

**NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY,
JABALPUR (MP)**

**Tender for Digitization of theses for maintaining Krishikosh
Repository and data entry work in KOHA software of Nanaji Deshmukh
Veterinary Science University, Jabalpur (M.P) 482001**

**DEAN FACULTY
NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY,
JABALPUR (MP)**

NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY , JABALPUR

No. 30/ Uni/ Lib/2018

Dated: 09/03/2018

Tender for Digitization of theses for maintaining Krishikosh Repository and data entry work in KOHA software of NDVSU, Jabalpur (M.P.)

Technical Requirements for Digitization

1. The price of the tender document for empanelment of vendors is Rs.1000 (Rupees one thousand only) in the form of demand draft in favour of NDPCVV, Dean Faculty, Jabalpur which is non-refundable and has to be submitted along with the tender document.
2. The tender document can be downloaded from university website www.ndvsu.org
3. The last date for submission of duly filled tender document to the Dean Faculty, Nanaji Deshmukh Veterinary Science University, South Civil lines, Jabalpur (M.P).-482001 only through speed post is **22/03/2018**.
4. The technical bids are to be opened at the first instance on **23/03/2018 at 11:00 am** and evaluated by competent committee or Authority. The financial bids of the technically qualified firms will be opened **23/03/2018 at 4:30 pm**.
5. The Documents to be converted in requisite format will be provided in hard bound volumes. The documents are of various sizes, with the largest measuring A0 and smallest measuring A4. The service provider has to use only **overhead scanners** for digitizing the archival documents.
6. Unbinding of the archival documents is strictly not allowed as the case may be. In some cases, permission required from NDVSU for the same.
7. The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.
8. The final output should be in TIFF format/ JPEG format and PDF format for all the documents. Back up file for each document should be supplied in uncleaned TIFF, Cleaned TIFF and in PDF format, with the pages collated as per the original sequence.
9. The high resolution PDF files should be optimized and delivery low resolution PDF files for Web hosting.
10. Uncompressed cleaned TIFF and PDF files should be devoid of digital noise, centering,

skew, collating, and touch up (as is basis). The removal of digital noise will include removal of stain-marks etc to the maximum possible extent, while keeping the colour information intact.

11. The resolution of scanning 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)].
12. Image Enhancement- Basic Enhancement Raster cleaning, De-skew, De Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity.
13. 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).
14. Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners, computers, tables and chairs will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt.
15. The final scanned copy should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
16. 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.
17. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.
18. A file-naming scheme should be established prior to capture. The same will be provided by the NDVSU after consultation with the service provider.
19. The master files contain final documents should be stored as back up on portable hard disk.
20. Also, the solution provider will install the required software and all other systems and supporting software required to carry out the digitization work along with the transfer the completed work in running condition to requisite media.
21. The metadata for each document should be captured and created using International meta-data standards for specific fields to be provided by NDVSU.
22. Uploading of digitized documents along with metadata on the Document Management

System (DMS) on the Krishikosh Repository of NDVSU server.

23. All the scanned data and meta data should be handover to NDVSU, Jabalpur in DVD format for data storage. The format of data should be as such which have been uploaded.
24. The hardware required to execute the work i.e., desktops/laptops, scanners, UPS, networking items and other related items should be provided by the service provider. The NDVSU will not provide any hardware support to complete the task.
25. All the work of digitization will be done on-site i.e, at the University library NDVSU & constituent Mhow, Jabalpur of Jabalpur. NDVSU.
26. The annual turnover of the vendor for the last financial year must be at least Rs.30.00 Lakh (Thirty Lakh) per annum. Submission of Name and address of banker with satisfactory banker's report regarding tenderes/ vendors financial capability for doing business worth 30.00 lakh in last one year should be attached

Technical Eligibility Criteria of intending bidders: (Proof/supporting documents to be enclosed for the points mentioned below)

- i. The bidder must be an Indian company registered under Indian Companies Act.
- ii. Submission the document following:
 - a. Financial statements or reports duly certified by Chartered Accountant for the latest or last 3 financial years.
 - b. Annual turnover certificate duly certified by Chartered Accountant for the latest or last 3 financial years.
- iii. The service provider must be in the digitization of documents business for at least last 3 financial years.
- iv. The service provider should be ISO 9001:2008 certified company.
- v. Preference will be given to the service provider having the experience of completing the digitization projects in the last three years. The orders should be from Indian Government Departments/Autonomous Bodies/Public Sector units/Private Institutions, etc. Provide documentary proof i.e., copy of work orders etc. - Submit copies of work orders which should clearly indicate the scope of work.
- vi. Preference will be given to the service provider having an experience of executing (including ongoing projects) projects from any State / Central Government Academic Institutions in India in the last 3 years - Submit copies of work orders which should clearly indicate the Scope of Work.
- vii. The service provider must have a registered office in India for the past three years with adequate infrastructure and technically qualified personnel to successfully manage the project functioning & completion. Provide list of technical personnel (full-time employees only) along with their name & designation. Site inspection can be done by the NDVSU to confirm the same.
- viii. The service provider should have not been currently blacklisted/ debarred due to any

unethical practice or poor performance by any central/state Government departments / organizations. An Affidavit of same has to be given by agency.

- ix. The Service Provider has to give undertaking that they will not use the digitized content of NDVSU for any other purpose and also will not share this data with any firm/company/organization/institution, etc.

Eligibility Criteria of intending bidders

1. The Price of the tender document is Rs.1000 (Rupees one thousand only) in the form of demand draft in favour of NDPCVV,Dean Faculty, Jabalpur which is non-refundable and has to be submitted along with the tender document.
2. The anticipated value of tender is about Rs. 8 Lakhs. (Rupees Eight Lakhs only). The amount can be increased or decreased depending upon the funds availability.
3. All pages of the tender should be duly signed by authorized signatory of the applicant firm.
4. The period of contract would be up to 31st March 2018.
5. The Vice Chancellor, Nanaji Deshmukh Veterinary Science, Jabalpur reserves the right to approve or reject any or all the vendors. His decision will be final in all cases I respect of acceptance /rejection /arbitration.
6. Nanaji Deshmukh Veterinary Science, Jabalpur, reserves the right to place the work order to any of the approved vendors.

General Terms & Conditions

1. Joint bids of any nature would not be accepted.
2. This tender form is not transferable.
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 archival Documents of NDVSU.
4. In case the deliverable is not according to the specification mentioned in the work order, the work will have to be redone.
5. The work will be accepted only after quality assurance tests/checks are carried out by the competent authority of NDVSU.
6. No advance payment on any account will be made.
7. The bidders are required to quote their rate as per financial bid template. The rates so quoted should be all inclusive of all taxes.
8. Offers with any price variation clauses shall not be accepted.
9. Payments shall be subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act-1961 and any other taxes.
10. Payments will be made on submission of invoice along with the proof of acceptance to all

delivery as specified in the work order.

11. If the service provider is not able to fulfill its obligations under the contract, which includes no completion of the work order, the NDVSU reserves the right to get the work accomplished in open market and EMD/Security Deposit 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.

Security Deposit:

1. Security Deposit of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Fixed Deposit Receipt (FDR) is to be enclosed in favor of the “NDPCVV, Dean Faculty”, Jabalpur” payable at Jabalpur.
2. In case the tender is not approved, cancelled or rejected the Security Deposit will be refunded
3. The above security deposit will be refunded to the approved vendor only on successful completion of the work and after the duration of tenure. Any default on the part of the vendor will lead to forfeiture of security to Nanaji Deshmukh Veterinary Science University, Jabalpur and the vendor will have no claim on it. The Security Deposit amount will not carry any interest.

Nanaji Deshmukh Veterinary Science University, Jabalpur reserves the right to:

1. Cancel a work order at any time without assigning any reason thereof.
2. Change or modify the work order.
3. Reserves the right to issue work order to any of the approved vendors.
4. Change or modify or amend or substitute any clause in the terms and conditions listed above.

Legal Dispute Settlement

1. Nanaji Deshmukh Veterinary Science University, Jabalpur and the vendor shall make every effort to resolve any conflict amicably by direct informal negotiation, even then in any case of any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at JABALPUR Madhya Pradesh only.

**Dean Faculty
/Officer I/c University Library
NDVSU, Jabalpur**

Pre-identified Identity Bid (i.e. Technical Bid)

ENVELOPE 'A'

(Tender for Digitization of theses for maintaining Krishikosh Repository and data entry work in KOHA software to the University Library of Nanaji Deshmukh Veterinary Science University, Jabalpur)

1. Name of the Firm:
2. Complete Postal Address :
 - FAX No.:
 - Telephone No.:
 - Email:
 - Mobile:
3. Kind of Proprietorship (i.e. Single/Joint):
4. If partnership, name and address of partners:
5. Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so, tick mark the appropriate one's and attach the authority letter
6. Year of starting of the Firm with Registration Number / date
7. PAN/TAN/TIN No.
8. Tax Registration No. (Attach: copies of GST. CST Certificate)
9. ISO 9001: 2008 Certificate
10. Annual business Turnover* (Attach IT returns Certified copy showing turnover for the last 3 financial years).
11. Deceleration by Vendors for not having been black listed/debarred by any public organization/University/National Level Institution.

*All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

DECLARATIONS

I/We..... (Name of partners/Proprietors or Shareholders) do hereby declare

1. That the entries made in this application form are true to the best of our knowledge and believe
2. I / We also hereby declare that all matters related Nanaji Deshmukh Veterinary Science University, Jabalpur shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr.....whose signature are given below, is an owner/proprietor/authorized representative of this firm.
4. I / We also declare that the firm has not been blacklisted/debarred by any public organization/University/National Level Institution.
5. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Date:

**Authorized Signatory
& Seal of the Firm**

PART B
FINANCIAL BID

Tender for Digitization of theses for maintaining Krishikosh Repository and data entry work in KOHA software to the University Library of NDVSU, Jabalpur

The financial bid is required to be submitted online only and not to be submitted with mandatory / physical submission documents

S.No.	Item	Unit	Unit Price
1.	Scanning of thesis with 300/600 DPI, unbinding and binding of the thesis, metadata creation and uploading scan documents into Krishikosh Repository.	Rate per page per side (Open Binding)	
2.	Scanning of thesis with 300/600 DPI, without unbinding, metadata creation and uploading scan documents into Krishikosh Repository.	Rate per page per side (Open Binding)	
3.	Books (Unique title and multiple copies) Bound volume journals (Unique title with multiple Volumes of same title) and Thesis data entry in KOHA software	Rate per Unique title	
		Rate per Multi volumes	

Taxes as applicable and as per norms

It is certified that all the information furnished by me is true and correct. In case if it is found incorrect, I have no objection if my bid is rejected or cancelled by Nanaji Deshmukh Veterinary Science University, Jabalpur.

I agree to abide by the terms and conditions mentioned above.

Date:

Place :

Signature and seal of Agent/Vendor

Annexure-I