Gujarat Vidyapith, Ahmedabad

Tender N0 – 03/GV/2017-18

Tender Notice for Digitization of Theses As Per Guideline of Shodhganga, UGC INFLIBNET

Sealed Tenders are invited for digitization of 400 theses from turnkey solution providers. Tender documents, costing Rs. 1,000(non-refundable) can be purchase by paying through SBI i-collect from our Website www.gujaratvidyapith.org. The filled tender send to The Registrar, **Gujarat Vidyapith, Ahmedabad** in sealed cover with the receipt of payment. The last date of the submission of tender is 25 Aug 2017. After this date submitted tender will not consider. Addendum / corrigendum, if any, would be Posted on the University website only.

Registrar

Gujarat Vidyapith

<u>Notice Inviting Tender</u>

Sealed Tender is hereby invited for Digitization and Digital Archiving of Print Theses with following details of terms and conditions

1.	Name	
2.	Tender Subject	Digitization and Digital Archiving of old Theses
3.	EMD/Bid Security(INR)	7500/- **(By Demand Draft in Fevour of Registrar, Gujarat Vidyapith)**
4.	EMD/Bid Security payable To	Registrar , Gujarat Vidyapith , Ashram Road, Ahmedabad
5.	Tender Cost payable to	1000/- **(By SBI- Collect)**
6.	Bid Start Date	12 Aug. 2017
8.	Bid Closing Date & Time	25 Aug 2017
9.	Bid Opening Date (technical bids) & Time	26 Aug 2017 11.00 AM
10.	Place of Tender Opening	Central Office, Gujarat Vidyapith, Ashram Road, Ahmedabad
11.	Address to Send Tender Document	Registrar, Gujarat Vidyapith, Central Office, Ashram Road, Income Tax, Ahmedabad
12.	Contact Details/ Telephone	Dr. Raxa Patel, Librarian 079-40016260,

Further details may be ascertained from the office of the undersigned during the office hour or download from www.gujaratvidyapith.org

Registrar

Scope of work

Under this project about 400 (approx. 350 pages each) Ph.D. theses has to be digitized, archived, and converted into the base digital format. Majority of the content are in Gujarati language, some of theses in languages other than Gujarati i.e. Hindi, English, Sanskrit etc. 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 3 months.

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

The entire project being onsite - all infrastructure hardware - including desktop computers, scanners and 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 above said equipments upon the completion of the assignment and will ensure that complete data has been deleted from the equipments being taken back and will not keep copy of digitized data on any device in any form 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 library will provide the free space to the Agency.**

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.

1) Taking out the documents from their location based on the list being handed
   Over and replacing the same after completion of work;

2) Preparing the document for scanning by opening the binding to create loose
   leaves (if required) and then get the same bound after the completion of work;

3) Scanning the loose leaves/pages, charts, diagrams, pictures, maps etc. and creating TIFF /PDF images. Text may be scanned in bi-tonal (B & W) with 300 dpi output resolution and appropriate threshold, while the pictures or graphics should be scanned in gray-scale at 150dpi. An output resolution of 300 dpi with 100 scaling factor should be aimed to deliver a printout of A4 size;

4) Creating the structured archival of file of TIFF images and developing CD/DVD or Any storage media commensurate with technological development;

5) Images should be cut, cropped and cleaned, wherever necessary;

6) Manually correct the proof of the text, OCRed and develop the Rich Text Format, Wherever required, with proper output/display resolution file for creating archival file in external storage media;

7) 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;

8) Developing the structured file through the combination of RTF and PDF along with embedded metadata by tagging them with DC/UNIMARC and using the a suggested Watermark on the PDF image;

9) Create metadata for the theses along with keywords, abstract etc. (Sample metadata is attached below);

In order to maintain quality, standards and uniqueness in all theses, the INFLIBNET Centre has devised standards and formats based on international practices. This will give a proper photo print of physical appearance of the thesis with the same template available for individual thesis. Kindly Note that file name should start with serial number like 01_title.pdf,o2_certificates.pdf.etc. An example of split files along with chapter wise naming is given below:

Name	Type	Size
01_title.pdf	PDF File	27 KB
02_certificates.pdf	PDF File	36 KB
03_acknowlegdements.pdf	PDF File	109 KB
04_contents.pdf	PDF File	58 KB
05_preface.pdf	PDF File	49 KB
06_list of tables figures.pdf	PDF File	367 KB
07_chapter 1.pdf	PDF File	158 KB
08_chapter 2.pdf	PDF File	263 KB
09_chapter 3.pdf	PDF File	655 KB
10_chapter 4.pdf	PDF File	4,441 KB
11_chapter 5.pdf	PDF File	1,718 KB
12_chapter 6.pdf	PDF File	54 KB
13_chapter 7.pdf	PDF File	99 KB
14_references.pdf	PDF File	8,586 KB

Img.1 - Example of Split files for Upload in "Shodhganga"

I. Technical Requirements

1. The theses to be converted in requisite format will be provided in hard bound volumes.

2. The output should be of very high quality, acceptable readability, reasonable accuracy, consistent in term of tone and color 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 Color (True color)] 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 equipments, 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 dissertations provided by the University Library and creating TIFF/PDF images. The final scanned copy in PDF 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 dissertations will be left unscanned. The Agency will recoup the missing pages/parts, if any, at its own cost. In other words, the Agency will ensure that the entire dissertation from the title page to the last page is captured.

