



## **BIDHAN CHANDRA KRISHI VISWAVIDYALAYA**

PO- KrishiViswavidyalaya, Mohanpur, Nadia, W.B.,PIN-741252

**Registrar's Central Purchase Section**

### **NOTICE INVITING E-TENDER (NIET)**

Tender Ref. No.: **BCKV/CL/NIET/ETD/ICAR/2018-19/01, Dated: 15/02/2019**

Online E-Tender is invited for Digitization, Archiving, and Preservation of theses and dissertations of Bidhan Chandra Krishi Viswavidyalaya, West Bengal- 741252 from the eligible vendors/firms/agencies. Interested vendors/firms/agencies may follow the instructions as given below for submission of their tenders through online mode.

#### **1) Scope of the work :**

Under this project the University intends to digitize the scholarly works, i.e. theses and dissertations that exist in print format by adopting turn-key solutions and the best practices of digitization for long-term preservation via Microfilming, DVDs/external hard disk storage. The theses and dissertations will have to be digitized, archived, and preserved for posterity and hosted on ICAR-Krishikosh platform along with hosting on the international curated ETD platform. The platform should also have the provision to contribute ETDs in future on the same platform. Offers are initiated from the turnkey solution providers who are leaders in the field of digitization and archiving of ETDs with microfilming having experience of over 10 years in digitization, preservation and hosting only. The company should have core domain and technology expertise globally for ETD platforms and should have undertaken and executed projects for universities/institutes in India and the world, including institutes of national importance in India.

The solution providers also need to capture and create metadata for each thesis and dissertation as per ICAR-Krishikosh and international archiving standards. The project will be executed onsite and all software and manpower to carry out the work are to be arranged by the agency at their own cost. And post digitization and archiving, the solution provider should upload the final digitized data on ICAR-Krishikosh, and the international ETD platform and provide training to the library staff on access, control and future uploading of ETDs on the platforms. The firm must also transfer the final work in Hard disks to the university.

## **2)The job details are given below:**

1. Paper scanning of theses (Approx. 5000 theses/dissertation)and other documents.
2. Creation of metadata for each thesis as per ICAR-krishikosh&international archiving standards.
3. OCR conversion for full text searchable PDFs.
4. Long-term preservation via microfilming, DVD/Hard disk storage.
5. Preparation of MARC records for all documents.
6. Careful/special handling may require for bound or unbound documents to be scanned.
7. Microfilming of theses for long term preservation.
8. Digitized documents to be uploaded on ICAR-Krishikosh as per ICAR specifications and ETD as well.
9. Provision of hosting/uploading/accommodating 'Digitized Theses' on International ETD platform (not open access) that provides embargo options on the full text and consists of content in full text contributed from other leading Universities and institutes in India and globally with royalty benefits. The platform should also have the provision to contribute ETDs in future on the same platform with embargo options on full text.

## **3)Eligibility for Quoting:**

- i. The details of 'similar work' executed at least 10-12 central / state universities / Institute with national importance in India with documentary proof are to be furnished.
- ii. The solution provider/firm should have executed or executing at least 2/3 Shodhganga or Krishikosh project with installation & uploading in local Institutional Repository project and must furnish the purchase order/ work order copy and invoices to be enclosed with technical bid.
- iii. The solution provider/firm should furnish minimum one each testimonial/completion certificate for aINFLIBNET-Shodhganga or ICAR-Krishikosh project from an agricultural University in India.
- iv. One letter to be submitted from the solution provider/firm end with showing one sample microfilm or microfiche to the University Central Library BCKV as part of their participation in bidding process before last date of tender. Those who are fail to do so, their financial bid not to be considered. The letter should have clearly written that the firm has enough experience in making of microfilming process over ETD and they will provide the solutions for long time preservation for the same.
- v. Those who are experienced in Scanning/Digitization work of other Universities/institutes especially in administrative records such as examination, finance, library books/journal etc. are not to be considered as eligible for quoting as 'similar work' as mentioned above in 3(i). This BoQ is only dealt with for 'Digitization, Archiving, and Preservation for Theses and Dissertations' work. Those who are experienced only in 'Digitization, Archiving, and Preservation for theses and dissertations' in Universities / other institute with national importance are only to be considered as eligible.
- vi. The theses/dissertations can be unbound if required but must be rebound in the same format without any damage to the document. The university reserves the right to penalize the firm/agency if any thesis/dissertation is/are found to be damaged.

