

Indian Institute of Technology Delhi  
Central Library  
Hauz Khas, New Delhi - 110016

February 5, 2013

Notice Inviting Quotation

Tender Notice No: IITD/Lib/Digitization/2013/01

Tender Document for “Digitization of Ph.D. Theses”

**Due Date:** February 20 (Wednesday), 2013, 3.00 PM

**Date and Time of Opening:** February 20 (Wednesday), 2013, 3.30 PM

**Name and Address of Tenderer:** Professor Incharge (Library),  
Central Library, IIT Delhi,  
Hauz Khas, New Delhi - 110016

**Telephone Number:** 011-26591452, 26591451, Fax No: 26596759

**E-Mail Address of the Tenderer:** hasan@library.iitd.ac.in

**Website:** http://www.iitd.ac.in

**Indian Institute of Technology Delhi**  
**Central Library**

The Central Library, IIT Delhi invites sealed bids from eligible bidders for “Digitization of Ph.D. Theses”. The details of the bid have been given below:

<b>Sl. No</b>	<b>Description</b>	
1.	Name of Tenderer	Professor Incharge (Library), Central Library, IIT Delhi
2.	Tender Subject	Digitization of Ph.D. Theses
3.	Tender Type	Open
4.	EMD	Rs. 25,000/- (Twenty five thousands only) in the form of DD/Banker Cheque in favour of “Registrar, IIT Delhi”, payable at New Delhi
5.	Cost of the Tender	Nil
6.	Scope of Work	“Digitization of Ph.D. Theses” including un-binding, re-binding and creating Keyword Searchable PDF-A format file of each Thesis (Originally scanned raw files as .TIFF images, Single searchable PDF-A format file of whole each Thesis and another file with Title, Abstract to Contents Pages). All the work is to be done inside the Central Library and all the relevant resources for the purpose will be arranged by the Vendor
7.	Quantity of the Work	About 5 Lakh A4 size printed Ph.D. Theses pages which may vary
8.	Bid Start Date	February 5, 2013
9.	Last date of Submission of Bid	February 20, 2013 by 3.00 PM
10.	Date of Opening of Bid	February 20, 2013, 3.30 PM
11.	Place of Opening of Bid (Technical & Financial both)	Seminar Room, Central Library, IIT Delhi
12.	Address for communication/ to send the Tender Document	Professor Incharge (Library), Central Library, IIT Delhi, Hauz Khas, New Delhi- 110016 Phone No. 011-26591452, 26591451 E-mail - hasan@library.iitd.ac.in

## 1. Scope of work

The terms of reference are for Prerequisite of Establishment of Digital Library of Theses by means of Digital Content Management. Under this project, all old Ph.D. Theses available in the Central Library, IIT Delhi have to be digitized and archived. The Ph.D. Theses amounting to approximate 5 Lakhs print (A4 size) pages in number which Central Library, IIT Delhi would like to transform/convert into the digital format with intent to create digital archive by uploading in future on Intranet based Digital Library Platform i.e. LibSys Software applications and/or any other (OSS) Open Source Software (like DSpace, EPrints, etc.). The Theses are in English language. This digitization of Ph.D. Theses project is high definition time bound initiative to be accomplished in a maximum period of 6 months. The tentative date to start this project is within 10 days after placing the Supply Order.

Central Library, IIT Delhi is looking for only turnkey solution providers having Knowledge of Organization Systems Experience and must have undertaken and executed projects involving digitization of Hard/Print Copies, integrating with born-digital contents and providing post digitization Digital Library Solution. All the Theses have to be digitized within the premises of Central Library, IIT Delhi and no physical document or digitized material shall be allowed to leave the premises at any point of time.

The entire project being the onsite - all infrastructure - hardware-including desktop computers, scanners other equipments, all softwares and manpower to carry out the work are to be arranged by the Agency at their own cost. The solution provider/Agency will take back the said equipments upon the completion of the assignment and will ensure complete deletion of data on equipments being taken back. Also, the solution provider will install the required softwares and all other systems required to carry out the digitization work along with the team and transfer the completed work in running condition to requisite media. However Central Library, IIT Delhi will provide the Space, Electricity and basic fixture for which proposal must enclose the minimum requirement of expectations. The work order in full will be allocated to the Vendor/Agency based on fulfillment of minimum requisite criteria mentioned in tender.

## 2. Technical Requirements

The Theses to be converted in requisite format will be provided in hard bound volumes.