11. Data will be captured without disturbing the binding of the Theses. If preparing the document for scanning by opening the binding to create loose leaves, the Agency shall be responsible for rebinding of the document after the completion of work. The Agency shall be responsible for the damage to the Dissertations, if any. The Agency shall compensate Library @ Rs.2000/- per thesis if any damage is done to any dissertation.

12. Agency will manually correct the Proof of the text, OCRed and develop the Rich Text Format for the text part with proper formatting.

13. 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.

14. Agency will develop the structured file through the combination of RTF and PDF along with embedded metadata by tagging them with DC/UNIMARC and using a suggested watermark on the PDF image.

15. Data of each thesis will be divided into parts, viz., Title Page, Introduction/Literature Review, Chapter 1, Chapter 2, and Chapter 3 and so on. Each part will be uploaded separately. There will be an index in the beginning. Each component in the Index will be linked to the each part of the thesis. Exact index will be provided at the time of data scapturing.

16. The .pdf˙ data should be compatible with the University Retrieval Software.

17. The vendor/agency Provide MARC records for all digitized titles with minimum 8 fields such as title, author, Degree type, date, Abstract, 856 link, etc.

18. 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 meet the quality index.

19. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.

20. A file-naming scheme database - should be established prior to capture. The same will be provided by the library.

21. The vendor should be able to provide on-demand access of the digitized content in digital mode to the library.

22. The master files containing final documents should be stored as back up on Portable hard disk.

23. The metadata for each thesis should be captured and created using **Dublin Core** for specific fields to be provided by the library.

24. Agency will upload the data on Library‟s server as flash file so that the users could only view the data. The users should not be able to download the same on the hard disc or pen drive or any other media.

25. Agency will upload digitized theses along with metadata on the internet/intranet of the university library and Shodhganga.

26. Agency will upload digitized theses on the Document Management System(DMS) of the University as well as publishing platform that complies with international standards and houses international content for promotion and wider discoverability.

II. **Steps involved in Digitization Process:**

Step-I Scan, Enhance, and archive in Portable Hard Disk(s).

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

Step-IV Extract text from the images (only English language) and converting To Searchable PDF-A with 99% accuracy of text. 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 weekly basis is required. (Provide backup on Portable Hard Disk/DVDs)

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

Step-VII Upload the Digitized PDF on Document Management System(DMS), which will be internet or intranet and Shodhganga.

Step-VIII Provide a digital copy of entire digitized content in Portable Hard Disk to the library.

III. Deliverable

1. All the digitized documents should be delivered in reliable and high quality of external hard disk. One copy of the digitized documents will also be kept in a storage media preferably SAN in the Library infrastructure.

2. A customized, unique, web based, Document Management System (DMS) which will be hosted on library server or on Cloud. The DMS should be customized with new UI design along with our logo, static pages and images. DMS should also have the features to browse the digitized content by Author, Year, Subject, Document Type, Publisher, Department etc along with full-text search facility. This software should be such as to be able to also handle the digital documents which have been scanned previously and are lying in the custody of the Library.

3. A digital copy of entire digitized content should be uploaded to Shodhganga Repository as per Shodhganga metadata standards as given at Annexure - 03.

4. TIFF images (in unclean and cleaned form) for all items for backup;

5. Searchable PDF of all items with search images;

6. PDF / RTF document (duly formatted) ;

7. Uploading of scanned contents into Shodhganga, a web-enabled database with Suitable search and browse interface available on the site and also match with existing content;

8. Licensed tools used for creation of content for updating and maintenance of the contents;

9. Any other deliverables as generated in the total scope of work.

IV.   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. Theses rebinding /returning /refilling after scanning.

5. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

V.   General Terms & Conditions

1. Tender document can be downloaded from our website   www.gujaratvidyapith.org. Tender fees must be pay through SBI I-Collect on our website.

2. 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.

3. 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.

4. The Agency will use the licensed tools for creation of contents, for updating and maintenance of the contents.

5. EMD (2% of the Tender Cost) in the form of Demand Draft/Bank Guarantee payable at Ahmedabad in favour of The Registrar, Gujarat vidyapith may be appended to quotation/tender, failing quotation/tender will be rejected.

6. Agency will make arrangement for the stay of its staff.

7. The EMD of successful bidder will be refunded only on successful completion of digitization work as per work order.

8. 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 as per terms and conditions.

9. 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).

10. 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, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.

11. If the firm is not able to fulfill its obligations under the contract, which includes non completion of the work order, the Library reserves the right to get the work accomplished in open market and EMD/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.

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. Data shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts of the University.

17. 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 Vice-Chancellor, Gujarat University whose decision shall be final and binding.