- vii. If satisfactory service is not provided by the firm/agency contract may be terminated at proportionate payment.
- viii. The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and colour reproduction and use neutral common rendering for all images.
- ix. The documents to be digitized may be checked during all the working days.
- x. Turnkey solution providers are only invited who are working in the field of digitization and archiving of ETDs having experience of over 10 years in digitization, preservation and hosting only.
- xi. The solution provider/firm should have an annual turnover of more than 25 lacs for the last 5 years. Balance sheets to be enclosed as part of the technical bid.
- xii. Firm must also show documentary evidence of publishing the ETDs on the international ETD platform.
- xiii. Firm should have provision to host all the digitized theses & dissertations on international ETD platform (not open access) with existing ETDs from other universities of India and abroad and provide embargo options on the full text. The University reserves the right to verify the authenticity of these documents and references. Documentary evidence of embargo provision in the platform should be submitted.
- xiv. ETD Platform should support future hosting of ETDs with royalty options upon usage from the University and must provide training to the library staff for the same.
- xv. Post digitization, the solution provider/firm should have provision to perform microfilming of the theses and dissertations in order to preserve the material for posterity. The firm must undertake the responsibility of storing and maintaining the microfilms at their own facility on behalf of the university. Contract will be signed after receiving the order copy for the same.
- xvi. The solution provider/firm will must follow ANSI/AIIM standards for preservation via microfilming. Firm has to furnish details on complete microfilming process adopted with details of the existing microfilm facility in the form of photographs and documents.
- xvii. The solution provider/firm should adhere to scanning guidelines as per international standards such as FADGI etc. Details of the international guidelines & scanner specifications to be enclosed as part of technical bid.
- xviii. Firm must perform OCR conversion to ensure full text searchability. Only multiple licensed OCR – SDK software is to be used for text recognition and document processing providing 99% or higher recognition accuracy. Solution provider/firm to furnish minimum 20 OCR - SDK licenses as part of submission.
- xix. The solution provider/firm should enclose all necessary supporting documents showcasing their technical expertise in executing digitization of theses/dissertation projects.

- xx. The scanning work shall be done by the firm onsite, at the university premise. The material to be scanned shall be provided by the library. All software and manpower to carry out the work are to be arranged by the agency at their own cost and post digitization and archiving, the solution provider should transfer the completed work in DVD/Hard disks to the university including uploading in ICAR-krishikosh.
- xxi. The university reserves the right to carry out the capability assessment of the participating organizations and examine the technical strengths and merits of the participating firms. University will award the work to the organization on the basis of merits and is in no way bound to place the order to the lowest quoted party. The university's decision shall be final in this regard.
- xxii. At any stage, during finalisation of the empanelment process, the competent authority of the Institute is free to use any evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful vendor/supplier and all agencies should agree to abide by it.

#### **4) Technical Requirements:**

- i. The thesis to be converted in requisite format will be provided in hard bound volumes.
- ii. The theses can be unbound if required, and must be rebound in the same condition without any damage to the material. The university reserves the right to penalize the firm if any theses are found to be damaged after binding.
- iii. 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.
- iv. The scanner(s) 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)]
- v. The scanners should have a minimum output of 10,000 pages per day. Scanner specifications need to be enclosed.
- vi. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity.
- vii. 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).
- viii. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- ix. The firm will have to furnish the entire process of microfilming that will be followed by them.
- x. 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.
- xi. The digitized images to be converted to searchable PDF format. The layout of the page should be retained. Only licensed OCR-SDK software is to be used and firm will be required to furnish a minimum of 20 OCR SDK licenses.
- xii. A file-naming scheme database - should be established prior to capture. The same will be provided by the library.
- xiii. A backup of the master files should be provided in External DVDs/external DVDs/external hard disk to the university.
- xiv. The metadata for each thesis should be OAI-PMH compliant, created using international archival standards for inclusion into ETD as well as ICAR-Krishikosh.

