

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA



P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur

Odisha- 768018, India

Website : www.vssut.ac.in, E-mail: registrar@vssut.ac.in, Ph:(0663)2430573,Fax-2430592

Ref: No: VSSUT/ LIB/ 3765

Date: 15.12.18

TENDER CALL NOTICE

Sealed Bids (properly stitched separately) in two separate covers (**Technical Bid and Price Bid**) are invited by the “**The Registrar, Veer Surendra Sai University of Technology, Odisha**” from the Company/Firm/Agency for the digitization of back volumes of Journals, Thesis etc of the Central library, VSSUT Burla, Odisha.

The Bidders may download the **Tender Documents** directly from the website <http://www.vssut.ac.in>. The Tender cost fee of Rs. 5,000/- (Non-refundable) by way of Demand Draft drawn in favour of “**The Registrar, Veer Surendra Sai University of Technology, Burla**” payable at **SBI, Burla** should be enclosed along with the Bid. The Tender cost fee and the EMD amount should be submitted separately in demand drafts. In case of any bid clarification, responsibility lies with the bidders to collect the same from the website and the University shall have no responsibility for any delay/ omission on part of the bidder.

TIME SCHEDULE:

- a) Date of commencement of downloading bidding document: 16.12.2018
- b) Last date and time for Receipt of bids: 05.01.2019 by 4.00 pm
- c) Time and date of opening of Tender & technical bid: 03.30 pm 07.01.2019
- d) Time and date of opening of Price bid: 03.30 pm 09.01.2019

Place of opening of tender and address for communication and receipt of bid documents

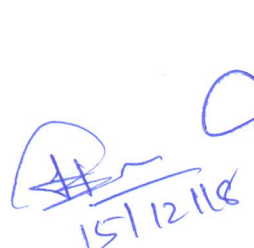
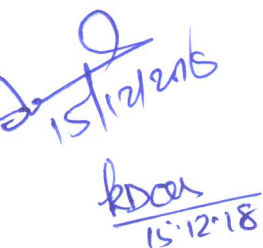
THE REGISTRAR

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA

At- Burla, Po-Burla Engineering College, Dist-Sambalpur-768018,

Tel. No-0663-2430211 Fax No-0663-2430204


REGISTRAR
VSSUT Burla

 15/12/18
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General Terms and Conditions

GENERAL TERMS & CONDITIONS OF CONTRACT FOR, THE DIGITIZATION OF BACK VOLUMES OF JOURNAL, THESIS ETC OF THE CENTRAL LIBRARY, VSSUT BURLA, ODISHA.

1. Document Establishing Bidder's Eligibility

University means Veer Surendra Sai University of Technology, Burla, Sambalpur, Odisha-768018

The Bidders shall furnish as part of the Bid the following documents establishing Bidder's eligibility and qualification to the University's satisfaction.

1.1 Company/Firm/Agency having valid license / certificates for the digitization of documents/thesis/books etc. are eligible to participate in the Bid.

1.2 The Bidder must have experience of digitization in reputed Government Institutions / Public Undertakings within India during last preceding 3(Three) years reckoned from the date of bid opening and the details must be submitted along with documentary proof.

2. Qualification for Eligibility

The following are the mandatory qualification criteria for qualifying the technical bid:

2.1 The bidder must be an Indian company registered under the Companies Act 1956.

2.2 The bidder must have an average annual turnover of at least Rs. 15.00 Crore per year for last 3 financial years. Bidders have to submit the followings:

a. Financial statements or reports duly certified by Chartered Accountant for the last 3 financial years, 2015-16, 2016-17 & 2017-18.

b. Annual turnover certificate duly certified by Chartered Accountant for the last 3 financial years i.e. 2015-16, 2016-17 & 2017-18.

2.3 The bidder must be in the similar business for at least last 3 financial years.

2.4 The Bidder should be preferably ISO 9001: Certified in Digitization, Enterprise Content Management.

2.5 The bidder should have at least three projects from in Digitization with at least one order of Rs. 25 Lakhs during the last three years from East Region.

