

PRESIDENCY UNIVERSITY
86/1, College Street
Kolkata -700073

Notice Inviting Tender No.-PU/DCR/2016-17/01

Date: 21/07/2016

Tender for Creation of Online Digital Archive of Documents relating to Hindoo College, Presidency College and Presidency University

Presidency University, Kolkata invites the sealed quotations from reputable agencies/vendors who are experienced in digitization of old, rare, deteriorating and fragile books and metadata creation as per the modified Dublin Core metadata format as specified by National Digital Library (NDL) of India coordinated by IIT Kharagpur. Such works will be undertaken for digital conversion and restoration of its rare, old, deteriorating and fragile books and documents of about 43, 000 pages and to put them in appropriate digital storage media and uploading in Digital Library Software like Dspace along with the metadata of the corresponding document for archiving and uninterrupted retrieval. The digital imaging, making the digital image of printed documents full text searchable and metadata creation as per specified format for the documents should be performed simultaneously.

Note:

1. The Bid Document for the above mentioned job containing all necessary details of terms and reference and other specifications may be downloaded online.
2. Only those agencies who have experience of executing successfully one single order worth Rs.50 lakhs in digitisation may submit their bids addressed to the Registrar, Presidency University , Kolkata-700 073 **with Rs.10,000 (Rupees ten thousand only) as interest free Earnest Money Deposit to be deposited as bank draft / pay order** in favour of the **Presidency University** , Kolkata-700 073 and all credentials regarding performance during the last five years so as to reach the Office of the Finance Officer, Presidency University **latest by 4 P.M. on 01/08/2016 at Presidency University, 86/1 College Street, Kolkata-7000073.**
3. **The Technical Bids shall be opened at 2.30 P.M. on 02/08/2016** at the office of the Finance Officer, Presidency University, Kolkata. The date of opening of the financial bids of the technically successful bidders will be intimated in due course of time.
4. The University retains the right to reject any or all bids at any stage and the decision in this regard shall be final.
5. Any bid received after the submission deadline prescribed by the University shall be rejected.
6. The bidder must have annual minimum average turnover of at least Rs.1 crore for digitization/scanning services in each year during last three financial years. The firm must be a profit making company.
7. The agency / vendor must possess a number of high quality book scanners. The agency should provide details of scanners and its numbers it possesses.
8. The University may ask to produce original documents for verification as and when required.
9. The rate should be valid up to 31st December 2016.

Registrar
Presidency University

CONTENTS

SECTION I	Background, Scope of Work and Eligibility of Bidders
	i) Introduction and Background
	a) Objective
	b) The Collection
	ii) Scope of The Project
SECTION II	Information to the Prospective Bidders
	i) Cost of Bidding
	ii) Liability of Bidders
	iii) Documents Comprising of the Bid
	iv) Preparation of the Proposal
	v) Late Bid
	vi) Rejection of Bids
	vii) Bid Evaluation
	viii) Awards of the Contract
Annexure A	Bid Letter
Annexure B	Bid Particulars
Annexure C	Declaration form
Annexure D	Agency/Vendor's Project Methodology pertaining to the project of the Presidency University
Annexure E	Agency/Vendor's experience
Annexure F	Statement of Deviation (S) from tender terms & conditions
Annexure G	Details of Hardware, Software and Manpower to be used
Annexure H	Documentary proof for fulfilment of pre-qualification conditions
Annexure I	Earnest Money Deposit Details
Annexure J	Bid Letter (Financial Bid)
Annexure K	Total costs involved for Digitization with final output as per the specifications

SECTION II

Background, Scope of Work and Eligibility of Bidders

Introduction and background

The Presidency University Library has in its collection the documents from 17th century onwards in different languages viz. Indian and Foreign languages including English. Some rare books have illustrations too.

a) Objective:

The objective of the work is:

- i) To archive the materials pertaining to Hindoo College, Presidency College and Presidency University in electronics media, i.e. in DVDs as well as Web hosting at Presidency University using open source software
- ii) To make the digitised materials available to the users throughout the world

b) The Collection:

The major collection consists of rare, old, deteriorating fragile and brittle document in English and Bengali languages. The table below shows the consideration of documents in the size parameters:

Size	Measure-width	Measure-Length
A4	<210 mm	<297 mm
A3	211 mm to 297 mm	298 mm to 420 mm
A2	298 mm to 421 mm	421 mm to 594 mm

Scope of the Project

The Presidency University intends to convert its rare and old collection pertaining to Hindoo College, Presidency College and Presidency University, with texts, illustrations, etc. to digital format in full text searchable except the manuscripts along with metadata as per specified format for electronic archiving and easy retrieval.