**Very Important Note:** Submission of the tender by the firm implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and other factors bearing on the execution of the works

## **5) Submission of Tenders:**

### **i) General process of submission**

Tenders are to be submitted online through the website <http://wbtenders.gov.in>. All the documents uploaded by the 'Tender Inviting Authority' form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

### **ii). Technical Bid:**

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

iii) EMD: Vendors are required to pay the requisite amount of Rs. 15000.00 (Rupees fifteen thousand) only as EMD draft as specified against their quotation. Scanned copy of the demand draft must be uploaded as supporting document during submission of e-tender. Without EMD quotations bids will not be considered for technical or financial comparison. Draft must be in favour of 'Bidhan Chandra Krishi Viswavidyalaya' payable at Kalyani (IFSC: SBIN0001082). EMD exemption certificate must be attached, if any.

### **5(II)A. File containing: Basic**

#### **A1. Annexure folder –**

- a) Basic Information (Vide Annexure I) (to be submitted in "Annexure" folder)
- b) Application for Tender - (Vide Annexure II) (to be submitted in "Annexure" folder)
- c) Authorization letter - (Vide Annexure III) (to be submitted in "Annexure" folder)
- d) Affidavit Proforma - (Vide Annexure IV) (to be submitted in "Annexure" folder)
- e) DECLARATION ON NIT - (Vide Annexure V) (to be submitted in "Annexure" folder)

**A2.** Technical details of the Items Quoted (Bidders must submit Technical specifications along with Catalogue of the item quoted in "**Technical Details**" Folders.

**A3.** Bidder must submit Audited Balance Sheet and Profit and loss Account for last 5 (five) financial year namely 2013-14, 2014-15, 2015-16, 2016-17 & 2017-2018 in "**Accounts**" folder

### **5(II)B. File containing: Certificate etc.**

**B1. Certificates:** PAN Card of the Bidder, GST Registration, Manufacturing Authorisation/ Certificate

**B2. Company Details:** Trade Licence/Enlistment Certificate, Registration with Registrar of Companies, etc. **B3. Credential :** a) Copy of the purchase order for supplying similar nature of items at least for last 2 in an Institute of Higher Learning b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning and others as clearly mentioned in sl no 3.

**B4. Financial Information:** Income Tax Returns submitted for the Assessment year 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18.

**5(III). Financial Bid:** The Financial Bid should contain the following document in one cover (folder): as sl no: 08. **Bill of Quantities (BOQ):** The tenderer should fill-up the BOQ as given in sl no 08

**5(IV)** The tenderers are not required to submit hard copies of Technical File or Mydocuments. Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

#### **6) Evaluation of the tenders:**

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in "Technical Bid" as sl no 3, 4 and 5 will be identified and their financial bid will be opened. The financial bid of those tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification of sl no 3, 4, 5, 7 & 8. The Financial Bids of only those tenderers who have been considered as 'Technically Qualified' will be opened. If found suitable in the context of above prequalification etc. , the tenderer quoting the lowest rate will be considered as successful.

#### **7) TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:**

**Bid Information:** The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Bidder must follow the instruction for filling up BOQ as per Clause 8.3.

**Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

**Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the part of the job. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

**Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of six months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

**Place of Work:** Theses Section/Internet Lab, CENTRAL LIBRARY, Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, West Bengal-741252

**Payment Schedule:** Payment to be made after completion of work with full satisfaction of the University Authority.

**Quantity Changeability:**Quantity as stated in the tender document may subject to change at the time of issuing work order.

**Requisite Documents to be submitted:**Bidder must have adequate documents if asked for by the Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, West Bengal-741252 for evaluation of tender.

**Disposal of Disputes:**In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

**Conversion of FC Rate:** In the official website of the Reserve Bank of India (RBI) as on the date of opening the Financial Bid will be considered for Financial Bid Evaluation.

**Discretion of the University:**University may take decision about non-purchase of the said quantity even after selection of vendor due to its fund constraints.