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2.6 The bidder should have implemented Institutional Repository in any one University/Indian Government Departments/PSU.

2.7 Detailed description of instruments and equipment used for this purpose must have essential technical and performance characteristics.

2.8 The instruments and equipment used for digitization should have testing certificate for its satisfactory functioning.

3. Technical Bid (COVER - A)

The following document should be submitted in Cover-A.

3.1 Earnest Money Deposit (EMD)

3.2 Technical details for the digitization as per Annexure-IV

3.3 Copy of the Company/Firm registration

3.4 Upto **date** GST clearance certificate.

3.5 Performance certificate establishing that the Bidders have executed digitization of various documents for different Govt. Organizations/ Government PSUs. (Proof of documents)

3.6 Copy of the IT/PAN Card.

3.7 Detail name, address, telephone no. fax, e-mail of the firm and of the Director/ Managing Director/ Proprietor of the firm (As per **Annexure III**)

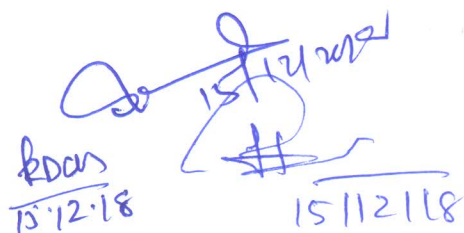
3.8 Document if any to establish the recognition of the bidder in respect of ISO or equivalent.

3.9 The original bid document signed & sealed by authorized person in each page as a token of acceptance of all terms and conditions of the tender with original receipt.

3.10 Any deviation in the specification as well as terms and conditions should be marked in **bold letters**.

4. Price Bid (COVER – B)

4.1 The hard copy of price bid as per **Annexure-I** of price bid in Excel format through CD/Pen drive both in separate sealed cover here in after called **Cover B (Price Bid)**. Price


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Bid (Cover - B) of the bidders who qualify in **Technical Bid (Cover – A)** will only be opened and will be communicated through **E-mail/Fax**.

4.2 The price of each item shall be quoted as per the prescribed Price Schedule Format at **Annexure-I**.

4.3 The **Cover B** of the technically qualifying bidders shall be only opened at the Office of the **“The Registrar, Veer Surendra Sai University of Technology, Burla”** on the date and time to be communicated to them after technical evaluation of **Cover A** by **E-mail/Fax**.

5 BID CONDITIONS

5.1 The bidders should verify the sites of existing Central Library, VSSUT, Burla for digitization.

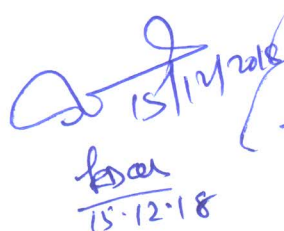

5.2 The quoted rate shall not vary with the quantum of order placed or destination point. The number of pages for digitization may increase or decrease as per University requirement.

5.3 A copy of the original bid conditions and the schedules should be signed by the bidder at the bottom of each page with the office seal duly affixed and returned along with the bid. Bid schedule should be duly filled in with an **index** and **page number** for the documents, enclosures & EMD etc. **Paging** must be done for all the documents submitted.

5.4 Bids should be type written or Computerized and every correction/ over writing in the bid should invariably be attested with signature of the bidder with date before submission of the bids to the authorities concerned. No revision of price upward or downward will be allowed once the bid is opened.

5.5 Language of Bid

The Bid prepared by the bidders and all correspondence and document relating to the bid exchanged by the Bidders and the University, shall be written in the English. Supporting document and printed literature furnished by the Bidders may be written in another language provided they are accompanied by an accurate translation of the relevant passages in English in which case, for purposes of interpretation of the Bid, the English translation shall govern.


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5.6 Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- GST shall be included in the total price.
- The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The price shall be quoted in Indian Rupees only.

5.7 GST clearance

Copies of valid GST clearance Certificates shall be furnished by the Bidders and the originals of the above certificates shall be produced before placement of notification of award if asked for by the University.

