



**G. B. PANT UNIVERSITY OF AGRI. & TECH.  
PANTNAGAR, U.S. NAGAR (UTTARAKHAND)**

**Tender Invitation form in Single Bid System**

No...../

Dated:- 7.3.18

M/s.....

Sub: Digitization of Doctoral Dissertations

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY CONDITION MAY MAKE YOUR OFFER INVALID”

Dear Sirs,

We are interested in the Purchase of the articles mentioned overleaf. Tenders are invited through speed post/registered post/courier/ by hand from the firms to supply item/items. The details are also available on the University website. Please send your tender in **SEALED COVERS (sealed with sealing wax)** so as reach this office on or before 23.3.18, while submitting tender please note that:-

- 1- Rates quoted should be F.O.R. Pantnagar including packing forwarding and transit insurance. The goods should be insured against theft, loss or breakage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
- 2- The rates of tax (GST) should be clearly indicated at which rate it is chargeable.
- 3- In case of the item being on D.G.S. & D. Rate Contract, please enclose a copy of the Rate Contract.
- 4- Each tender is to be enclosed in a cover. The cover should be sealed and super-scribed, “Tender for.....your No.....dated..... due date .....”. The cover should bear address of the undersigned.
- 5- The tender shall be opened in the presence of the representative of any or all of the quoting firms at 3.00 p.m. on next day or 2<sup>nd</sup> or 4<sup>th</sup> Saturday in the office of undersigned at G.B. Pant University of Agriculture & Technology, Pantnagar.
- 6- Payment will be made by crossed cheques on the State Bank of India/United Commercial Bank/Punjab National Bank, Pantnagar or an account pay draft at the cost of the supplier only after the receipt of material in good condition.
- 7- The acceptance of the tender will rest with the Vice-Chancellor who does not bind himself to accept the lowest rate quoted tender and also reserves the right to reject fully or partially any or all the tenders received without assigning any reason.
- 8- In case of any dispute the matter shall be referred to the Vice-Chancellor of this University whose decision shall be binding to both the parties.
- 9- Please also quote your GSTIN & Income Tax No. on your tender. Copy of GST registration must be enclosed.
- 10- In case of supply order being placed on you:  
“As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the Vice-Chancellor reserves the right not to accept delivery in part or full and claim the liquidated damages @ 1% per week subject to a maximum of 10% of total value of the supply order,”
- 11- You will have to deposit 3% of the total cost of item(s) quoted by you as earnest money in the form of demand draft or fixed deposit receipt or bankers cheque in favour of Comptroller G.B. Pant University of Agriculture & Technology, payable at SBI/PNB/UCO/Union Bank, Pantnagar.
- 12- The imported equipments above ₹ 3.00 lac may be purchased in Indian currency provided Custom Duty Exemption is made available by the firm.
- 13- On demand one sample of each quoted item may please be sent to judge the quality of material alongwith tender. The sample should invariably be received in this office on or before due date and time of opening of tenders.
- 14- The tenders are liable to be cancelled, if any of the above conditions are not complied with.
- 15- The validity of rates should be 180 days from the date of opening of bid tender.

Yours faithfully

Signature & Seal of Purchaser

विश्वविद्यालय प्रस्तकालय

Designation

गो० अ० पन्त विश्वविद्यालय

Department

पन्तनगर-263145 (अधम सिंह नगर) उत्तराखण्ड

**OFFICE/DEPARTMENT OF: UNIVERSITY LIBRARY, G.B. Pant University of Agriculture and Technology, Pantnagar-263145 (Uttarakhand)**

S.No.	Description of material (Specification if any)	Quantity Required	Rates Quoted
1.	<ul style="list-style-type: none"> <li>• Digitization of Doctoral Dissertations for the purpose of conservation and restoration of records available on paper by digitizing the same using state of art technology i.e. good quality scanning.</li> <li>• Digitized Images in True Colour of A4 size.</li> <li>• Documents with spatial resolution of 300 dpi to be provided in TIFF, JPEG, PDF-A formats in external hard disks/DVD.</li> </ul>	4,00,000 pages (Approx.)	
2.	Metadata extraction and uploading into Document Management System (DMS) in D-Space and institutions repository.	Per Document (Thesis)	
3	Up-gradation and customization of DMS (D-Space) on University Server	Lump sum	

**Technical Requirements**

1. The output should be provided in set of two DVDs/external Hard Disk i.e. one will contain Raw TIFF Images (includes Thumbnail Image of cover pages of each document provided for conversion) and other enhanced in searchable PDF-A.
2. The output should be readable, with accuracy, consistent in term of tone and colour reproduction. Neutral common rendering for all images should be used.
3. Sample images are to be provided in different Modes (Black & White, Colour, and Grey Scale) along with the tender in DVD.
4. 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 colour (True colour)].

5. Image Enhancement — Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., is to be carried out on each images for optimum images clarity.
6. The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format.
7. The PDF-A files should be compressed.
8. No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
9. The scanning specifications for text support- The production of scan reproduced should be legible at the same size as the original (i.e. at 1:1, the smallest significant character should be legible).
10. Agency has to maintain the cleanliness of work area, digitization equipment, and originals like scanners, platens, and copy boards.
11. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and colour), page sequence should be correct and similar as originals.
12. Digital images should be created at higher resolution so that it may facilitate OCR conversion to a readable accuracy level.
13. The final documents should be stored on DVD and external hard disk.
14. Agency has to upload the digitized documents on Open Source Software (D-space) using Dublin Core for bibliographical fields and in Institutional Repository as provided by the University Library, GBPUAT.

### **The eligibility for bidders**

1. The 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, NCR or in Uttarakhand.
3. The Vendor should enclose Registration of their firm/Company.
4. The vendors should be certified latest ISO 9001 for quality Management.
5. The bidder should have executed at least 2 similar projects. Photocopies of such work orders and completion certificates should be submitted along with the bid as documentary evidence.

### **Other responsibilities of the executing Agency/Vendor**

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, other major responsibilities of the vendor shall be as given below:

1. Maintaining confidentiality about work and it should not be misused.
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 responsible.
3. Agency has to do the document rebinding and shelving after scanning.
4. Digitization work should be done onsite i.e. University Library. Digitization Hardware and software for digitization work will be provided by the firm itself, however, space, electricity etc. will be provided by the University Library.
5. Repair and maintenance of the hardware installed by the agency for the project work will be the responsibility of the agency/vendor.
6. In case of any damage to the document, the agency should inform to the authorities without any delay.
7. The executing agencies have to maintain the back up for at least one year after the completion of project.
8. Payment will be made in phased manner after checking quality of work completed.

**Incharge, University Library**