

**INVITATION OF QUOTATION FOR DIGITIZATION OF  
TEXTBOOKS/REPORTS AND OTHER MATERIAL  
OF  
INDIAN COUNCIL OF HISTORICAL RESEARCH (ICHR)  
*35, Ferozeshah Road, New Delhi - 110001***

**Document Size:** Books, Research reports, and other documents

**Scanning resolution:** 300

**Meta data Field:** 21-30

**Colour type:** Colour

**Eligibility Criteria**

**Turnover for last 3 years (including 2021-22):** 1 Crore

**Experience:** Bidder should have scanned minimum of 1 Crore pages in the year 2022. Documentary evidence is required for it.

**Certificates required:**

**ISO-9001:** The bidder or the OEM of the offered products must have ISO 9001 certification

**ISO-27001:** The bidder or the OEM of the offered products must have ISO 27001 certification

**Escalation Matrix for Service Support:** Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support

**Service & Support**

Service & Support Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

**AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid

# Financial Proposal

## "Quotation for Digitization of textbooks/reports and other material"

Tenderer's Reference No.:

Date:

1. Name of the Bidder/Tenderer:

2. Address:

3. Tel. No.

4. Mobile No.:

E-mail:

Sl. No	Price Components	Unit	Unit Price (in INR)	GST Amount (in INR)	Total Price Amount (in INR)
1	Digitization of textbooks/reports and other material (Scanning, OCR conversion, editing, cropping, image quality, file formats, compression of files, sharpening of images, adding security) Unbinding & Rebinding of textbooks/reports Creation of Metadata, Uploading the Digitized PDF file on e-office portal & DSpace software Customization of Dspace Software	Per Page			

Name & Signature:

(Authorized Signatory of the Agency)

(Official Seal)

**The entire process of scanning and digitization of office documents has been divided into following stages:**

- a. Setup of scanning and digitization facility at the ICHR, Delhi
- b. Pre-Scanning preparation.
- c. Scanning and Digitization
- d. Indexing and Meta-tagging of scanned documents
- e. Creation of e-file & uploading on ICHR e-office portal & DSPACE, as per procedure laid down.
- f. Post Scanning activities
- g. Storage and backup

**DSPACE customization:** Customization needs to be done in Dspace & all scanned data to be uploaded in DSPACE.

### **Detailed Scope of Work**

- i) Setup of scanning and digitization facility at ICHR, Delhi. The selected vendor, on receiving Purchase Order/ Work Order from ICHR will setup a scanning facility at the ICHR, Delhi within 7 days of receipt of LOA from ICHR.
- ii) The vendor will install the setup as per the requirement of the type and number of documents. The vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers (minimum 3) at the ICHR office:
  - a) Desktops
  - b) Scanners
  - c) Network setup for scanning facility
- iii) The vendor should provide enough equipment so as to complete the scanning and digitization within time limit prescribed by ICHR. Delay in the completion of work will make the vendor liable for penalty.
- iv) The vendor shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops, Network setup, etc.) installed at his own cost and make sure the work shall not be stopped on the ground.

### **A. Pre-scanning preparation**

Pre-processing of documents would be the activities that are to be performed by the vendor on the documents collected before they can be scanned. It shall include (but is not limited to):

Records would be scanned and digitized at the ICHR, Delhi premises and the vendor shall be responsible for collecting them from the Nodal officer(s) at the scanning facility to carry out the digitization work. The files would be received in lots as agreed mutually between the vendor and the department. The vendor shall provide sign-off on number of documents received from the Nodal officer(s) of ICHR.

The vendor shall maintain a note of the document details in a register while collecting these documents. This log register should contain at least the following details:

- i) Name of the file collected
- ii) Size of the pages in file along with the count
- iii) Total number of pages in the file
- iv) Collected from (Department Name)
- v) Date of Collection/ Expected date of return
- vi) Returned to (ICHR Official Name)
- vii) Returned by (Vendor representative)
- viii) Actual date of return

After collection of documents by the vendor, it would be the responsibility of the vendor to maintain and return the documents in their original form to the Nodal officer/person of respective department of ICHR.

Any damage to the documents collected shall make the vendor liable for penalty. The vendor shall check for the number of documents in a file in presence of the representative of the ICHR.

The vendor shall be responsible for removal of unwanted dust, removal of tags, pins, threads, rubber bands etc. and sorting & numbering of pages in the document file in the correct order.

The vendor will carefully unfold and flatten the documents to eliminate creases and Wrinkles

The vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it.

The vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (like- a letter with an attachment).

Adequate storage facility viz. labelled cupboards/cabinets, for keeping the files to be scanned for 3 days inventory.

The vendor would appropriately label the cupboard with the date on which the received files are stored.

## **B. Scanning & Digitization:**

The size & quantities of documents as of now shall be A4/Legal. The size and scanning needs may vary as per the requirement of the ICHR.

The selected bidder shall have adequate infrastructure to scan and digitize documents as per the following combination of documents/ pages and scanning specifications:

The scanned documents shall be converted into searchable PDF (Black & White - 300dpi) or other standard formats as per the requirement of the ICHR. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The vendor will undertake Quality Assurance processes for all aspects of processing and post processing of records including image capture, indexing, storage and return. The vendor's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence. The vendor shall perform following image enhancement activities:

- a. The vendor shall ensure that the quality of scanned images are enhanced to the optimum level
- b. The vendor shall perform skew, de-skew activities on the scanned document to make the image straight

- c. The vendor shall carry out cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text.
- d. In case the documents are not legible, the vendor shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.
- e. No document shall be scanned more than once and no blank pages shall be scanned if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp. A photograph has to be stuck on the blank pages, if any.
- f. All the scanned files documents must be stamped as SCANNED with Date on cover /First Page top center of the physical file.
- g. The scanning and digitization process shall comprise scanning, quality check by bidder, quality check by ICHR and then scanning shall be considered complete. If the scanned document is not in conformity to the set quality, it shall be rescanned and again checked for quality conformity.
- h. The scanned pages in pdf format will have to be uploaded on e-office portal & DSPACE being used by ICHR. The procedure for uploading documents in e-office is given below:
  - The scanned document should be a pdf file of maximum 20 MB size.
  - An e-office account of the successful bidder will be created on eoffice.

This e-office account will be used for uploading the scanned documents on e-office to create an e-file of the scanned physical file.

- “File Management System” module of e-office, will be used for creating efiles.
  - In the Receipt section of e-office, ‘Browse and diarize’ option is to be used to upload the scanned pdf document, with relevant details and create a Receipt, thereof.
  - In the File section of e-office, ‘Create File’ option is to be used for creating new e-file.
  - One e-file will be created for each physical file to be scanned.
  - The receipt will have to be inserted in the created e-file using “Put in a file” or “Attach” option in e-file.
  - An exact replica of physical file will have to be created on e-office such that the e-file contains documents (noting side and correspondence side) in the same order as contained in the physical file.
  - Separate pdf file/Receipts for noting side and correspondence side, is to be created.
  - The name/Subject of the e-file will be same as labelled on the physical file provided by the concerned department.
  - The name of the individual receipts uploaded in a file will be strictly in “Correspondence Scanned Part xx” and “Noting scanned part xx” format for correspondence and noting side respectively.
  - The e-file thus created will be sent on e-office, to the concerned department to which the physical file belongs.
- i. The compiled report of missing and mutilated pages in the files may be transmitted to the concerned official of ICHR, after the completion of the particular lot. Any malfeasance/wrongdoing may be brought to the notice of the Nodal officer of the ICHR. Unless proved, the responsibility of the missing or mutilated document rest with the vendor. The intimation alert of completion of scanning will be given to the concerned through SMS or phone once the ‘lot’ submitted has been completed, along with information about the collection time slot and the total data size (MB/GB). On the designated collection date and time slot, the official of the concerned department will bring his pen drive of appropriate size to collect data of scanned files. The vendor will deploy his own human resources for all the above mentioned activities. The vendor will deploy adequately skilled manpower resources to complete the job within the specified time.

**C. Post Scanning:**

After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual departments of the ICHR. At the end of the process all paper documents will be returned in their original form to the Nodal officer of ICHR.

Each page shall be serially arranged and shall be counted while giving the documents back to the department.

Any anomaly in scanning will be reported by ICHR within one week's time. The vendor is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically a summary of records scanned and stored.

The MIS report of the scanning work will be submitted to ICHR for final certification of the scanning work.

The release of payments is linked to fortnightly submission of these reports and the status of work to the ICHR and subsequent receipt of sign-offs from concerned Nodal officer of ICHR.

**D. Storage and Backup**

- A folder numbering shall be followed to identify the concerned user section while storing the digitized data in the DVD/Pen drive and/ or central storage.
- Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the nodal officer(s) of ICHR.
- Copies of the scanned data (and metadata) shall be provided in PEN drive/DVD by the Vendor (Pen Drive/DVD will be provided by ICHR). The Vendor will create a Master copy for the ICHR and will provide the replica of Master copy as per the requirement of the ICHR.
- Vendor shall use standard methodology for Scanning & digitization and archiving so that in future, any service provider can access the archival database.
- Vendor shall train the respective users on retrieving the records after file conversion.

**Undertaking for Non- Blacklisting / Debarment of the Agency/Firm**

**(To be submitted on Rs. 100/- non-judicial stamp paper duly attested by the notary public)**

I, \_\_\_\_\_ on behalf of **M/s** \_\_\_\_\_ (Name of the agency/firm) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violations of any of the laws in force and company is not black listed by any Government Organization.

My agency/firm has not conducted any default or has been declared as a defaulter by any Central/State/UT Government department or any Organisation, ever. My agency/firm has not misled the facts in any Tender/Rate Contract with any Central/State/UT Government department or any Autonomous Organisation. My agency/ firm or our representative has not been involved in any kind of coercive /bribery with any Central/State/UT Government department or any Autonomous Organisation.

I, \_\_\_\_\_ on behalf of **M/s** \_\_\_\_\_ (Name of the agency/firm) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) of ICHR.

I, \_\_\_\_\_ on behalf of **M/s** \_\_\_\_\_ (Name of the agency/firm) hereby undertake that all relevant statutory requirements will be complied with.

I, \_\_\_\_\_ on behalf of **M/s** \_\_\_\_\_ (Name of the agency/firm) understand that if the above declaration is found incorrect, the present engagement would be terminated and **M/s** \_\_\_\_\_ (Name of the agency/firm) would be debarred from any further engagement by ICHR ever.

**Signature(s)**

**(Name & Address of the Tenderer(s))**

**(Official Seal)**

**Place:**

**Date:**