

Email id: chairperson.ldd@gmail.com
Phone No. 011-26592317

F. 20.01/2019-20/IR/LDD/
Library and Documentation Division (LDD)

Dated: 29th July 2019

Sub: Quotation for Digitization of NCERT textbooks, supplementary material and reports

Kindly quote your rates for the digitization work of **NCERT textbooks, supplementary material and reports as per the details mentioned below:**

- **No. of pages: 1, 00,000 (+ / -20%) pages (Approx.)**
- **No. of books: 500 textbooks, supplementary material and reports etc. (Approx.)**

The quantity of books mentioned above are tentative and the actual quantity may increase/decrease based on the actual requirement.

The quotation/bid should be sent in a sealed envelope addressed to the Chairperson, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi – 110016. The envelope should super scribe “**Quotation for Digitization of NCERT textbooks, supplementary material and reports**” along with **technical and financial bid** so as to reach the under signed latest **by 21st August 2019 till 3:00 PM**. The technical bid shall be opened on the same day at 3:30 pm and financial bid as per NCERT norms. The quotation will be valid for a period of 90 days reckoned from the date of opening of quotation.

Terms and conditions are enclosed.

Yours sincerely

Chairperson, LDD

Terms and Conditions

- 1) The documents need to be digitized in LDD (Library and Documentation Division), NCERT may be seen if the firm desire before submitting their quotation between 10:00 A.M to 4:00 P.M on any working day. The authorized representative (s) of the firm shall be entertained for inspection of books on submission of authority letter.
- 2) The successful quotationer/bidder will have to give acceptance of the work within seven working days otherwise next bidder may be contacted on the L-1 rates.
- 3) NCERT reserves the right to accept or reject any or all quotation without assigning any reason thereof.
- 4) The entire project being onsite (at LDD) - all infrastructure hardware-including desktop computers, scanners, other equipments, all software and manpower to carry out the work are to be arranged by the agency at their own cost. However NCERT will provide the space, electricity facilities.
- 5) The agency will take back the said equipments after the completion of the assignment and will ensure complete deletion of data on equipment before being taken back.
- 6) The Documents to be converted in PDF-A format. The agency has to do the document rebinding the bound documents after completion of digitization work and shelving
- 7) The output/backup should provide in external Hard Disk i.e. in the formats one will contain Raw TIFF Images (includes Thumbnail Image of Covering Pages of each document provided for conversion) and other enhanced, searchable PDF-A.

Other Responsibilities of the selected quotationer/bidder agency

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of the selected firm 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, so agency should deploy only experienced scanning operators. In case of any negligence the agency shall be penalized as per the decision of authority.

- 3) The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of documents; remove dust, taking them out of shelves; putting them back in shelves.
- 4) Handling and repair/maintenance of the hardware installed by the agency for the project work will be the responsibility of the agency.
- 5) In case of any damage to document, agency should be informed to the Chairperson/Head, LDD without delay and the responsible person from the agency will report and maintain the report of daily work and get signed from the authoritative person from LDD, NCERT
- 6) The executing agency has to maintain the back up for at least one year after the completion of project.

Technical Requirements

- 1) The Documents to be converted in PDF-A format. The documents will be provided in bound /unbound form and after completion of digitization work; the agency has to do the document rebinding and return the documents in the same condition and also includes shelving task.
- 2) The output/backup should be provided in external Hard Disk.
- 3) The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format.
- 4) The output should be of readable and accurate.
- 5) The scanned document should have minimum of 300/600 dpi (dot per inch) as per the requirement of the document and images (600dpi) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
- 6) The PDF files should be compressed. No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document. 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.
- 7) Digital images should be created at higher resolution so that it may facilitate OCR conversion to readable accuracy level.
- 8) Image Enhancement i.e. Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & amp; hole removal etc., to be carried out on each images for optimum images clarity.
- 9) 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 or enhanced as per the requirement when digitization process is going on.
- 10) The final scanned copy in PDF format should be legible, with completeness, image quality (tonality and color) and the ability to reproduce pages in their correct (original) sequence.

- 11) The digitized images to be converted to searchable_PDF format/ book chapter in book and in the format required for uploading on website. The layout of the page should be retained.
- 12) A file-naming scheme database - should be established prior to capture
- 13) The master files containing final documents should be stored as back up on external hard disk and in one computer of library.
- 14) Agency has to upload the digitized documents (PDF-A files) should be uploaded in the DSpace software using Dublin Core for bibliographical fields as provided by LDD, NCERT.

General Terms & Conditions

1. Please send tender offer in closed/sealed envelope. 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 and addressed to: **Chairperson, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi - 110016.**
2. Bid offer should be valid for 90 days from the date of opening of tender.
3. The entire work shall be carried out by the under successful bidder’s in the premises of LDD and the successful bidders should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the NCERT.
4. The payment will be made only on presentation of bills in triplicate together with the quantum of actual work done on verification of work to the satisfaction of the Chairperson/Head, LDD.
5. The bidders are required to quote their rate per page (inclusive of everything such as preparing documents for scanning/digitization, Hardware/Software/ Transport/ Manpower/ Taxes or any other charges as mentioned above) for scanning and digitization of documents/ indexing, accessible/searchable in DSpace software).
6. 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.
7. The work will be accepted only after quality assurance tests/checks are carried out by the Chairperson/ Head LDD, NCERT.
8. No advance payment on any account will be made.
9. The decision of the Secretary, NCERT shall be final and binding upon in the event of any dispute arising out of the terms of the contract.

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

11. The work shall be executed in accordance with terms and conditions mentioned in the tender.

12. In the event of assigned work carried out by the agency 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 agency on L-1 rates besides forfeiting earnest money.

13. Financial bids of only those agencies that are found technically qualified to meet the requirements would be opened at the time and date which will be intimated through the e-mail to the concerned agency.

14. The NCERT reserves the right to accept any tender (or) reject all tenders fully/partially without assigning any reasons.

Eligibility Criteria:

The following are the mandatory qualification criteria for qualifying the technical bid:

1. The bidder must be a registered firm/company and ISO certified company.
2. The Digitization agency should have their office in Delhi/NCR.
3. The bidder should have at least two projects of reputed institution. Photocopies of such work orders and completion certificates should submit.
4. The agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organizations/other institution.
5. **The interested agency may kindly submit their duly sealed bids the Technical bid and Financial bid to the Chairperson, Library and Documentation Division(LDD), NCERT, Sri Aurobindo Marg, New Delhi - 110016 by hand or by speed post as on to reach positively by 3:00 PM till date 21st August 2019. Bids beyond this time & dates would not be entertained.**

TECHNICAL BID

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

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

Tenderer's Reference No.

Date:

1. Name of the Applicant:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

5. Details of Demand Draft:

S. No.	Description	DD Number	Date of Issue	Amount (in Rs.)	Issuing Bank
1.	Earnest money deposit (EMD) *				

*EMD should be Rs.5,000/- (Rupees five thousand only). The EMD amount will be accepted in the form of DD/BC drawn in favour of Secretary, **NCERT, New Delhi** or if the firm /agency claim exemption of payment of EMD need to submit the **valid MSME certificate of the particular work**. The bid without EMD is liable to be summarily rejected.

Without prejudice to any other right of NCERT the Earnest Money Deposit may be forfeited by the NCERT

- a. If the Bidder withdraws his bid during the period of bid validity; or
- b. In case the successful Bidder refuses to sign the Agreement; or
- c. If the bidder fails to furnish the performance Security

EMD will be refunded to the bidders within sixty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.

The successful bidder shall be required to deposit an amount equal to 10% of the contract value of order. Performance Security should remain valid for 90 days beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of DD/BC/FDR in favour of Secretary, NCERT, New Delhi payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance will be discharged after completion of bidder performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms & conditions of the contracting contractor or failure to provide any services under the contract or loss results from contractor's failure and breach of obligation under the contract.

6. Performa for Technical Bid:

- (a) Profile of the Company
- (b) Proof of Incorporation of company/registration of firm/ISO certification
- (c) PAN Number
- (d) Digitization Project Experience
- (e) GST registration No.
- (f) Proof of experience of similar work executed in the past 2 years/2 projects

Name & Signature

(Authorized Signatory of the Company)

FINANCIAL BID

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

Tenderer's reference No.

Date:

1. Name of the Applicant:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

Sl. No.	Price Components	Unit	Unit Price (in INR)	GST	Total Price
1	Digitization of NCERT textbooks/reports and other material (Scanning, OCR conversion, editing, cropping, image quality, file formats, compression of files, sharpening of images, PDF-A creation, adding security)	(Per Page)			
2.	Unbinding & rebinding, Creation of Metadata, Upload the Digitized PDF-A on DSpace software	(Per book)			
	GRAND TOTAL				

Name & Signature

(Authorized Signatory)