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F. 15.01/2022-23/IR/LDD/11959
Library and Documentation Division (LDD)
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated: 7th July, 2022

Sub: Inviting Sealed Quotation for Digitization of NCERT textbooks, research reports and other documents

LDD, NCERT invites sealed quotations from the firm/agency/bidder who is having relevant experience in the digitization work. Kindly quote your rates for the digitization work of NCERT textbooks, research reports and other documents as per the details mentioned below:

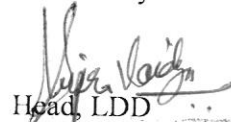
- **No. of pages: 1, 00,000 (+ / -20%) pages (Approx.)**
- **No. of books: 400 textbooks, research reports and other documents etc. (Approx.)**

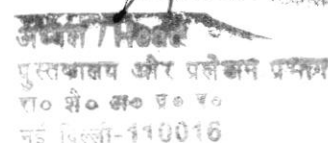
The quantity of books mentioned above are tentative and the actual quantity may increase/decrease based on the actual requirement.

The quotation/bid should be sent in a sealed envelope addressed to the Head, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi – 110016. The envelope should super scribe “**Quotation for Digitization of NCERT textbooks, research reports and other documents**” along with technical and financial bid so as to reach the under signed latest by **4th August 2022 till 3:00 pm**. The technical bid shall be opened on the same day at 3:30 pm and financial bid as per NCERT norms. The quotation will be valid for a period of 90 days reckoned from the date of opening of quotation.

*** Terms and conditions are enclosed.**

Yours sincerely


Head, LDD


पुस्तकालय और प्रलेखन प्रभाग
रा. सं. सं. प्र. प्र.
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Terms and Conditions

- 1) The project relates to the digitization of NCERT textbooks, research reports and other documents for the development of Institutional Repository. The entire project will be onsite at the Library and Documentation Division (here under stated as LDD), National Institute of Education (NIE), NCERT New Delhi
- 2) The agency/firm has to arrange for all necessary hardware i.e. Desktops, Laptops, Scanners and other related equipments; softwares, and human resources to carry out the whole process of digitization at its own cost.
- 3) Since the entire project is onsite and to be carried out inside the LDD, the agency/firm has to ensure the proper maintenance of library resources under digitization process; unbinding and rebinding of documents; OCR conversion process i.e. Searchable PDF-A within the premises.
- 4) It will be the responsibility of the agency/firm to make use of right type of hardware, software and engage experienced manpower to ensure the legibility of the document(i.e. the images shall not be blurred, tilted, wavy) with completeness, image quality (i.e. tonality and color) and the ability to reproduce pages in their correct original sequence.
- 5) The agency/firm has to provide the external hard disk and secure the output/backup in the formats one will contain Raw TIFF images (include Thumbnail Image of Covering Pages of each document provided for conversion) and other enhanced images, final searchable PDF-A. The external hard disk will be in custody of LDD upto the tender period.
- 6) During the process of the digitization of books, if it is found that 'siphoning' of any textbook or material of NCERT has been done by the agency/firm, the legal action will be initiated as per the Copyright Act 1957 against the agency/firm for the security of the all digitized material of NCERT.
- 7) The agency/firm will take back the said equipments after the completion of the assignment satisfactorily and provide undertaking to the effect that complete deletion of data has been made before being taken back the equipment.
- 8) The successful bidder will have to give acceptance of the work within seven working days otherwise subsequent bidder will be given the offer on the L-1 rates.
- 9) The successful agency/firm/bidder will be empanelled for 03 (three) years and the same approved rates (L-1) will be applicable throughout the tender period as per the term and

conditions mentioned in tender document. However, extension to the agency/firm will be given on the basis of satisfactorily performance

- 10) NCERT reserves the right to accept or reject any or all quotation without assigning any reason thereof.

The library resources under digitization for Institutional Repository of NCERT can be seen by potential agency/firm/ bidder/ between 10:30 am to 4:00 pm, Monday to Friday before submitting quotation for the project. Any authorized representative (s) of the agency/firm shall be entertained on submission of authority letter.

Scope of the work:

- 1) The entire project is onsite and the whole process of digitization will be done within the premises of LDD. The agency/firm has to arrange for all necessary hardware i.e. Desktops, Laptops, Scanners and other related equipments, softwares, and human resources to carry out the work at its own cost. However NCERT will provide the space and electricity facilities.
- 2) All precautions to be taken to protect the rare material of the LDD. The appropriate scanner device should be used for handling and safety of the documents of NCERT. Maintaining confidentiality of work is important.
- 3) Safe handling of library resources during digitization as these are rare materials cannot be recreated.
- 4) While handling documents, proper care is to be taken so the agency/firm must deploy only experienced scanning operators. In case of any damage to the document, the agency/firm shall inform the Head, LDD immediately. In case of any negligence the agency/firm shall be penalized as per the decision of council.
- 5) The agency/firm shall be responsible for proper rearranging of the books on the racks after the completion of scanning work in order to avoid any kind of damage.
- 6) The agency/firm shall appoint a responsible person on its behalf to maintain the daily work log and submit the monthly completion statement to Head, LDD or the LDD staff as authorized by the Head, LDD.
- 7) The agency/firm will be responsible for handling and repair/maintenance and safety of the hardware installed for carrying out the work.
- 8) The penalty will be liable on the agency/firm based on the actual damage of material.

For Technical Requirements:

- 1) Two separate scanned copies to be maintained by the agency/firm. First copy will be as of original document without any modification and second copy will be used for further process.
- 2) The scanned images should be in tiff format at early stage and final copy should be in PDF-A file format.
- 3) The digital images should be created at higher resolution so that it may facilitate OCR conversion to readable accuracy level. The scanned document should have minimum of 300/600 dpi (dot per inch) as per the requirement of the document and images (600dpi) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
- 4) No cropping (modifications/alterations) is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
- 5) Image Enhancement i.e. Basic Enhancement Raster cleaning (as per requirement), cleaning of images (removing noises around the text), De-skew (to make the image straight), De-Speckle (removing of small dots between the text) Cropping & hole removal etc., to be carried out for each images for optimum images clarity. Digitized page size should be as per the original for entire document.
- 6) The final scanned copy in searchable PDF-A format should be legible (not be blurred, clear readable with completeness, image quality (tonality and color), page sequence should be correct and similar as original.
- 7) The watermark (as given by LDD, NCERT) should be available at each page of the document when final in searchable PDF-A with 99.99% accuracy of text. The layout of the page should be retained (as stated at point no-6). The output should be readable and accurate.
- 8) File naming scheme database should be created in consultation with LDD prior to capture.
- 9) The master files containing final documents in PDF-A should be stored as back up in external hard disk and in one computer of LDD.
- 10) The PDF-A file should be verified with LDD staff authorized by the Head, LDD before its final uploading on DSpace software. Final PDF-A files should be uploaded in Space software using Dublin Core for bibliographic fields as provided by LDD, NCERT.

During process of scanning if the need for unbinding the hard bound or paper bound library resources occurs the agency/firm shall undertake the unbinding of document under the supervision of LDD staff as authorized by the Head, LDD. The agency/firm shall be responsible for the rebinding of document and return the document in the same condition. The project being onsite, unbinding and rebinding work has to be done within the premises of Library and Documentation Division.

General Terms & Conditions

1. The agency/firm shall send the tender offer in a closed/sealed envelope. Both the technical and financial bid should be kept in two separate sealed envelopes and should super scribe as “Technical Bid” and “Financial Bid” respectively and addressed to: **The Head, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi - 110016.**
2. Bid offer should be valid for 90 days from the date of opening of tender.
3. The entire work shall be carried out by the successful bidder's in the premises of LDD and the successful bidders should follow all safety regulations and take all measures to prevent damage/loss to the library resources.
4. The payment will be made only on presentation of bills in triplicate together with the quantum of actual work done on verification of work to the satisfaction of the LDD.
5. The bidders are required to quote their rate per page (inclusive of everything such as preparing documents for scanning/digitization, Hardware/Software/ Transport/ Manpower/GST or any other charges for scanning and digitization of documents/indexing, accessible/searchable in DSpace software).
6. No advance payment on any account will be made.
7. The decision of the Secretary, NCERT shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
8. The tenderers may present themselves or their authorized representative(s) on the day of the opening of tender.
09. The work shall be executed in accordance with terms and conditions mentioned in the tender.
10. In case the digitization work is not found according to the specifications mentioned in the tender document and in the job order, the agency/firm shall redo the task to the desired satisfactory level otherwise the job order will be liable for termination.

11. In the event of unsatisfactory performance of the assigned work, the contract would be liable to be terminated. The council shall have discretion to get the remaining work carried out from any other agency on L-1 rates besides forfeiting performance security.
12. Financial bids of only those agencies that are found technically qualified to meet the requirements would be opened at the time and date which will be intimated through e-mail to the concerned agency.
13. The NCERT reserves the right to accept any tender (or) reject all tenders fully/partially without assigning any reasons.

