

**INVITATION TO TENDER**  
**(For open tenders only - Non-transferable)**

**PART I**

Telex No. Grams Tele No.23902443, 23902444  
Tender Reference No : DESIDOC/MMG/LPDC-02/11-12  
dated : \_\_\_\_\_

DESIDOC, DRDO, Government of India, Ministry of  
Defence R&D Organisation, METCALFE HOUSE,  
DELHI-110054.

Due date : \_\_\_\_\_ Due Time : 1400 hrs  
Opening date : \_\_\_\_\_ Opening Time : 1430 hrs

To  
M/s

1. The supplies/services noted at Schedule of Requirements in Techno-Commercial Bid (Part-III) are required. Please find the following enclosed in this invitation:
- |  |          |
|--|----------|
| 1. Invitation to Tender (Part I)         | Page 1   |
| 2. Tender (Part II)                      | Page 2   |
| 3. General Terms & Conditions (Part III) | Page 3-5 |
| 4. Techno-Commercial Bid (Part IV)       | Page 6-7 |
| 5. Price Bid (Part V)                    | Page 8-9 |

You are requested to return Part II, Part III and Part IV duly completed in one envelope, and marked as **Techno-Commercial Bid** and Part V duly completed and marked as **Price Bid** in another envelope. The two envelopes are to be addressed to Director DESIDOC and marked with our tender reference no, due date and due time on each envelope with your stamp as sender along with date of dispatch. The two envelopes may be put in one envelope and addressed to Director DESIDOC at the above address. The combined envelope may be put in **tender box placed at Main Security Gate Metcalfe House, Delhi-54 before due date and time.**

- Note:**
1. DD for EMD amount is to be strictly attached with Price Bid and details of EMD viz DD no and date to be mentioned in techno commercial Bid. No mention of price and EMD amount should be made in any place in tender document except in Price Bid.
  2. In case of exemption from remitting EMD please enclose proof of registration with DRDO Labs/ Govt Organisations etc along with techno commercial Bid
  3. In case downloaded tender forms are used for submitting quotations, attach tender fee of Rs 500/= in form of DD favouring Director DESIDOC along with technical bid.

For any Tecnocommercial clarification/query please feel free to contact undermentioned on any working days between 1100 hrs to 1630 hrs

*Sh A Saravanan, Ph: 011-23902481,23902485 and/or Director, DESIDOC, Ph: 23902403*

Non-compliance of the above may disqualify your offer for consideration.

Yours sincerely,

D a t e :

For Director  
For & on behalf of the President of India

## TENDER PART II

1. Tender reference no: DESIDOC/MMG/LPDC-2/11-12

**To**

The President of India  
Through Director (DESIDOC)

I/We agree to furnish required supplies/services as detailed in the Techno-Commercial Bid (Part IV) or such portions thereof as you may specify in the Acceptance of Tender/Supply Order at the prices given in the Price Bid (Part V) in accordance with the General Terms and Conditions (Part III) governing the contract/supply order enclosed hereto duly accepted on receipt of order for the same.

I/We agree to hold this offer open until \_\_\_\_\_ and shall be bound to supply/commission/erect the equipment and despatch the same within the specified period.

I/We agree to supply and commission/erect the equipment and complete the whole of the work and hand over to the purchaser within the period of \_\_\_\_\_ weeks, from the date of receipt of an intimation from you regarding acceptance of this tender/receipt of supply order.

Station:  
Date:

Signature of Tenderer  
With Office Stamp.  
Name & Address:

Station:  
Date:

Signature of Witness:  
Name & Address:

## GENERAL TERMS AND CONDITIONS FOR TENDER

### PART III

#### 1. Preparation of Tender:

- (i) The complete tender form (pages 2-9) should be returned intact whether you are quoting for any item or not. Pages should not be detached but when items are not being tendered for, the corresponding space should be defaced by mentioning 'not quoting'.
- (ii) In the event of space on the tender form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, should bear the tender reference number and be fully signed by you (the supplier). In such cases reference to the additional pages must be made in the tender form.
- (iii) If any modification of the tender form is considered necessary, you (supplier) should communicate the same by means of a separate letter sent with the tender.

#### 2. Signing of Tender:

- (a) The tender is liable to be ignored if complete information is not given therein regarding the particulars, data, specifications asked for in the techno-commercial offer (Part IV) at Schedule of Requirements. Specific attention must be paid to the delivery dates, technical specification, and also the general conditions of contract at Part III and other conditions mentioned at Part IV and Part V.
- (b) Individual signing the tender or other documents connected with a contract must specify whether he signs as:
  - (i) A 'sole proprietor' of the solution provider or constituted attorney of such sole proprietor.
  - (ii) A partner of the solution provider if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney, (iii) Constituted attorney of the solution provider if it is a Company.

NB:

- a. In case of (ii) above a copy of the partnership agreement or a general power of attorney and in either case attested by a Notary Public, should be furnished to this office, or an affidavit on stamped paper of all the partners admitting execution of the partnership agreement or the general power of attorney, should be furnished.
  - b. In case of partnership solution providers, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every partner of the solution provider must sign the tender and all other related documents.
  - c. A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on inquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
  - d. **The tenderer should sign each page of the tender form and annexures, if any.**
3. **Delivery of Tender:** The original copy of the tender form (pages 2-9) is to be enclosed in two separate envelopes, the first envelope containing Part II, III, and IV and marked as "**Techno-Commercial bid**" and another envelope containing only Part V marked as "**Price bid**". The two envelopes should be sealed and should bear address of this office, tender reference no, due date and time. The two envelopes should be put in one envelope which shall have only the address of this office without any indication that there is a tender within. **Right is reserved to ignore any tender who fails to comply with the above instructions.**
4. **Latest Hour for Receipt of Tender:** Unless otherwise specified in the Invitation to tender (Part I), your tender must reach this office not later than 1400 hours on the date of opening of the tender. Tenders sent by hand should be put in the Tender Box at this office not later than 1400 hours on the due date unless otherwise mentioned.
5. **Period for which the offer will remain open:**

- (i) Solution providers tendering should note the period for which it is desired that their offers should remain open for acceptance. If the day up to which the offer is to remain open being declared closed holiday for Govt. offices, the offer shall remain open for acceptance till the next working day.
  - (ii) Quotations qualified by such vague and indefinite expressions such as 'Subject to immediate acceptance'; 'Subject to prior sale' will not be considered.
6. **Opening of Tenders:** The solution provider shall be at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on behalf of the solution provider should be indicated in the tender. Please also state the name and address of solution provider's permanent representative, if any. Generally the techno-commercial offer will be opened on the day specified for opening.
7. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the solution provider shall supply the same at the rate quoted. The solution provider shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the solution provider.
8. **Communication of Acceptance:** Acceptance of tender by the purchaser will be communicated by a telegram, express letter of acceptance/telex or a formal letter of 'Acceptance of Tender'. In cases where acceptance is communicated by telegram or cases where acceptance is communicated by telegram or Express letter, the formal Acceptance of Tender will be forwarded to the solution provider as soon as possible but the instructions contained in the telegram /telex/FAX or Express letter should be acted upon immediately.
9. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk.
10. **LD Clause : In case of delayed supplies, liquidated damages at the rate of 0.5 percent per week of delay with a maximum of 5 percent will be levied.**
11. **Registration: Registration is mandatory.** If the tendering solution provider is not registered with this Lab/Estt. or any other DRDO Lab/Estt, they are required to seek registration. For details please write to Director of (Lab/Estt). Solution providers must complete registration formalities to become eligible for placing supply orders and future enquiries.
12. Registration number allotted by this laboratory or any other DRDO Lab/Estt or proof of registration with another Govt. Deptt., if any to be mentioned on the quotation.
13. No correspondence/discussions/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the solution provider is liable to be blacklisted.
14. Director reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
15. Drawings/specifications sent along with this letter should be returned along with the solution provider's quotation or regret letter.
16. The solution provider may give any of their commercial term, if required in their techno-commercial offer only, and price quotation should contain only price.
17. **SECURITY:** Any information/material/document supplied in connection with this enquiry /likely order is classified and should not be disclosed/copied to jeopardise security of state.

**18. EMD: Solution providers not registered with NSIC/DGS&D/ any DRDO labs or establishments other govt. deptt Have to submit the earnest money of Rs 25,000.00/-, in a separate sealed envelope, along with price bid. Refundable EMD has to be paid in form of demand draft favouring ‘ DIRECTOR DESIDOC’.**

**Note: Registered solution providers have to attach proof of registration along with techno commercial Bid.**

19. Please inform the Director in writing whether the owner of the solution provider or any of their partners/employees has close relations working with any DRDO Lab/Estt. This is for record only.

20. Office stamps of tenderers must be affixed below their signatures.

(Signature of Tender issuing authority)  
For Director For & on behalf of the President of India

2. Tender Reference No DESIDOC/MMG/LPDC-2/11-12

Full Address

Fax No.

Tele No.

Date

Signature of Tenderer

Name in Block Letters

Office Stamp

## TECHNO-COMMERCIAL BID PART IV

3. Tender reference no: DESIDOC/MMG/LPDC-2/11-12
4. Name of tenderer :
5. Due date & due time: **at 1400 hrs**
6. **Opening date & time: at 1430 hrs**
5. The tender shall remain valid for acceptance for 120 days, from the date of tender opening.
6. Details of EMD : DD No. \_\_\_\_\_ dt \_\_\_\_\_

Note: **EMD DD should be attached only with price bid, no amount to be mentioned in technical bid (Applicable only for unregistered solution providers. Please refer Para 18 in Part III)**

7. Schedule of Requirements:

Sl. No.	Description & nature of Supplies/services	Qty required	Place & dates on which delivery is to be made	Specifications (Attach additional sheets, drawings etc, if necessary)
---------	---	--------------	---	---

- |   |   |  |  |  |
|---|---|--|--|--|
| 1 | <b>Establishment of Knowledge Repository of Technical Reports</b> |  |  | (Detailed scope of work, terms and conditions and technical bid proforma attached as Annexure 'A' and Metadata sheet as annex 'C') |
|---|---|--|--|--|

Note: **The solution provider must fill all the columns of Annex A and annex C and return along with techno- commercial Bid**

### CONDITIONS FOR TECHNO-COMMERCIAL BIDS

#### TECHNICAL

1. Give brief description of item/equipment/material with accessories. Items offered should conform to BIS (ISI) specifications or as explicitly stated. In case specifications offered are different, separate comparative technical specifications sheet shall be attached with details such as Sl. No. Specifications offered, deviations if any, and remarks. Any product brief, test certificates available may be enclosed.
2. List of spares, if applicable should be attached.
3. Any optional, if offered, be provided with their full technical details including their use and advantage.
4. **(a) Samples** : Samples are required/not required.  
**(b) Drawings**: Drawings supplied by this office are to be returned along with your tender.

## COMMERCIAL

**Payment Terms:** Payment will be made by DESIDOC on behalf of the designated digitization centers, based on satisfactory completion of actual number of pages on quarterly basis. Following are the payment terms for various items:

- **Digitization Services:** Payment of pages digitized shall be made on actuals on quarterly basis after the actual scanning done and approved by digitization centers and after obtaining satisfactory job completion certificate from user officer.
  - **Metadata Creation:** The payment for metadata creation for the scanned images or born-digital content/report would be paid quarterly on actuals basis after completion of job and obtaining satisfactory job completion certificate from user officer.
  - **Knowledge Repository Solution:** Payment of Knowledge Repository Solution shall be made after full Implementation, and User Acceptance Test and obtaining satisfactory job completion certificate from user officer.
  - **Training:** Payment for training to be made after completion of the user's training and obtaining satisfactory job completion certificate from user officer.
1. Give details of installation and commissioning except price which will be only in price bid (if applicable).
  2. Warranty/guarantee required is for ..... years. Indicate warranty/guarantee duration offered
  4. Delivery desired is within ..... weeks. Specify your delivery period. **Refer annexure A**
  5. **LD Clause : LD Clause :** In case of delayed supplies, liquidated damages **at the rate of 0.5 percent per week** of delay with a maximum of 5 percent will be levied.
  6. **Delivery:** Free delivery at DESIDOC Metcalfe House Delhi 54
  7. Mode of despatch: Rail/Road/Air/Sea
  8. Please note clearly that faxed quotation is liable to be rejected.
  - 9 **Performance Security Deposit :** The successful bidder has to provide performance back guarantee of 10% of contract value from any nationalized bank in favour of DIRECTOR, DESIDOC, valid till contract period within 15 days of commencement of contract.

**Note: Please cross the conditions not required and add any required for this enquiry.**

(Signature of Tender issuing authority)

For Director

For & on behalf of the President of India

7. Tender Reference No : DESIDOC/MMG/LPDC-2/11-12

Fax /Telex No.

Full Address

Station

Signature of Tenderer

Name in Block Letters

Date

Office Stamp

Tele No:

## PRICE BID

1. Tender reference no: DESIDOC/MMG/LPDC-2/11-12
2. Name of tenderer :
3. Due date & time : **will be intimated later**
4. Opening date & time: **will be intimated later**
5. The tender shall remain valid for acceptance for 120 days, from the date of tender opening.
6. Rates for items given in Techno-commercial offer at Schedule of Requirements are as follows. Adhering to the Format given below is a Pre-requisite for considering your quotations:

Sl. No.	Description	A/U	Qty	Unit	Total
		offered		price	cost

### **Establishment of Knowledge Repository of Technical Reports**

**(Price bid proforma attached as Annexure 'B').**

**Note: The solution provider must attach price bid as per annexure 'B'.**

- (i) Brief description, basic price without duties if any, of complete equipment/item/material with all accessories,
  - (ii) Customs duty, if any (iii) Excise duty, if any
  - (iv) Sales tax
  - (v) Installation and commissioning cost, if any
  - (vi) Training cost, if any
  - (vii) Total cost (in figures & words)
  - (viii) For octroi if applicable, necessary Certificate will be issued,
  - (ix) Any other
7. Separate list should be attached where required in the same format giving details of each item and cost. However, total cost mentioned at SI No. 6(vii) above

### **OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. Rates should only be quoted in the accounting units (A/U) mentioned in this enquiry. Rates must be quoted clearly on free delivery basis at.....and total value is also indicated in words.
3. In case any of the subheads are included in the total cost, the same should be specified. Any exemption of duties/taxes required should be indicated.
4. Any optional indicated in techno-commercial bids must be priced separately.



**(Part V contd.)**

5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. Price:
  - (i) The prices quoted must be net per unit shown in the schedule and must include all packing and delivery charges. Refunds on account of returnable packages (if any) are to be separately specified. Prices and refunds must be clearly shown in figures and words in Indian currency.
  - (ii) The price must be stated for each item separately. The percentage of reduction, in the total price for the entire demand should also be quoted; should an order to that extent be placed with you.
  - (iii) If excise duty or any other extra charges are applicable, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
  - (iv) The price quoted in the tenders should be exclusive of sales tax ( and should be clearly stated to be so ) which will be paid by the purchaser, if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender.
7. Packing: Unless a method of packing is indicated in the specification or in the Schedule of packing which the solution provider proposed to employ must be described in the Schedule of Tender form. Solution providers are at liberty to quote for additional alternative sizes and description of packs and these must be described in the Schedule to Tender.
8. Any other

(Signature of Tender issuing authority)  
For Director

For & on behalf of the President of India

Tender Reference: DESIDOC/MMG/LPDC-2/11-12

No Fax/Telex No. Tele.No.  
Signature of Tenderer Name in  
Block Letters Full Address  
Station Date Office Stamp

## **Scope of Work**

### **Establishment of Knowledge Repository of DRDO Technical Reports**

The Project proposes for the **Establishment of Knowledge Repository of (KR) Technical Reports** by digitizing the Technical Reports available in all the laboratories of DRDO in a phased manner. The objective is preservation, improved accessibility and enhanced searchability by digitization of DRDO reports. All Technical Reports available in Labs located in cities of **Delhi, Bengaluru, Hyderabad, Pune** would be digitized. This will include implementation of a Web-based KR solution on an open source platform - DSpace. DESIDOC is looking for turnkey Solution Providers having experience and expertise in the handling Knowledge artifacts who have undertaken and executed projects involving digitization of hard copies, photographs, integrating born-digital content and providing post-digitization Digital Library Solution involving creation of the metadata, keywords, indexing, and porting digitized collection.

The Solution Provider is expected to bring in all the required equipment (scanners, cameras, computers, software, etc.) and manpower required to set up and carry out the digitization work and post-conversion solution within the premises of designated DRDO labs. The Solution Provider will take back the said equipment upon the completion of the assignment after complete deletion of data on equipment and reformatting the hard disk if necessary, under the supervision of a designated officer, before the equipment is taken out of the premises. Also, the Solution Provider will install the required KR software and all other supporting software required to carry out the digitization and indexing work and transfer the completed work in running condition through transferable media to the centralized server provided by DESIDOC, Delhi. The designated laboratories at other centers will provide space necessary to execute this on-site operation. The respective regional Nodal Officers and DESIDOC would provide necessary support for the completion of the Project in time.

DESIDOC wishes to use DSpace software for content management, access control, search, retrieval, and uploading by all authorised users. DESIDOC will host the centralized server. No physical document or digitized material shall be allowed to leave the premises at any point of time. Security breaches will be viewed seriously and action will be taken as per law.

Security policy for application, access rights, database and periodical automatic backup to be devised and implemented by Solution Provider on DESIDOC Server.

#### **Broad Description of DRDO Reports**

The various types of archival Knowledge Repository may comprise all types of reports including:

- Documents (including technical reports, project reports, evaluation reports, design reports, etc.)
- Photographs (both black and white and colour), and
- Borne digital content

While the first two are to be digitized to (PDF-A/JPG) under this project, the last item **only** needs to be integrated with the proposed KR with appropriate addition of Metadata. Digital objects may include content in digital form like word/excel/PDF-A/image files, database, etc.

#### **Estimate of Volume**

It is difficult to estimate the exact quantum of material or number of pages/manuscripts in holdings and any estimates mentioned below are rough estimates of the volume. Given the nature of the collection, the exact total volume and number of records at any particular centre can only be ascertained during the digitization process. However, at general level, an estimated 50,000 technical reports (of 40-60 pages each) running to about 30,00,000 (30 Lakh) pages will have to be digitized.

### **Volume of Supply**

No guarantee can be given for any definite volume of job, which will be offered to the Solution Provider. Refusal or inability to handle any work from any Labs/Estts shall be deemed to be a breach of the contract. In the event of such breach, the Govt. reserves the right to obtain those services from any other Solution Providers and charge the damages/ excess payments, if any, from the performance security deposit of the solution provider.

### **Contract Period**

The contract work is expected to be for 2 years initially and may be extended on yearly basis based on the performance on same rates and terms and conditions.

### **Fall Clause**

- i) The prices charged for the services supplied under the contract by the Solution Provider shall in no event exceed the lowest price at which the Solution Provider sells the services of identical description to any other person/organisation during the period till performance of all supply orders placed during the currency of the rate contract is completed.
- ii) If, at any time, during the said period, the Solution Provider reduces the sale price of such services or sells services to any other person/organisation at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the concerned Head of the Department and the price payable under the contract for the services supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

### **Digitization Centers**

Complete digitization work shall be carried out at **DESIDOC, Delhi** and other regional centers of DRDO labs at **Hyderabad, Pune, and Bengaluru**, based on the quantum of work in those areas. If needed, the vendor may have to work at two centers simultaneously.

DESIDOC reserves the option to bring reports from nearby centers to designated digitization centers at its own cost and carry out digitization at the rates quoted.

### **Description of Task**

DESIDOC wishes to award the digitization work to a competent Solution Provider on a turnkey basis, whereby the Solution Provider shall be responsible for scanning and digitizing reports at DESIDOC to create PDF-A file and also metadata and port the entire collection into KR System through which the scanned documents can be catalogued and searched. The database created should be searchable through Metadata Schema.

As a general principle, the Solution Provider would bring in all the required hardware, software and supporting equipment to carry out the work and achieve the production and quality targets as specified. Once the project commences, DESIDOC shall evaluate the Solution Provider's performance based upon the outputs provided and reserves the right to ask the Solution Provider to replace any equipment (with similar equipment in better condition or superior equipment) if its output does not meet the requirements and improve the metadata/quality of digitized material by employing skilled/experienced persons to carry out the work. The working timings and days would be as per Government rules governing the respective DRDO Labs.

DESIDOC Knowledge Management team would supervise the overall creation, updation, and maintenance of Knowledge Repository. It would also advice, support and extend guidance as and when required and requested by the Solution Provider. All outputs and deliverables submitted by the Solution Provider shall first be inspected, evaluated and approved by the KR team from DESIDOC. Then the Solution Provider can submit the bills to DESIDOC for Payment.

The main tasks to be carried out at Delhi and other centres (when necessary) during project implementation is:

1. Preparing action plan for digitization and implementation

2. **Implementation of Knowledge Repository (Digital Library Solution) at DESIDOC on DSpace platform**
3. Pre-scan, scanning, and post-scanning operations and digitization of the documents and returning the documents in original shape.
4. **Metadata creation and indexing of digitized documents at designated DRDO centers (Copy at annex C).**
5. Delivery of digitized reports along with metadata in server-ready form in CD/DVD
6. Quality checks and validation of digitized material and checking of metadata index in coordination with DESIDOC Knowledge Management Team.
7. Full implementation of software and database in network environment with full metadata search and complete testing at DESIDOC, Delhi
8. Development/customization of various manuals related to the KR project.
9. Training Officers/staff from DRDO labs to operate the integrated solution, at DESIDOC Delhi and other centers like Hyderabad, Bengaluru and Pune.
10. Post-implementation warranty will commence from the date of satisfactory completion of first quarter valid till contract period + one year.

**DESIDOC expects the following minimum infrastructure available with the Solution Provider**

- Book scanners -1
- Prism Scanners - 2
- Flatbed scanners -10
- Computers (C2D and above) – 10
- DSpace software solution expertise

**Single vendor will be short listed for execution of complete project for obtaining uniformity and compatibility of digitized reports, creation and maintenance of database.**

**Qualifying Criteria for Solution provider**

1. The firm should be willing to work at **DESIDOC, Delhi** and other regional centers of DRDO labs at **Hyderabad, Pune, and Bengaluru.**
2. The Solution Provider should have offices atleast at two locations, one which should be in Delhi/NCR
3. At least two Projects of similar nature, complexity and size, covering digitization of minimum 5 lakh pages and implementation of off-the-shelf/open source or customized KR Management System for Institutional Repository in Government/ semi-Government/ Public sector organization in India or abroad during the last 5 years
4. High end infrastructure and provision of qualitative manpower for the project
5. The total average turnover of solution provider during past 3 years should be minimum **INR 1,00,00,000/= (One Crore).** (attach proof):

**I/we have read and understood scope of work and all the terms and conditions which are mentioned in Annexure A and agreed for the same.**

Solution provider reference no:

Signature of Bidder

Date

Name of Bidder and Seal

**ANNEXURE 'A' to : DESIDOC/MMG/LPDC-2/11-12**

**Performa for Technical Bid**

(To be enclosed in a separate envelope marked Technical Bid)

(Please add separate sheets wherever necessary and indicate the same against the column).

*Note: The solution Provider should only give the technical details in the technical bid and no financial information is to be given here. Any financial detail of the bid is to be given separately in commercial bid only and put in a separate sealed envelope. Non-compliance of this instruction would lead to rejection of the bid.*

**Technical Parameter**

**Complied:  
yes/no/better**

- a. Name and address of the Solution Provider:
- b. Centres/branches of Solution Provider in India for digitization (specify names and total No,s of centres (minimum-2) and minimum one centre in Delhi)
- c. The firm is willing to work at **DESIDOC, Delhi** and other regional centers of DRDO labs at **Hyderabad, Pune, and Bengaluru.**
- d. The firm will provide High end infrastructure and provision of qualitative manpower for the project
- e. Total annual volume of services performed in each of last three years should be minimum **INR 1,00,00,000/= (One Crore)**. (attach proof):
- f. Number of centres where Solution Provider can digitize work simultaneously (minimum two centres)
- g. No subcontracting of any components of the digitization Services
- h. At least two Projects of similar nature, complexity and size, covering digitization of minimum 5 lakh pages and implementation of off-the-shelf/open source or customized KR Management System for Institutional Repository in Government/ semi-Government/ Public sector organization in India or abroad during the last 5 years

Project name and city/country	Name of employer and contact person	Type of services provided and year of completion	Value of contract	Details of infrastructure provided to the project

*Note: Please submit (i) Copy of Contracts, and (ii) User certificate for successful and satisfactory completion of service in the project subject to verifications by DESIDOC*

- i. Proposed deployment of manpower at DESIDOC (or other centres) on the award of the project

Item/ equipment (Minimum)	Description, make, and age (years)	Condition (new, good, poor), and number available	Place of deployment (name of city) and time
a. Book scanners b. Prism Scanners c. Flatbed scanners d. Computers			

i. Qualifications and experience of key personnel proposed for administration and execution of the Contract.

Position	-----
a. Digitization b. Image manipulation, improvement, restoration, etc c. Metadata Creation d. Dspace experts e. System installation and support	

- k. Preparation of action plan for digitization with time lines up to implementation stage at designated DRDO centres. (Add extra sheets if necessary)
- l. Setting up a fully equipped digitization facility at specified DRDO centers including at DESIDOC for carrying out the scanning and indexing work and offline uploading (please specify the modus operandi).
- m. Installation, inspection, testing of KR system (Dspace) at DESIDOC and pilot database of KR within a period of 4 weeks after receipt of the contract.
- n. Please specify quantum of work that could be digitized per month with infrastructure given at (h) or (i) (in A4 size pages).
- o. Implementation of full Knowledge Repository solution and metadata (Digital Library Solution) at DESIDOC along with written procedure document and escalation matrix.
- p. Experience of the Solution Provider in creating and encoding Metadata in International standards namely, XMP and Dublin Core Extension. Metadata should contain at least a minimum of 10 and max of 15 keywords for each document.
- q. Agree to provide the following if the vendor is shortlisted  
Digitized media containing digitized reports and metadata after digitization of reports  
DRDO Staff Training  
Technical and User Manuals
- r. Plan of Security and Backup solution at DESIDOC server
- s. Warranty for one year after completion and handing over of KR Solution.

**Accepted /not accepted**

- t. Payment will be made on quarterly basis by DESIDOC on behalf of the designated digitization centers, based on completion of satisfactory number of pages on quarterly basis. Following are the payment terms for various items:
- **Digitization Services:** Payment of pages digitized shall be made on quarterly basis as per the actual scanning done and approved by digitization centers.
  - **Metadata Creation:** The payment for metadata creation for the scanned images or born-digital content/report would be paid on quarterly basis.
  - **Knowledge Repository Solution:** Payment of Knowledge Repository Solution shall be made on full Implementation, and User Acceptance Test.
  - **Training:** Payment for training to be made post-completion of the users training.
- u. EMD enclosed with Price bid  
If yes, mention DD No. and date  
If no, attach registration proof with DRDO/any other Govt Deptt
- v. The rates quoted by you shall be valid for a minimum period of two years further extendable for another 1 year on mutually agreed terms on same rate and terms and conditions)
- w. Any other detail which is not covered earlier.

**Note:**

- 1) **All the points mentioned above are mandatory and if any point is not complete or complied the quotation of the firm would be technically disqualified.** solution provider must fill all the columns and no column should be left blank. In case of columns are left blank, tender is summarily rejected.
- 2) The solution provider must attach all requisite documents viz. PAN, customers list, project requisite hard ware and software list , ITR & balance sheet of last 3 years, sales tax / service tax registration, solution provider registration with Government body if any, solution provider's registration like Company act / Partnership act / Proprietary proof, etc.
- 3) The solution provider may visit this office for assessment of job profile in any working day between 2.00 – 4.00 p.m.
- 4) For technical evaluation of solution provider, a technical team may visit the solution provider.

**I/we have read and understood scope of work and all the terms and conditions which are mentioned in Annexure A and agreed for the same.**

Solution Provider reference No:

Signature of Bidder

Date:

Name of Bidder and Seal

**ANNEXURE 'B' to : DESIDOC/MMG/LPDC-2/11-12  
PROFORMA FOR COMMERCIAL BID**

Rates for items given in Techno-commercial offer at Schedule of Requirements are as follows. Adhering to the Format given below is a Pre-requisite for considering your quotations:

**“Prices for digitization should be quoted on per page (one scanned image is considered as one page) basis considering the total volume of work. Price for KRA Solution and training may be quoted as lump sum with item wise details. For calculation purposes and arriving at L1, quotation would be calculated on the basis of 500 sample reports containing 25000 pages in A4 size and added with lump sum amounts quoted. ”**

**At DESIDOC and at designated regional Labs**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price (in INR)</b>
1.	<b>Digitization Services</b> Complete Scanning solution for paper based reports, optimization, cleaning, etc till preparing PDF-A (for size more than A-4 to be unitized to A-4 size only) (a) Delhi (Rs) (b) Hyderabad (Rs) (c) Bengaluru (Rs) (d) Pune (Rs)	Per page	..... ..... ..... .....
2	Creation of Metadata/keyword indexing, and uploading and making search-ready for digitized or born-digital reports	Per record/report	
3.	Implementation of KR (post digitization operation including database creation, uploading, linking, searching, accessibility , retrieval, software solution, and implementation on DESIDOC Server	Lump sum*	
4.	Personnel training, (batch wise subject to minimum of 20 persons at a given time)	Lump sum*(per user)	
5.	Technical support post-warranty period/ year, maintenance of database/ troubleshooting	Lump sum* (per annum)	
	Total		

\* After the completion of the respective work

- (i) Sales/service tax, if any
- (ii) Any other charges

**Total cost** (in figures & words):.....

**Note: 1. Single vendor will be short listed for execution of complete project for obtaining uniformity and compatibility of digitized reports, creation and maintenance of database.**

I have read all the terms and conditions which are mentioned in Annexure A and agreed for the same at rates quoted above.

Solution provider reference no

Signature of Bidder

Date

Name of Bidder and Seal



**Annexure-‘C’ to: DESIDOC/MMG/LPDC-2/11-12**

**Metadata Format**

1	Security Classification:	2	Distribution:
3	Report Status:	4	Series:
5	Report type:	6	Report No.:
7	Part No. or Volume No.:	8	Title and subtitle:
9	Contract No.:	10	No of Pages:
11	Project No.:	12	Period Covered (if progress report):
13	Personal author(s):	14	Affiliation of author (s):
15	Corporate author (s): DRDO	16	Originating unit:
17	Sponsor (s): Name:	18	Date of submission:
19	Publication/issue/date:	20	Publisher/Distributor:
21	Form of distribution :Hard Copy_____ Microfilm_____	22	No. of reference:
	Microfiche_____ Digital_____	23	Abstract:
24	Keywords/descriptors:	25	Supplementary elements:

