

# **Kumaun University, Nainital**

**TENDERING & PROCUREMENT**

## **BID DOCUMENTS**

**ENQUIRY NO. \_\_\_\_\_**

**Tender for Digitization on Turnkey Basis**

**Kumaun University,  
Nainital**

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# **SECTION – I**

**INVITATION FOR BIDS**

**WITH INSTRUCTIONS TO BIDDERS**

**AND**

**GENERAL CONDITIONS OF CONTRACT**

**CUSTOMER**  
**INVITATION FOR BIDS**

**Enquiry No.** \_\_\_\_\_

1.0 Kumaun University, Nainital invite offers from eligible firms for digitization of thesis.

2.0 Interested eligible firms may obtain, further information from the O/o the, **Kumaun University, Sleepy hollow, Mallital, Nainital, Uttarakhand**

3.0 Bidding Documents may be seen and down loaded from the web site [www.kuntl.in](http://www.kuntl.in).

4.0 The Bidders who want to submit Bids shall have to pay Rs. **1000** (Rupees one thousand only - non refundable) towards the tender cost in the form of cash or Demand Draft. The Demand Draft shall be drawn in favour of **Finance Officer, Kumaun University, Nainital**. Only after the receipt of Demand Draft or cash within the scheduled time prescribed, the Bid sheet will be issued.

5.0 EMD of **Rs. 50000 (Rupees Fifty thousand only)** in the form of Demand Draft in favor of **Finance Officer, Kumaun University, Nainital payable at Nainital** must be delivered to the **Kumaun University, Sleepy hollow, Mallital, Nainital, Uttarakhand** on or before on .

6.0 The Technical Bids opening and technical presentation will be at 11.00 A. M. on 27<sup>th</sup> July 2011 at the above office of the **Kumaun University, Sleepy hollow, Mallital, Nainital, Uttarakhand**. Bidder's representative (two persons per firms) may witness Bid opening.

7.0 University reserves the right to cancel/withdraw the invitation for Bids without assigning any reasons for such decision. Bidding documents may be seen and down loaded from the web site.

**8.0 Qualifying Requirements:**

- Bidder should have proven experience in the field of digitization for more than 2 years.
- The Bidder must have PAN, Sales Tax and Service Tax Registration.
- Bidder should submit screenshots wherever required.

- Bidder should submit required samples of PDF/A output as per specifications mentioned in RFP. For purpose of creation of samples, Bidder should collect images from Customer. In absence of valid samples bids are liable to get rejected.
- Bidder should have authorization from PDF/A Technology provider in favor of University.
- University is looking ISO Standard file format for its scanned images. Therefore bidder need to comply with following requirement, while complying with below mentioned requirement. Bidder need to submit the sample images as proof of same.
  - PDF/A format (ISO 19005-1:2005)
  - The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in JPEG/PDF file format) for Mono/Color/Grey scale images retaining Searchability, good view and print quality
  - Should be Linearized PDF (as defined by PDF reference manual (ISO 32000-1:2008)) to ensure faster web viewing
  - In case of images with printed English text, the output PDF document should be searchable. In this case the PDF should also be reflowable such that the text readjusts itself on the basis of the size of the screen. PDF should have live fonts without compromising on look and feel of original scanned image.
  - Searchable PDF should be created in one single step by processing the input image file thus ensuring that there is no intermediate manipulation of content is possible
  - Should be enabled for interactive use (applying digital signatures, annotations, comments) with free Adobe Reader ver 6.0/7.0/8.0/9.0
  - Automated Meta data insertion in the PDF files - Metadata available in any format such as XML, CSV, MS-Excel or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself.
  - The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata

## SECTION – II

### SPECIAL CONDITIONS OF CONTRACT

#### **1.0 PRICES:**

- 1.1 The tenderer shall quote the prices on “**FIRM PRICE BASIS**” only.
- 1.2 Prices should be exclusive of taxes and taxes should be mentioned separately.
- 1.3 If the rates quoted for material cost or F&I charges or Taxes and Duties is not clear & is ambiguous the purchaser reserves the right to overlook the offer.
- 1.4 Prices of selected vendor shall stay empanelled for 2 Years.

