**Tender Notice**

**Indian Council of Historical Research**

**New Delhi-110001**

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Subject: **Request for Technical and Financial bids for Digitization and Digital Archiving of the Council publications like IHR journals back volumes, meeting Minutes and annual reports.**

**Scope of work**

The Council would like to transform/convert approximately 36000 print (A4 size) into the searchable/ readable digital format with intent to create digital archive by uploading on Intranet based Digital Library Platform using Open Source Software (like Dspace). The tentative date to start this project is 30th June, 2015.

1. The Council is looking for only turnkey solution providers having Knowledge Organization Systems Experience and must have completed or executed a project involving digitization of Hard/Print Copies, and providing post digitization of Digital Archive Solution. The solution providers have to upload the digitized documents on OpenSource Software ( Dspace ) using Dublin Core for specific bibliographical fields, as provided by Documentation Unit, ICHR.

The entire project being onsite - All infrastructure Hardware-including Desktop computers, scanners other equipment's, all softwares 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 before taken back. However, the Council will provide the Space, Electricity and basic fixture for which proposal must indicates the minimum requirement of expectations.

1. 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 order of approximate 36000 pages may vary +/- 10% as per the requirement.

**Technical Requirements**

1. The documents to be converted in requisite format will be provided in hard bound volumes.
2. The output should provide in set of two DVDs/external Hard Disk i.e. one will contain Raw TIFF Images (includes Thumbnail Image of Covering Pages of each document provided for conversion) and other enhanced, searchable PDF-A.
3. The output should be of readable, with accuracy, consistent in term of tone and color 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 documents for scanning can be obtained from council before submitting the bid. 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. — 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. Agency has to maintain the Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners, platens, and copy boards.
12. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), page sequence should be correct and similar as originals.
13. Digital images should be created at higher resolution so that it may facilitate OCR conversion to a readable accuracy level.
14. The final documents should be stored on DVD and hard disk.
15. Agency has to upload the digitized documents on Open Source Software ( Dspace )using Dublin Core for bibliographical fields as provided by Documentation Unit, ICHR.

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

1. This invitation to submit the bid is open to all firms in India engaged in providing Digitization and Digital Archiving Solution
2. The vendor should have their office in Delhi or NCR.
3. The Vendor should enclose Registration of their firm/Company.
4. The vendors should be certified ISO 9001:2008 for quality Management.
5. The bidder should have executed at least 2 similar projects. Photocopies of such work orders and completion certificates should submitted alongwith the bid in documentary as evidence..
6. The bidder should submit the details of income tax registration &copies of PAN Card, Sales Tax/VAT/Service Tax certificates.

**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 or external hard disk with database listing

***Step-II*** Scanning the images using 600dpi resolution and converting the data in TIFF and .PDF-A.

***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). Digitised Page. Size should be as per original for entire document. **Note: No modification/alterationis allowed in Raw Images.**

***Step-IV***Extract the text from the images to converting Searchable PDF­-A with 99.99% accuracy of text. Creating links within each **PDF-A** from call-out to the destination for intra document manoeuvrability with simple file naming convention. Graphics should have their enhanced black and white/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 external Hard Disks).

**Step-VI** Upload the checked and final Digitized PDF-A on the server and the server has to be kept at Documentation Centre, ICHR (\*Installation of Dspace in the Sever will be responsible of selected Agency)

**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 documents used for scanning (as these are rare available as single copy and cannot be recreated). While handling documents proper care is to be taken,. In case of any negligence the vendor shall be penalized.

3. Agency has to do the document rebinding and shelving after scanning.

4. Repair and maintenance of the hardware installed by the agency for the project work will be the responsibility of the agency/vendor.

5. In case of any damage to document agency should informed to Documentation Centre, ICHR, without delay.

6. The executing agencies has to maintain the back up for at least one year after the completion of project.

**General Terms & Conditions**

1. Sealed quotations should be addressed to: **Member secretary, ICHR, New Delhi - 110001. Both the technical and financial bid should be kept in two separate sealed envelopes and should be superscribed "Technical Bid" and "Financial Bid" in bold letters.**
2. Bid offer will be valid for 15days from the date of opening of quotations.
3. The Digitization agency should have their office in Delhi/NCR.
4. 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)
5. The agency/vendors should have High Speed, High performance. High Definition requisite number of Scanners to handle the fast scanning job (Please provide documentary proof of ownership)
6. Vendors have to make use of over head scanning system for scanning print journals back volumes, Annual reports, minutes and other documents.
7. The entire work shall be carried out under successful bidder's custody and the successful bidder should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the Council.
8. Joint bids and outsourcing or subletting of any nature / third party shallnot be acceptable.
9. The vendor/agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organizations.
10. The payment will be made only on completion of work on presentation of bills in duplicate together with the quantum of actual work done and on verification of work to the satisfaction of the ICHR.
11. 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 and all taxes etc.)
12. The work order of approximate 36000 pages may vary +/- 10% as per the requirement.
13. 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.
14. The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.
15. In the event of assigned work carried out by the vendor and if, not found satisfactory by the Council, the contract would be liable to be terminated and the Council shall have discretion to get the remaining work carried out from any other vendor besides forfeiting performance security etc.
16. Financial bids of only those vender who are found technically qualified to meet our requirements would be opened at the time and date which will be intimated through the e-mail to the concerned vender.
17. **The interested vendor may kindly submit their duly sealed bids the Technical bid and Financial bid to the Member Secretary, ICHR, 35, FerozeshahRaod, New Delhi- 110001 by hand or by speed post as on to reach positively by 3.30 PM of 22ndJune, 2015. Bids beyond this time & dates would not be entertained.**

Annexure — 01

**Indian Council Historical Research, New Delhi — 110001**

"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 documents/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 No. , e-mail |  Tel Ph. |  Fax |
|  |  |

3. Performa for submitting the Technical Bid

 Name of the Company

4. Address of the Company

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).

i. 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

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

a. Name of client

b. Amount

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)

**Check List:** All the supporting documents as mentioned should be submittedotherwise the bidders are liable to be disqualified.

1. Quotations should be submitted by post/in person.
2. Registration/Incorporation Certificate in support of Company.
3. Covering Letter mentioning Name, Complete address and contact details of the prospective vendor.
4. 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).
5. The vendors should be certified ISO 9001:2008 for Quality Management (copy of this should be enclosed).
6. The vendor/agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organizations.
7. 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)
8. 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
9. Any other information the applicant desires to furnish.
10. Biding document duly signed with office seal as a token of acceptance of our standard terms & conditions.
11. Resumes of the Staff members who will be deputed by the vendor/agency to perform the job.

**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

 (Name & Signature of the

 authorized signatory

 of theCompany (With seal))

**Annexure — 2**

**Indian Council Historical Research, New Delhi — 110001**

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Perform a for Financial bid.

|  |  |  |
| --- | --- | --- |
| Description of work | Units | Unit Price (INR) inclusive of all taxes etc. |
| Digitization of old volumes of IHR journals, Minutes Annual reports (Complete Scanned Solution as per technical requirements of tender document) | Per page(A4) |  |
| Upload the Digitized PDF-A on Digital Archives server ( Dspace ) using Dublin Core for specific fields to be decided by Documentation Unit, ICHR.(Installation of Dspace in the Sever will be responsible of selected Agency) |  |  |

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

1. Terms *&*conditions duly signed by the tender in all the pages of Quotation/Tender document.

2. Any other literature or information the applicant desires to furnish.

 (Name & Signature of the

 authorized signatory

 of theCompany (With seal)