Eligibility Criteria:

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

1. The bidder must be a registered firm/company and ISO certified company.
2. The Digitization agency should have their office in Delhi/NCR.
3. The bidder should submit the copy of work order along with the completion certificate of at least two projects of similar nature in Institutions/Organizations of repute.
4. The agency/firm should give a certificate with authorized stamp that it has not been black listed by any Government/Autonomous/PSU type organizations/other institution. (As per annexure- III)
5. The interested agency/firm may kindly submit their duly sealed bids containing both Technical bid and Financial bid to the Head, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi - 110016 by hand or by speed post as on to reach positively by 3:00 PM till date 4th August 2022. Bids beyond this time & dates would not be entertained.

Annexure 1

TECHNICAL BID

"PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID"

Please furnish the following information in this part so as to enable the committee 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.: F.No.15.01/2022-23/IR/LDD

Date:

1. Name of the Applicant:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

5. Details of Demand Draft:

S. No.	Description	DD Number	Date of Issue	Amount (in Rs.)	Issuing Bank
1.	Earnest money deposit (EMD) *				

*EMD should be Rs.10, 000/- (Rupees ten thousand only). The EMD amount will be accepted in the form of DD/BC drawn in favour of **Secretary, NCERT, payable at New Delhi** or if the agency/firm claim exemption of payment of EMD need to submit the **valid MSME certificate of the particular work**. The bid without EMD valid exemption certificate is liable to be summarily rejected.

Without prejudice to any other right of NCERT the Earnest Money Deposit will be forfeited by the NCERT on the following circumstances:

- If the Bidder withdraws his bid during the period of bid validity; or
- In case the successful Bidder refuses to sign the Agreement; or
- If the bidder fails to furnish the performance Security

EMD will be refunded to the unsuccessful bidders within sixty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.

After submission of performance security, the EMD of successful bidder will be refunded. The successful bidder shall be required to deposit the performance security an amount equal of Rs. 25,000/-. Performance Security should remain valid for 90 days beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of DD/BC/FDR in favour of Secretary, NCERT, New Delhi payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance will be discharged after completion of bidder performance obligations under the contract.

The above security deposit will be liable to be forfeited by the NCERT during the period of contract on the following circumstances:

- (a) In case breach of any terms & conditions of the contract by the contractor.
- (b) Failure to provide any services under the contract or loss results from contractor's failure.
- (c) Breach of obligation under the contract.

6. Performa for Technical Bid:

- (a) Profile of the Company:
- (b) Proof of Incorporation of company/registration of firm/ISO certification:
- (c) PAN Number:
- (d) Digitization Project Experience:
- (e) GST registration No.:
- (f) Proof of experience of similar work /Book scanning related executed in the past 3 years:

Name & Signature

(Authorized Signatory of the Agency)

(Official Seal)

FINANCIAL BID

"PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID"

Tenderer's Reference No.: F.No.15.01/2022-23/IR/LDD

Date:

1. Name of the Bidder/Tenderer:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

Sl. No.	Price Components	Unit	Unit Price (in INR)	GST Amount (in INR)	Total Price Amount (in INR)
1	Digitization of NCERT textbooks/reports and other material (Scanning, OCR conversion, editing, cropping, image quality, file formats, compression of files, sharpening of images, PDF-A creation, adding security)	Per Page			
2.	Unbinding & Rebinding of documents	Per book			
3.	Creation of Metadata, Uploading the Digitized PDF-A file on D-Space software	Per book			
	GRAND TOTAL				

Name & Signature

(Authorized Signatory)

(Official Seal)

Undertaking for Non- Blacklisting / Debarment of the Agency/Firm

(To be submitted on Rs.100/- non-judicial stamp paper duly attested by the notary public)

I,.....on behalf of(Name of the agency/firm) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violations of any of the laws in force and company is not black listed by any Government Organization.

My agency/firm has not conducted any default or has been declared as a defaulter by any Central/State/UT Government department or any Organisation, ever. My agency/firm has not misled the facts in any Tender/Rate Contract with any Central/State/UT Government department or any Autonomous Organisation. My agency/ firm or our representative has not been involved in any kind of coercive /bribery with any Central/State/UT Government department or any Autonomous Organisation.

I,.....on behalf of(Name of the agency/firm) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) NCERT.

I,.....on behalf of(Name of the agency/firm) hereby undertake that all relevant statutory requirements will be complied with.

I,.....on behalf of(Name of the agency/firm) understand that if the above declaration is found incorrect, the present engagement would be terminated and (Name of the agency/firm) would be debarred from any further engagement by NCERT ever.

Signature(s)

(Name & Address of the Tenderer(s))

(Official Seal)

Place:

Date: