

ગુજરાતમિત્ર, ગુજરાત સમાચાર, તા- ૧૩-૦૧-૨૦૧૮, શનિવાર



E-Tender: Providing Services of Digitization and Digital archiving of Theses, other Documents and Purchase of Server
[NAU/LIB/01/2017-2018]

University Library, Navsari Agricultural University Near Eru char rasta, Navsari -396450, Gujarat is inviting e-tender for the Providing Services of Digitization and Digital archiving of Theses, other Documents and Purchase of Server from the company/ manufacturer / authorized dealers/Service Provider. The detail requirements of Service, purchase and e-tender document are as under:

Tender document downloading	15/01/2018 to 05/02/2018 up to 18:00 Hrs.
Last date for submission of tender fee, EMD and other documents by RPAD / Courier / Speed post	08/02/2018 up to 17:00 Hrs.
Probable date for verifying physical documents and opening tender	09/02/2018 up to 10:00 Hrs.
Bid validity period	90 Days
Tender Fees	As per Chapter-5
Earnest Money Deposits (EMD)	As per Chapter-5
Security Deposit	As per Chapter-5
Online Tender submission through	www.nprocure.com

Procurement Group: (1) Providing Services of Digitization and Digital archiving of Theses, other Documents (2) Purchase of Server

The details requirements specification of procurements and tender document will be published on website www.nau.in under tender section. If any future updates/corrigendum regarding tender will be there, it will be publish in website www.nau.in / www.nprocure.com during tender period bidder can participate in this tender through www.nprocure.com only.

Date: 13/01/2018

I/C Librarian
NAU, Navsari



University Library
Navsari Agricultural University, Navsari-396450, Gujarat

E-Tender Document

For

PROVIDING SERVICES OF DIGITIZATION AND DIGITAL ARCHIVING OF
THESES & OTHER DOCUMENTS AND PURCHASE OF SERVER

(NAU/LIB/01/2017-2018)

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Chapter 1: Tender Notice - NAU/LIB/01/2017-2018

“Providing Services of Digitization and Digital archiving of Theses, other Documents and Purchase of Server”.

[NAU/LIB/01/2017-2018]

Bids from supplier are invited for the “Providing Services of Digitization and Digital archiving of Theses, other Documents and Purchase of Server. This tender is intended to Services of Digitization and to procure equipments in almost all campuses of Navsari Agricultural University.

Tender available for downloading	15/01/2018 to 05/02/2018 up to 18:00 Hrs.
The Last date for online tender submission	05/02/2018 up to 18:00 Hrs.
Last date for submission of tender fee, EMD and other documents.	08/02/2018 up to 17:00 Hrs.
Bid Validity Period	06 Months
Tender Fees	As per Chapter 5
Earnest Money Deposit (EMD)	As per Chapter 5
Online Tender submission through	www.nprocure.com

The bidder who is participating in this tender can take part with any groups. Tender Fee and EMD would be applicable as per the participation for number of groups and details are described under Chapter 5 in this document. Participation in this tender for all groups is not compulsory but participation for all items under each group is compulsory. Following groups of procurements are invited in this tender.

Procurements (Groups)
“Providing Services of Digitization and Digital archiving of Theses, other Documents”
Server

The detail requirements, specifications of procurements and tender document will be published on website www.nau.in under tender section. If any future updates /corrigendum regarding tender will be there, it will be only published in website www.nau.in / www.nprocure.com during tender period. Bidder may check www.nau.in / www.nprocure.com periodically during tender period. Bidder can participate in this tender through www.nprocure.com only.

I/C Librarian, NAU

Chapter 2: Guidelines and Terms & conditions

1.	Contents of the tender document& Clarification of tender document	
	1.1	The parties are expected to examine all instructions, forms, terms and requirements in the tender document. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the party's risk and may result in the rejection of the bid.
	1.2	A prospective party requiring any clarification on the tender document may clear their doubt by sending e-mail on library@nau.in
2.	Amendment of tender document	
	2.1	At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective party, modify the tender document by an amendment.
	2.2	The amendment will be notified through website (www.nau.in / www.nprocure.com) to all prospective parties. So all the bidders are requested to frequently visit the Navsari Agricultural University website.
	2.3.	In order to afford prospective parties reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.
3.	Bid Prices	
	3.1	The bidders should have to quote the prices in Indian Rupees for the each including installation, configuring, commissioning, labour, transportation, all taxes and charges and The bidders for Providing Services of Digitization and Digital archiving of Theses, other Documents should have to quote the prices in Indian Rupees for the each including installation, configuring, commissioning, labour, transportation, all taxes and charges(i.e. All pages and actual size, all inputs such as Language typesetting, Scanning, OCR, digitizing, indexing, storing, (External Hardisk of 1TB and CDs as per need), Microfilming media, installation, training, binding/unbinding or any other cost involved in the execution of work.). Prices quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
	3.2	Travel expenditures of man power for installation and configuration will not be given by Navsari Agricultural University.
4.	Site Conditions	
	4.1	It will be imperative on each party to fully acquaint him with the Navsari Agricultural University building conditions and factors which would have any effect on the performance of the work and / or the cost.
5.	Selection of Bidders	
	5.1	Selection of each bidders will be done on the basis of the overall grand total obtained for the individual procurement group.
6.	Documentation	
	6.1	The party shall supply the following documents at the time of Acceptance Test: Complete set of Technical/Operation and Maintenance Manual.
7.	Terms of Payment	
	7.1	The Bidder should specifically note that no advance payment will be made.
	7.2	The payment of all charges shall be made after satisfactory completion of the work as specified.

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8.	Rights	
	8.1	Right is reserved to accept or reject any or all tender without assigning any reasons thereof.
9	Warranty	
	9.1	The parties should warrants that the Goods supplied under this tender are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the tender. This warranty shall remain valid for a period of a minimum 12 months after the Goods or any portion thereof as the case may be, have been delivered, commissioned and accepted at the final destination.
	9.2	The Purchaser shall promptly notify the party in writing of any claims arising under this warranty.
	9.3	Upon receipt of such notice, the party shall, within 48 hours and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Purchaser.
	9.4	If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in 9.3 above, the Purchaser may proceed to take such remedial action as may be necessary, at the party's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
10	MAKE IN INDIA	
	10.1	For finalization of purchase, Gujarat Government Purchase Policy resolution - 2016 dated 3.6.2016 will be followed so as to promote "Make in India" policy of the Government.
11	Catalog/Brochure of Supply Item	
	11.1	Bidder must provide Catalog/Brochure of Each Item covering Make and Model details with super scribe information of Tender Item Number (as per tender document) within technical document submission under nprocure.com. If Catalog/Brochure is not available for any item, print copy of Webpage/Item information on manufacture's letter head required to be submit against Catalogue/Brochure. If bidder is not supplying Catalog/Brochure/ Webpage /Item information on manufacture's letter head as inquired, bidder will be disqualified for whole procurement group under which items fall.

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Chapter 3: Bidder Information

1. Name of supplier / firm :

2. Complete postal address :

3. Telephone & Mobile Number :

4. FAX Number (if any) :

5. E-mail address :

6. Sales Tax / Service Tax No. :

7. VAT / TIN/GST No. :

8. PAN No. :

9. Any other details:

We agree to abide by the terms and conditions of supply mentioned in this tender document.

Signature of Bidder
(With Stamp, Name & Designation)

Chapter 4: Technical Bid Document (Checklist Documents)

Sr.No.	Check List Documents	Remarks
1	Scan copy of Tender Fee(Non-Refundable): Demand Draft as applicable	Mandatory
2	Scan copy of EMD(Refundable): Demand Draft as applicable	Mandatory
3	Valid Registration Certificate of bidder's firm. (Shop Act Registration / Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration)	Mandatory
4	Scan copy of Chapter 2: Guidelines and Terms & conditions with duly signed and stamp of bidder	Mandatory
5	Scan copy of Chapter 3: Bidder Information with duly signed and stamp of bidder	Mandatory
6	Last 3 Year Income Tax Returns of Assessment Year 2015-16, 2016-17 and 2017-18	Mandatory
7	Original affidavit from the bidder that business entity is not blacked listed (notarized on Rs. 100 stamp paper)	Mandatory
8	Catalogue/Brochure of Each Item covering Make and Model details with super scribe Tender Item Number as per tender document with duly signed and stamp of bidder	Mandatory
9	Scan Copy of Chapter -7 in scope of work and Technical Requirement for Groupe-1 with duly signed and stamp of bidder	Mandatory

Chapter 5: Tender Fee, EMD and Submission Address

Tender Fee: Bidder has to submit nonrefundable Tender Fee in the form of Bank Draft in favor of “Librarian, University Library, NAU, Navsari A/c”, payable at Navsari. Tender fee for each procurement group is Rs. 1500. If bidder is participating in multiple procurement groups, it is required to submit multiple Tender Fee as per number of group bidder is bidding for. Tender Fee is compulsory for tender participation, without which tenders will not be considered.

Earnest Money Deposit (EMD): Tender shall be accompanied by an earnest money, without which tenders will not be considered. The amount of EMD should be deposited in the form of Bank Draft in favor of “Librarian, University Library, NAU, Navsari A/c”, payable at Navsari Bidder has to deposit EMD as per the participation in procurement groups.

Procurements (Groups)	EMD (In Rs.)
Providing Services of Digitization and Digital archiving of Theses, other Documents	30,000
Server	7,500

Refund of earnest money: The earnest money of unsuccessful Bidder will be refunded.

Forfeiture of earnest money: The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender.
- When the Bidder does not deposit the security money after the work/purchase order is given.

Security Deposit: Successful bidder shall deposit security/performance guarantee money (5% of purchase/work order)

Refund of Security Deposit: The amount of security deposit will be refunded after completion of warranty period / service contract.

Forfeiture of Security Deposit: The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the tender document.
- When successful bidder terminate the works/services in during execution period.
- When any issue raised in quality or services during warranty period

Tender Fee, EMD and Tender Submission Address:

Librarian,
University Library
Navsari Agricultural University, Navsari
Dandi Road, Eru Char Rasta, Navsari– 396450 (Gujarat)

Chapter 6: Instructions to bidders for Online Tender Participation

1. All tender documents can be downloaded free from the website <http://au.nprocure.com> or <http://www.nprocure.com>
2. All bids should be submitted online on the website <http://au.nprocure.com> or <http://www.nprocure.com>
3. All bids should be digitally signed. For the details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n)Code Solutions (A Division of GNFC Ltd.)
403, 4th Floor, GNFC Info Tower,
Bodakdev, Ahmedabad - 380054.
Gujarat, India.
Sales : (079) 4000 7323
Support : (079) 4000 7300
Email : dscsales@ncode.in
website: www.ncodesolutions.com

4. The user can get a copy of instructions to online participation from the website <http://au.nprocure.com> or <http://www.nprocure.com>
5. The service provider should register on the website through the “New User” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
6. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
7. For all queries regarding use of digital signature certificate should be addressed to M/s. (n)Code Solutions.
8. For all queries regarding tender specifications and any other clauses included in tender should be addressed to personnel in tendering office address provided below

Librarian,
University Library
Navsari Agricultural University, Navsari
Dandi Road, Eru Char Rasta, Navsari– 396450 (Gujarat)
Email: library@nau.in, Phone: 02637-283234(Mobile-7575008999)

I. Scope of work

- (1) Under this project about **Approximate 3,00,000 pages /2000** thesis, reports and other materials are to be digitized, archived, and converted into the base digital format Majority of the content are in English language, some of the books and other materials are in languages other than English are also part of the collection. This digitization project should be completed within 45 days from the date of the order given.
- (2) Only turnkey solution providers are invited having Knowledge Organization Systems
- (3) Experience that have undertaken and executed projects involving digitization of Hard/Print Copies, and integrating with born-digital contents. The solution providers also need to capture and create metadata for each books and dissertation as per International Standards, for specific fields to be decided by the Library.
- (4) The entire project being onsite - all infrastructure Hardware-including Desktop computers, scanners, other equipments, all software and manpower to carry out the work are to be arranged by the agency at their own cost. However, the library will provide the free space to the agency.
- (5) The work order in full or in part will be allocated to the vendor/agency based on fulfilment of minimum requisite criteria mentioned in tender. The work involves the entire process of formal handing over to the creation of digital format with the desired level of indexing and provision of the data on the digital media file in duplicate as per the laid out specifications and recommended by the vendor in their solution.
- (6) An output resolution of 300 dpi with 100 scaling factor should be aimed to deliver a print out of A4 size
- (7) For each thesis, page wise TIFF images are to be created in separate folder.
- (8) Images should be cut, cropped and cleaned for clarity.
- (9) Agency will ensure data integrity. No page/part of thesis will be left unscanned.
- (10) Originally scanned and processed TIFF images and pdf theses are to be handed over to the University Librarian in Hard disk/CD/DVD or any storage media within agreed date and time. Time is the essence of the contract and provider shall adhere to time schedule and deadline as prescribed in the order.

SEAL & SIGNATURE OF BIDDER

II. Technical Requirements

1. The thesis to be converted in requisite format will be provided in hard bound volumes.
2. 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.
3. Sample images of prior work to be provided as part of technical bid in different Modes (Black & White, Color, and Grey Scale) along with the tender in DVD.
4. The scanner should have minimum of 300 dpi /400 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
5. 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.
6. 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).
7. Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many old documents tend to be dirty and will leave dirt in the work area and on scanning equipment.
8. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
9. 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.
10. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.
11. Data of each thesis will be divided into parts, viz., Title Page, Introduction/Literature Review, Chapter 1, Chapter 2, Chapter 3 and so on. Each part will be uploaded separately. There will be an index in the beginning. Each component in the Index will be linked to the each part of the thesis. Exact index will be provided at the time of data capturing.
12. The vendor/agency Provide MARC records for all digitized titles with minimum 8 fields such as title, author, Degree type, date, Abstract, 856 link, etc.
13. 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.
14. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.
15. A file-naming scheme database - should be established prior to capture. The same will be provided by the library.
16. The master files containing final documents should be stored as back up on Portable hard disk.
17. The metadata for each thesis should be captured and created using Dublin Core for specific fields to be provided by the library.
18. Agency will upload digitized theses along with metadata on the internet/intranet of the university library and Krishikosh.
19. Agency will upload digitized theses on the Document Management System (DMS) of the University as well as publishing platform that complies with international standards and houses international content for promotion and wider discoverability.

SEAL & SIGNATURE OF BIDDER

III. Steps involved in Digitization Process

- **Step-I** Scan, Enhance, and archive in Portable Hard Disk.
- **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 books.
- **Step-IV** Extract text from the images (only English language) and converting to Searchable PDF-A with 99% accuracy of text. 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 weekly basis is required.
- **Step-VI** Capture and Create Metadata for each and every book.
- **Step-VII** Upload the Digitized PDF on Document Management System(DMS), which will be internet/intranet and Krishikosh website.
- **Step-VIII** Provide a digital copy of entire digitized content in Portable Hard disk to the library for purpose of record.

IV. Deliverables

1. All the digitized documents should be delivered in reliable and high quality of external hard disk. One copy of the digitized documents will also be kept in a storage media preferably SAN in the Library infrastructure.
2. A customized, unique, web based, Document Management System (DMS) which will be hosted on library server. The DMS should be customized with new UI design along with our logo, static pages and images. DMS should also have the features to browse the digitized content by Author, Year, Subject, Document Type, Publisher, Department etc along with full-text search facility. This software should be such as to be able to also handle the digital documents which have been scanned previously and are lying in the custody of the Library.
3. A digital copy of entire digitized content should be uploaded to Institutional Repository as per International metadata standards.
4. Agency will upload digitized theses along with metadata on Krishikosh.

V. 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:

1. Maintaining confidentiality about work.
2. Safe handling of books used for scanning (as these are rare available as single copy and cannot be recreated). While handling books, proper care is to be taken, so vendor should deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.
3. The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of books, Theses and Other Materials; remove dust, taking them out of shelves & putting them back etc.
4. Books, Theses and other Materials rebinding / refilling after scanning.
5. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

Procurements Group-1: Providing Services of Digitization and Digital archiving of Theses, other Documents

Tender Item No.	Item Specification	Quantity	Price Require	Total Amount
1.1	Digitization of Documents	3,00,000 pages	Per Page	
1.2	Uploading of Digitized documents on Document Management System or Krishikosh.	2000 Theses	Per Thesis	
1.3	Implementation of Document Management System (DMS) (Dspace) with MySQL database and full-text search, browse features in library server	01		

Procurements Group-2: Server

Tender Item No.	Item Specification	Quantity
2.1	Server Intel Xeon Silver 4110 - 8Core / 16 Threads 2.1 GHz Processor, 11 MB Cache Per Processor, 64 GB DDR4 2666 MT/s Memory, 4No x 600GB 2.5" SAS Hot-Plug Drive, H730P + RAID Controller with 2GB NV Cache Memory, iDRAC9 Enterprise for Remote Manageability 2 x Integrated Gigabit Ethernet, DVD-RW Drive, 2 x 550 Watt Hot Plug Redundant Power Supply,	01