- ( i ) The output should be provided in set of two DVDs i.e. one will contain Raw TIFF Images with minimum resolution of 300 DPI and other enhanced, keyword searchable single PDF-A format file for each Thesis and also another keyword searchable PDF-A format file with pages from Title page to pages upto Contents. The final copies will also be copied on the Hard Disk, to be provided by the Central Library, IIT Delhi. The Keyword searching facility on PDF-A format files for those old Theses which are very old/manually typed may be relaxed in exceptional cases as per the sole discretion of the Tenderer.
- ( ii ) 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. No page/part of the Theses should be left un-scanned. The Vendor will recoup the missing pages/parts, if any at its own cost. In other words, the Vendor will ensure that the entire Theses from the Title page to the last page is captured. The size of the digitized file should be as small as possible without compromising the quality.
- ( iii ) **Sample images to be provided in different Modes (Black & White, Color, and Grey Scale) in CD/DVD along with the Technical Bid. The bidder is required to make a presentation before the committee during opening of the technical bid.**
- ( iv ) Image Enhancement - Basic Enhancement, Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each image for optimum image clarity by the Vendor.

- ( v) No cropping is allowed for Raw Images, the entire document has to be scanned for maintaining original size and shape of the document.
- ( vi) 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).
- ( vii) Work Area, Digitization Equipments, Scanners, Platens, Copy boards, etc. will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images by the Vendor only. Cleaning of Theses if required will be the responsibility of the Vendor.
- ( viii) The final scanned copies in PDF-A format should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- ( ix) 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.
- ( x) A file-naming scheme database should be established prior to capture.
- ( xi) The Central Library, IIT Delhi already has the Metadata of the Theses and will check the Uploading of Digitized Theses along with metadata on LibSys software, Other Interface or any other Open Source Software (DSpace or EPrints, etc.).

### 3. Proposal Deliverables

The proposal should accompany the following;

- ( i) Detailed Work Plan.
- ( ii) Digitization Centre - Equipment specifications.
- ( iii) Implementation Plan.
- ( iv) Disaster Management Plan.
- ( v) Digitization Processes and workflows.
- ( vi) Monthly/Periodic MIS reports.
- ( vii) Quality Control/Assurance Reports.
- ( viii) Documents Batch Submission/Return Reports.
- ( ix) Technical and User Manuals to refer the Archived Data.
- ( x) Post implementation Support.
- ( xi) Any Specific need/expectations from the Central Library, IIT Delhi by the Vendor.

### 4. The eligibility of Bidders & Model Response Format

- ( i) This invitation for bids is open to all firms in India, engaged in providing Digitization and Digital Archiving Solutions.
- ( ii) The Vendor should have their office in Delhi/NCR.
- ( iii) **The Vendor to enclose Registration certificate of their firm/company which is a mandatory requirement. Also enclose audited/signed Returns/Balance sheets, etc. of last 2 financial years.**
- ( iv) The Vendor having ISO certification for Quality Management and having live site(s) will be preferred.
- ( v) **The bidder should have executed at least 2 such assignments of carrying out Digitization and Digital Archiving Solutions or similar works in last 3 Financial years with minimum invoicing of Rs. 2 Lakhs each. However the bidders who have executed 5 such projects during last 3 years will be given preference. These orders should be from any Government Departments/Autonomous Bodies/Public Sector units, etc. Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.**
- ( vi) The bidder should submit the copy of PAN Card/Sales Tax/VAT/Service Tax certificates, etc.

## 5. Other Steps involved in Digitization Process

- (i) Two separate scanned copies to be maintained by the Agency/Vendor. First copy will be as of original document without any modification (i.e. Raw TIFF Images) and Second copy will be used for further process.
- (ii) Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, PDF-A format, etc.
- (iii) Cleaning of images (removing black noises around the text), Skew correction (to make the image straight) De-Speckle (removing of small dots between the text) providing the Equal margin all around the text and maintain Same Page Size as per original for all pages of each Thesis. No cropping is allowed for Raw Images.
- (iv) Extract text from the images (only English language) and converting to Searchable PDF-A format with optimum accuracy of text. Creating links within each PDF-A format file from call-out to the destination for intra document maneuverability with simple file naming convention. Graphics should have their enhanced grayscale/RGB look in the final output. Inexpensive, without cover and non-brand name DVDs will not be allowed for back up purpose.

## 6. Other Responsibilities of the executing Agency/Vendor

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports; the other major responsibilities of the Vendor will be as under:

- (i) Maintaining confidentiality about work.
- (ii) Safe handling of Theses used for scanning (as these are rare available as single copy and cannot be recreated). While handling Theses, proper care is to be taken, so Vendor should deploy only experienced scanning operators, binding staff. In case of any negligence, the Vendor shall be penalized.
- (iii) The Agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of Theses; removing dust, taking them out of shelves and putting them back, etc.
- (iv) Theses rebinding /returning /re-filling after scanning.
- (v) Handling and maintenance of the hardware installed by the Agency will be the responsibility of the Agency/Vendor.
- (vi) In case of any damage to contents, same should be informed to the Central Library without delay by the Agency.

## 7. General Terms and Conditions

- 1) The Quotes should be submitted in two separate sealed envelopes, marked as “Technical Quotes” and “Financial Quotes”, and both the envelopes should be put in a bigger envelop. The Technical Bid should contain all the relevant enclosures as per details given in the tender document including the Demand Draft/Banker Cheque of Rs. 25,000 (Twenty five thousand only) in favour of “Registrar, IIT Delhi” payable at New Delhi as EMD. Mention the name of the firm and mobile no. on the back of the DD/Banker Cheque.
- 2) The sealed quotations (outer envelope), marked as “Quotations for Digitization of Ph.D. Theses” should be addressed to the “Professor Incharge (Library), Central Library, Indian Institute of Technology Delhi, Hauz Khas, New Delhi - 110016” and it should be submitted on or before 20/2/2013 (Wednesday), latest by 3:00pm. The Technical Quotes should not be in the Envelop of Financial Quotes. The bidding document can be downloaded from the institute website: <http://www.iitd.ac.in/tenders>.
- 3) Bids will be opened in the presence of Bidder's representatives who choose to attend on the specified date and time of Technical and Financial Bids. In the event of the date specified for bid receipt and

- opening being declared as a Closed holiday for purchaser's office, the due date for submission of bids and Opening of bids will be the following working day at the appointed times.
- 4) Bid offer should be valid for 90 days from the date of opening of tender.
  - 5) The Agency/Vendor should have High Speed, High performance, High Definition requisite number of Scanners to handle the fast scanning job.
  - 6) Joint bids and outsourcing or subletting of any nature/third party would not be acceptable.
  - 7) **The Vendor/Agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organization.**
  - 8) The EMD amount deposited will not entail payment of any interest. The EMD of successful bidder will be refunded only on successful completion of digitization work as per work order.
  - 9) In case the digitization work is not completed within the time frame as specified in the work order, a penalty @0.1% of the order cost per day will be levied subject to a maximum ceiling of 10% of order cost.
  - 10) The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Hardware/ Software/ Transport/ Manpower/ Taxes/ Power supply, unbinding, rebinding, making keyword searchable PDF-A, etc.).
  - 11) The work order of approximate 5 Lakh A4 print pages may vary as per the actual requirements.
  - 12) This digitization of Ph.D. Theses project is high definition time bound initiative to be accomplished in a maximum period of 6 months.
  - 13) The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.
  - 14) No advance payment on any account will be made.
  - 15) The decision of the Professor Incharge (Central Library) shall be final and binding in the event of any dispute arising out of the terms of the contract.
  - 16) The Institute authority/purchase committee reserves the right of rejecting all or any of the tenders without assigning any reasons whatsoever.
  - 17) Successful Vendor shall also be required to execute performance guarantee @ 5% of work order value at the time of award of contract, by way of bank guarantee. This performance guarantee shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the Vendor.
  - 18) The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.
  - 19) Incomplete and conditionally submitted tender will be summarily rejected. Bid received later than 3:00 PM on due date are liable to be ignored.
  - 20) The bidder should have executed at least 2 such assignments of carrying out Digitization and Digital Archiving Solutions or similar works in last 3 Financial years with minimum invoicing of Rs. 2 Lakhs each. However the bidders who have executed 5 such projects during last 3 years will be given preference. These orders should be from any Government Departments/Autonomous Bodies/Public Sector units, etc. Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.
  - 21) The institute reserves the right to enquire about the authenticity of information provided.
  - 22) The rates should be quoted in Indian currency and preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, insurance and all other incidental charges, etc.
  - 23) The responsibilities and requirements if any from IITD side must be clearly mentioned.
  - 24) 100% payment will be made against satisfactorily completion/delivery of the project on the basis of completion report.
  - 25) It will be the responsibility of the Vendor to do the needful in case the work later found unsatisfactory or there is any issue in qualitative or quantitative aspect. In the event of assigned work being carried out by the Vendor not found satisfactory by the Institute, the contract would be liable to be terminated and the Institute shall have discretion to get the remaining work carried out from any other Vendor besides forfeiting performance security, etc.
  - 26) The bidder must provide at least free 1 year's onsite comprehensive warranty on all the digitization

work after successful delivery of the project.

- 27) Requirements given in this bid document are the minimum. The bidder may offer better solutions. However, no price advantage for such solutions shall be given.
- 28) IIT Delhi is exempted from the payment of custom/excise duty and therefore the bidder should quote accordingly. Exemption certificate will be provided.
- 29) The rates must be quoted both in figures and words and over-writing should be avoided.
- 30) Schedule of delivery of project/job work, etc. should be clearly mentioned.
- 31) Compliance chart (Clear in all terms with respect to the Tender) should be attached along with the technical bid.
- 32) All matters and disputes if any related to this Tender are subject to legal jurisdiction of Honorable High Court, Delhi.

**(Professor Incharge)  
Central Library, IIT Delhi**

**I agree to abide by the above terms and Conditions.**

**Name & Signature of the authorized signatory of the Vendor/Company (with seal)**

**Annexure - 01 - Technical Bid**  
**Central Library, IIT Delhi**

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

**Details of Bidder**

S. No.	Required Details
1.	Tenderer's reference No. and Date
2.	Name and Address of the Bidder/Company
3.	Contact No./Mobile No.
4.	Fax No.
5.	E-Mail
6.	Details of EMD (DD/Banker Cheque No., Amount, Date of Issue, Issuing Bank)
7.	Name of Authorized Signatory
8.	Sales Tax/ CST No.
9.	Income Tax No./PAN/VAT/GIR No., etc.
10.	Year of Establishment of Company
11.	Number of similar/digitization works undertaken during last 3 years or more with amount of the order (Attach copies of the Supply Orders with brief description of the work and copy of the last payment or completion or satisfactory certificate). Also mention if you have currently any live site. Attach supporting documents.
12.	Details of manpower & hardware resources to be deployed for completing the work in accordance with the time schedule
13.	Proposed Project Manager along with his/her profile and work experience

**Check List:** All the supporting documents as mentioned should be submitted; otherwise the bidder is liable to be disqualified.

1. Bids should be submitted by post/in person.
2. Sample images to be provided in different Modes (Black & White, Color, and Grey Scale) in CD/DVD along with the Technical Bid. **The bidder is required to make a presentation before the committee during opening of the technical bid.**
3. The Vendor should have their office in Delhi/NCR.
4. The Vendor to enclose Registration certificate of their firm/company which is a mandatory requirement. Also enclose audited/signed Returns/Balance sheets, etc. of last 2 financial years.
5. The bidder should have executed at least 2 such assignments of carrying out Digitization and Digital Archiving Solutions or similar works in last 3 Financial years with minimum invoicing of Rs. 2 Lakhs each. However the bidders who have executed 5 such projects during last 3 years will be given preference. These orders should be from any Government Departments/Autonomous Bodies/Public Sector units, etc.

Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.

6. The bidder should submit the copy of PAN Card/Sales Tax/VAT/Service Tax certificates, etc.
7. The Vendor/Agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organization.
8. EMD of Rs. 25,000 for the tender submitted in the form of DD/Banker Cheque.
9. Covering Letter mentioning Name, Complete address and contact details of the prospective Vendor.
10. Total Price and the Unit wise price (per page) as per the **Annexure- 02** is to be submitted in a separate sealed cover apart from Technical bid.
11. The responsibilities and requirements if any from IITD side must be clearly mentioned.
12. Any other information the applicant desires to furnish.
13. Bidding document duly signed with office seal as a token of acceptance of our standard terms & conditions.

**Name & Signature of the authorized signatory of the Company (with seal)**

**Annexure - 02 - Financial Bid**  
Central Library, IIT Delhi

Please go through this document carefully and ensure compliance. Non-compliance of any one of the conditions may make your offer invalid.

1.	Tenderer's reference No. and Date	
2.	Name and Address of the Bidder/Company	
3.	Contact No./Mobile No.	
4.	Fax No.	
5.	E-Mail	

**Performa for Financial Bid**

Description of Work	Unit (Per page -A4)	Unit Price (INR) inclusive of all taxes, etc.
<b>Digitization of Ph.D. Theses</b> (including un-binding, re-binding and creating Keyword Searchable PDF-A format file of each Thesis - Originally scanned raw files as .TIFF images, Single PDF-A format searchable file of whole each Thesis and another Keyword searchable PDF-A format file with Title to Content Pages)		

**Note**

Bids will be opened in the presence of Bidder's representative(s) who choose to attend on the specified date and time.

**Name & Signature of the authorized signatory of the Company (with seal)**