Department of Mechanical Engineering
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016

February 12, 2014

Notice Inviting Quotations

Tender Document for "Digitization Of M.Tech Theses"

Due Date: February 27, 2014
Name and Address of Tenderer: Department Library
Department of Mechanical Engineering
IIT Delhi,
Hauz Khas, New Delhi – 110016

Sealed bids are invited from eligible bidders for **"Digitization of M.Tech Theses".** The details of the bid have been given below:

Sl. No	Description	
1.	Scope of Work	"Digitization of M.Tech Theses" including un-binding, re-binding and creating Keyword Searchable PDF file of each Theses (Originally scanned raw files as .TIFF images, Single PDF searchable file of whole each Thesis and another file with Title to Contents Pages). All the work is to be done inside the Department Library and all the relevant resources for the purpose will be arranged by the Vendor
2.	Quantity of the Work	About 1700 theses which may vary
3.	Time	Along with the quote, mention the time required for completion. The work is to be completed with a maximum period of two months.

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 M.Tech and Ph.D. Theses available in Department Library of Mechanical Engineering IIT Delhi have to be digitized and archived. The database should be compatible with LibSys Software applications and/or any other (OSS) Open Source Software (like DSpace, Eprints).

Department 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. The vendor should provide a proof of such work executed.

All the theses have to be digitized within the premises of the Department Library, IIT Delhi (Room II-236) 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 equipment's, all software 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 equipment being taken back. 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 team to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media. However the Department Library, will provide space, electricity and basic fixtures for which the proposal must enclose the minimum requirement of expectations.

2. Technical Requirements

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

(i) The output should provide in set of two DVDs i.e. one will contain Raw TIFF Images with minimum of 300 DPI and other enhanced, searchable single PDF for each Thesis and another keyword searchable PDF with pages from Title page to pages upto Contents. The final copies will be also be copied on the Hard Disk, to be provided by the Department Library, IIT Delhi.

(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.

(iii) Sample images to be provided in different Modes (Black & White, Color, and Grey Scale) along with the tender in CD/DVD. Sample to be obtained along with tender. This will be part of Technical Bid.

(iv) 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 Color (True color)].

(v) 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 by the vendor.

(vi) No cropping is allowed for Raw Images, the entire document has to be scanned for maintaining original size and shape of the document.

(vii) 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).

(viii) Work Area, Digitization Equipment, 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 vender only. Cleaning of Theses if required will be the responsibility of the Vender.

(ix) The vendor shall arrange for UPS, voltage stabilizer etc. if required for operation of the equipment.

(x) The final scanned copies in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.

(xi) 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. Color photographs should retain their true color in the soft copy.

(xii) Some theses may contain large size picture. These should preferably be retained in their original size. The bidder should specify how he would handle such pictures.

(xiii) The bidder shall arrange for UPS, voltage stabilizer etc.as needed for operation of the equipment.

(xiv) A file-naming scheme database - should be established prior to capture.

3. The eligibility of bidders & Model Response Format is as mentioned below:

(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 of their firm/Company.

(iv) The bidder should have executed at least 3 such assignments of carrying out Digitization and Digital Archiving Solution or similar work in last 2 Financial years with minimum invoicing of Rs. 2 Lakhs. These orders should be from any Government Departments/Autonomous Bodies/Public Sector units. Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.

(v) The bidder should submit the details of income tax registration & copy of PAN Card/Sales Tax/VAT/Service Tax certificates.

(vi) The bidder would provide in advance the list of personnel deputed for the job. The bidder should ensure that at least one of these will be doing the job.

4. Other Steps involved in Digitization Process

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.

Step-I Scan, Enhance, and archive on set of DVD with database listing
Step-II Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, .PDF, etc.

Step-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. **Note: No cropping is allowed for Raw Images.**

Step-IV Extract text from the images (only English language) and converting to Searchable PDF with 99% accuracy of text. Creating links within each PDF 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.

Step-V Storing and maintaining back-up, verification of backup till the project execution and

status reports on daily basis is required. (Provide backups on DVD and Hard Disks). Note-Inexpensive or non brand name DVD's will not be allowed in this project.

5. 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; remove dust, taking them out of shelves and putting them back, etc.

(iv)   Theses rebinding /returning /refilling 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 Department Library without delay by the agency.

(vii)   The vendor shall provide a weekly progress report of the work executed.

6. 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 put in a bigger envelope. The Technical Bid should contain all the relevant enclosures along with a time schedule.

2) The sealed quotations (outer envelope), marked as "Quotations for Digitization of Ph.D. Theses" should be addressed to the "Professor Incharge (Departmental Library), Mechanical Engineering Department, Indian Institute of Technology Delhi, Hauz Khas, New Delhi - 110016" . These may be submitted in Room No. II-263 in Mechanical Engineering Department Library.

3) **The Technical Quotes should not be in the Envelope of Financial Quotes.** The bidding document is downloaded from the institute website: **http://www.iitd.ac.in/tenders**

4) Bid offer should be valid for 90 days.

5) Joint bids and outsourcing or subletting of any nature/third party is not acceptable.

6) The vendor/agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organizations.

7) 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.

8) 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, etc. or any other charges).

9) The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.

10) No advance payment on any account will be made.

11) The decision of the Purchase Finalization Committee shall be final and binding upon in the event of any dispute arising out of the terms of the contract.

12) The Institute authority/purchase committee reserves the right of rejecting all or any of the tenders without assigning any reasons whatsoever.

13) The bidder must have delivered successfully Digitization Projects of similar nature in at least three Libraries nationally/globally and should have an experience of minimum 5 years of digitization including two live sites (List to be attached).

14) The institute reserves the right to enquire about the authenticity of information provided.

15) 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.

16) The bidder must provide at least 01 year onsite comprehensive warranty on all the digitization work after successful delivery of the project.

17) The responsibility and requirements if any from IITD side must be clearly mentioned.

18) 100% payment will be made against satisfactorily completion/delivery of the project on the basis of completion report.

19) It will be the responsibility of the Vendor to do the needful in case the work later found to be unsatisfactory or there is any issue in qualitative or quantitative aspect.

20) 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.

21) The rates must be quoted both in figures and words and over-writing should be avoided.

22) Schedule of delivery of project/job work, etc. should be clearly mentioned.

23) All matters and disputes if any related to this Tender are subject to legal jurisdiction of Honorable High Court, Delhi.

24) Compliance chart (Clear in all terms with respect to the Tender) should be attached along with technical bid

(Professor Incharge)
Department Library,
Department of Mechanical Engineering, IIT Delhi

<u>Annexure – 01 - Technical Bid</u>
Department Library, IIT Delhi

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

<u>Details of Bidder</u>

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.	Email	
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/GIR No.	
10.	Year of Establishment of Company	
11.	Number of similar/digitization works undertaken during last 2 years or more and names of the 2 live sites 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). 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 profile and work experience	

Check List: All the supporting documents as mentioned should be submitted; otherwise the bidders are liable to be disqualified.

1. Bids should be submitted by post/in person.
2. Registration/Incorporation Certificate in support of Company.

Name & Signature of the authorized signatory of the Company (With seal)
Tender Notice No: IITD/Lib/Digitization/2013/01

Department Library, IIT Delhi

"PLEASE CAREFULLY GO THROUGH THIS DOCUMENT 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.	Email	

Performa for Financial Bid

Description of work	Units	Unit Price (INR) inclusive of all taxes etc.
Digitization of Ph.D.Theses (including un-binding, re-binding and creating Keyword Searchable PDF file of each Theses -originally scanned raw files as .TIFF images, Single PDF searchable file of whole each Thesis and another file with Title to Contents Pages)	Per page (A4)	

Name & Signature of the authorized signatory of the Company (With seal)