The specifications of the requirement are as follows:

1. Input Specification:

- 1.1. Majority of the documents are of A4 size, and the rest are of Legal, A3 to A2.
- 1.2. Documents are old, fragile, deteriorating, rare and brittle and may include charts diagrams, photographs, illustrations etc.
- 1.3. Some of the pages of the old books/documents have stain-marks and worm-marks.
- 1.4. The pages of some books/documents have become translucent due to ageing.

2. Job Specification:

- 2.1. The agency should be in a position to process 50 thousand pages or more in one month.
- 2.2. The documents identified for digitisation will be appropriately prepared for image capture, cleaning, sequencing and numbering etc.
- 2.3. The wavy skew rendered from the centre of the well-bound documents to the sides when they are opened is to be eliminated in the images.
- 2.4. The images are to be renumbered as per the page sequence. The original pagination format of each type of book/document has to be retained.
- 2.5. Proper editing has to be done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages of the book/documents.
- 2.6. The minimum resolution of the digitised images should be 600 dpi, centred to within 6 points (1/12 of an inch.) In case of certain documents, which are in precarious condition or brittle in nature, the system and processes should be well defined to ensure that there is no damage to the documents after the image capturing. Such decision should be brought to the notice of Quality Control Committee (QCC)
- 2.7. If required the agency should have the capability to do a high-resolution scan of appropriate dpi and then do a loss-less compression and deliver appropriate output resolution of image as specified based on the condition of the documents subject to approval of QCC.
- 2.8. In case of any photographs or elements, like sketches, maps and illustrations represented in the content, the agency needs to have the ability to process the same separately with the latest NARA (National Archives & Records Administration of USA) Standards.
- 2.9. Coloured charts, diagrams, photos, illustration etc. are to be scanned separately wherever applicable.
- 2.10. The images captured are to be converted to 1:1 ratio, with uniformity of borders and the content matter should be vertically and horizontally centred on the page.
- 2.11. All images should be captured by face-up book scanning technology or using prism scanner, as deemed appropriate to avoid any damage to the book/document.
- 2.12. Intensity of light to be used for capturing images from the rare and old books should be moderate so that it does not damage the fibres of the aging pages.
- 2.13. It is also preferred that the latest state-of-art equipment will be used to meet the requirements.
- 2.14. The cleaned image of the documents except the Manuscripts should be converted to the full text searchable PDF by using standard OCRisation process or using any other suitable technology like fine reader.

3. Output Specifications for Digital Image:

- 3.1. The final output should be the composite *full text searchable PDF* for all documents except the manuscripts with the pages collated as per the original sequence and page integrity should be maintained. The manuscripts should be in JPEG format. Only one file for each document or book should be supplied in cleaned JPEG and full text searchable PDF format
- 3.2. Uncompressed cleaned JPEG or PDF files should be devoid of digital noise, centering, skew, collating, and touch up (as is where is basis).
- 3.3. The removal of digital noise will include removal of worm-marks and stain-marks to the maximum possible extent, while keeping the colour information intact. This component of digital restoration will aim at attaining a relatively high level of noise-free state of the digital images.
- 3.4. Relevant metadata should be available for all in all file formats viz. TIFF, JPEG and PDF.
- 3.5. The output of the images should be original size of documents 8” x 10” print with 100% scaling factor, i.e. 1:1 ratio.
- 3.6. The output of digitization work will be archived on DVDs or in any other form as decided by the Presidency University.
- 3.7. The vendor should follow a standard naming convention for saved scans and its metadata. The naming convention can be evolved after discussions with staff of the University Library.

4. Storage Specifications:

- 4.1. Images should be archived in duplicate on reliable and best quality DVD. One DVD will be used as service copy and another one as master copy for preservation.
- 4.2. The data/database/web application is to be loaded in the storage area as decided by the Presidency University authorities.

5. Metadata: There will be Administrative / Technical metadata and Descriptive metadata:

- 5.1. Administrative or technical metadata incorporates details on original source, date of creation, version of digital object, file format used, compression technology used, object relationship, etc. Administrative metadata may reside within or outside the digital object. The agency / consortium would provide the administrative metadata with appropriate documentation.
- 5.2. Descriptive metadata describing the content of scanned document should be assigned for each article/ chapter / sub-chapter as per specified metadata format of National Digital Library of India. The Agency will be responsible to prepare the content metadata and entering the metadata into the system as per specified format.

Different set of metadata fields for each type of material (i.e. books, manuscript, Journal/Magazine articles, etc) will be provided by Presidency University.

6. Onsite Uploading and Retrieval Specifications:

- 6.1. Database as per the existing Schema should be created for all Metadata and corresponding data file identifiers for all files be created. The latest stable version of Dspace will be used for online hosting and retrieval of documents. Installation of DSpace, configuration and the customization of the specific metadata format will be done by the University for entering the data into the Dspace. The agency will enter all the data available in the document as per the specified entry format of Dspace along with uploading of the corresponding digitized material in it. Article / chapter / sub-chapter wise entry of metadata should be done instead of book level entry. Subsequently, uploading of corresponding digitized material into the Dspace should be completed.
- 6.2. A softcopy of the metadata along with corresponding digital file identifiers should be supplied.

7. Onsite Scanning

- 7.1. The agency is required to setup the scanning infrastructure On-Site. The space, basic furniture, electricity, etc., would be provided by the Presidency University. The setup would consist of requisite quantity of equipment like computers, book scanners, software, UPS, etc., are required to be deployed by agency.
- 7.2. The related agency has to setup a separate lab for image processing (cleaning, cropping etc. required for e-cataloguing). For the lab, separate space may be provided by the Presidency University to the agency, which will be available during the office hours only.
- 7.3. The selected agency is required to deploy sufficient skilled manpower to carry out the task.
- 7.4. The agency should deploy sufficient manpower and equipment to scan, making the scanned document full text searchable & indexing the digitized material to complete the project in the scheduled time.
- 7.5. The agency should get the approval of the schedule for completion of work from the concerned department in advance.
- 7.6. The agency is required to undertake day-to-day operation involving digital conversion and documentation of scanned documents for the e-cataloguing. The operation involves collection of the documents from the concerned section for digitization. The documents once received are to be arranged, scanned, indexed, uploaded, backup to be taken, MIS reports to be created, re-filing and finally handing over the documents back in the same shape/form to the concerned section. The agency would take utmost care to ensure that the original documents being digitized are not damaged in the process of digitization. Moreover, the agency would be required to give a written undertaking in this regard

8. Responsibilities of the Agency

- 8.1. Agency has to setup a lab in the premises of the Presidency University for the digitization of old, fragile and deteriorating documents with the required hardware and software. Security of documents and data contained in them is the responsibility of the Agency.
- 8.2. The Agency shall take documents from the concerned division for the scanning and return the same after scanning in exact order, form and physical condition.
- 8.3. The Agency shall report about the progress of the project weekly in writing to the Presidency University.
- 8.4. The Agency shall be responsible for completion of the project as per the scheduled time.
- 8.5. The Agency shall be responsible for the damage of the documents (if any) during the scanning of the documents. If any damage/misplacement/theft/torn, etc. occurs, the agency has to bear the penalty that may include cost of damaged document(s) decided by the Presidency University.
- 8.6. The digital copy of the material would be the property of Presidency University. The agency will hand over the digitized material along with originals, after due processing. The agency will not use the data or digital copy of the material even for demonstration, under any circumstances.
- 8.7. The Agency shall not be allowed to copy or/and take out any data of the project without prior permission in writing from the Competent Authority of the University.
- 8.8. The Agency shall have to submit an undertaking for total security of data.
- 8.9. The Agency shall have to bear all the cost related to the process as per the scope of the work. Presidency University will not be responsible for additional cost regardless of the conduct or outcome during the execution of said work.

9. Others

- 9.1. The working time shall be 10:00 AM to 5 PM on all working days of the Presidency University.
- 9.2. The job as mentioned in this tender has to be done only at the designated location of Presidency University premises.
- 9.3. The Presidency University authority shall provide the required infrastructure necessary for the work in discussion with the Agency. Training is required to be provided to up to 5 Officials of the Library in Management of the dataset.
- 9.4. The rate quoted should be valid up to 31st December 2016.

SECTION III

Information to the Prospective Bidders

1. Earnest Money Deposit (Interest-free)

The prospective bidders may submit their bids addressed to the **Finance Officer, Presidency University**, Kolkata as per Annexure A with Rs.10,000 (Rupees ten thousand only) only as Interest-free Earnest Money Deposit to be deposited as Bank Draft / Pay Order in favour of the “**Presidency University**” payable at Kolkata. The Earnest Money Deposit will be converted into Security Deposit in the case of the successful bidder. The unsuccessful bidders will get refund of the Earnest Money Deposit.

2. Liability of the bidder

Bidders are advised to study the bid document carefully. Bids not complying with all the clauses in the tender document are liable to be rejected. Failure to furnish all the information required by the tender document in every respect will be at the agency/consortium's risk and may result in the rejection of the bid.

3. Documents comprising the Bid

The Bids prepared by the agency shall comprise the following components, in the following lines as per Section IV:

- i. Information on the legal status of the firm/institution
- ii. Work of similar nature performed in the past
- iii. Copies of the audited balance sheets.
- iv. Self-attested photocopy of the Income tax Return for the assessment years 2015-16, 2014-15 and 2013-14.
- v. Self-attested photocopy of the Service Tax Registration Certificate
- vi. Profile of the project manager

4.1. The Technical Bid comprises of the following:

- i. Bid letter (Annexure A)
- ii. Bid particulars (Annexure B)
- iii. Declaration Form ((Annexure C)
- iv. Agency's project methodology pertaining to the project of Presidency University(Annexure D)
- v. Agency's experience (Annexure E)
- vi. Statement of Deviation (S) from tender terms & conditions if any (Annexure F)
- vii. Details of Hardware, Software and Manpower to be used (Annexure G)
- viii. Details of earnest money deposit (Annexure H)

4.2. Financial Bid comprising the following:

- i. Bid letter (Annexure I)
- ii. Details of the Cost of Services offered (Annexure J)

Financial Bid in the specified proforma (as per Annexure I and J) should be submitted in a sealed envelope clearly marked “FINANCIAL BID”. The price quoted by the bidder should allow for all costs including labour, materials, hardware, software, peripherals consumables, equipment and all duties and taxes, including service tax what so ever payable for accomplishing the task.

The price and rates quoted by the bidder shall be fixed and firm for the duration of the contract and shall not be subject to any escalation/ adjustment on any account.

5. Credentials and pre-qualifications of the Bidder

- 5.1 The Agency should have an average turnover of at least Rs. One Crore (Rs. 1crore) during the last three financial years. The Agency should have adequate financial resources to undertake the contract
- 5.2 The Agency must have adequate exposure and experience in the area of digitisation for the last 5 years.
- 5.3 The Agency must have executed at least one successful similar project of not less than Rs. 50 lakhs in value in a single order during the last three years.
- 5.4 The Agency should have executed Image Capture and digitisation project for at least 2 Clients in the last 3 years out of which 1 must have been a Government organisation and should furnish work completion certificates / testimonials in support of the same.
- 5.9 The bidder shall furnish documentary evidence that it has financial, technical, and operational and production capacity and capability necessary to perform the contract. An indicative pre-qualification checklist has been provided for submission by the bidders. The bids shall be accompanied by documentary proof of criteria including but not limited to those mentioned in the pre-qualification checklist in the same order mentioned in the following table.

Pre-Qualification Checklist

Sr.No.	Criteria	Documentary Evidence
1.	Interest free Earnest Money Deposit	Demand Draft of Rs.10,000/-
2.	Agency should be in the area of Digitisation for last 5 years.	Certificate of incorporation and Memorandum and Articles of Association, A 5-Year old PO/Work order confirming that firm is in the relevant business for last 5 years.
3.	Income Tax, Sales Tax and VAT Clearance	Income Tax Clearance Certificate (preceding year), Sales Tax / VAT Clearance Certificate.
4.	Bidder’s turnover should be more than INR 1 Crore in each of last 3 years.	Audited Balance sheets for last 3 years

5.	The Agency should have executed Image Capture and digitisation project for at least 2 Clients in the last 3 years out of which 1 must have been a Government of India / Govt. undertaking of India / autonomous organisation in India	Work Order and Project Completion Certificate from Clients
6.	The Agency should have Office/Support in Kolkata	Self attested copy from HR head.
7.	The Bidder should possess more than one High Performance Book Scanners	Proof of possession (Purchase order & Supply Invoice)
8.	Agency should have ISO 9001:2001 or higher ISO valid quality Certification	Copy of Valid Certificate
9.	The agency should not have been currently blacklisted /debarred due to any unethical practice or poor performance by any central/state Government departments/organizations. An Affidavit of same has to be given by bidder. Also even it is found that a debarred letter has been issued by any Government Department for any tenderer then the EMD will be forfeited and the tenderer may be blacklisted	

- 5.10. A Quality Control Committee (QCC) duly constituted by the competent authority will certify the digital images as per the specification. The QCC will also monitor and review the progress and quality of the work periodically through the supervisor(s) of the executing agency/consortium.

6. Submission of Bid

The bids in the form of hard copy in two separate sealed envelopes super scribed as “Technical” and “Financial” respectively, should then be put in a single outer cover sealed and superscripted “**Tender for Creation of Online Digital Archive of Documents relating to Hindoo College, Presidency College and Presidency University**” shall be submitted in the office of Finance Officer, Presidency University, 86/1 College Street, Kolkata 700073 on any working day up to the deadline specified in Section A. Presidency University shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated in which case the Bid may be rejected. If the financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, the entire Bid shall be rejected.

Any tender received after the specified last date & time of submission of bid will not be considered. In the event of the specified date for submission of bid being declared as holiday, or if there is a sudden strike or bandh, the bids will be received up to the appointed time on the next working day of the University.

- 6.1 All pages in the price bid and technical bid should be signed with Agency/Vendor Seal and date. Technical specification sheet enclosed in the bid document should be signed and returned by the bidder with the words 'Noted & Complied' marked at the bottom of each page. In case of any deviation, the bidder should mention the same with "Asterisks" on the specific line and number the same. Detailed deviation list mentioning the nature of deviation against each such numbered item should be enclosed along with the technical bid.
- 6.2 The Financial Bid and the Technical bid document should be properly bound and separators should be used to mark, each section of the bid. Any loose sheet enclosed along with the bid will be treated as not part of the bid.
- 6.3 Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
- 6.7 If a bidder puts in conditions which are in addition to or in conflict with conditions mentioned herein, the tender is liable to be summarily rejected.
- 6.8 The rate should be clearly indicated in words and figures. Whenever there is discrepancy between words and figures, the rate indicated in words shall be considered.
- 6.9 There should not be any overwriting/ cutting in the rates and the terms & conditions otherwise these shall not be considered and shall be rejected. Corrections, if any, must be done clearly and signed with date and stamp.

7. **Validity of Bid submitted**

- 7.1 The bid shall remain valid for a period up to 31st December, 2016. All prices quoted must be firm and valid for this period.
- 7.2 All prices quoted shall not be affected by any escalation in prices of labour or materials, services, machinery, equipment, etc. or in rupee exchange rate during the price validity period what so ever. However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery.

8. **Income Tax & Sales Tax Certificates**

Attested copies of the following documents must be submitted along with the Tender.

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful bidder before the issue of the firm work order)
- Valid VAT Registration Certificate and Clearance Certificate.
- Trade License Certificate

9. **Earnest Money Deposit (EMD)**

- Earnest money in the form and manner specified in Section A is to be deposited on any working day at the Presidency University , Kolkata and the money receipt obtained thereof should be attached along with the tender bid.
- Tender not accompanied with prescribed Earnest Money Deposit receipt will be rejected.

- The EMD of the unsuccessful Agency shall be refunded after final acceptance of the tender and within reasonable time not exceeding six months from the date of opening of the tender. The EMD will carry no interest.
- In case of the successful bidder, the EMD shall be refunded after successful completion of the project.
- The EMD will be forfeited if a Bidder withdraws the offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.

10. Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation.

- In case of discrepancy between the Original and Copies of bid, the Original bid will be considered correct.
- In case of discrepancy between figures and words, the words will be considered correct.

11. Bid Evaluation Process

11.1 Bid Security

Only Bidders who have submitted the valid bid security as per the format shall be considered for further evaluation subsequently, a single step two-envelope bidding procedure will be used for the evaluation. Under this process, the technical bid will be opened and evaluated prior to opening and evaluating the financial bid.

11.2 Preliminary examination of Bids

- (i) The Presidency University, Kolkata will examine both the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- (ii) Prior to the detailed evaluation, the Tendering Authority will determine the substantial responsiveness of each bid to the Bidding Documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Warranty, Applicable Law and taxes and duties will be deemed to be a material deviation. The Tendering Authority's determination of the responsiveness of a Bid will be based on the contents of the bid itself without recourse to extrinsic evidence.

- (iv) If a bid is not substantially responsive, it will be rejected by the Presidency University, Kolkata and may not subsequently be made responsive by the Bidder by correction of the non-conformity or through clarifications.

At the end of this stage, the committee will be agreed on:

- Those bids which should not be considered for further evaluation
- Any clarification that should be requested from qualified bidders

12. Payment

13.1 Payment will only be made in Indian Rupees (INR). No advance payment or no part payment shall be made for this project. Payments shall be made after the completion of the work that will be certified by the **authorized body of the University**.

13.2. Presidency University, Kolkata may engage an independent auditor to audit the progress of implementation as a part of verification towards satisfactory performance.

13.3 After completion of the job, pre-receipted bills in triplicate along with necessary delivery challans and related documents should be submitted to the authority placing the order for arranging the payment. All payments will be made by A/C payee cheques only from Presidency University, Kolkata

14. Completion of contract

Unless otherwise terminated under the provisions of any other relevant clause of document, **work shall be completed within three months from the date of issuing the work order** by the Competent Authority of University as per the specifications mentioned in Section –II.

15. Work Completion and Liquidated Damages

If any part of the service in respect of the work assigned and undertaken by the Successful Agency for which this contract is being entered into is not rendered /delivered in time, Presidency University, Kolkata shall be entitled to levy and recover Liquidated damages/penalty at 0.50% per week or part thereof of the delay subject to 5% maximum, on the payment due to the Agency for the particular stage. Any delay beyond five weeks will attract higher penalty to be decided by the Presidency University, Kolkata.

Liquidated damages will be recovered from the security deposit or from any sum that may become due to the Agency out of this contract or any other contract with Presidency University, Kolkata.

16. Disputes and Arbitration

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Vice Chancellor, Presidency University, Kolkata or any other person appointed by him.

17. Liability

In case of a default on contractor's part or other liability, Presidency University, Kolkata

shall be entitled to recover damages from contractor. In each such instance, regardless of the basis on which Presidency University, Kolkata is entitled to claim damages

18. Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all

ANNEXURE A

**Technical Bid
Bid Letter**

To
The Registrar
Presidency University
86/1, College Street
Kolkata -700073

Ref. Tender No.- PU/DCR/2016-17/01

Dated

Sub: Bid for **Creation of Online Digital Archive of Documents relating to Hindoo College, Presidency College and Presidency University.**

Sir,

We, the undersigned Agency/vendor, having read and examined in detail the specifications and all the bidding documents do propose to provide the Services as specified in the bidding document no.....

We are well equipped with all the latest digitisation technology required for providing services and we welcome any sorts our establishment is open for inspection by Presidency University.

All prices mentioned in our bid are in accordance with the terms specified in bidding documents:

All the prices and other terms and conditions of this bid are valid upto 31st December, 2016.

We are an Indian firm and do hereby confirm that our Bid prices are all inclusive.

We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We enclose herewith the complete Technical Bid as required by you. This includes:

- Bid particulars (Annexure B)
- Declaration Form ((Annexure C)
- Agency's project methodology pertaining to the project of Presidency University(Annexure D)
- Agency's experience (Annexure E); attach photocopies of letter of awards to establish validity.
- Statement of Deviation (S) from tender terms & conditions if any (Annexure F)
- Details of Hardware, Software and Manpower to be used (Annexure G)

- Details of earnest money deposit (Annexure H)

Certified that we are:

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm, and the person signing the tender has the authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney,

Or

A company and the person signing the tender is the competent authority/constituted Attorney.

Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

We do undertake that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

ANNEXURE B

Technical Bid
Bid Particulars

Bid particulars for Tender No. :

1) Name of the Bidder :

2) Address of the Bidder :

Telephone

Fax

E-mail

3) Date of Inception : (for primary party)

4) Bidder's bid number and date:

5) Name and address of the Officer to whom:
all references shall be made regarding this tender

Phone :

Fax :

Email :

Signature :

Name :

Designation :

Date :

Company Seal

ANNEXURE C

DECLARATION

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. -----
----- am
competent to sign this declaration and fill up the present application for enlistment.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false information fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire document submitted.
6. I/ our firm/ company am/is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services.

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

ANNEXURE D

Technical Bid

- 1. Project Methodology pertaining to the project of Presidency University**
- 2. The Performance / Delivery Schedule**

Week	No. of Certified Digital Images along with OCR-ed copy to be submitted in PDF Format
1	
2	
3.	
4.	

(Please attach additional sheets, if required)

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

ANNEXURE E
Technical Bid

Client details where Digitization projects have been undertaken (last five years work orders and work completion certificates)

Name & Address of Client :

Type of Client :

Place(s) of Service :

Type of Image Capturedone :

Making the image full text searchable PDF
done

Duration :

Total number of manpower deployed :

Approximate value of Service (in Indian :
Rupees)

Details of hardware used including the :
number, software and technology used:

Any special features of the project which the :
Agency/consortium may like to specify

Name, Title and contact details at the client :
location

Signature of the authorised person of the Bidder
Name:

Date

Designation:

Company's name & seal

Note:

1. Separate sheet for each client to be enclosed
2. Letter from the client on the project executed

ANNEXURE F

Technical Bid

Statement of Deviation(s) from Tender Terms & Conditions

Dear Sirs,

Following are the deviations and variations from the tender terms and conditions. These deviations and variations are exhaustive. Except these deviations and variations, the entire Service shall be imparted as per your specifications and documents.

Sl. No.	Section No.	Clause No.	Page No.	Statement of deviations and No. variations
---------	-------------	------------	----------	---

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

ANNEXURE G

Technical Bid

Details of Hardware, Software and Manpower to be used

1. Name of Company and Address :

2. Hardware (With Model, Quantity :
and Specification)

3. Application Software (with Details :
and Brochure, if any)

4. Manpower (with CVs having :
relevant experience) along with the
Manager for this project

6. Proposed Naming Convention for Image / text files

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

Note: The technical team, at their discretion may inspect the infrastructure

ANNEXURE H

Earnest Money Deposit Details

(Please give the details of the Interest Free Earnest Money Deposit of Rs10,000/- (Rupees ten thousand only) in the form of Bank Draft / Pay Order being furnished for bidding in this tender)

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

ANNEXURE I

**Bid Letter
Financial Bid**

To

The Registrar,
Presidency University,
86/1, College Street
Kolkata -73

Ref. Tender No.....

Dated :.....

Sir,

We declare:

That we/our principals are equipped with adequate hardware/software and other facilities required for providing services and our establishment is open for inspection by the representatives of the PRESIDENCY UNIVERSITY.

We hereby offer to provide services at the prices and rates mentioned in the financial Bid as per Annexure J.

We do hereby undertake, that

In the event of acceptances of our bid, the services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform all the incidental services.

The quoted prices are inclusive of all charges such as transportation of hardware, software, manpower and etc. for providing the desired services.

We enclose herewith the complete Commercial Bid as required by you.

We agree to abide by our offer up to 31st December 2016 and we shall remain bound by a communication within that time.

We have carefully read and understood the terms and conditioned of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

Certified that we are:

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

Or

A company and the person signing the tender is the competent authority of the company/appointed attorney.

Or

Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

We do undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal

ANNEXURE J

(Financial Bid)

Price Quoted for the entire job for Creation of Online Digital Archive of Documents relating to Hindoo College, Presidency College and Presidency University as per the Specifications mentioned in Section II.

Rs. _____/- (in figure)

Rupees _____ only (in words)

Note: The above price is inclusive all charges such as cost of materials, providing hardware, software and manpower, transportation charge, etc. for providing the desired services and also inclusive of service tax and any other tax(es).

Signature of the authorised person of the Bidder

Date

Name:

Designation:

Company's name & seal