

Appendix 'A'

NOTICE INVITING TENDER (NIT) FOR SCANNING AND DIGITIZATION OF BOOKS (Last Date for Receipt of Sealed Tenders: 1500 hrs. of 7TH JANUARY 2011.)

Sealed Tenders in two bids system are invited for Scanning and Digitization of books and other documents of IDSA Library consisting of approximately 55,000 (Fifty Five Thousand) pages, on actual work basis within a period of 150 days from the date of awarding the contract to the successful bidder. The above mentioned number of pages may vary. Payment will be made based on actual quantity of work. Size of pages may vary from A5 to A3, but most of the pages will be of the size of A5/A4. (*Two pages facing each other and scanned in one exposure will count one page only*) Interested persons can inspect the documents in IDSA Library during working hours of the office.

Scope of work:

1. Preparing the documents for scanning/digitization purpose, i.e. removal of pins, binding etc. Once the job is over, loose books / journals are to be bound.
2. Cropping and 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 Equal Margin all around the text.
3. Scanning and storing the data in scanned form.
4. Convert the data into PDF format. The output should be in 2 forms:
 1. PDF document with indexing for printing (High Resolution).
 2. PDF document with indexing for viewing over website (Low Resolution).
5. Hand over the data in PDF files on DVD media.
6. Transfer the PDF files on the hard disk of IDSA computers.

The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive (hardware / software / manpower / taxes / binding etc.).

Each tender should be accompanied with a Bank Draft for Rs. 11,000.00 (Rupees Eleven Thousand) only as earnest money (interest free), drawn in favour of IDSA and payable at New Delhi. This deposit will be refunded to the unsuccessful bidders after finalization of the tendering process. The tenders without Earnest Money will be summarily rejected. If the successful bidder back out after the acceptance of the bid, the earnest money shall be forfeited.

The bidder will ensure that the documents are to be kept in proper condition and no document is soiled/lost/misplaced/damaged.

Time is the essence of the contract and the bidder shall adhere to the time schedule and deadline as prescribed by IDSA for execution of the work. The work will be accepted only after quality assurance tests/checks are carried out by competent authority of IDSA. Any clarification issued by IDSA, in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.

The bids shall be valid for a period of 180 days from the date of opening of the tenders.

The bidder should submit the bids in two parts –

“Part I Technical Bid” & “Part II Financial Bid” as per Annexure “I” and “II” attached herewith. In case, a bidder is found not suitable on evaluation of Technical Bid, his financial bid will not be opened.

Interested parties may submit their tenders in two separate sealed covers, subscribing one as ‘PART I – Technical BID’ FOR SCANNING AND DIGITIZATION OF BOOKS and the other as ‘PART II – FINANCIAL BID’ FOR SCANNING AND DIGITIZATION OF BOOKS.

Bank Draft of Rs. 11,000.00 towards the earnest money should be placed in the sealed envelope marked as ‘PART I – Technical BID’. The bids should be submitted in the enclosed formats as per Annexure – I and Annexure – II only and bids submitted in any other format will be summarily rejected. The sealed envelopes should be addressed to the undersigned and must reach latest by 1500 hrs. of **7TH JANUARY 2011**.

(Wg. Cdr. Hemlata Lohani)
Assistant Director
For Director General

ANNEXURE – I

PART – 1 - Technical BID

Tender for Scanning and Digitization of Books of IDSA

1. Description / Name of the vendor (including legal status, ownership etc.)
2. Ownership of scanners and type (flatbed, book type etc.)
3. Details of work done during last three years & contracts in hand for similar type of work. (Attach copy of orders)
4. Income Tax returns for last three years.
5. Annual Accounts for last three years.
6. Copies of certificates of registration with government bodies like sales tax, income tax etc.
7. Sample document scanned and converted to PDF files.

Based on above criterion, firms will be evaluated by a technical committee and financial bids of only those firms who qualify technically, will be opened.

Signature
Name
Office Seal

ANNEXURE – II

PART – II - FINANCIAL BID

Tender for Scanning and Digitization of Books of IDSA

S.No.	WORK	PRICE PER PAGE (ONE SIDE) (in figures and words both)
1.	Scanning and Digitization of IDSA Books, converting to PDF formats as mentioned in the tender document and binding of books.	

1. Prices shall be mentioned in figures and words both.
2. Prices quoted should be inclusive of all taxes.
3. Above mentioned prices should be firm. In case of ambiguity in prices, prices mentioned in words shall be taken as final prices.
4. Payment will be made on actual quantity of work.

Signature
Name
Office Seal