

The Indian Institute of Metals

"Metal House"

Plot 13/4, Block AQ, Sector V,

Salt Lake, Kolkata-700091

<http://www.iim-india.net/>

Tender Notice

Date 21st December 2018

Sealed **open** Tenders are invited in two bid systems i.e. Technical Bid and Price Bid for digitization of **about 15 Lakh Pages** of Books/ Journals/ Standards/ Conference Proceedings from turnkey solution providers. Tender must reach the **IIM HO by 15th January 2019 by 5 pm**. Other details may be downloaded from the Website <http://www.iim-india.net/>. A duly signed copy of our General Terms & Conditions must accompany with Technical Bid / tender document. Addendum / corrigendum, if any, would be updated on the above web-link only.

The Indian Institute of Metals


Secretary General

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Tender No.: 03/18

Date: 21.12.18

Sl. No.	Description	
1	Name : Digitization of books/ Journals / Standards / Conference Proceedings	
2	Tender Subject : Digitization of books / Journals / Standards / Conference Proceedings	
3	Last date for submission of tender	15 th January, 2019
4	Time and Date of opening of technical bid	5 pm on 15 th Jan. '19
5	Time and Date of opening of financial bid	
6	Place of opening of tenders:	Metal House, Salt Lake
7	Address for communication:	Ms Sipra Dutta, Metal House
8	Contact Details/ Telephone	+91332367-5004/
9	EMD amount	Rs. 20,000/-

Further details may be ascertained from the office of the undersigned during the office hour or download from <http://www.iim-india.net/>

The Indian Institute of Metals


Secretary General

Authorized Signatory
The Indian Institute of Metals

I. Scope of work

Under this project Books / Journals / Standards / Conference Proceedings have to be digitized, archived, and converted into the digital format and stored for easy retrieval through document management system. This digitization project is high definition time bound initiative to be accomplished with in maximum of three months.

Only turnkey solution providers are invited having experience in Knowledge Management those 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 book as per the specific requirement of the library.

The entire project may be carried out onsite/offsite - all infrastructure Hardware-including Desktop computers, scanners / image capturing devices, other equipment, all software and manpower to carry out the work are to be arranged by the agency at their own cost. The solution provider/agency will take back the said equipment upon the completion of the assignment and will ensure complete deletion of data on equipment being taken back. Otherwise, documents can be taken out from the office premises by the agency after depositing suitable collateral/bank guarantee. Also, the solution provider will install the required software and all other systems and supporting software required to carry out the digitization work along with the team to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media. However, the Institute will provide the Space, Electricity and basic fixture for which proposal must enclose the minimum requirement of expectations.

The work order in full or in part will be allocated to the vendor/agency based on fulfillment 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.

II. Technical Requirements

1	The Books/ Journals / Standards / Conference Proceedings 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	The scanner should have minimum of 300 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)]. In case of Image Capturing device, the device should have 25 Megapixel at 3648 dpi.
4	The unbinding of the book is not allowed during digitization process without written consent of tenderer.
5	Image Enhancement - Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each image 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 / image 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	A file- naming scheme database - should be established prior to capture. The same will be provided by the Institute/tenderer.
12	The master files containing final documents should be stored as back up on Portable hard disk.
13	Agency will upload digitized documents on the Document Management System (DMS) that complies with international standards and houses international content for promotion and wider discoverability.

III. 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 Institute server. The DMS should be customized with new UI design along with the logo, static pages and images. DMS should also have the features to browse the digitized documents by Author, Title, Subject, year of publication, key word etc along with full-text search facility. This software should be able to handle the digital documents which have been scanned previously and are lying in the custody of the library.

IV. 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 documents, 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 documents; remove dust, taking them out of shelves & putting them back etc.
4	Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

V. General Terms & Conditions

1	Please send tender offer in closed/sealed envelope. The technical and financial bid should be kept in two separate sealed envelopes and should super scribe "Technical Bid" and "Financial Bid" in bold letters.
2	Bid offer should be valid for 90 days from the date of opening of tender. Any Price escalation during the project execution will not be entertained.
3	The entire work shall be carried out under successful bidder's custody and the successful bidders should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the Institute.
4	The EMD of unsuccessful bidders will be refunded only on finalization of contract.
5	The payment will be made only on presentation of bills in duplicate together with the quantum of actual work done on verification of work to the satisfaction of the undersigned in Monthly Mode.
6	Ten percent of each bill amount will be withheld as a guarantee deposit for the ongoing work, till the whole contract is over. However, the successful bidder may submit a bank guarantee amounting to 10% of order value including taxes in-lieu of retention of 10% billed amount. On completion of the assignment, the service provider will have the option of submitting a bank guarantee for a period of 1 year from the date of completion and acceptance of the work carried out. In case the service provider fails to provide a guarantee, then IIM will withhold the accumulated amount from each bill as deposit money for the aforesaid period of 1 year. This withheld amount will be released upon satisfactory completion and certification of the guarantee period.
7	The bidders are required to quote their rate per page for scanning / image capturing and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning / image capturing / digitization, Hardware/ Software/ Transport/ Manpower/ Taxes or any other charges).
8	In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone.
9	The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.
10	No advance payment on any account will be made.
11	The decision of the tenderer shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
12	The bidder may present themselves or their authorized representative(s) on the day of the opening of tender.
13	The work shall be executed strictly in accordance with terms and conditions mentioned in the tender.

VI. Eligibility Criteria:

The following are the mandatory qualification criteria for qualifying the technical bid:

1	The bidder must be an Indian business entity.
	The bidder must have an average annual turnover of at least Rs. 50 lakhs per year for last 3 financial years. The following documents are to be submitted along with the offer: a) Financial statements or reports duly certified by Chartered Accountant for the last 3 financial years, 2015-16, 2016-17, 2017-18. b) Annual turnover certificate duly certified by Chartered Accountant for the last 3 financial years, 2015-16, 2016-17, 2017-18.
2	The bidder must be in the similar business for at least last 3 financial years.
3	The bidder should preferably be ISO 9001:2015 Certified in Digitization, Document Management System.
4	The bidder should have carried out at least three projects from in Digitization with at least one order of Rs. 20 Lakhs during the last five years from East Region.
5	The bidder should have implemented Document Management System in any one Library/institute/University/Indian Government Departments.

Annexure 1

TECHNICAL BID

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

Tenderer's reference no.

Date:

1. Name of the Applicant:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

5. Details of Demand Draft:

Description	DD Number	Date of Issue	Issuing Bank
Earnest Money (EMD)			

6. Performa for Technical Bid:

- (a) Profile of the Company
- (b) Proof of Incorporation of company/registration of firm
- (c) PAN Number
- (d) Service Tax Registration Number
- (e) Project Methodology
and Plan

- (f) Digitization Project
Experience as per (VI)
above

Name & Signature of the Authorized Signatory of the Company

Annexure 2

FINANCIAL BID

Tenderer's reference no.

Date:

1. Name of the Applicant:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

Sl. No.	Price Components	Unit	Unit Price (in INR)
1	Digitization of Books / Journals / Standards / Conference Proceedings with 300 DPI Resolution / 25 Megapixel at 3648 dpi without Unbinding and uploading of the books on Document Management System (DMS)	Per Page	
2	Implementation of Document Management System (DMS) with and full-text search, browse features	Lump sum	

Name & Signature of the Authorized Signatory of the Company