18. The tenderers may present themselves or their authorized representative(s) on the day of the opening of tender.

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

20. Our bankers are: State Bank of India.

21. The bank charges, if any, shall be to the Agency‟s account.

22. Bill No. should be duly printed / machine numbered.

23. No advance payment on any account will be made.

24. 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.

25. The Central Purchase Committee / Purchase Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/ items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.

26. The decision of the 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 Ahmedabad Courts. Any other jurisdiction mentioned in Agency"s quotation or invoices shall be invalid and shall have no legal sanctity.

27. Work Order will be issued only after the agency digitize and upload **two** thesis on sodhganga server and certify that it is according to the guidelines of INFLIBNET.

28. After issue of work order in first lot agency has to digitize and upload 25 theses on sodhganga server and if it is as per guideline of INFLIBNET then only the remaining theses work order will be issued.

VI.   Eligibility Criteria:

1. Must be registered company/firm under Indian companies act with turnover of Ten Crore per annum in consecutive last three financial years (attach proof).

2. Must have its own infrastructure in India to undertake this volume of project from the university. Site inspection can be done by the university to confirm the same

3. Must have executed minimum three Digitization projects for Govt./Academic institutions (attach proof). The bidder should have past experience in digitization and Document Management System or similar work with minimum single invoicing of Rs. 8 Lacks and above during the last three years. These orders should be from any Government Departments/Autonomous Bodies/Public Sector units/reputed organizations. Provide documentary proof i.e., copy of work orders etc.

4. The company/firm should not be debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / University / PSU etc. 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. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.

5. The agency/vendor has to give undertaking that they will not use the digitized content of theses of university for any other purpose and also will not share this data with any firm/company/organization/institution, etc

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.: _____

        Mobile No.: _____   e-mail: _____

        GST No _____

4.   Details of Demand Draft:

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

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

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 With GST (in INR)
Digitization of Theses and Dissertations (Complete Scanned Solution as per technical requirements of tender document)	Per Page	
Implementation of Document Management System (DMS) with MySQL database and full-text search, browse features (including perpetual license fee, if any).	Lump sum	
Technical Support/Maintenance Fee For Document Management System (DMS)	Annual	
Metadata creation of each digitized document as per Dublin Core Standards and LC subject Classification	Per Thesis	
Uploading of digital thesis on internet/ intranet/DMS as per technical requirements	Per Thesis	

        Name & Signature of the Authorized Signatory of the Company

METADATA STANDARDS & FORMATS

INFLIBNET Centre has simplified the submission process with one-page, one-form submission with almost all mandatory fields. While some of the fields can be selected from drop down box, other fields should be filled in with care. For e. g. in Title text box, first letter is in capital and all other letters are in small case, except in case of proper nouns. For example: "Involvement of nitric oxide (NO) and associated bimolecular in sunflower seedling growth in response to salt stress".

The basic DC sets consists of 15 elements and the qualified set has 31 elements in Shodhganga as shown below. However, the following metadata elements are used to describe essential elements of the thesis submitted to Shodhganga:

SN	DC Fields	Qualifier	Descriptions
1	Title		Title of the thesis along with subtitle.
2	Title	alternative	Alternate title, if any, of the thesis
3	Creator	researcher	Main responsible person of the "work", mostly the research work
4	subject	keyword	If subject keywords drawn from the thesis title and abstract
5	description	abstract	Abstract of the thesis
6	description	note	Any information available in the thesis for the
7	description	release	In case any errata etc. released by the re searcher.
8	contributor	guide	Repeatable, in case of co-guide
9	publisher	place	Place of the publication
10	publisher	university	Name of the publisher, mostly the name of the university that granted the Ph.D. award.
11	publisher	institution	Name of the institution, mostly the name of the institution that granted the Ph.D. award.
12	date	registered	Ph.D. registration date
13	date	completed	Ph.D. completion date
14	date	awarded	Ph.D. awarded date. According to ISO 8601 dates YYYYMMDD

SN	DC Fields	Qualifier	Descriptions
15	type	dcmitype	(Text/ETD, Software, Moving Image) will be selected from the dropdown
16	format	medium	PDF file, Image file, Text file, etc. (to be auto identified by System)
17	format	extent	Pagination details in case of text, bytes in case of software and duration in case of moving image.
18	format	dimensions	Size of the dissertation
19	format	Accompanying material	Accompanying material, if any, released with the thesis. Mandatory, if available.
20	identifier	uri	Uniform Resource Identifier. Mostly the URL.
21	identifier	thesis number	Thesis number, if any, is provided by the INFLIBNET Centre to the thesis.
22	identifier	handle	Handle number, if any provided to the thesis (as case of DSpace).
23	source	uri	If the thesis is harvested from the online source
24	source	university	If the thesis is submitted by the university.
25	source	selfsubmission	If the thesis is submitted by the research scholar himself/herself
26	source	guidesupervisor	If the thesis is submitted by the research guide/ supervisor
27	source	inflibnet	If the thesis is submitted by the INFLIBNET Centre.
28	language		Language of the thesis
29	relation		Any other relation with the thesis available
30	coverage	spatial	Time period or region related coverage
31	rights		Copy right of the thesis. Mostly copy right lies with the university/institution.
DC fields for Shodhganga			