



भाकृअनुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान  
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND  
ALLIED FIBRE TECHNOLOGY  
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
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Ref. No:3(20)/(Adm III)/ARC/Library Digitization/2017-18

Date: 28/04/2017

### NOTICE INVITING TENDER

Sealed and typed tenders are hereby invited on behalf of the Director, NIRJAFT for **Annual rate Contract (ARC) for Digitization of Library Books at ICAR-NIRJAFT**. Bid documents containing detailed terms & conditions can be downloaded from our website- [www.nirjaft.res.in/Central Public Procurement Portal](http://www.nirjaft.res.in/Central Public Procurement Portal) [www.eprocure.gov.in](http://www.eprocure.gov.in) (e-publishing).

| Sr. No. | Description  |
|---------|--|
| 1       | <b>Digitization Services:</b><br>Scanning, de-skewing, cropping, de-speckling, OCRing (for English text), Indexing, making PDF for each book, converting all the books into e-books along with archival of all PDF in storage. |

Last date of submission of tender: 29/05/2017 up to 12.00 Noon.

Date and Time of opening of tender: 29/05/2017 at 3.00 p.m.

Asstt. Administrative Officer (Adm III)

## Terms and Conditions

- 1) The rates to be tendered by the firm should be valid for one year in the first instance. Once the rates are submitted and accepted, requests for any increase will not be considered during this period.
- 2) Detailed scope of work is mentioned in Annexure I. The rates for the job should be quoted for each item separately and as a whole the **Tender will be evaluated on the basis of total price of all items to be taken together. The bidder will have to quote the rate for all items mentioned if the rate for any of the mentioned items in Annexure IV is missing then the tender will be considered to be incomplete and the bid/tender will be summarily rejected.** If the tenders are found incomplete in any respect, it will not be considered.
- 3) Tenders should be dropped in the tender box to be kept in Adm III section of ICAR NIRJAFT, Kolkata by 29/05/2017 upto 12.00 Noon. in a sealed cover super scribed “**Tender for Library Digitization at ICAR-NIRJAFT**”. Tender received after the specified time and date will not be considered. The Authority will not be liable for any kind of postal delay.
- 5) The tenders will be opened on 29/05/2017 at 3.00 P.M. in the presence of the tenderers or their authorized representatives.
- 6) The Tender fees of Rs 500/- (Rupees Five hundred only) must be enclosed in the form of demand draft only drawn in favour of “ICAR NIRJAFT” and on any Nationalized Bank (**preferably SBI**) payable at Kolkata. The tender fees is non-refundable and should be deposited in a separate demand draft other than EMD and put it in the envelope containing EMD.
- 7) The Earnest Money of Rs 5,000/- (Rupees Five Thousand only) in the form of Demand Drafts on any Nationalized Banks (**Preferably SBI**) drawn in favour of ICAR NIRJAFT payable at Kolkata should be enclosed along with tender. Bid without EMD will not be accepted. No interest on earnest money deposit shall be paid by the Institute to the tenderer. However, the EMD of the successful bidder will be retained for a period of one year from the date of issue of award of contract as security deposit.
- 8) The tenderer is being permitted to tender the consideration of the stipulations of his part that after submitting his tender, he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulations, the amount of Earnest Money will be forfeited.
- 9) Our quotation no and its due date for opening should be inscribed on the cover of your quotation. **Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no and its due date, opening date and also not accompanied with EMD will be summarily rejected.** Rates/Price should be quoted clearly both in figure and in words. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected. **Tender will be evaluated on the basis of total price of all the jobs taken together.** The firm has to quote rates for ALL items otherwise it will not be considered. Taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.

12) The Competent Authority of ICAR-NIRJAFT is not bound to accept the lowest tender or any tender if found any technical discrepancies in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the Authority in this regard shall be final and binding on the Firm.

13) The printing contract may be terminated at any stage of the work at the discretion of the Competent Authority, ICAR-NIRJAFT without assigning any reason and payment will be made for the work which has already been completed if found satisfactory.

15) The rate contract will be valid for one year from the date of issue of work order and no hike in the rate will be permissible. The ARC arrangement may be extended on the existing rates, terms and conditions after satisfactory performance of the firm.

16) The Firm shall take every care to see that the work or any portion thereof does not transfer to the unauthorized hands. Care shall be taken to execute the work under extreme secured manner.

17) In case of partnership firms, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or other/documents forming part of the contract on behalf of another shall be deemed to warranty that he has of signing authority to do so. The Authority shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and annexure, if any, should be signed by the tenderer(s).

20) The firm should attach the following documents with index page number along with the quotation:

- a) Photocopy of the firm registration/Trade License for the mentioned job.
- b) Photocopy of PAN No along with copies of IT Return for last three years.
- c) Copy of TIN Number.
- d) Service Tax/Sales Tax Certificate.
- e) Annual Turnover of the Firm for last three years.
- f) List of government departments where digitization work was done during the last three years with documentary proof and cost thereof.

21) Payment will be made by e-transfer after Completion of service /work in good conditions and on presentation of bill, challan and order copy in duplicate. No advance payment will be given at any cause.

22) All disputes are subject to Kolkata Jurisdiction only.

**23) Other Conditions:**

1. Model & company brand may be specified.
2. List of work installed within last three years and work in progress of the reputed customers and Govt., Semi government, Academic institutions R & D Organization, Corporate houses, etc. must be enclosed.

3. The successful tenderer is required to deposit 10% of purchase order cost towards the security deposit within a period of 3 working days after receipt of acceptance of the order. The security Deposit will not carry any interest.
4. If the Security Deposit is not deposited within a stipulated period, it will be presumed that successful tenderer is not interested in supply & therefore his EMD will be forfeited.
5. The amount of Security Deposit will be refunded to the tenderer after guarantee period is over.
6. The original receipt of Earnest Money Deposit & Security Deposit should be preserved by the tenderer and should be produced while claiming the refund of deposit.
7. **Minimum Hardware and software requirement for agency.**

**Hardware:**

**Professional Image Scanner (HP Scanjet 8300 or Cannon), For face up scanning Book scanners of make Kodak File Master /Zeutschel OS12000G perfect book/Konica Minolta PS7000CMK II for upto A2 size.**

**SLR digital SLR cameras (Min 12 MP)**

**Software:**

**KODAK Capture Pro Software / AE OMNIFORM PREMIUM V5.0**

The agency should have sufficient high performance scanners (Minimum two in number) to handle the fast scanning job (Please provide documentary evidence of ownership)

- a. For face up scanning Book scanners of make Kodak File Master /Zeutschel OS12000G perfect book/Konica Minolta PS7000CMK II for upto A2 size.orProfessional Image Scanner (HP Scanjet 8300 or Cannon)
  - b. High performance document scanner of make HP/IBM/Canon/Kodak/Zeutschel etc. for up to required size.
8. The Agency should be in a position to place sufficient technical manpower to deliver the work in a specified time frame (Please provide the details of the technical manpower structure, their number and their credentials employed by your);
  9. The agency should have 3 years experience in carrying out scanning and

digitization job of Govt. of India and should have sufficient knowledge and experience on the requirement of similar projects (Please provide list of projects with other details in support of the statement.)

10. The agency should have the financial, technical, and production capability necessary to perform the Contract and meets the criteria with documentary evidence.
11. Joint bids and outsourcing of work to third party would not be acceptable.
12. ICAR NIRJAFT is not bound to accept the lowest tender and reserves the right to accept any tender or to reject any or all tenders without assigning any reasons whatsoever.
13. In Envelope No. 1 Contractor/supplier should enclose:
  1. Attested copy of Registration or License of the business/Income Tax/ Sales Tax/Vat/TDS/WCT & other necessary documents.  
EMD & Tender Fees, in the form of Demand draft of Nationalized bank **(Preferably SBI)** drawn in the name of ICAR NIRJAFT.
14. The Envelope No. 2. should contain only one the financial offer i.e. the schedule of quantities & rates. The contractor/supplier shall fill up the columns of rate per unit offered by him and the amount in the appropriate column.
15. The Envelope No. 2. shall be opened only if the earnest money deposit and other documents as specified are submitted in envelope No. 1.
16. The ICAR NIRJAFT Authorities shall have the right to decide whether to open or not open the envelope No.2 of any contractor/supplier & no objection of any contractor/supplier shall be entertained on any grounds whatsoever regarding this. The envelope No.1 and Envelope No.2 should be clearly mentioned on each envelope.
17. Two separate envelopes shall be submitted before the last date & time specified. **NOTE : Tender document may contain specific Brands System, Technology OR devices such presences of Brand names are just suggestive but not mandatory. They can be replaced by vendor with “equivalent” technology or brand.**

## Annexure-I

### Scope of work Digitization of Library:

The scope of work may vary scanning and digitization of rare books and theses to be completed within six months after place of order and work will be allocated based on performance of the vendor. The work involves scanning and digitization of books, theses and manuscripts which are old, rare (in some cases).

The following goals and tools are listed in priority order of importance

**1. Accurate imaging** - use scanner controls and reference targets to create grayscale and color images that are:

- i. Reasonably accurate in terms of tone and color reproduction, without relying on color management.
- ii. Scanning of Images should be done using “Overhead scanners”
- iii. Digitization of books are to be done in such a way that it may be treated as an e-book.
- iv. Consistent in terms of tone and color reproduction, both image to image consistency and batch to batch consistency.
- v. Reasonably matched to an appropriate use-neutral common rendering for all images.
- vi. Damage & brittle pages need to be restored using tissue papers.

**2. Color management** – as a supplement to accurate imaging, use color management to compensate for differences between devices and color spaces:

- I. If needed to achieve best accuracy in terms of tone, color, and saturation - use custom profiles for capture devices and convert images to a common wide-gamut color space to be used as the working space for final image adjustment.
- II. Color transformation can be performed at time of digitization or as a post scan/digitization adjustment.

**3. Post scan/digitization adjustment** - use appropriate image processing tools to:

- i. Achieve final color balance and eliminate color biases (color images).
- ii. Achieve desired tone distribution (grayscale and color images).
- iii. Sharpen images to match appearance of the originals, compensate for variations in originals and the digitization process (grayscale and color images).

### Digitization specifications for record types

The types are broken down into following main categories:

## **1. Textual documents**

- A. Manuscripts
- B. Theses
- C. Rare Books
- D. Oversized documents

## **2. Reflective photographic formats**

- A. Prints

## **3. Reflective aerial photographic formats**

- A. Prints

## **4. Transmissive aerial photographic formats**

- A. Negatives
- B. Positives

## **5. Graphic materials**

- A. Graphic illustrations
- B. Drawings
- C. Posters

## **6. Objects and artifacts.**

The scanning specifications for text support the production of a scan that can be reproduced as a legible facsimile at the same size as the original (at 1:1, the smallest significant character should be legible). For photographic materials, the tables are organized around a range of formats and sizes that influence capture decisions.

**Note:** It is strongly recommend to digitize the original size of the records (i.e. no magnification, unless scanning from various intermediates). Many Windows applications will read the resolution of image files as 72 ppi by default and the image dimensions will be incorrect.

### **Cleanliness of Work Area, Digitization Equipment, and Originals**

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.

### **Cropping**

No cropping is allowed, the entire document has to be scanned. A small border should be visible around the entire document or photographic image.

Note: If there is important information on a mount or in the border of a negative, then scan the entire mount and the entire negative including the full border.

### **Backing reflection**

**Backing all originals with a bright white opaque paper is necessary** for better scanning result. Black backing is allowed to use in some cases, black can be used to minimize bleed-through from the back.

### *Scanning Encapsulated or Sleeved Originals*

Scanning/digitizing originals that have been encapsulated or sleeved in polyester film can present problems the visual appearance is changed and the polyester film can cause Newton's rings and other interference patterns.

**To prevent interference patterns, use scanners that have anti-Newton's ring glass**

and avoid scanning documents in polyester film whenever practical and possible.

**Another option is to photograph the encapsulated/sleeved document first and then scan the photographic intermediate.**

### *Compensating for Minor Deficiencies*

Scanning at higher than the desired resolution and resampling to the final resolution minimizes certain types of minor imaging deficiencies, such as minor color channel misregistration, minor chromatic aberration, and low to moderate levels of image noise.

### *Scanning Text*

The most basic requirements for preservation digitization of text-based materials, this level of reproduction is defined as a "faithful rendering of the underlying source document" as long as the images meet certain criteria. These criteria include completeness, **image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.** Optical character recognition, the process of converting a raster image of text into search able ASCII data.

**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.

### *File Naming Scheme*

A file-naming scheme should be established prior to capture. File names can either be meaningful or non-descriptive. File names should be:

- unique
- consistently structured
- well-defined
- persistent
- Observant of any technical restrictions
- Use leading 0's to facilitate sorting in numerical order
- Do not use an overly complex or lengthy naming scheme
- Use lowercase characters and file extensions.

### *Storage requirements*

The master image files be stored on hard drive systems with a level of data redundancy such as RAID drives, rather than on any Flash Drive.

An additional set of images with metadata stored on an Write once High quality DVD is recommended and a backup copy should be stored off site. Regular backups of the images onto tape from the RAID drives are also recommended. A checksum should be generated and should be stored with the image files.

It is strongly recommend not using inexpensive or non-brand name DVD's.

### **Minimum Steps involved in Digitization Process**

**Step-I** Duplicate checking of the books to be scanned: Creation of Metadata information as per the sub-sets of Dublin Core in the given format.

**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 book.

**Note: No cropping is allowed.**

**Step-IV** Extracting text from the images (only English language books) and converting to Searchable PDF with 98% accuracy of text. Creating links within each PDF from call-out to the destination for intra document maneuverability. Graphics should have their enhanced gray scale/RGB look in the final output.

#### **Step-V**

Storing and maintaining back-up, verification of backup and status reports on daily basis is required.(as suggested by the ICAR-NIRJAFT Library on Hard disks and provide backups on DVD. )

The master image files be stored on hard drive systems with a level of data redundancy such as RAID drives, rather than on any Flash Drive. **An additional set of images with metadata stored on an Write once High quality DVD is mandatory and a backup copy should be stored offsite.** Regular backups of the images onto tape from the RAID drives are also recommended. A checksum should be generated and should be stored with the image files. Inexpensive or non-brand name DVD's will not be allowed in this project.

#### **Infrastructure**

All infrastructure Hardware-including Desktop computers, scanners and other equipment's and all software to carry out the work of digitization are to be arranged by the agency at their own cost..

#### **Other Responsibilities of the executing agency**

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of vendor are as under:

1. Maintaining confidentiality about work
2. Safe handling of rare books, theses, journals, rare magazines and manuscripts (as these are rare available in single copy and cannot be recreated). While handling these, proper care is to be taken, so vendor should deploy only experienced scanning

operators. In case of any negligence the vendor may be penalized.

3. Tearing of pages will not be allowed under any circumstance.
4. Books should be arranged or put back in the same place & manner from where they had been taken for scanning/restoration.
5. The work is to be carried out at ICAR NIRJAFT and under no circumstances the books and journals will be allowed to be taken outside the ICAR NIRJAFT premises.
6. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency.
7. In case of any damage to content, same should be informed to the ICAR NIRJAFT LIBRARY without delay by the agency.
8. The short listed vendor has to agree to maintain the software products for at least 2 years.

#### *Confidentiality Agreement*

An agreement will be signed between the ICAR-NIRJAFT LIBRARY and the agency for maintaining confidentiality of work as per the terms and conditions provided herein.

#### **Performance Guarantee**

Successful vendor shall be required to execute performance guarantee @ 10% of work order value at the time of award of contract, by way of bank guarantee. This performance guarantee shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendor.

#### **Cancellation of Contract:**

In the event of assigned work being carried out by the vendor not found satisfactory by ICAR-NIRJAFT, the contract would be liable to be terminated and ICAR-NIRJAFT shall have right to get the remaining work carried out from another vendor.

I hereby agree to abide by the above stated terms and conditions.

Place:

Date:

Signature of Supplier with stamp

TENDERER TO FILL UP THIS PAGE  
(In Firm's Letterhead)

- 1 (a) Name of the Tenderer firm/ Organization/ Agency:  
  
(b) Name of the Proprietor/ Partner:
2. Office Address of the Firm:
3. Telephone/ Mobile No. :
4. Fax No. :
5. E-mail Address:
6. Website address if any:
7. i) VAT Registration No:  
ii) Trade License No:  
iii) Service Tax No:  
iv) PAN No:
8. i) Firm's Bank Account No:  
ii) Name of Bank & Branch:  
iii) IFSC Code No:
9. Name of authorized representative(s):
10. Whether proprietary or partnership Firm or Company:
11. List of documents furnished along with the tender paper:

Signature of Authorized person of the  
Firm/Agency with seal

**Annexure III****CHECK LIST TO BE ATTACHED WITH TENDER**

| Sl No | Specification   |         | Page number at which document is attached |
|-------|---|---------|---|
| 1     | EMD of ₹5,000/-/Tender fess of ₹ 500/-  | Yes/ No |   |
| 2     | Whether Black listed  | Yes/ No |   |
| 3     | Registration of Firm for printing jobs/Trade License                                    | Yes/ No |   |
| 4     | PAN number of the firm  | Yes/ No |   |
| 5     | Service Tax Registration Certificate  | Yes/ No |   |
| 6     | Copy of TIN Number  | Yes/ No |   |
| 7     | Sales Tax Registration Certificate  | Yes/ No |   |
| 8     | Annual turnover in last three years (enclosed proof)                                    | Yes/ No |   |
| 9     | Income Tax Return for last three years  | Yes/ No |   |
| 10    | List of Government Departments where printing work was done during the last three years | Yes/ No |   |
| 11    | Specimen of printed documents   | Yes/ No |   |

|                             |                                  |
|-----------------------------|----------------------------------|
| AMOUNT OF EARNEST MONEY     | ₹<br>RUPEES                      |
| PARTICULARS OF DEMAND DRAFT | NO.<br>DATE:<br>BANK:<br>BRANCH: |
| NAME OF THE BIDDER          |                                  |
| ADDRESS                     |                                  |
| TELEPHONE/MOBILE NUMBERS    |                                  |

FINANCIAL OFFER (On the letterhead of the Firm)

| <b>Sr. No.</b> | <b>Description of Work</b>   | <b>Rates per page Rs.</b> |
|----------------|--|---------------------------|
| 1.             | Digitization Services:<br>Scanning , de-skewing,<br>cropping, de-speckling,<br>OCRing ( for English text),<br>Indexing, making TIFF,PDF<br>for each book, converting each<br>book into an e-book along with<br>backup of all TIFF & PDF in<br>DVD Plus on a RAID |                           |
| 2.             | Sizes of books/records   |                           |
| I)             | A4 SIZE PAGE   |                           |
| II)            | A3 SIZE PAGE   |                           |
| III)           | A2 SIZE PAGE   |                           |
| IV)            | A1 SIZE PAGE   |                           |

Attach separate sheet, if required

Model is to be specified. Quote all possible models and the articles with all details.

I hereby agree to abide by the terms & conditions of this tender enclosed herewith & duly signed by me.

Place:

Date:

Signature

Name

Rubber stamp

**Undertaking by the Firm for Information Furnished in Annexure IV**  
(On the Firm's Letterhead)

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the ICAR-NIRJAFT, Kolkata in future. I also agree to forfeit my earnest money if I fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

Stamp &Signature:

(On the Letterhead of the Firm)

To  
The Director,  
ICAR-NIRJAFT  
12, Regent Park  
Kolkata-700 040

Subject: Authorization for attending bid opening on .....(date) in the  
Tender no.....  
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(Bidder's name) in order of preference given below.

Name in Order of Preference

Specimen Signature

1.

2.

Signature of bidder or Officer authorized to  
sign the bid documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening subject to production of authorization letter in the given format.
- 2) Permission for entry in the hall where bids are to be opened will be refused in case authorization as prescribed above is not produced.