5.8 EMD and ISD

All bidders are required to submit EMD **not less than 1% of the quoted amount** in shape of **Demand draft** drawn in favour of **"The Registrar, Veer Surendra Sai University of Technology, Burla"** payable at **SBI, Burla** only. The EMD shall be in Indian Rupees.

NOTE: Non-submission of EMD or submission of less EMD than the desired one shall result in rejection of Bid. The EMD deposited against other Bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.

The bidder selected for award of the work shall deposit Initial Security Deposit (ISD) of **1% of the quoted amount** in shape of **Demand draft** drawn in favour of **"The Registrar, Veer Surendra Sai University of Technology, Burla"** payable at **SBI, Burla** only. The ISD shall be in Indian Rupees. The bidder must deposit ISD before award of work.

5.9 SUBMISSION OF BIDS

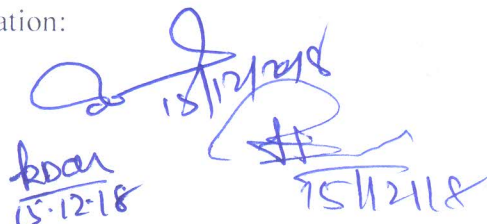
Sealing and Marking of Bids

Bid should be submitted in two Bid system containing two parts as detailed below.

Sealed Cover-A: Technical Bid.

Sealed Cover-B: Price Bid (hardcopy & sealed soft copy in CD/pen drive)

Both the sealed envelopes should then be put in one outer cover and each cover should have the following indication:



- i) Name of Dept.: _____
ii) Reference No of Bid _____
iii) Bid regarding _____
iv) Due date & time for submission of the Bid _____
v) Due date & time for opening of the Bid _____
vi) Name of the Company/Firm _____
vii) List of User satisfaction report _____

NOTE:

A. Bids submitted without following two Bid system procedures as mentioned above will be summarily rejected.

B. Please Note that prices should not be indicated in the Technical Bid. The Prequalification document including EMD as required in the Bid document should invariably be accompanied with the Technical Bid (**Cover A**).

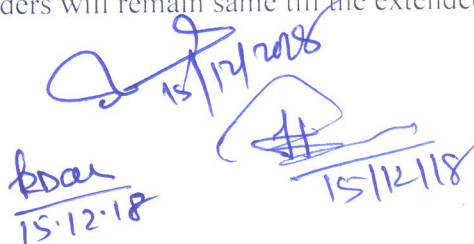
The outer envelope shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared "late". If the cover containing the outer envelope is not sealed and marked as required, **University** will assume no responsibility for the bid's misplacement or premature opening.

The above procedure shall be adopted both for the Technical bid and price bid separately. Telex, cable, email or facsimile bids will be rejected.

5.10 Deadline for Submission of Bids

Bids must be received by the **Registrar, VSSUT, Burla** at the address specified not later than the time and date specified in the Invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the **University**, the bids will be received up to the appointed time on the next working day.

The **University** may, at its discretion, extend this deadline for submission of bids by amending the bid document, in which case all previous rights and obligations of the University and bidders will remain same till the extended date.



5.11 Modification and Withdrawal of Bids

No Modification and Withdrawal of Bids is allowed between the interval of time of submission and the last date and time of the bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidders on the bid form.

5.12 BID OPENING

The **University** will open all bids, in the presence of bidder's representatives who choose to attend at **03.30 pm on dated 05.01.2019** at the Office of the "**The Registrar, Veer Surendra Sai University of Technology, Burla**".

5.13 The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the **University**, the bids shall be opened at the appointed time and location on the next working day.

5.14 The bidder's names, and the presence or absence of the requisite EMD and such other details as the **University**, at its discretion, may consider appropriate will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidders.

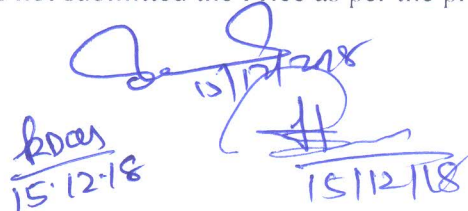
5.15 Acceptance of the Bid

Bidders submitting bids would be considered who have accepted all terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the bid.

5.16 Rejection of the Bid

The Bid document shall be out-rightly rejected under following stipulation and no correspondence will be entertained whatsoever.

- If the Bidders has not furnished the required **Tender paper cost** and **EMD** or EMD exemption certificate from competent authority.
- If the Bidders has not submitted the Price as per the prescribed format **Annexure-I**


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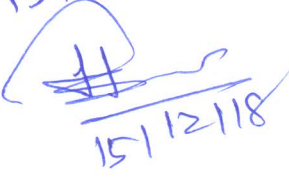
- **Bidders Authorization form in Annexure-II.**
- If the bidders have not submitted the performance statement at **Annexure-III with supporting documents.**
- If the bidders have not agreed to give **bid validity.**

5.17 University's Right to accept any Bid and to reject any Bid

The **University** reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids without assigning any reason thereof at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders on the grounds of such action of the **University**.

5.18 Evaluation and Comparison of Bids

- The **University**'s evaluation of a bid will take into account the bid price.
- The purpose of bid evaluation is to determine substantially responsive bid with the lowest evaluated cost, but not necessarily the lowest submitted price, which should be recommended for award.
- Evaluation of bids should be made strictly in terms of the provisions in the bid document to ensure compliance with the commercial and technical aspects.
- The past performance of the bidders will be taken into account while evaluating the bids.
- Delivery schedule offered in the bid;
- Deviations in payment schedule from that specified in the General Terms & Conditions of Contract;
- Any other point as deemed proper to be incorporated by the evaluation committee.
- Alternative options of offer shall not be allowed.
- Each Bidder shall submit only one quotation.
- Negotiation shall be made with the lowest evaluated bidder, if required.
- Lowest evaluated price shall be taken in to consideration, but not the lowest quoted price.





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6.0 Conditions for the Digitization

- The bidder will take back the said equipments upon the completion of the assignment and will ensure complete deletion of data on equipment being taken back.
- Also, the bidder will install the required software and all other systems and supporting software required to carry out the digitization work along with the team to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media.
- The university will provide the Space, Electricity and basic fixture for which proposal must enclose the minimum requirement of expectations.
- The work order in full or in part will be allocated to the Company/Firm based on fulfillment of minimum requisite criteria mentioned in tender.
- The work involves the entire process of formal handing over to the creation of digital format with the desired level of indexing and provision of the data on the digital media file in duplicate as per the laid-out specifications and recommended by the bidder in their solution.
- Bidder must ensure the re-arranging, stapling–de stapling, scanning/ verification - validation/ Meta data entry and uploading the content in the Institutional repository, handing over and finally supplying the contents in the Portable hard disk, rebinding of the documents etc.
- Only turnkey solution providers are invited having experience in Knowledge Management that have undertaken and executed projects involving digitization of Hard/Printed Copies and integrating with born-digital contents.

7.0 Payment Terms

No advance payment will be made by the **University** to the bidder for performance of the contract. 100% of the contract price shall be paid within 30 (thirty) days after satisfactory completion of digitization, unbinding-rebinding.


J. Srinivas
15.12.18

H. Ramesh
15/12/18

8.0 Taxes and Duties

The bidder shall be entirely responsible for payment of all Taxes, Duties etc. The service tax and the work contract tax shall be levied (Wherever applicable). Income Tax as applicable shall be deducted at source.

9.0 Period of Validity of Bids

- The bid rates should be kept open/ valid for a period of **180** days from the date the Bids are opened.
- A bid valid for a shorter period i.e. less than **180** days shall be rejected, as nonresponsive.
- In absence of any indication of the date of validity in the bid, it will be presumed that the offer will remain valid for the minimum period i.e. **180** days as prescribed above.
- In exceptional circumstances the purchaser may solicit the bidders consent for extension of the period of validity. If agreed upon, the bid security so deposited shall also be suitably extended.

10. Penalty against incomplete Digitalization work


In case of incompleteness of work within the due date as per the stipulated time provided in the tender call, the EMD deposited by the bidder shall be forfeited


11. Rejected items

No payment shall be made if the bidder will not be able to complete the work within stipulated time up to University satisfaction.

12. Jurisdiction of the Court

The University and the Bidder shall agree that the competent Court at Sambalpur shall have the jurisdiction to try and decide anything between the parties and they may approach the Competent Court at Sambalpur if required at any time.


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VSSUT, Burla

ANNEXURE -I

Tenderer's reference No.

Date:

1. Name of the Applicant:

2. Address:

3. Tel. No.


Fax No.:

4. Mobile No.:

E-mail:

Part- A

Sl. No	Price Components	Quantity	Unit	Unit Price (in INR)
1	Digitization of Pages with 600 DPI Resolution with Unbinding and uploading of them on an Institutional Repository.	75,00,000 pages (approximately)	Per Page	
2	Implementation of Institutional Repository on Library Server and provision of separate interfaces for accessing the journals and thesis year wise.		Lump sum	


J. Srinivas

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ANNEXURE-II

BIDDERS' AUTHORISATION FORM

No. _____ / Date _____ /

To

The Registrar,
VSSUT Odisha
Burla, Sambalpur.

Dear Sir, Bid No. _____

We _____ who are established and
reputed Company/Firm of _____ having factories at
_____ (Address of
Factory) do thereby authorize M/s. _____ (Name and
address of Agent) to submit a bid and sign the contract with you against the above bid.



* No company or firm or individual other than M/s. _____ are authorized
to bid and conclude the contract in regard to this business against this specific invitation for bid.

We hereby extend our full guaranty and warranty as per general conditions of contract for the
goods and services offered by the above firm against this bid.

Yours faithfully,
(Signature for and on behalf of Manufacturers)

Note: This letter of authority should be on the letterhead of the company/Firm should be signed
by a person, competent and having the power of attorney to bind the manufacturer. It should be
included original by the Bidders in its bid.

- The Managing Director of the Company/Firm or the Power of Attorney Holder having
specific power to sign the contract can only sign the contract/execute the agreement.



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ANNEXURE-III

DETAILS OF THE BIDDERS

Bid Reference No.

Name and address of the Bidder:

01 Name of the bidder

- a) Full postal address:
- b) Full address of the premises:
- c) Telegraphic address:
- d) Telephone number:
- e) Fax number:
- f) E mail:
- g) PAN No:
- h) TIN No:

02. Total annual turn-over (value in Rupees) :

03. Quality control arrangement details :

04. Test certificate held

- a) Type test
- b) BIS/ISO certification
- c) Any other

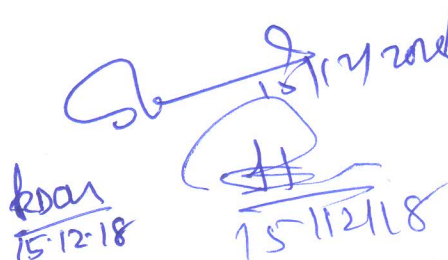
05. Details of staff

- a) Technical
- b) Skilled
- c) Unskilled

06. Branch Office/ Contact Person/ Liaisoning office in Odisha.

- a) Address:
- b) Telephone No:
- c) e-mail:
- d) Fax :

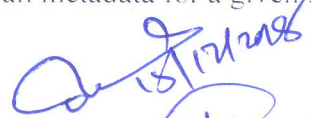

Signature and seal of the Bidder


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ANNEXURE-IV

Technical details for the digitalization of central library, VSSUT, Burla

1. 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.
2. The scanner should have minimum of 600 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
3. Source Records must be scanned at a minimum of 600 DPI, and all classes must be output to TIFF, PDF or PDF/A. The final format in terms of number of pages can be either single-page or multi-page.
4. The unbinding of the books is allowed during digitization process. The Company/Firm is responsible for rebinding the books after the scanning is completed and the necessary cost involved in rebinding.
5. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each image for optimum images clarity.
6. 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).
7. Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many old documents tend to be dirty and will leave dirt in the work area and on scanning equipment.
8. 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.
9. 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. 100% accuracy is required in indexing, which shall be verified against the scanned image. If image quality is not properly readable, the same rejection conditions arise.
10. The digitized images to be converted to searchable PDF or PDF/A format. The layout of the page should be retained.
11. A file-naming scheme database - should be established prior to capture. The same will be provided by the university.
12. The master files containing final documents should be stored as back up on Portable hard disk.
13. Compression technique may be used to reduce the number of bits in an electronic image file and preferred for archival purposes.
14. Company/Firm will upload digitized documents on the Institutional Repository (IR) that complies with international standards and houses international content for promotion and wider discoverability.
15. Text should be Unicode supporting of all major Indian languages.
16. Along with image file, the Company/Firm should also provide an ASCII (txt) file containing all metadata for a given scan.

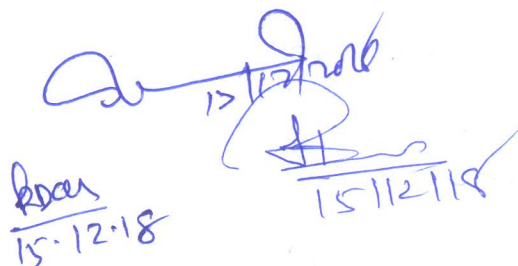

Ramesh
15.12.18

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17. Scanner quality control: vendors should be required to deliver measurable digital results from relevant digital image quality evaluation tests.

Deliverables

1. All the digitized documents should be delivered in reliable and high quality of external hard disk. One copy of the digitized documents will also be kept in a storage media preferably SAN in the Library infrastructure. Company/Firm needs to maintain the backup media for a period of 12 months.
2. A customized, unique, web based, Institutional Repository (IR) which will be hosted on university server. The IR should be customized with new UI design along with our logo, static pages and images. IR should also have the features to browse the digitized documents by Publisher, Year, and Subject etc along with full-text search facility. This software should be able to handle the digital documents which have been scanned previously and are lying in the custody of the library.
- 3 Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of the Company/Firm will be as under:
 - A. Maintaining confidentiality about work.
 - B. While handling documents, proper care is to be taken, so Company/Firm should deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.
 - C. The Company/Firm shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of documents; remove dust, taking them out of shelves & putting them back etc.
 - D. Handling and maintenance of the hardware installed by the agency will be the responsibility of the Company/Firm.

Signature and seal of the Bidder


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VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA



P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur
Odisha- 768018, India

Ref: VSSUT/ LIB/ 3765/2018

Date: 15/12/2018

TENDER CALL NOTICE

Sealed tenders are invited from original Company/Firm for the digitization of back volumes of journals, thesis etc. of **Central Library**", VSSUT, Burla, Sambalpur, Odisha. The tenders shall reach the office of the undersigned through **Speed/Registered** post only **on or before 05.04.2019 up to 4.00 PM**.

For more details, please visit our university website www.vssut.ac.in. The authority the reserve right to accept or reject all the tenders without assigning any reason thereof.

REGISTRAR


No. VSSUT/ LIB / 3766^(C6)/2018


Date: 15/12/2018

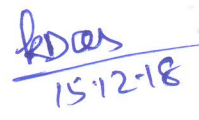
Copy to:-

1. M/s Display Lines, 219, Saheed Nagar, Bhubaneswar – 751007 with request to publish the above advertisement in one issue of the "all Odisha daily edition of The Samaja" and "all India edition of The Times of India" at the I & PR approved/lowest rate. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. University Notice Board of VSSUT, Burla.
3. Dean F & P, with a request to upload the notice & documents in the university.
4. The Comptroller of Finance, VSSUT Burla, for information
5. PA to Registrar for information & record.
6. PA to Vice – Chancellor for kind information to Hon'ble Vice – Chancellor.


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