confidentiality of work as per the terms and conditions mentioned in part 23, 24 and 25th.

22. 75% payment shall be made on monthly basis on receipt of bill after verification of the work executed and rest after completion of project. The verification and payment may take up to 45 days.

23. Successful vendor shall also be required to execute performance guarantee @ 5% of work order value at the time of award of contract, by way of bank guarantee. This performance guarantee shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendor.

24. In the event of assigned work being carried out by the vendor not found satisfactory by the University, the contract would be liable to be terminated and the University shall have discretion to get the remaining work carried put from any other vendor besides forfeiting performance security etc.

25. The technical bid of the **tender will be opened on 26.02.2016** for which the tenderers are not required to be present . The financial bids of those tenderers will be opened who will qualify in the technical bids. Due notice for opening the financial bids shall be conveyed to only them who will be successful in the technical bids. The tenderers may present themselves or their authorized representative(s) on the day of the opening of financial bids.

26. **No alteration shall be made to the tender conditions.**

27. **The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.**

28. **In case, if any dispute arises during the whole process of tendering the decision of University authority will be the final.**

29. **For all legal disputes subject to Shimla jurisdiction only.**

30. **The University authority will review the work periodically, if the work is found sub-standard and against the prescribed guideline set in the tender document, the vendor/firm will be asked to discontinue the work.**

**Incharge Library
H.P. University Library
Summer-Hill, Shimla-171005**

Annexure-01

Himachal Pradesh University Library, Summer hill, Shimla-5

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE.
NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

TECHNICAL BID

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

Tenderer’s reference No. Date

1. Name & Address of the applicant:

2. Telephone No./ Fax No./ e-mail of applicant Tel Ph. Fax No.....

E-mail.....

3. Details of Demand Draft:

	DD Number	Date of Issue	Issuing Bank
Earnest Money (EMD)			
Cost of Tender			

4. Performa for submitting the Technical Bid

i. Name of the Company.....

ii. Address of the Company.....

iii. Date of Inception of the Company (Please furnish the copies of the annual Report, Balance Sheet and Audited accounts and Income Tax clearance certificate for the last three years).

iv. Number of similar works undertaken in the past two years or more with names of Institutions (brief description of each work is to be mentioned along with satisfactory execution certificate of the competent authority). Please attached supporting document.

v. Detail of single largest order complied during last two year

a. Name of client.....

b. Amount.....

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

- vii. Proposed Project Manager (along with his/her profile and work experience)
- viii. Please furnish the following details as describe in clause-IV of the tender document.

Check List: All the supporting documents as mentioned should be submitted; otherwise the bidders are liable to be disqualified.

1. Bids should be submitted by post/in person.
2. Registration/ incorporation Certificate in support of Company.
3. EMD of **Rs. 1,00,000 Lac** for the tender submitted in form of DD. And also the **DD of Rs. 1,000/-** as the cost of tender.
4. Covering Letter mentioning Name, Complete address and contact details of the prospective vendor.
5. Date of Inception of the Company (Please furnish the copies of the annual Report, Balance Sheet and Audited accounts and Income Tax clearance certificate for the last three years, Sales Tax Certificates, Pan Number, Service Tax Certificate).
6. The Vendors should be certified ISO 9001:2008 for Quality Management (Copy of this should be enclosed).
7. The Vendor/agency should give an undertaking that it has not been black listed by any Government/ Autonomous/PSU type organizations.
8. Number of similar works undertaken in the past two year or more with names of Institutions (brief description of each work is to be mentioned along with satisfactory execution certificate of the competent authority).
9. Total price and the Unit wise prices (per page) as per the **Annexure-02** is to be submitted in a separate sealed cover apart from Technical bids separately.
10. Any other information the applicant desires to furnish.
11. Biding document duly signed with office seal as a token of acceptance of our standard terms & conditions.

Note:-

1. Additional sheets may be used for furnishing information as per need.
2. Before sending/submitting the application, the applicant should read carefully all the terms & conditions.

**Name & Signature of the authorized signatory of the Company
(with seal)**

Annexure-02

Himachal Pradesh University (H.P.U), Shimla – 171005

“PLEASE CAREFULLY GO THOROUGH THIS DOCUMENT AND ENSURE COMPLIANCE .NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”.

FINANCIAL BID

Tenderer’s reference No. -----Date-----

1. Name & Address of the applicant: -----

2. Telephone NO. /Fax No. /e-mail of applicant

Tel Ph. -----

Fax No. -----

E-mail -----

Performa for Financial Bid

Description of work	Units	Unit Price (INR) inclusive of all taxes etc.
Digitization of theses and Dissertations (Complete scanned solution as per technical requirements of tender document)	Per page (A4)	
Metadata creation of each thesis and Dissertation as per Dublin core Standards	Per Thesis and Dissertation	
Uploading of digital thesis on Digital Library solution (both digitized and born digital)	Per Thesis and Dissertation	

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

1. Terms & conditions duly signed by the tender in all the pages of Tender documents.
2. Any other literature or information the applicant desires to furnish.