

Department of Botany, University of Kerala

Kariavattom, Thiruvananthapuram

TENDER – Pl.A1/1238/Bot/18

Dated 08.02.2018

E-Tender Notice

Department of Botany, University of Kerala, Kariavattom invites tenders from reputed firms through e-Tender website www.etenders.kerala.gov.in/ for the work **scanning, digitisation and archiving of herbarium specimen belonging to different groups with search and retrieval functionality.**

Last date and time for submission of tender online	24.02.2018 at 5.30 P.M
Date and time of opening of tender	28.02.2018 at 11 AM
For technical details contact	The Head, Department of Botany, University of Kerala, Kariavattom campus, Kariavattom P. O., Trivandrum-695581, Kerala. Phone: 9447012324 Email:s.beevy@rediffmail.com

The interested bidders can download the Tender documents at free of cost from the e-GP Website www.etenders.kerala.gov.in . A bid submission fee and EMD should be remitted online. All bid/ tender documents are to be submitted online only and in the designated cover/ envelope on the e-GP website. Technical bid and financial bid shall be submitted in the designated online cover. Detailed Terms and conditions and Technical Specifications are available in Tender documents.

The bids shall be opened online at the office of the Registrar, Kerala University on Date mentioned above. If the above date of opening tender happens to be on a holiday or due to any other valid reason, the tender opening process will be done on the next working day or the day fixed by the undersigned.

For further details logon to www.etenders.kerala.gov.in

TECHNICAL SPECIFICATIONS

Technical Specifications for Herbarium Digitization

Imaging and Quality Check

- Imaging of the herbarium shall be done in a resolution of 300 dpi
- Original raw image shall be saved. The raw image shall be processed.
- Adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting colors will also be the part of Image Processing. Cleaned image shall be saved as per Clean Master Specification.
- Image of the herbarium sheets to be in color and enhanced by graphic processing for future references
- Original Scanned image and the uploaded images to be in .Tiff or .JPEG formats (Latest Versions)

Database and Metadata Creation

- The species, family, synonyms and geographical features, local names and other details of the respective preserved specimens to be indexed under the guidance of the university
- Search and retrieval needs to be optimized to yield the best results
- Local names should be in Unicode Malayalam and should be searchable using Malayalam script
- The data to be accessible and user friendly and database component to be compatible with any operating systems

Handling and Preparation of Herbarium / Preserved Specimens

- Standard preparation techniques are to be used for cleaning and to increase the legibility of specimens as and where necessary.
- Samples are handled in the best way as told by the university. Therefore, while doing digitization, placing the object on the filming platform shall be strictly done under the guidance of the university.
- The operators should wear surgical gloves so as not to damage any of the Herbarium/ Preserved Specimens.

Details of the Hardware, Software and Manpower

Shall be provided by the agency/company

General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the **work : scanning, digitisation and archiving of herbarium specimen belonging to different groups with search and retrieval functionality**. The tender is invited in 2 (Two) cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

TERMS & CONDITIONS

1. The technical Specification mentioned here are minimum requirements. Quality of the products will be a factor in technical evaluation.
2. Bidder shall also **give specifications of hardware /software, brochures from the OEM for the compatible equipment to establish the technical compatibility** that they would be providing as a part of the assignment.
3. Any Original Disks/ files/Serial Key for licensed software, serial key etc shall be delivered to the University under acknowledgement.
4. The bidder shall give undertaking that all the components used in the equipments shall be the original make as per the technical specification submitted and the software/hardware shall be supplied with the authorized license certificates. If found contrary the supplier shall replace the component/ equipment with original one at their own cost.
5. The bidder should have at least three years experience in the field. References in this respect should be given along with the credentials. The reference projects PO's / Completion certificates from end customers if any.
6. The bidder should guarantee support for the complete system for the next 10 years commencing from the date of commissioning.
7. Three year Comprehensive warranty shall be provided on parts and labour without any additional cost from date of commissioning.
8. **Every tenderer should submit Tender fee of Rs. 300/-**
9. Refurbished items, Items which not in recent manufacturing series will be rejected.
10. **Eligibility criteria:-** The supplier shall be OEM or the authorized dealer
11. Bidders should examine all instructions, Terms, Conditions and Technical specifications given in the Tender document. Failure to furnish information required by the Bid or submission of a Bid not substantially responsive in every respect will be at the Bidders risk and may result in rejection of Bids. Bidders should strictly submit the Bid as specified in the Tender, failing which the bids will be treated as non-responsive and will be rejected.
12. The Bidder shall quote price in clear terms and the specification of products. The cost of foreign equipment in foreign currency shall be CIP Trivandrum. **The total rate quoted for Indian components/Ex works in INR and Foreign equipments must be inclusive of all kind of taxes and duties, ware house to warehouse Insurance, port/cargo handling charges, cost of supply at site including loading unloading and transportation, warranty, demo, Training and installation charges etc...**
13. The University of Kerala is **registered with** the Department of Scientific & Industrial Research (DSIR) for purposes of **availing customs duty exemption** in terms of Government Notification No. 51/96-Customs dated 23 July, 1996 **and Central Excise duty exemption** in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997 as amended from time to time. This shall be considered while quoting the price.

- 14. A split up details stating cost of equipment, other charges such as transportation, insurance, Indian accessories, installation charged, duties etc shall be up loaded in .pdf format.**
- 15.** The bid shall be typed and signed by the bidder.
- 16.** All Bid documents shall be uploaded without fail. Kerala University will not be responsible for failure in download / upload of the bid documents.
- 17.** It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained.
- 18.** Late tenders, Tenders without all bid documents will be summarily rejected.
- 19.** Only the technically qualified bids will be considered for supply order.
- 20.** The bidder has to complete the supply as per the time schedule proposed. The University has the right to claim compensation for the delay in completing the work as per schedule.
- 21.** The bidder shall remit tender fee online before submitting the tender.
- 22. *Support:-*** The supplier shall provide support to the equipment for next 10 years. An affidavit regarding the support shall be attached with the tender form.
- 23. *Validity:-*** The Bid will be valid for 120 days from its date of opening. Further extension can be done by mutual consent.
- 24. *Supply order:-*** The successful bidder with lowest offer will be awarded the supply order.
- 25. *Transportation and Delivery:*** - The item should be delivered at Department of Botany, University of Kerala, Kariavattom Campus within 3 months from the date of Agreement. All charges incurred towards the insurance, duty, handling charges, transportation, loading, unloading etc shall be borne by the bidder.
- 26. *Installation and commissioning:-*** The items shall be installed and commissioned at the Sophisticated Instrumentation and Computation Centre, University of Kerala, Kariavattom Campus in case of Equipments.
- 27. *Demo and Training:-*** The bidder shall arrange *demo and training* at Department of Botany, University of Kerala, Kariavattom Campus.
- 28. *Warranty/Guarantee:-*** The supplier shall guarantee to repair/replace the items or its part -if found defective within the warranty period. The entire expenditure for repair/ replace the item in this regard shall be borne by the supplier.
- 29. *Payment:-*** The University will release the payment only after inspecting the equipment and satisfy that the supply is as per the requirements. The payment will be made after successful completion of the supply on producing invoice in triplicate.
- 30.** In case of dispute arises, the decision of University authority shall be final and binding on bidders. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.
- 31.** General rules relating to purchase of materials/equipments will also applicable to this tender.

Documents to be Uploaded

- * Signed Compliance Matrix

- * Detailed Technical Brochure
- * Under taking of support for next 10 Years
- * BoQ
- * DD/Hard copy of Bank Guarantee if opted

**The Registrar,
University of Kerala,
Senate House campus, Palayam
Trivandrum- 695 034, Kerala.**