

Tender Document

Anthropological Survey of India, a department under the Ministry of Culture, Government of India, having its Head Office at 27 Jawaharlal Nehru Road, Kolkata - 700016, West Bengal, India (hereinafter referred to as 'AnSI'), invites sealed tenders from registered agencies, (hereinafter referred to as 'the Service Provider') well established and experienced in digitization of Books, Library documents, Photographs, Videos and related fields pertaining to document scanning, compression, meta-tagging, archival and retrieval, for carrying out digitization of AnSIBooks, Documents, Photographs and Videos.

Service Provider intending to bid for the above tender shall submit their sealed tenders as per this Tender Document. The Tender Document can either be downloaded from <http://www.ansi.gov.in/> or be obtained in person from the AnSI Head Office, on written request in that regard. Tender Document will not be issued by Post or by any other mode under any circumstance whatsoever.

The tender should be complete in all respects as per format in Annexure – I and shall be submitted by hand delivery/post/ courier and not by any other mode in a sealed envelope addressed to the Director, AnSI on or before **4.00 pm of November 3, 2014**. The technical bids will be opened at **11.00 am on November 7, 2014**. The date of opening of the commercial bids will be communicated later. The bids should be sent separately in two envelopes super scribed "**Tender for digitization of Archival Documents – Technical Bid**" and "**Tender for digitization of Archival Documents - Commercial Bid**".

Section A: Invitation for Bid

Objectives:

To undertake the work of digitization of AnSI documents for the purpose of conservation and controlled publishing of data available in books, images and videos through internal network or the WWW. Digitizing the documents using state of art scanning and meta-tagging methodologies and subsequent archival of the same with robust online/ offline search and query facilities. There are Forty three (43) volumes of books, approximately 60,000 pages of documents pertaining to Establishment Section (including service book and related papers), General Section (including store and stationary), Programme Monitoring and Implementation Section (including PMC) and 20,000 Photographs to be digitized from original. Actual billing of the project is to be drawn on the actual number of documents and pages digitized. **Rates of scanning may be quoted on per page basis for books and documents and per number basis for images. All other charges are to be quoted as lump sum rate.**

Eligibility Criteria:

The Service Provider shall have experience in digitizing and archiving old and valuable documents. The Service Provider shall embody in their offers the best practices, technology, techniques, planning and programming strategies etc. as required in order to achieve the target, progress and prescribed quality standards. The Service Provider shall have at least 2 successful

completion certificates for work of similar nature issued by an institute of repute. The Service Provider shall give the details of the infrastructure and technical experts in their organization.

Section B: Background and Scope of Work

Forty three (43) volumes of books, approximately 60,000 pages of documents pertaining to Establishment Section (including service book and related papers), General Section (including store and stationary), Programme Monitoring and Implementation Section (including PMC) and 20,000 Photographs in negatives and prints of various sizes.

1. The Collection. :

The archival records of the AnSI's Publications are in the form of books and bound volumes and accession registers. Office documents are in the form of notes (Legal size), papers (A4/ A3/ Legal).

2. Sizes:

A3, A4, Legal size.

3. Scope of Work:

Forty three (43) volumes of books needs to be digitized one-by-one as follows.

- i. Create a folder based on the book name (e.g., "The Pastoral Gujjar").
- ii. Each page of the book, including the front and back covers, will be scanned and saved as a JPEG file.
- iii. Within the above folder, scanned image of the special pages like *Book Title, Content, Acknowledgment, Bibliography* etc. are stored by name (e.g., "Book Title.JPG", "Bibliography.JPG" etc.).
- iv. For each chapter of the book, separate sub-folders will be created within the above book folder.
- v. Scanned image (JPG file) of each page of a chapter will be stored in the corresponding sub-folder for the chapter.

Steps i – v will be repeated for all forty three (43) books to create forty three separate folders, each containing sub-folders of scanned images of the pages from the books.

1. Conversion to Editable Digital Format

Once all the books are scanned and stored as digital images in respective folders, following steps needs be performed for each book's corresponding folder.

