

**CENTRAL LIBRARY
S. D. AGRICULTURAL UNIVERSITY
SARDARKRUSHINAGAR - 385506**

TENDER DOCUMENT

**TENDER FOR PROVIDING SERVICES OF DIGITIZATION
AND DIGITAL ARCHIVING OF THESES & OTHER
DOCUMENTS**

**I/c. Librarian, Central Library
SDAU, SARDARKRUSHINAGAR**

FOR MORE DETAILS

<http://www.sdau.edu.in/tenders>

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PROVIDING SERVICES OF DIGITIZATION AND DIGITAL ARCHIVING OF THESES & OTHER DOCUMENTS

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**CENTRAL LIBRARY
S. D. AGRICULTURAL UNIVERSITY
SARDARKRUSHINAGAR – 385 506**

TENDER NOTICE NO:1 OF 2018-19

The I/c Librarian, S.D. Agricultural University, Sardarkrushinagar invites Tender for **“Providing Services of Digitization and Digital Archiving of Theses and Other documents”** from vendors/service providers to participate in the bidding process vide Tender Notice NO.SDAU/LIB-1/DEGITIZATION/2018-19. The complete detail of tender with terms & conditions and EMD/ security deposit can be downloaded from our university web site www.sdau.edu.in

Date of Tender :15/01/2019, Last Date for Submission :07/02/2019

Tentative Date of Tender opening:12/02/2019

Ph:02748-278439

I/c. Librarian

Instructions for filling up Tender

The I/c. Librarian, Central Library, SDAU, Sardarkrushinagar invites Tender for “**Providing Services of Digitization and Digital archiving of theses and other documents**”. The details in this regard are given below.

No	Name of Work	Estimated Cost (Rs.)	Tender Fee (Rs.)	EMD (Rs.)
1	2	3	4	5
1	Providing Services of Digitization and Digital archiving of theses and other documents (Hard and Soft Copy)	04.00 lakh	1500/-	12000/-

1. Procedure to submit the tender:

The vendors/ service providers should provide one sealed envelope as given below:-

Envelop No.1 (Technical Submission):

- a) DD for tender fee of **Rs.1500/-** (One thousand five hundred only) Non-refundable.
- b) DD for EMD of **Rs.12000/-** (Twelve thousand only) Refundable.
- c) Separate DD for Tender fee and EMD are drawn in favour of “SDAU Fund Account” payable at S.B.I., Sardarkrushinagar.
- d) Registration certification under shop Act or company Act.(With updated renewal)
- e) GST registration certificate.
- f) Latest Three Income Tax Annual Returns/CA certificate.
- g) Bidder’s declaration (**page no. 9**) for acceptance of Terms & Conditions of the tender.
- h) The copies of work orders executed successfully during last two years.
- i) Performance Certificate/Satisfactory Service from Government/clients.
- j) Clients list and Work done list.
- k) List of scanning hardware and technical staff with designations and qualifications.
- l) The vender/supplier should give undertaking that he has not been black listed by the Government/Autonomous/PSU type organization.

I/c. Librarian, Central Library, SDAU, Sardarkrushinagar

Financial Bid:-

Submitted by Vendor/Service provider in the following prescribed schedule –A (to be submitted in Separate sealed envelope)

PRESCRIBED SCHEDULE – A**(Tender from)**

Tender Inviting Authority : I/c Librarian, Central Library, S.D. Agricultural University, Sardarkrushinagar

Name of Work: Tender Notice for Providing Services of Digitization and Digital archiving of Theses & Other documents

Bidder Name & Address with Contact No.					
(This schedule must not be modified/replaced by the bidder and the same should be submitted After filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder name and values only)					
Sr.No	Item Description	Qty. (Rate quote for per page)	Units	Rate in Figures to be entered by the Bidder (Including all taxes, duties & other charges mentioned in note of item description)	Rate in Words
1	2	3	4	5	6
1	Providing Services of Digitization and Digital archiving of Theses & Other documents	1 (Hard Copy)	Page		
		1 (Soft Copy)*	Page		

Note:

- Rate should Include all taxes of all irrespective of all pages& actual size, all inputs such as Language typesetting, scanning, OCR, digitizing, indexing storing, hardware, software cost, manpower, storage, Microfilming media, installation, training, binding/unbinding or any other cost involved in the execution of work.
- Approximately 250000 (two lakh fifty thousand) pages.
- * **Soft copy is made available in MS word or PDF format on CD or DVD.**

Signature / Seal of the Bidder

Terms & conditions:

1. The Financial offers shall be submitted through registered post or courier in separate sealed cover as per the schedule.
2. The Bidders are strictly advised to follow the dates and times allocated to submission of financial offers, as indicated in the time schedule
3. University reserves the right for any change in the schedule.
4. The university reserves the right to decide whether to open or not open the financial Bid of the supplier and no objection of any bidder shall be entertained on any ground whatsoever it may be regarding this.
5. Bid shall not be accepted without payment of earnest money deposit (EMD) and tender fee.
6. The rate should be offered for only the item/service as mentioned in the prescribed schedule - A
7. The rate quoted by the bidder should be inclusive of all the taxes, duties, shipment, CIF, Cargo, packing, LBT/ Octroi, Installation & Commissioning, Insurance, transportation, Warranty, loading & unloading charges should be expressed in the rate accompanied in prescribed schedule - A
8. **Bidder should take note that, Rate should be included All taxes of all irrespective of all pages & actual size, all inputs such as Language typesetting, scanning, OCR, digitizing, indexing, storing, hardware, software cost, manpower, storage (External hard disk of 500GB and CDs as per need), Microfilming media, installation, training, binding/unbinding or any other cost involved in the execution of work.**
9. The rates quoted for the items/services other than make & specification specified in the tender form shall not be considered for comparison of rate.
10. The university is not bound to accept lowest tenders and reserves the right to accept/ reject part or total tenders without assigning any reason.

I/c. Librarian, Central Library, SDAU, Sardarkrushinagar

OVERALL SCOPE OF WORK

1. Under this project theses (approx. 150 pages each of A4 size), reports and other materials are to be digitized, archived. Majority of contents are in English Language. The project should be completed before 31st March 2019.
2. The entire project being onsite - all infrastructure hardware including desktop computers, scanners and other equipments, software and manpower to carry out the work are to be arranged by the agency at their own cost. However, the library will provide the free space to the agency.
3. Taking out the document from their location based on the list being handed over and replacing the same after completion of work.
4. Preparing the document for scanning by opening the binding to create loose leaves (if required) and the get the same bound after the completion of work. The party has to bear the cost of binding of the provided material.
5. Scanning the loose leaves/pages, charts, diagrams, pictures, maps etc. and creating TIFF/PDF images. Text may be scanned with overhead scanner in bi-tonal (B & W) with 300/360 dpi output resolution and appropriate threshold, while the pictures or graphics should be scanned in grayscale at 150 dpi. An output resolution of 300 dpi with 100 scaling factor should be aimed to deliver a print out of A4 size.
6. For each thesis, page wise TIFF images are to be created in separate folder.
7. Images should be cut, cropped and cleaned for clarity.
8. Theses/Reports/other documents should be converted to searchable single PDF format file and should be compatible with the standard PDF reader.
9. Agency will ensure data integrity. No page/part of thesis will be left unscanned.
10. Originally scanned and processed TIFF images and pdf theses are to be handed over to the University Librarian in Hard disk/CD/DVD or any storage media within agreed date and time. Time is the essence of the contract and provider shall adhere to time schedule and deadline as prescribed in the order.

General Terms & Conditions

1. Separate DD for Tender fee and EMD are drawn in favour of “SDAU Fund Account” payable at SBI, Sardarkrushinagar.
2. The successful bidder has to submit 5% security deposit of purchase order amount in the form of Demand Draft (DD) in favour of “SDAU Fund Account” at the time of receiving purchase order. The security deposit shall be forfeited if
 - a. Successful bidder fails to complete the work in stipulated time.
 - b. Successful bidder fails to provide after sales service.
3. The conditional tenders shall not be accepted.
4. The TDS/GST as per rules and surcharges thereon shall be deducted from bill amount, as per govt. rules.
5. All the statutory payments on account of license fees, charges etc. payable to municipal/government authority shall be the responsibility of the bidder.
6. The rate quoted by the bidder should be valid up to **365 days** from the date of acceptance of tender.
7. Bidders will not be allowed for outsourcing/sub-tendering. Bidders should do said work onsite.
8. Extension of tender, Corrigendum or change in schedule will not be published in newspaper. It will be displayed on **www.sdau.edu.in** website only.
9. All rights are reserved with the University to accept or reject part or total tender received without assigning any reason thereof.
10. 100 percent payment shall be made in Indian rupees only after the completion of work as per the rate and terms and condition. No advance or partial payment or payment through the bank will be entertained.
11. In case of any dispute, it will be addressed subject to Palanpur (Dist. Banaskantha) jurisdiction only.

BIDDER'S DECLARATION

**TENDER NOTICE FOR PROVIDING SERVICES OF
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OTHER DOCUMENTS**

Tender No.:

I hereby certify that, I have gone through all the information and Terms & Conditions of the tender booklet and I accept the same. For further correspondence I provide here under the address and contact details.

Tenderer/Name of Firm, Signature/ Seal

Name:

- 1. Name of proprietor and complete address :
- 2. Telephone Numbers :
 - Office :
 - Residence :
- 3. Mobile :
- 4. Fax :
- 5. Email :

Signature / Seal of the Bidder

Tender Time Schedule

Date of Tender: 15/01/2019,

Last Date for Tender Submission: 07/02/2019

Tentative Date of Tender opening: 12/02/2019

Contact below If any Query

- 1) Tender Enquiry : I/c. Librarian
Central Library
S.D. Agricultural University
Sardarkrushinagar-385 506**
- Contact Number : (02748) 278439 (On working days)**