

Notice Inviting e-Tender

TENDER –PI.A1/KU Lib/13/Thesis Digitization

Dated: 01/02/2019

University of Kerala, Thiruvananthapuram invites open tenders (in two bid covers) for digitizing the Ph. D theses (Thesis Digitization Project Phase II) in hard copy available in the Kerala University Library and to upload the soft copies in ShodhGanga, the digital repository of INFLIBNET Centre, and to create an institutional repository using DSpace, an open source digital library platform, through e-procurement from reputed Companies /firms/agencies having executed similar type of works in University Libraries/ College Libraries/ Corporate or special Libraries.

The number of pages estimated for digitization is initially 10.5 lakhs (approximately) and this work should be completed within a period of nine months from the date of issuance of work order.

The details, terms and conditions are given as annexure.

Last date and time of submission of Bids online	: 02/03/2019 ; 5PM
Date and time of opening of Technical Bid	: 07/03/2019; 11AM
Date and time of opening of Financial Bid	:After the evaluation of Technical Bids
For technical details contact	: M. R. Maya, Deputy Librarian-in-Charge, Kerala University Library, Palayam, Trivandrum
E-mail	: universitylibrary@vsnl.com

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

Annexure-1

Terms and Conditions

1. Every Tenderer should submit an Earnest Money Deposit (EMD) of Rs.30,000/-
2. Successful bidder has to execute an agreement in the Kerala Stamp Paper worth Rs.200/-.
3. Every tenderer should submit Tender fee of Rs. 2,500/-
4. The tendering will be through Govt. e-tendering site in two stage bidding process – Technical and Financial.
5. The Technical Bid should be submitted with relevant information / documents / acceptance of all terms and conditions, strictly as described in this document.
6. Only the financial bids of Short-listed vendors will be opened. Vendor(s) who do not qualify in the technical bid will not be considered for financial bid.
7. Financial quotes should be submitted along with the Financial Bid.
8. The rate quoted must be inclusive of all charges and taxes. It will be the responsibility of the successful bidder to install the required equipments in the site at their own expense. *(Please see Annexure-II).*
9. The configurations given are minimum configuration that is/are required. Vendors may choose to apply higher /better/enhanced systems, but their financial quotes shall be treated as if they have been offered for the specified configuration only.
10. The bid should typed and signed in every pages by the bidder or duly authorized person.
11. The bidder is expected to examine all instructions, forms, terms and conditions, and technical specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not substantially responsive may result in the rejection of the bid.
12. During the execution of the project the bidder have to provide initial onsite technical support personnel who are fully trained company authorised and certified by the bidder to reduce downtime. The remote support via e- mail and telephone shall be provided as and when needed, free of cost.
13. The bidder shall customize and personalize all aspects of the proposed digital library system as per the requirements in order to ensure smooth implementation and functioning of the system.
14. The bidder shall submit copies of Income Tax Clearance Certificate, PAN card, registration number with GSTIN, CST and TIN of its bid.
15. All prices should be in INR.
16. Tenders once received will not be returned.
17. Offer shall be valid for six months.
18. Scope of work given in **Annexure -II**.

Qualification criteria of the bidder

1. The firm must have minimum annual average turnover of Rs. 10 Lakhs or above for during last two financial years. Please provide the data as below. (Audited Balance Sheets of Last Two years must be enclosed with the Technical Bid). This condition shall be relaxed in exceptional cases where firms could come out with innovative solutions not compared with other bidders.
2. The firm must have been expertise in handling of brittle books, Research Reports and Theses and Dissertations for digitization for last five years. Please specify the number of years of expertise and share the PO/Work order in support of this claim.
3. The firm must have executed at least three successful similar projects during the last five years out of which one must have been with Academic libraries/ Public Libraries/ Special Libraries. Please provide following details of similar projects with copy of the work order.
4. The firm should have skilled manpower to carry out the digitization work. CVs of key people going to work on the project should be attached.
5. Quality Assurance is responsibility of the firm and they need to ensure that they are well equipped with proper quality control mechanism.
6. The firm should have never been blacklisted / debarred due to any unethical practice or poor performance by any central/state government and/or any PSU and/or any Central/ State Government Autonomous Bodies

Annexure-II

SCOPE OF WORK AND REQUIRED SPECIFICATION OF WORK

1. SCOPE OF WORK

Digitization of PhD theses in printed / typed, textual and graphical data in Malayalam, English, German, Russian, Hindi, Tamil, Sanskrit or in any other Indian languages in Black & White or Colour using overhead book scanners.

- i. The scope of the work includes:
 - a. Image capture
 - b. Image processing and cleaning (editing)
 - c. Metadata creation (As per the metadata standard of Shodhganga digital repository of INFLIBNET Centre) and captioning
 - d. Verification of softcopy of 300 PhD theses in CD with the physical volume and uploading in Shodhganga & Institutional repository
 - e. Covert the files in the CD into PDF/A (OCRing) (Separate file for each Chapter, title page, declaration, certificate, table of contents, , content page, list of figures, list of tables etc.)
 - f. Integration with Shodhganga, Digital Repository of INFLIBNET Centre
 - g. Upload each file in Shodhganga
 - h. Metadata creation and uploading of already digitized theses of the Library in DSpace
 - i. The digital library created should have the facility for Full text search for languages (English, Hindi, Malayalam, Tamil, Arabic etc.) covered by the Kerala University Library Theses
 - j. Storage (digital library platform Dspace) with a customized front end (home page) and development of a solution specially for the University to achieve the full text search for all languages.
 - k. Retrieval (Searching facility)
 - l. Quality control based on standard specifications
- ii. Theses are available in Research Section of the University Library and the details will be provided by the designated officials in the section.
- iii. The firm should have the proper infrastructure facility for scanning and processing the scanned TIFF images.
- iv. Scanning and other works to be done at the Kerala University Library by installing the equipments and infrastructure at the space provided by the Library.
- v. Scanning of pages to be done in TIFF format.

- vi. Perform quality checking of every digitized image pages.
- vii. Cropping / cleaning of digitized images.
- viii. Resizing of every images with de-skew, rotate, height-width, noise-removal, margin etc. to make every image perfect and uniform in size .
- ix. OCRing of images if required for OCR compatible language books, if required.
- x. Saving OCRer files into three different formats (HTML, RTF and TXT).
- xi. Text should be Unicode supporting of all major Indian languages
- xii. Conversion of processed TIFF images into PDF/A format (Searchable) and provide OCR for word by word search
- xiii. Each scanned thesis should be compared with the original physical volume for ensuring correct pagination, cauterization, contents etc. (ie, each digitized thesis should similar in all aspects to its original physical volume)
- xiv. Verification of softcopy of 300 Ph.D theses in CDs with respective hard copy and convert into PDF/A with OCR facility.
- xv. Preparation of metadata for each thesis in extended Dublin Core / MARC-21 standard/ Standard as per the Shodhganga Repository standard.
- xvi. Each record has the fields such as Title, Researcher, Research Guide, Date Completed, Year, Keywords, Subject, Faculty (For Shodh Ganga) , Accession Number, Call Number and DOI (For Institutional Repository)
- xvii. Rebind the physical volume of theses, if unbinding required for scanning.

2. SPECIFICATIONS

The specifications that should be followed in the project are as follows:

2.1. PHYSICAL FORMAT OF THE CONTENT FOR DIGITIZATION

Majority of the theses are bound volumes in print or type written format and some are in CDs in .doc/ docx/pdf formats. Some of them are old, fragile, deteriorating, rare and brittle and will have charts diagrams, photographs, illustrations etc. In some cases, the pages of the theses have stain-marks and worm-marks and may have become translucent due to ageing. Proper care should be taken for handling the theses.

2.2. JOB SPECIFICATION

- i. The agency should be in a position to process minimum 1 lakh pages or more in one month.
- ii. The documents for digitization should be appropriately prepared for image capture, cleaning, sequencing and numbering etc.

- iii. The metadata works and indexing should be done by library professionals who are having at least a degree in Library and Information Science.
- iv. 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.
- v. 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.
- vi. The minimum resolution of the digitized images should be in 600 *dpi*. In case of certain theses, 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.
- vii. If required, the firm 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 QC.

2.3. OUTPUT SPECIFICATIONS FOR DIGITAL IMAGE

- i. The final output should be a TIFF for black and white, Gray scale or Color images format for all theses. Another output should be the PDF/A. Two copies for each document or book should be supplied in processed TIFF and PDF/A format along with the Metadata in XML format with the pages collated. Original sequence and page integrity should be maintained.
- ii. Uncompressed processed TIFF and PDF/A files should be devoid of digital noise, centering, skew, collating, and touch up (as is where is basis).
- iii. Quality policy: Quality policy should be applied to maximize readability and minimize file size.
- iv. Relevant metadata should be available in XML / ASCII format for all digitized theses / documents.
- v. The output images will be archived on external Hard Disc and 2 sets of Tape drives.
- vi. The firm should follow a standard naming convention for saved scans and its metadata.