- i. Conversion of each JPEG image for the book into editable format using OCR (such as

Word .DOCX).

- ii. Merging of documents into a single editable document for each book.
- iii. The editable document should be in the .DOCX format preferably.
- iv. The editable document should be stored in the folder for the book.

Steps i-iv will be repeated for all forty three (43) books to create forty three Word documents containing the editable digital version of the books.

2. **Composing the e-book**

Use a custom application (to be developed by the **vendor**) to perform the following steps on each of the digital documents for the forty three books.

- A. Present a form-based user interface (UI) for the user to enter metadata for the book, such as
 - *Book name*
 - *Author*
 - *Publisher*
 - *Price*
 - *ISBN*
 - *Book title page number*
 - *Content page number*
 - *Acknowledgment page number*
 - *Other special page number(s)*
 - *Chapter name(s)*
 - *Total pages*
 - *Start and end page number of each chapter*
 - *A page offset value that is the difference between the editable document page number and actual start page number. For example, the first chapter of a book might start from page number 7 in the editable document (.docx), but in the actual paper book that page number is 1. That means the page offset is the difference (7 – 1 =) 6.*
 - *Any sub-topic(s), if required.*
 - *Start page number of sub-topic (if any)*
- B. Once the metadata are entered, the application will generate an e-book along with a structure. This e-book can be viewed only through the "e-book Viewer" application (see below), but cannot be viewed outside that application. This protects the e-book from being freely copied in digital format. Only ASI will be able to make as many copies of the e-book and distribute as appropriate.

Step A and B will be repeated for all forty three books to generate the corresponding e-book.

3. **Reading the e-book**

A custom-built viewer application (developed by **vendor**) will present the e-book to the reader as follows.

- The e-book will be presented in two panes – left and right.
- The left pane will display the hierarchy of the book, i.e., special pages, chapters, pages under chapters.
- The right page will show the current page of the e-book.
- The reader can jump to a specific page (as per the original paper edition) of the book.
- The reader can go to previous and next page.
- The reader can navigate from one chapter to another.
- From anywhere, the reader can go to the Content page.
- The reader can navigate to the start and end page of each chapter.
- The reader can search through the book using any keyword.

Only this Viewer will be able to present the e-book to the reader. Someone cannot just copy the digital version of the original book and use it without the viewer application.

Vendor can build a list of all the forty three books' e-book version, along with a synopsis for each, and present it as a master list. An interested reader will be able to browse through this list and click on the book his/her choice, which will present the synopsis of the book and some top-level information. If the reader wants to read the book, the corresponding e-book will be presented through the viewer application. The reader can always go back to the master list of all books and switch to reading another book.

4. Modifying Book Content

If the Survey wants to modify / edit a book, the following steps need to be done.

- Go to the specific folder containing the book.
- Open the editable document (.docx file) corresponding to the book.
- Edit required contents of the book and save it.
- Open the application specified in "***Composing the e-book***" and input the book name.
- The application will show the already existing metadata for the book.
- If the book editing has altered the number of pages or shifted pages around, the editor needs to update the metadata to reflect the latest status of the digital version of book (.docx).
- Once the metadata is saved, the modified version of e-book will be generated.

5. Distribution on Portable HDD

A specific book or a set of books can be distributed on a Portable HDD, which will contain the following.

- The e-book that can be viewed only through the viewer application.
- The e-book viewer application as described in "***Reading the e-book***" section.
- A configuration file
- If multiple e-books are on a CD-R, a wrapper application will also be there to list all those e-books.

Additional requirements are as follows:

i. Handling of records

The documents identified for scanning may be old, delicate, fragile and brittle and need sophisticated handling techniques.

a. Generally binding is not allowed to be taken out as it may damage the documents. However, in some cases where it is absolutely necessary, due care should be taken to remove the binding with prior permission of the designated officer. Rebinding of such documents would be undertaken by the Library.

b. Soft bristled paint brush to be used to wipe away accumulated dust.

ii. Image Quality

- a. Resolution- scanning of images will take place at 600 dpi.
- b. Bit depth-preferred level of grayscale is 8 bits per pixels.
- c. Cover pages of the documents to be scanned in original colour.

iii. Image Enhancement

- a. Original raw images shall be saved in Tiff format.
- b. The raw images would be processed to remove dirt, worm marks, water marks, noise, shadow, scratch etc.
- c. Adjusting brightness and contrast, gamma correction, sharpening, adjusting colours etc.
- d. Loss less compression techniques to be used.

iv. Manual entry for raw pages.

v. Proof reading of the scanned images.

vi. Converting the scanned image in PDF format.

vii. OCR to convert scanned PDF format into searchable PDF format.

viii. Metadata - would be provided by the AnSI.

ix. Metadata to be entered in existing digitization database.

x. Book Marks / Links Search.

xi. Chapter wise Hyperlinks.

xii. Compatibility with all electronic devices.

xiii. Image/PDF files should be provided on Portable Hard Disks.

xiv. Loading the images/ pages on a server facilitating the search, query and retrieval of the same in online access mode.

Section C: Terms and Conditions

The Service Provider is advised to study the tender document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, terms and conditions and required specifications in the tender document with full understanding of its implications. Failure to furnish all information required in the tender document may result in the rejection of the bid.

1. Terms and conditions:

- Proforma should be either typed or written legibly in English. Alterations, if any, in the tender should be attested properly by the authorized person signing the tender document. Overwriting/incomplete/blank clauses in the tender may render it as invalid, at the discretion of the AnSI.
- Tenders submitted through fax, email or any other manner will not be considered and no correspondence will be entertained in this regard.
- Any additional value added services offered should be described separately.
- Any query for the scope of work would be answered by an email
- The bid would be evaluated on the basis of various criteria. While deciding on the selection, the emphasis will be given on the ability and competence of the applicant to do good quality work within specified time schedule. Hence, AnSI shall be under no obligation to accept the lowest bid received in response to this tender notice without assigning any reason whatsoever.
- Decision of the AnSI in respect of evaluation of bids and /or award of contract will be final.
- The AnSI reserves the right to make any changes in the terms and conditions of the tender.
- The AnSI will not be obliged to meet and discuss with any bidder, and/or listen to any representations.
- Any attempt on the part of the Service Provider to negotiate directly or indirectly with any official of the AnSI to influence the acceptance of tender by any means shall render his tender liable for exclusion from consideration.
- The Service Provider should start the work within 10 days from the date of placing the order.

2. Terms of Contract

- The Service Provider must scan the documents in the AnSI's Premises only. The space and electricity for the work will be provided by the AnSI. Hence, the Service Provider is required to arrange for equipment set up like scanners, computer etc itself as per requirement.
- The Service Provider shall ensure that the scanned material is handed over to the AnSI and none of the document is copied/saved on any other hard disk or any other electronic system/device.
- The project has to be completed within 3 months from the date of commencement.
- The Service Provider will have to make arrangements and bear the overhead costs including cost for travelling, halting etc for their personnel and for providing training.
- In case of any problems relating to digitization encountered, the Service Provider will arrange to trouble shoot the same within two days of lodging the complaint.
- The work will be treated as completed on issue of work completion certificate by the AnSI, subject to AnSI's satisfaction.
- Service Provider shall ensure that in executing the work no intellectual property rights (IPR) are infringed and it has the requisite license/authority for using any IPR that may be necessary for execution of the work.
- The Service Provider may submit the bill after completion of the work to the satisfaction of the AnSI for payment.
- The prices quoted should be in Indian Rupees, firm and not subject to any price escalation and inclusive of all taxes including service tax.
- In pursuance of the provisions of Section 194C of Income Tax Act, it is obligatory upon the AnSI to deduct tax at the applicable rate on the amount payable under contract to any person providing service to the AnSI. The AnSI shall also deduct any other taxes from the bill as may be applicable at the time of making payment. The tax deduction certificate would be issued to the service provider.
- If the applicable tax is not payable by the Service Provider, he may produce the required certificate of exemption from the ITO of the circle.
- The selected Service Provider will have to execute a performance bank guarantee of 10 per cent of the total value of the contract in favor of the AnSI.
- The Performance Bank Guarantee may be discharged by the AnSI upon being satisfied that there has been due performance of the obligations of the Supplier under the contract. The Performance Bank Guarantee shall be valid up to a period of 6 months. Subject to the terms and conditions in the performance bank guarantee, on the successful completion of work, the Performance Bank Guarantee will lapse automatically.
- Failure of the service Provider to comply with the above requirements, or failure to enter into a contract within 15 days or within such extended period, as may be specified by the AnSI, shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.
- All Bank Guarantees shall be by scheduled commercial bank in India and shall be irrevocable and enforceable in India.
- Strict adherence to time schedule in respect of this work is a must. However, in certain unforeseen circumstances, an extension for a further period of a maximum one month would be granted depending upon the need for continuity of the project.

3. Security Deposit:

i. The Service Provider should enclose a Demand draft for Rs. 30,000/- (Rupees Thirty Thousand only) in favour of the Senior Pay & Accounts Officer, Pay & Accounts Office, Ministry of Culture, Kolkata - 1 as Earnest Money Deposit (EMD). Bids without a valid EMD shall be rejected outright.

ii. In case of service providers whose tender are not considered for placing the order or whose bids are rejected by the AnSI the EMD will be refundable without any interest after whole process of selection is complete.

iii. In case of tenderers whose bid is accepted for placing the order, the EMD will be kept as the Security Deposit till the validity of the project.

iv. If the successful service provider is not able to complete the work in its totality within the specified period and fulfill its obligations as specified under the contract, the EMD shall be forfeited in full.

v. No interest will be payable for the EMD

xv. Payment Terms:

i. The AnSI does not make any advance payment.

ii. The AnSI will pay the total amount in 2 instalments of 40 percent and 60 percent to the service provider for execution of the project. Forty percent amount will be paid after 50 percent (scanning of all documents) completion of the work and its acceptance by the AnSI. The remaining sixty percent would be paid after completion of the work and auditing of deliverables. All payments shall be released only after successful and satisfactory compliance of the quantum and type of work, specified for respective stages.

iii. Payment shall be subject to deduction of any amount for which the service provider is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS as per the Income Tax Act 1961 and any other taxes as are applicable from time to time.

iv. Payment will be made on submission of invoice along with the proof of acceptance.

v. Liquidated Damages: If the vendor fails to perform its obligations within the stipulated time, the AnSI may, at its discretion, resort to any or both of the following:

a. Impose liquidated damages at the rate of 1% per month of the total contract value subject to a maximum of 10% of the contract value. The amount of liquidated damages so imposed will be deducted from the bill itself.

b. Terminate the contract fully or partly and invoke performance guarantee in the event of breach of obligations and non-correction thereof within a reasonable time.

- **Force Majeure:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons fire, floods, strikes, lockouts or any other act beyond the control (hereinafter referred to as 'events') of either party, provided notice of happenings of any such event is duly endorsed by the appropriate authorities, is given by party seeking concession to the other as soon as practicable, but within seven days from the date of occurrence and termination thereof and satisfies the party adequate of the measures taken by it, neither party shall by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of each non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

- **Arbitration:**

All disputes or differences of any kind, whatsoever, arising out of or in connection with the Agreement or in discharge of any obligations arising under the Agreement (whether during the progress of work or after completion of such work and whether before or after the termination of this Agreement, abandonment or breach of this Agreement), the Parties to the Agreement shall endeavor to settle such disputes and/or differences amicably. If both the Parties fail to reach such amicable settlement, either Party (the Purchaser or the Vendor) may within 30 days of such failure, give a written notice to the other Party clearly setting out therein the specific dispute/s and/or difference/s, which require to be arbitrated upon. Such dispute/s and/or difference/s shall be referred to a sole arbitrator mutually agreed upon. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators, one to be nominated by each Party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings.

The venue of arbitration shall be at Kolkata, India. The arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 (as amended from time to time) and rules framed thereunder. Pending reference to arbitration and award thereon, the parties hereto shall make all endeavours to complete the work in all respects.

Jurisdiction of Courts in case of Dispute: The parties shall be subject to the jurisdiction of the courts at Kolkata to the exclusion of all other courts for all matters and disputes arising from, relating to or concerning the contract.

D: Submission of Tender

The offer must be submitted in two separate sealed covers superscripted "**Tender for digitization of Archival Documents -Technical Bid**" and "**Tender for digitization of Archival Documents - Commercial Bid**". The covers thus prepared should also indicate clearly the name and address of the tenderer.

Please note that prices **should not** be indicated in the Technical Bid, if mentioned, bid will be rejected. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alternations which are not authenticated as above may result in rejection of the tender. Over-writing in the Tender may render it as invalid at the discretion of the Department.

The tender submitted by the Service Provider shall contain the following:

i. Technical Bid:

1. Covering letter.
2. Index giving page numbers of all the papers enclosed.
3. Proforma with every detail asked for, with self attested photocopies wherever necessary.
4. The certificate of acceptance of terms and conditions on the company's letter head. The Service Provider should specifically mention that all the terms and conditions described, including the penalty clauses, are unconditionally acceptable.
5. Successful completion certificate issued by an institute of repute.
6. Earnest Money Deposit (EMD): Demand draft for Rs. 30,000/- (Rupees Thirty Thousand only) in favour of the Anthropological Survey of India, Kolkata.

Technical Bids of only those Service Providers whose bids are found to be complete in all respects will be considered. On the basis of the given technical parameters, the opened Technical Bids will be evaluated and shortlisted.

ii. Commercial Bid:

Commercial bids of only those Service Providers who have been short-listed will be opened. Commercial bids, which are not as per Proforma or incomplete in any respect, shall be rejected summarily.

1. The prices quoted should be inclusive of necessary delivery and installation charges including applicable taxes.
2. All the prices, technical specifications and other terms and conditions should be valid up to completion of the project.
3. All the prices quoted by the bidder shall be in Indian Rupees, firm and not subject to any price escalation.

The bidder should ensure that they meet all the eligibility criteria. The selection of the Service Provider will strictly be on the basis of infrastructure and competence available with the Service Provider and the previous experience in executing similar kind of work of prescribed volume.

The AnSI reserves the right to accept/reject any/all the tenders without assigning any reason and the bidder shall not be entitled to any compensation/claim for not granting of tender.

Certificate of Acceptance of Terms and Conditions
(on company letterhead)

Address etc....

Dear Sir

Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Place:

Signature of Authorised Signatory

(Name of company/firm)

Seal of Company/firm

Technical Bid

Sr.No	Company Details	
*1.	Name of the Service Provider Registration Number & Date of Registration. Current Sales tax/ VAT No. (Enclose copy of certificate)	
2.	Address	
3.	Tel No./Fax/e-mail	
4.	Contact person	
5.	Since how long in this business	
* 6.	List of major clients during the last two years (Number of documents, time taken and value of the project)	
7.	No. of technical professionals	
*8.	Contact details of at least two past clients (enclose successful completion certificate)	
9.	Infrastructure: No. of Server /Computers No. of Scanners	
10.	Service Provider's project methodology pertaining to this project	
11.	Any other information on special features/ added services the Service Provider wishes to submit	

* Please note that documentary evidence is essential.

Certified that the above particulars are true.

Date:

Place:

Signature of the Authorised Signatory

(Name of company/firm)

Seal of Company

Price bid for digitization of Library documents

Sr. No.	Description of Service	Cost		
		A3 size	A4 size	Legal Size
	Rate in Indian Rupees per page for Scanning and indexing inclusive of service tax and all other taxes			
	Images (600 dpi)			
	Other lump sum charges			

Date:

Place:

Signature of the Authorized Signatory

(Name of company/firm)
Seal of Company