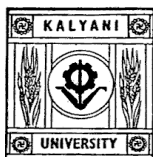


UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in> : 2017_UOK_127565_1

Tender Ref. No.: KU/NIET/ETD LAB/CL/2017-18/02

Dated: 06/09/2017

Online E-Tender is invited for Digitization, Archiving, and Preservation for PhD theses and dissertations of University of Kalyani, West Bengal by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode.

SCOPE OF WORK:

ESSENTIAL FEATURES:

1. Paper scanning of theses (Approx. 2500 theses, with average 250 pages per thesis) and other documents.
2. Creation of metadata for each thesis as per international archiving standards.
3. OCR conversion for full text searchable PDFs.
4. Long-term preservation via microfilming, DVD/Hard disk storage.
5. Preparation of MARC records for all documents.
6. Careful/special handling may require for bound or unbound documents to be scanned.
7. Digitized documents to be uploaded on Shodhganga as per Inflibnet specifications and DSpace as well.

DESIRABLE FEATURES:

Provision of hoisting Digitized Theses on an International ETD platform (not open access) that provides embargo options on the full text and consists of content in full text contributed from other leading universities and institutes in India and globally with royalty benefits. The platform should also have the provision to contribute ETDs in future on the same platform with embargo options on full text.

1. Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	6 th September 2017
2	Documents download (online)	6 th September 2017 (from 2.30 p.m.)
3	Bid Submission Start Date(on line)	6 th September 2017 (from 2.30 p.m.)
4	Bid Submission Closing Date (Online)	18 th September, 2017(up to 1.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	20 th September, 2017 (from 1.00 p.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

2. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

3. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

4. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

5. Eligibility for Quoting:

- a) The details of similar work executed at least 10-12 central/ state universities in India with documentary proof are to be furnished.
- b) Solution provider should have executed at least one Shodhganga project in the state of West Bengal and must furnish the purchase order/work order copy by the university.
- c) Required space for installing the infrastructure by the firm/agency will be provided by the Central Library.

- d) Entire project is to be completed within a period of 4 months. The work is to be done during 9:30 am to 7 pm on weekdays and 11 am to 5 pm on Saturdays.
- e) The theses can be unbound if required but must be rebound in the same format without any damage to the document. The university reserves the right to penalize the firm/agency if any thesis is found to be damaged.
- f) If satisfactory service is not provided by the firm/agency contract may be terminated at proportionate payment.
- g) The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and colour reproduction and use neutral common rendering for all images.
- h) The solution provider should follow standard guidelines such as FADGI for ensuring best scanning standards. Solution provider/firm to enclose sample scanner specifications conforming to FADGI guidelines.
- i) The documents to be digitized may be checked during all the working days.
- j) Turnkey solution providers are invited who are working in the field of digitization and archiving of ETDs having experience of over 25 years in digitization, preservation and hosting only.
- k) All software and manpower to carry out the work are to be arranged by the Solution Provider at their own cost and post digitization and archiving, the solution provider should upload the final digitized data on the library IR and the international ETD platform and provide training to the library staff on access and future uploading of ETDs on the platforms.
- l) The solution provider/firm should have worked with minimum order value of Rs. 25 lakh for at least one project. Documentary evidence of work order copies from these universities should be enclosed.
- m) The university reserves the right to carry out the capability assessment of the participating organizations and examine the technical strengths and merits of the participating firms. University will award the work to the organization on the basis of merits and is in no way bound to place the order to the lowest quoted party. The university's decision shall be final in this regard.

6. Annual Turnover Requirements:

The solution provider/firm should have an annual turnover of more than 30 Crores for the last 3 years.

7. Submission of Tenders:

1. General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

2. Technical Bid:

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

- I. Technical File (Statutory Cover) containing:
 1. Annexure –
 - a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
 - b) Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)
 - c) Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)
 - d) Affidavit Proforma - (Vide Annexure IV) (to be submitted in “Annexure” folder)
 - e) DECLARATION ON NIT - (Vide Annexure V) (to be submitted in “Annexure” folder)
 2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “Technical Details” Folders.
 3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2013-14, 2014-15 & 2015-16 in “Accounts” folder.

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Manufacturing Authorisation/ Manufacturing Certificate
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	<p>a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning</p> <p>b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning</p>
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2013-14
			Income Tax Returns submitted for the Assessment year 2014-15
			Income Tax Returns submitted for the Assessment year 2015-16
		Payment Certificate 2	VAT/CST Returns (of the last quarter) for the year 2013-14
			VAT/CST Returns (of the last quarter) for the year 2014-15
			VAT/CST Returns (of the last quarter) for the year 2015-16

3. Financial Bid: The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

4. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

5. Evaluation of the tenders:

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

6. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

1. Bid Information:

- a) Bidder may quote in any Currency as given in the BOQ for the item with Accessories.
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) Bidder must follow the instruction for filling up BOQ as per Clause 8.3.

2. **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

3. Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

4. Credentials and Other Qualifying Criteria:

1. The solution provider/firm should be proficient in digitization and preservation of doctoral theses and dissertations only with experience of more than 25 years in the digitization and preservation domain via microfilming.
3. The solution provider/firm should have experience in digitization, archiving and hosting of ETDs in India and internationally and should have executed at least 10-12 digitization projects for central/state universities as well as institutes of national importance.
4. The solution provider/firm should have worked with 10-12 universities in India and abroad for digitization of doctoral theses & dissertations including microfilming preservation with minimum order value of 25 lakh for at least one project. Documentary evidence of work order copies from these universities should be enclosed.
5. Solution provider should have executed at least one Shodhganga project in the state of West Bengal and must furnish the purchase order copy by the university.
6. The solution provider/firm should perform unbinding and rebinding of theses that are to be digitized without any damages to the existing binding of the book.
7. Post digitization, the solution provider/firm should have provision to perform microfilming of the theses and dissertations, subject to approval of the university, in order to preserve the

material for posterity if required by the university. The firm must undertake the responsibility of storing and maintaining the microfilms at their own facility in the future.

8. The solution provider/firm will must follow ANSI/AIIM standards for preservation via microfilming. Firm has to furnish details on complete microfilming process adopted with details of the existing microfilm facility in the form of photographs and documents.

9. One sample microfilm or microfiche with the company logo of any theses/dissertation must be physically submitted. The microfilm must be property of the firm itself and must not be from any other third party vendor.

10. The solution provider/firm should follow standard guidelines such as FADGI for ensuring best scanning standards. Solution provider/firm to enclose sample scanner specifications conforming to FADGI guidelines.

11. Firm must perform OCR conversion to ensure full text searchability. Only multiple licensed OCR – SDK software is to be used for text recognition and document processing providing 99% or higher recognition accuracy. Solution provider/firm to furnish minimum 20 OCR - SDK licenses as part of submission.

12. The firm should have its own platform for hosting electronic theses and dissertations and must have the facility to host the digitized theses on the same platform with embargo options on the full text, if required by the library in future. Upon hosting the digitized theses & dissertations, the firm must provide unrestricted and seamless access via IP access only to the university. Details of the ETD platform must be furnished in the response document.

13. Firm will have to furnish evidence of minimum 5-10 leading central and state universities in India where Shodhganga projects have been completed including uploading on Shodhganga with completion certificates/testimonials provided by the university. Minimum 5 testimonials are to be submitted from completed projects of library theses digitization

14. Firm must also show documentary evidence of publishing the ETDs on the international ETD platform.

15. The solution provider/firm should enclose all necessary supporting documents showcasing their technical expertise in executing digitization of theses projects in India and abroad. Testimonials and contact details of libraries where similar work has been done should be provided. The university reserves the right to verify the authenticity of these documents and references.

16. The scanning work shall be done by the firm onsite, at the university premise. The material to be scanned shall be provided by the library. All software and manpower to carry out the work are to be arranged by the agency at their own cost and post digitization and archiving, the solution provider should transfer the completed work in DVD/Hard disks to the university.

17. Firms must submit any requirements from the university that are to be arranged by the library to execute the project.

18. Firm should have provision to host all the digitized theses & dissertations on its own international ETD platform with existing ETDs from other universities in the world and India and provide embargo options on the full text.

19. Documentary evidence of embargo provision in the platform should be submitted. ETD Platform should support future hosting of ETDs with royalty options upon usage from the university and must provide training to the library staff for the same.

20. The university reserves the right to carry out the capability assessment of the participating organizations and examine the technical strengths and merits of the participating firms. university will award the work to the organization on the basis of merits and is in no way bound to place the order to the lowest quoted party. The university's decision shall be final in this regard.

5. Technical Requirements:

- a. 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.
- b. 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).
- c. 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.
- d. The digitized images to be converted to searchable PDF format. The layout of the page should be retained. Only licensed OCR-SDK software is to be used and firm will be required to furnish a minimum of 15-20 OCR SDK licenses.
- e. The metadata for each thesis should be captured and created using international archival standards.
- f. Others as stated earlier under Clause “Scope of Work” and “Eligibility for Quoting”.

6. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

7. Place of WORK: ETD LAB, CENTRAL LIBRARY, University of Kalyani, Kalyani -741235.

8. Payment Schedule: Payment be made after completion of work with full satisfaction of the University Authority.

9. Quantity Changeability: Quantity as stated in the tender document may subject to change at the time of issuing work order.

10. Requisite Documents to be submitted: Bidder must have adequate documents if asked for by the University of Kalyani for evaluation of tender.

11. Disposal of Disputes: In case of any dispute, the University’s decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

12. Conversion of FC Rate: Generally, the West Bengal Government Portal is equipped enough for conversion of Foreign Currency (FC) rate into INR. In case of any problem arising out of the West Bengal Government Portal for e-tender regarding the conversion rate against foreign currencies quoted by the bidders in the BOQ, the conversion rate as existing in the official website of the Reserve Bank of India (RBI) as on the date of opening the Financial Bid will be considered for Financial Bid Evaluation.

Discretion of the University:

13. University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.

14. University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
15. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
16. Opening the financial bid as per schedule will BE NOTIFIED LATER ON. Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.
17. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.
18. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2013-14: Rs..... 2014-15: Rs..... 2015-16: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder(Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

**Signature of the Bidder
(With Seal)**

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
Dr. Asitabha Das
Librarian, Central Library
University of Kalyani,
Kalyani-741235,
Nadia, West Bengal

Sub: NIT for Digitization, Archiving, and Preservation for PhD theses and dissertations of University of Kalyani.

Ref: - N.I.T. No KU/NIET/ETD LAB/CL/2017-18/02, dated: 06/09/2017

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 6** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :-

Signature of applicant including title and capacity in which application is made.

Contact no:

E-mail address:

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name),

Employee of this Organisation as..... (Official Designation)
is

Hereby authorised to submit tender online, Vide NIT No.....,

Dated on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

Full signature of the Person
(Designation with Seal)

Date:

Place:

Tender Inviting Authority: Central Library, University of Kalyani

Name of Work: Digitization, Archiving, and Preservation for PhD theses and dissertations of University of Kalyani (Approx. 2500 theses, with avg. 250 pages per thesis)

Contract No: KU/NIET/ETD LAB/CL/2017-18/02

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBE	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC PRICE ITEM WISE for all Quantities In Figures To be entered by the Bidder (Basic Rate without Tax and Charges x No. of Quantity)	GST (Total for all Quantities Item Wise) (if any)	Any Other Charges (if any)	TOTAL AMOUNT WITHOUT TAX (It will be converted in equivalent INR on the date of opening of the bid)	TOTAL AMOUNT WITH TAX AND CHARGES (It will be converted in equivalent INR on the date of opening of the bid)	TOTAL AMOUNT In Words
1	2	4	5	12	13	15	17	53	54	55
1	Digitization of print theses and dissertations as per specifications indicated above (A4 size)	625000.00	per page	INR				0.0000	0.0000	INR Zero Only
2	Unbinding and rebinding of theses	625000.00	per page	INR				0.0000	0.0000	INR Zero Only
3	Metadata extraction in XML format per Shodhganga and international standards	625000.00	per page	INR				0.0000	0.0000	INR Zero Only
4	OCR of images with OCR-SDK licensed software	625000.00	per page	INR				0.0000	0.0000	INR Zero Only
5	Uploading digitized theses on Shodhganga as per Infnlibnet specifications	2500.00	per page	INR				0.0000	0.0000	INR Zero Only
6	Back up of complete digitised work in DVD/Hard disk to university	2500.00	per page	INR				0.0000	0.0000	INR Zero Only
Total in Figures								0.0000	0.0000	Zero Only
Quoted Rate in Words										