2.4. STORAGE SPECIFICATIONS

- i. The format should be compatible with Shodhganga Repository. Also an institutional repository of PhD theses in Dspace shall be created in the server space provided by the Kerala University Library.
- ii. Digitized 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.

- iii. The data / database / web application is to be loaded in the storage area network/server as decided by the Kerala University Library.
- iv. Provision for creating backup copies of all files on servers and storage media and have an off-site backup strategy.

2.5. METADATA

- i. Metadata should be created for theses as per the specification of Shodhganga, Repository
- ii. Metadata information for each theses should have the following fields.

Sl	Fields	Scope of Work
1	Language	There are different languages on which Metadata to be prepared / updated in English language. Languages are: English, Malayalam, Sanskrit, Tamil and other Indian Languages.
2	Title and subtitles, if any	There may be other synonymous / related title/ subtitle of a Book / Journal/ Newspaper which also has to be taken care of (to be entered) with the original "Title" field.
3	Researcher	Represents the "Name of the Researcher " of the Thesis..
4	Research Guide	Represents the "Name of the Researcher Guide(s)/ Research Supervisor (s)" of the Thesis
5	Keywords	Actually depicts the catching words, help to search the proper document easily. Five (5) to ten (10) keyword fields to be filled up
6	Subject	This is one of the most important fields of the thesis like keyword which will help user to find the right document. There are three (3) level of subject, those to be properly selected from the list provided or through chain indexing.
7	Faculty	Enter the name of the Faculty under the subject belongs
8	Department	Enter the Name of the Department of the University in which the Researcher belongs
9	Year	It actually represents the year of submission of the theses.
10	Call Number	Enter the Call number as given in the thesis (Class Number+ Book Number+ Collection Number)
11	Accession Number	Enter the Accession number as given in the thesis
12	Identifier	Digital object identification number (DOI)

OTHER SPECIFICATIONS

- i. *Accessibility*: Both online (through internet) and offline (through intranet)
- ii. *Indexing*: Provision for creating inverted file for researcher/ guide, title, subject, keyword indices etc..
- iii. *Search and Retrieval*: The digitized materials should support browsing, searching retrieving the contents in HTML pages. The digitized materials should be Book-marked for internal navigation.
- iv. *Printing*: Support page by page printing

TRAINING, WARRANTY & AMC

- i. Training should be given to concerned staff in the Kerala University Library.
- ii. After the successful completion and implementation of the project, the digitized materials and technology used should be supported onsite on a demanding basis for two years without any additional charges and after that for an agreed rate.

ANNEXURE-III

Financial Bid Format

With reference to your tender enquiry letter No. -----dated on the subject mentioned above, I/we quote the rate, including the service charge and service tax, for above mentioned work as under:

Sl.No.	Page Size/No. of Pages	Rate Per Digital Image (Rs.) including all taxes	Total Amount (Rupees)
	A	B	C
1	Scanning & Image Processing of Bound volumes of theses- (3577 theses- Aprox. 10.5 lakhs pages)		Number of Pages*B1

2	Metadata creation and uploading of already digitized theses of the library in Institutional Repository in DSpace platform – 2984 theses		Number of theses*B2
3	Verification of softcopy in CD with physical volume and convert into PDF/A, OCRing, metadata creation and upload in Shodh Ganga – 300 CD		Number of CD*B3
4	Installation , customization and implementation of DSpace Repository (Lumpsum)		
5	Metadata extraction , OCRing, Customization and uploading both in Institutional Repository and Shodh Ganga- 3577 theses		Number of theses* B5
6	Support and Maintenance for one year after the warranty of one year (Lumpsum)		
	Total		

Total Bid Value (inclusive of all taxes) (In Words):

Note :

1. Minimum (L1) vendor will be selected on the total value (ie, C1+C2+C3+C4+C5+C6)
2. Any quantum of extra work may be awarded for which rates above will be applicable.

Authorized Signatory

Place :

Date :

Common Seal of company

Declaration:

I agree that in-correct furnishing of information and in-correct quoting of statutory payments and non- furnishing of copies of documents/certificates shall render my tender liable for rejection and I agree that no claim shall be made by me on this account.

Date:

Signature of Tenderer with seal

Place: