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F. 15.01/2022-23/IR/LDD/11959  
**Library and Documentation Division (LDD)**  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016

Dated: 7<sup>th</sup> July, 2022

**Sub: Inviting Sealed Quotation for Digitization of NCERT textbooks, research reports and other documents**

LDD, NCERT invites sealed quotations from the firm/agency/bidder who is having relevant experience in the digitization work. Kindly quote your rates for the digitization work of NCERT textbooks, research reports and other documents as per the details mentioned below:

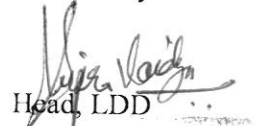
- **No. of pages: 1, 00,000 (+ / -20%) pages (Approx.)**
- **No. of books: 400 textbooks, research reports and other documents etc. (Approx.)**

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 Head, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi – 110016. The envelope should super scribe “**Quotation for Digitization of NCERT textbooks, research reports and other documents**” along with **technical and financial bid** so as to reach the under signed latest **by 4<sup>th</sup> August 2022 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

  
Head, LDD

**अध्यक्ष/मुख्य**  
पुस्तकालय और प्रलेखन प्रभाग  
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## **Terms and Conditions**

- 1) The project relates to the digitization of NCERT textbooks, research reports and other documents for the development of Institutional Repository. The entire project will be onsite at the Library and Documentation Division (here under stated as LDD), National Institute of Education (NIE), NCERT New Delhi
- 2) The agency/firm has to arrange for all necessary hardware i.e. Desktops, Laptops, Scanners and other related equipments; softwares, and human resources to carry out the whole process of digitization at its own cost.
- 3) Since the entire project is onsite and to be carried out inside the LDD, the agency/firm has to ensure the proper maintenance of library resources under digitization process; unbinding and rebinding of documents; OCR conversion process i.e. Searchable PDF-A within the premises.
- 4) It will be the responsibility of the agency/firm to make use of right type of hardware, software and engage experienced manpower to ensure the legibility of the document( i.e. the images shall not be blurred, tilted, wavy) with completeness, image quality (i.e. tonality and color) and the ability to reproduce pages in their correct original sequence.
- 5) The agency/firm has to provide the external hard disk and secure the output/backup in the formats one will contain Raw TIFF images (include Thumbnail Image of Covering Pages of each document provided for conversion) and other enhanced images, final searchable PDF-A. The external hard disk will be in custody of LDD upto the tender period.
- 6) During the process of the digitization of books, if it is found that 'siphoning' of any textbook or material of NCERT has been done by the agency/firm, the legal action will be initiated as per the Copyright Act 1957 against the agency/firm for the security of the all digitized material of NCERT.
- 7) The agency/firm will take back the said equipments after the completion of the assignment satisfactorily and provide undertaking to the effect that complete deletion of data has been made before being taken back the equipment.
- 8) The successful bidder will have to give acceptance of the work within seven working days otherwise subsequent bidder will be given the offer on the L-1 rates.
- 9) The successful agency/firm/bidder will be empanelled for 03 (three) years and the same approved rates (L-1) will be applicable throughout the tender period as per the term and

conditions mentioned in tender document. However, extension to the agency/firm will be given on the basis of satisfactorily performance

- 10) NCERT reserves the right to accept or reject any or all quotation without assigning any reason thereof.

**The library resources under digitization for Institutional Repository of NCERT can be seen by potential agency/firm/ bidder/ between 10:30 am to 4:00 pm, Monday to Friday before submitting quotation for the project. Any authorized representative (s) of the agency/firm shall be entertained on submission of authority letter.**

**Scope of the work:**

- 1) The entire project is onsite and the whole process of digitization will be done within the premises of LDD. The agency/firm has to arrange for all necessary hardware i.e. Desktops, Laptops, Scanners and other related equipments, softwares, and human resources to carry out the work at its own cost. However NCERT will provide the space and electricity facilities.
- 2) All precautions to be taken to protect the rare material of the LDD. The appropriate scanner device should be used for handling and safety of the documents of NCERT. Maintaining confidentiality of work is important.
- 3) Safe handling of library resources during digitization as these are rare materials cannot be recreated.
- 4) While handling documents, proper care is to be taken so the agency/firm must deploy only experienced scanning operators. In case of any damage to the document, the agency/firm shall inform the Head, LDD immediately. In case of any negligence the agency/firm shall be penalized as per the decision of council.
- 5) The agency/firm shall be responsible for proper rearranging of the books on the racks after the completion of scanning work in order to avoid any kind of damage.
- 6) The agency/firm shall appoint a responsible person on its behalf to maintain the daily work log and submit the monthly completion statement to Head, LDD or the LDD staff as authorized by the Head, LDD.
- 7) The agency/firm will be responsible for handling and repair/maintenance and safety of the hardware installed for carrying out the work.
- 8) The penalty will be liable on the agency/firm based on the actual damage of material.