# **INSTRUCTIONS TO BIDDERS**

## **1.0 GENERAL:**

- 1.1 Kumaun University, hereinafter called **CUSTOMER** will receive bids in respect of **Digitization**, to be supplied and services to be provided as set forth in these bidding documents. All bids shall be prepared and submitted strictly in accordance with these instructions.
- 1.2 The University reserves the right to accept any bid or reject any or all bids, cancel/withdraw invitation for bid without assigning any reason. For such decision University shall not be subjected to question by any bidder and the University shall bear no liability whatsoever consequent to such a decision.
- 1.3 University is not bound to award the work to **Lowest Commercial Proposal**.
- 1.5 University will award the above said project on turnkey basis to single vendor.

## **2.0 SCOPE OF THE PROPOSAL:**

- 2.1 The scope of the proposal shall completely cover the Design, Manufacture, Testing as per specifications enclosed, packing, forwarding and supply of Digitized material to University at Central Library, Kumaun University, Nainital and providing Training to University Staff. The successful bidder has to carryout operation and maintenance of digitized material for 2 years.
- 2.2 Bids not covering the entire scope of the proposal shall be treated as incomplete and liable for rejection.

## **3.0 COST OF BIDDING:**

All the costs and expenses incidental to preparation and submission of the proposals, discussion and conferences, if any, including pre-award discussions with the successful bidder, technical and other presentations including any demonstrations etc., shall be to the account of the bidders and University shall not be responsible.

## **4.0 PROJECT / SCHEME INFORMATION:**

Requisite information has been provided in technical specifications enclosed. Additional information (wherever required) regarding the tender, location, approach to site, are enclosed with these bid documents wherever applicable.

## **5.0 LOCAL CONDITIONS:**

It will be imperative for each bidder to fully inform himself of all local conditions and factors which may have any effect on the execution of the supplies and services covered under these document and specifications.

## **6.0 CONTENT OF BIDDING DOCUMENTS:**

- 6.1 The details of equipment and materials and services required, bidding procedures and contract terms are prescribed in the bidding documents.
- 6.2 Any amendment, errata or addendum issued by the University prior to bid opening shall constitute integral part of the bid.
- 6.3 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required as per the bidding documents, or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of the bid.

## **7.0 CLARIFICATION OF BIDDING DOCUMENTS:**

- 7.1 The bidder is required to carefully examine the specifications and documents and fully inform him self as to all the conditions and matters, which may, in any way, affect supplies and services to be provided, and/or the cost thereof. If the bidder finds discrepancies or omissions in the specifications and documents or is in doubt as to the true meaning of any part, he shall at once make a request for an interpretation/clarification.
- 7.2 A prospective bidder requiring any interpretation/clarification of bid documents may notify the University in writing or by Telex or by Telegram at the University mailing address indicated in the invitation for bids. The University then, shall issue interpretations/clarification on bidding documents, which the University receives not later than 10 days prior to the dead line for submission of bids prescribed by the University. Written copies of the University response (including an explanation of the query but without identifying its source) will be sent to all prospective bidders who have received the bidding documents.
- 7.3 After receipt of such interpretation(s)/clarification(s), the bidder may submit his bid but within the time and date specified for receipt of bids. All such interpretation(s) and clarifications shall form a part of the bid documents and a copy thereof duly signed by the bidder shall accompany the bidder's proposal.
- 7.4 Verbal clarifications and information given by the University or its employees or its representatives shall not in any way be binding on the University.

## **8.0 AMENDMENTS TO BIDDING DOCUMENTS:**

- 8.1 The University reserves the right to issue amendments or clarifications to the specifications and documents to all bidders who have purchased the bidding documents giving reasonable time prior to the bid opening for any reason whether at its own initiative or in response to interpretations/clarifications requested by prospective bidder. Such amendments or clarifications shall be given due consideration by the bidders while they submit their bids and the bidders shall invariably enclose such documents after putting their signatures there on as a part of their bids. All such amendments, clarifications etc., shall be mailed or sent by Telex/Fax by the University to the prospective bidders at the address contained in the letter or request for issue of bidding documents. University shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.
- 8.2 In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the University may, at its discretion extend the deadline for the submission of bids.

## **PREPARATION OF BIDS**

### **9.0 LANGUAGE OF THE BID:**

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder shall be in the English language. Failure to comply with this will disqualify the bid.

### **10.0 DOCUMENTS COMPRISING THE BID**

- 10.1 The Bidder shall submit the Bid sheets inclusive of Price schedule, Technical Data Requirements etc., furnished in the bidding documents, indicating for the equipments to be supplied and services to be rendered, quantity and prices.
- 10.2 The Bidder shall also submit documentary evidence to establish that the Bidder meets the Qualifying Requirements as detailed in clause 5.0 of NIT and clause 8 of Invitation for Bids (IFB).
- 10.3 The bid security shall be furnished in a separate cover in accordance with Clause 15.0 of Section ITB.
- 10.4 The Bid should contain the compliance statement towards specifications of software. Information filled should be correct misleading or false information may

lead bids towards rejection and EMD of the bidder will be forfeited. Such misleading information may lead bidder towards blacklisting in the department.

## **11.0 INFORMATION REQUIRED WITH THE PROPOSAL:**

- 11.1 The bids must clearly indicate the name of the OEM for material required to be delivered as per scope of work.
- 11.2 Oral statements made by the bidder at any time regarding quality, quantity or, arrangements of the equipment or any other matter shall not be considered.
- 11.3 No Deviation whatsoever, in the following conditions of the bidding documents is permitted.
  - i. Validity of offer.
  - ii. EMD
  - iii. Payment terms
  - iv. Guarantee
  - v. Liquidated damages, Penalty for delay

Bidders are advised that while making bid proposals and quoting prices these conditions may appropriately be taken into consideration. Bids with deviations on the above are liable to be disqualified.

## **12.0 BID PRICES:**

- 12.1 The bidder shall indicate in the price schedule, the unit prices of the material or services, along with the total bid price.
- 12.2 Detailed break-up covering all the components of unit prices as well as total bid prices shall be furnished as stipulated in the appropriate Price Schedule-II.

The bidder shall indicate:

- i) The price of the goods quoted ex-factory/Ex-works/Ex-warehouse as applicable, inclusive of all duties, taxes and levies paid or payable on components and raw materials.
  - ii) Sales tax, excise duty, other taxes, duties and levies to be payable by the Firm on the goods.
  - iii) Inland transportation charges including handling charges, loading and unloading and other costs, incidental to delivery of the goods to their final destination and insurance charges has to be paid by the firm.
- 12.3 The prices should be clearly quoted both in **figures and words**. Incase of divergence of rates in figures and words.

If the rates quoted for material cost, F&I charges or taxes and duties is not clear & is ambiguous the purchaser reserves the right to overlook the offer.

If the firm becomes lowest tenderer by virtue of such rates quoted, and does not agree to supply/service at the quoted rates, the E.M.D. of such firm will be forfeited and the firm will be blacklisted.

### **13.0 PRICE BASIS:**

The bidders shall quote the Prices on **FIRM PRICE BASIS** only

### **14.0 BID CURRENCIES:**

The Bidder shall quote only in Indian Rupees.

### **15.0 EARNEST MONEY DEPOSIT:**

15.1 EMD of Rs.50,000.00 (Rs. Fifty Thousand only) shall accompany the Bid as a part of the Bid.

**15.2 EMD shall be paid in the form of D.D only drawn in favour of Finance Officer, Kumaun University, Nainital. Other form of payment will not be accepted.**

15.3 Any Bid not accompanied by EMD in accordance with above provisions shall be rejected by the University as non-responsive.

15.4 No interest or any other cost will be payable by the University on the EMD.

15.5 Intentionally left blank (ILB).

15.6 EMD so deposited will be liable for forfeiture:

a) If the Tender which it covers is withdrawn before or after the Bidder receives formal intimation as to the University's decision with regard to his tender within the validity of the tender.

b) If the bidder fails to deposit contract performance security as per Clause-19 of ITB.

c) If the contractor fails to supply the materials within the specified time.

## **16.0 PERIOD OF VALIDITY OF BIDS:**

- 16.1 Bids shall be kept valid for acceptance for a period of 120 days from the date of opening of bids, excluding the date of bid opening. A bid valid for a shorter period will be rejected by the University as non-responsive.
- 16.2 In exceptional circumstances the University may solicit the bidder's consent to an extension of the period of the validity. The request and the response there to shall be made in writing (including Cable or Fax or Telex). A bidder may refuse the request, but while granting the request for extension of validity the bidder will not be permitted to modify his bid.

## **17 FORMAT OF BID:**

17.0 The bids are invited through Physical Mode only.

17.1 The Techno-commercial bid consists of the following:

- i. Techno – Commercial sheets.
- ii. Data requirement sheets.
- iii. All supportive documents satisfying bidder on qualification criteria.
- iv. Any other document required for satisfying tender's terms and condition.

Bid should not contain exhaustive information. Same may lead to the disqualification of the bidder.

17.2 The price bid consists of the following:

- i) Price sheets.

17.3 A prospective bidder, who wishes to submit the bid shall adopt the following procedure.

17.4.1 As stated in clause 4.0 of Section of IFB, non-refundable amount of **Rs.1,000.00 (Rs. One Thousand only)** in the form of cash or demand draft payable to the **Finance Officer, Kumaun University, Nainital** shall submit it to the University for purchase of tender document.

17.4.2 After the receipt of Demand draft at the office of the University at Nainital, the tender document will be issued to the prospective bidder.

17.4.3 The following documents are to be sealed in a cover and "Tender for Digitization" should be written on the top of the envelop and sent to the **Registrar, Kumaun University, Nainital** so as to reach on or before the last date of submission of the bids, indicated in notifications.

- i) Demand Draft/pay order towards EMD amount.
- ii) Two separate sealed envelops containing names of A) Commercial bid, b) Financial bid

iii) All Documents specified in clause 17.1

17.5 The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the bidder. Such erasures or other changes in the bid including the proposal documents shall be over the initials of the persons(s) signing the bid.

17.6 All pages of the bid, except for unamended printed literature shall be signed by the person or persons signing the bid.

## **18 SUBMISSION OF BIDS TO THE CUSTOMER:**

18.1 The bidder shall submit the bid in Physical Mode only. The bidder must ensure that the bids are received in the specified website of the University by the date and time indicated in the invitation for bids. Bids submitted by telex/telegram will not be accepted. No request from any bidder to the University to collect the Bids in physical form, from airlines, cargo agents etc., will not be entertained by the University.

18.2 Bids must be received by the University at the address specified, not later than time and date specified in invitation for bids for this purpose or in cases any extension has been given thereto, on the extended bid submission date advertised or notified to the entire bidders who have purchased the bid documents.

18.3 In case, the University at its discretion, extends the dead line for the submission of bids, all right and obligations of the University and the bidders previously subject to the deadline shall thereafter be subject to the deadline (for submission of bids) as extended.

18.4 The University reserves the right to reject any bid, which is not deposited according to the instruction, stipulated above.

### **18.5 LATE BIDS**

Any bid received by the University after the deadline for submission of bids prescribed by the University will be rejected.

18.6 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid security/EMD.

### **18.7 Acceptance of Tenders**

a) The University does not bind itself to accept the lowest or any tender; neither will any reason be assigned for the rejection of any tender or part tender.

The CUSTOMER reserves itself the right to reject any tender, which does not conform to any of the above conditions.

#### **18.8 Earnest Money of Unsuccessful tenderers:**

Earnest Money deposited by unsuccessful bidders will be returned as soon as possible after the tender has been settled, upon the bidder returning the original EMD receipt to this office duly discharged in favor of the University, along with refund voucher duly signed.

#### **19 PACKING:**

19.1 Material required shall be delivered in proper packing, incase of material delivered in damaged condition then vendor shall replace the same and shall deliver the material in proper condition.

#### **20 FORWARDING AND SHIPMENT:**

20.1 The contractor shall notify the University of the date of each dispatch from its works and the expected date of arrival at the site for the information of the University.

The contractor shall also give all dispatch information concerning the weight, size and content of each package including any other information the University may require.

20.2 The contractor shall prepare detailed packing list of all packages and containers, bundles and loose materials forming each and every consignment dispatched to sites.

#### **21 ACCEPTANCE OF SUPPLIES**

All or any articles supplied against this contract will be subject to the inspection approval of the officer in charge of stores, or any other officer deputed for the purpose. He shall be at liberty to reject any or the whole lot without assigning any reason and his decision in respect of such rejection will be final.

#### **22 INSPECTION :**

The University shall accept the incoming material after inspection regarding the physical condition of the material.

### **23.0 PAYMENT:**

Payment for Services will be made after satisfactory completion of services. Payment of Digitization services shall be made on the monthly basis as per the volume digitized in that month. Payment will be made in Indian Rupees only.

The following documents shall invariably be submitted to University for arranging payment.

- i) Invoice (4 copies)

### **24.0 GUARANTEE:**

In the event of tender being accepted, the bidder shall guarantee, for satisfactory performance and against failure due to bad design, bad materials, defective manufacture or bad workmanship for a period of 2 years from the date of delivery.

### **25.0 INSURANCE:**

25.1 The supplying firm shall arrange for the transit insurance of the goods with their own under writers and include the same in the price quoted by them.

25.2 The policy shall be taken out in the name of the supplier and the supplier shall pursue claims with the insurances themselves, in case of shortage/breakages/damages or other claims. The supplier shall however arrange for immediate replacements of materials received short/damaged/broken etc., without waiting for settlement of their insurance claims.

25.3 The ownership and responsibility for the materials rests with the supplier till the goods are delivered safely at destination.

**26.0 CHANGE OF QUANTITY:** During the execution of the contract, the University reserves the right to increase or decrease the quantities of items under the contract, with out any change in the unit price and other terms and conditions.

**27.0** The University may at any time during the execution of the contract make changes with in the general scope by written instructions, in any one or more of the following.

- a) The method of shipment or packing.
- b) The place of delivery.
- c) The services to be provided by the contractor/supplier

In case of increase in scope of work additional price shall be paid by University to the supplier.

### **28.0 DELAYS IN THE CONTRACTOR'S PERFORMANCE:**

**29.1** Delay by the contractor in the performance of the obligations under the contract shall render the contractor liable for any or all the following sanctions: forfeiture of its performance security, imposition of liquidated damages and/or termination of contract for default as detailed hereunder.

**29.2** If, at any time during performance of the contract the contractor or its sub-contractor(s) should encounter conditions impeding timely delivery of the goods and for performance of services, the contractor shall promptly notify the University in writing of the fact of the delay, its likely duration and its cause(s). Upon receipt of the contractor's request the University shall evaluate the situation and may, at its discretion extend the time for the performance in which case the extension shall be ratified by an amendment.

**29.3 Delay in the supplies**

For all delayed deliveries from the periods stipulated in the order, non supply of part quantities, a penalty at the rate of ½% per week subject to a maximum of 10% reckoned on the contract value of such complete portion or section of the plant, equipment or materials including the portion supplied which could not be brought into commission due to any part thereof not having been delivered in time will be levied. Due consideration will be given, however, in the levy of penalty for reasons absolutely beyond the control of the contractor/ supplier (Force Majeure) for which documentary evidence shall invariably be produced to the satisfaction of the competent authority of the University.

**29.4 Failure to Supply**

Failing to supply as above, the University is at liberty, without further notice or reminder to the contractor/supplier to purchase the same or any portion thereof on to the account of and at the risk of the Contractor/supplier and to prefer a claim for the difference in price and for all expenses whatsoever incurred in purchasing the same, which the department is wholly authorized to recover from any money due to contractor/supplier on bills, or deposits or any account.

**29.5 Termination of Contract**

The Department shall have the powers:

- a) To recover from the contractor as agreed liquidated damages or by way of penalty clause above and,
- b) To purchase elsewhere after giving due notice to the contractor, on to the account and at the risk of the contract such stores not so delivered or others of a similar description without canceling the contract in respect of the consignment not yet due for delivery, but the supplier shall not be entitled to any savings on such purchases made against default.
- c) To cancel the contract

- d) Forfeiture of performance security deposit. To forfeit the security deposit if it has been furnished and in case of permanent security deposit in the particular Purchase Order from out of the permanent security deposit.
- e) To blacklist or not to consider the suppliers future offers for a specified period.

**30 FORCE MAJEURE:**

- a) For the purposes of this contract "Force Majeure" means, an event which could not reasonably have been avoided by a diligent party in the circumstances, which is beyond the reasonable control of a party and which makes a party's performance of its responsibilities hereunder impossible or so impractical as reasonable to be considered impossible in the circumstances and includes, but is not limited to, war, riots/civil disorder, earthquake, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, electrical failure, confiscation or any other action by Government Agencies.
- b) Force majeure shall not include any event, which is caused by the negligence or intentional action of a party or such party's sub-contractors or agents or employees, or by a failure to observe good engineering practices.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

**31.0 TERMINATION FOR CONVENIENCE:**

**31.1** In case of unsatisfactory work The University may, by written notice sent to the contractor, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify the termination is for the owner's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

**31.2** The contractor upon receipt of such notice shall discontinue the work on the date and to the extent specified in the notice, make all reasonable efforts to obtain cancellation of all orders and the sub contracts to the extent they are related to the work terminated and upon terms satisfactory to the University stop all further sub-contracting or purchasing activity related to the work terminated and assist the University in storage, maintenance and protection, and disposition of the goods acquired under the contract by the University.

**31.3** In the event of such a termination, the contractor shall be paid equitable and reasonable compensation as decided by the circumstances prevalent at the time of termination.

**31.3A** In case of any dispute arising out of the contract, the matter shall be referred to the arbitrator appointed by the Vice-Chancellor of the University.

**32.0 EFFECT AND JURISDICTION OR CONTRACT:**

**32.1** The contract shall be considered as having come into force from the date of "Notification of Award" unless otherwise provided in the "Notification of Award".

**32.2** The laws applicable to the contract shall be the law in force in India. The Courts of Nainital shall have exclusive jurisdiction in all matters arising under the contract, including execution of arbitration awards.

**33.0 AFTER SALES SERVICE AND SUPPLY OF SPARES:**

The bidder shall guarantee prompt after sales service by deputing his personnel on requisition from the officers of the University and supply the patches within a reasonable time at his scheduled rates for minimum period of 2 years.

**34.0 ANY OTHER CONDITIONS OF SUPPLY: Please see enclosure.**

**35.1 SCANNING SCOPE**

**UNIVERSITY** has collection of Thesis in its library. Bidders are required to carry out following activities on the documents at CUSTOMER. Scanning of Approx. **2,500 Thesis @ 300 pages per thesis(Approx.)**.

Bidder's Responsibilities:

- Document Receiving from Central Library
- Pre – Scanning Activities for scanning of documents
- Scanning of Documents through Book Scanner
- Parching of Documents
- Image Enhancement Activities
- Document Indexing
- Metadata creation using Dublin Core
- Making Document (Chapter wise) Available with the required specifications in the tender document.

**(All works should be carried out in the Central Library, Nainital. Thesis can't be allowed to go out side of the library)**

File output should be provided with compliance of following specifications:

- 
- PDF/A format (ISO 19005-1:2005)
  - The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT(ITUT) G4/JPEG compression (in JPEG/PDF file format) for Mono/Color/Grey scale images retaining Searchability, good view and print quality

- Should be Linearized PDF (as defined by PDF reference manual (ISO 32000-1:2008)) to ensure faster web viewing
- In case of images with printed English text, the output PDF document should be searchable. In this case the PDF should also be reflowable such that the text readjusts itself on the basis of the size of the screen. PDF should have live fonts without compromising on look and feel of original scanned image.
- Searchable PDF should be created in one single step by processing the input image file thus ensuring that there is no intermediate manipulation of content is possible
- Should be enabled for interactive use (applying digital signatures, annotations, comments) with free Adobe Reader ver 6.0/7.0/8.0/9.0
- Automated Meta data insertion in the PDF files - Metadata available in any format such as XML, CSV, MS-Excel or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself.
- The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata

## **35.2 PRINCIPAL REQUIREMENTS**

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- Extensive meta-data creation using comprehensive data entry templates.
- Institutional archives both Open access and restricted access should be created from a single interface
- Standard subject heading schemes like Library of Congress and others.
- Meta data standards Dublin Core should be used.
- Should handle devnagari script in Unicode
- Full text searching

## **36.0 ADDITIONAL INSTRUCTIONS FOR THE ATTENTION OF TENDERERS:**

### **I. This shall be Two part Tender:**

The **first part** shall contain technical bid with commercial conditions with Price Schedule indicating ONLY THE QUANTITIES AND NOT PRICE (Un Priced Schedule) and **second part** shall contain price bid only. In case prices are indicated in the Technical Bid, the offer will be rejected.

The Bidders shall submit their offer in two parts before the notified date and time for opening tenders. Only technical bids will be opened in the presence of the Bidders or their authorized representative.

The date and time of opening of price bids will be notified to all the technically eligible Bidders after technical evaluation of the tender is completed.

- II. The Bidders shall invariably furnish the cost analysis indicating the raw material component for each type of material, rates adopted for raw material, labour, over head costs, approx margin of profit, justifying the ex-works prices quoted.

### **37.0 Bid opening and evaluation:**

On the date and time fixed by the owner for opening of bids will be opened and scrutinized by the owner. After fully satisfying the bid conditions, the techno – commercial bids will be opened. Bidder's representatives (up to 2 persons) who choose to attend at the date and time for opening of bids in the invitation to bid or in case any extension has been given thereto on the extended bid opening date and time notified to all the bidders who have purchased the bidding document. The bidder's representatives who are present shall sign a register evidencing their attendance.

The bidder's names, technical modifications, bid withdrawal and such other details will be available on the website after opening.

The price bids of all the "Techno-commercial" Responsive Bidders shall be opened in the presence of representatives (up to two per firm) of such bidders who choose to be present. The date/time of opening the Price bid shall be to all such qualified bidders by fax/letter in advance besides inviting final price bid if found appropriate after evaluation of Technical bids.

The bidder's name, lump sum bid price, all discounts if any, modifications in the Price Bid will be available on the web site.

No electronic recording/transmitting devices will be permitted during bid opening.

### **38.0 process of evaluation of bids:**

The bids received/accepted/opened will be evaluated by the Owner to ascertain the technical responsiveness of the bid for the complete scope of the proposal, as covered under these specifications and documents. All technically responsive bids shall then be examined to determine the **LOWEST EVALUATED COMMERCIAL AND TECHNICALLY RESPONSIVE BIDS**. It will be done according to guidelines provided by Uttaranchal Govt.

**SCHEDULE – 1**

**BIDDER's INFORMATION**

**INFORMATION TO BE GIVEN BY TENDERERS**

**General:**

1. Name of the Tenderer / firm \_\_\_\_\_
2. Address of the firm.
3. Telegraphic Address.....
4. Tel. No. (with STD code) (O)..... (Fax)..... (R).....
5. Registration & particulars of the firm
  - i) Proprietorship
  - ii) Partnership
  - iii) Private Limited
  - iv) Public Limited(Please attach attested copies of documents of registration/inCUSTOMER of your firm with the competent authority as required by business law)
6. Name of Proprietor/Partners/Directors.
7. Tenderer's Bank, its address and his current account number.....
8. Permanent Income Tax number, Income Tax circle.....

**CUSTOMER  
SCHEDULE – II  
ENQUIRY NO. \_\_\_\_\_**

**Tender for Digitization  
PRICE SCHEDULE**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit Price</b>	<b>Price</b>	<b>Taxes</b>	<b>Total Price</b>
1.	Document Scanning, parching, Indexing and Metadata creation Services of Thesis through Book Scanner and output in PDF/A format as per specifications provided	@ per page			

**Date  
Place**

**Name  
Designation**

Terms and Conditions:

- ❖ Prices shall be mentioned in figures and words both.
- ❖ 2-years warranty shall be included in above mentioned charges. No extra charges will be paid by University for the same purpose.
- ❖ Delivery of the product shall be made in accordance to the delivery clause. Beyond the mentioned time penalty clause will be applicable.
- ❖ Above mentioned prices should be firm. In case of ambiguity in prices, prices mentioned in words shall be taken as final prices.