### 8) For Financial Bid

Sl.	Description of Work	Quantity Approx.	Unit
1.	Digitization of print theses and dissertations as per specifications indicated above	5 Lakhs Pages	Per page
2.	Unbinding and rebinding of theses	5 Lakhs Pages	Per page
3.	Metadata extraction in XML format as per ICAR-Krishikosh & international standards	5 Lakhs Pages	Per page
4.	OCR of images with OCR-SDK licensed software	5 Lakhs Pages	Per page
5	Microfilming of theses for long term preservation	5 Lakhs Pages	Per Page
6.	Uploading digitized theses on ICAR-Krishikosh platform	5000	Lump sum
7.	Hosting on international ETD platform	5000	Lump sum
8.	Back up of digitised content in DVDs/external hard disk to University	5000	Lump sum
	Inclusive of all tax and charges	<b>Total</b>	

### 9) Dates & Information:

Sl	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	15 <sup>th</sup> February 2019
3	Bid Submission Start Date (Online)	15 <sup>th</sup> February 2019 (from 6.30 p.m.)
4	Bid Submission Closing Date (Online)	22 <sup>nd</sup> February, 2019 (up to 6.30 p.m.)
5	Bid Opening Date (Online) – Technical Bid	25 <sup>th</sup> February, 2019 (from 12.00 p.m.)

**Chairman, CPC**

**Annexure I**

**BASIC INFORMATION**

(To be furnished in the Company's official letter pad)

1. Name of the Bidder
- 2 Address for Communication
- 3 Contact Number(s)
- 4 E-mail ID
- 5 Trade License No.(Please enclose copy of Trade License)
- 6 PAN(Please enclose copy ofPAN Card)
- 7 GST No.(Please enclose copyof GST)
- 8 Do you have previousexperience for supplying similar nature of Items atEducational Institute of Higher Learning (If yes, Please enclose copy of Purchase order & user list, if yes)
- 9 Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET  
2013-14: Rs.....  
2014-15: Rs.....  
2015-16: Rs.....  
2016-17: Rs.....  
2017-18:Rs.....  
Average Annual Turnover: Rs.....
- 10 Status of the bidder (Please enclose copy authenticating your status)  
Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder  
(With Seal)



**Annexure II**  
**APPLICATION FOR TENDER**

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To,  
Registrar and Chairman, Central Purchase Committee  
Bidhan Chandra KrishiViswavidyalaya (BCKV)  
Administrative Building, Second Floor  
Mohanpur, Nadia, West Bengal -741252, India

Sub: NIT for Digitization, Archiving, and Preservation for theses and dissertations of Bidhan  
ChandraKrishiViswavidyalaya( BCKV)

**Ref: - N.I.T. No-BCKV/CL/NIET/ETD/ICAR/2018-19/01, Dated: 12/02/2019.**

Sir,  
Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of .....in the capacity ..... duly authorized to submit the offer. The authorization letter from the company is attached in Annexure II.
2. We accept the terms and conditions/other information as laid down in the tender document vide Clause 1 to9 and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the 'Tender Document' thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendumas published from time to time.
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :-

Signature of applicant including title and capacity  
in which application is made.

Contact no:

E-mail address:

Postal Address:

**Annexure III**

(Authorization letter in favour of the applicant (other than Managing Director/Proprietor/Partner) from the competent authority.)

**FORMAT**

(To be furnished in the Company's official letter pad with full address and contact no, E mailAddress etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. ....(Name),Employee of this Organisation as..... (Official Designation)is Hereby authorized to submit tender online, Vide NIT No....., Dated ..... on behalf of the Organization.

Signature of the competent authority with Seal

.....  
(Signature of the Authorised Person)

Signature of Mr.....  
.....is hereby attested.

Signature of the competent authority with Seal

**ANNEXURE IV**  
(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm..... (Name of the firm) At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Equipments/other items to any Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

**DECLARATION ON NIT**

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions). In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the 'Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, West Bengal-741252' for taking decision related with the tender for which the said NIT was uploaded.

Full signature of the Person  
(Designation with Seal)

Date:

Place: