



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**  
**Aurangabad (Maharashtra)**

**TENDER NOTICE**

Sealed offers are invited from the Manufactures/Authorized dealers Companies. So as to reach the undersigned on or before 27-01-2011 upto 5.00 p.m. for supply of

<b>Sr. No.</b>	<b>Description</b>
1	<b>Digitization Services:</b> Scanning , de-skewing, cropping, de-speckling, OCRing ( for English text), Indexing, making PDF for each book and archival of all PDF in storage.

The blank Tender forms containing detailed terms and conditions can be had from the University Library on payment of Rs. One thousand five hundred (Rs. 1500/-) In cash (non refundable) in Accounts Section on working days upto 3.00 p.m. or or before 27-01-2011 Tender forms will be sent or accepted by the post. For more details visit to [www.bamu.net](http://www.bamu.net)

**Registrar**  
**Dr. M.S. Kachole**

**Dr. Babasaheb Ambedkar Marathwada University**

**Aurangabad.**

**Ref. No.**

**Form No.**



UNIVERSITY LIBRARY

TENDER FORM

For

**Digitization of Rare Books and Theses**

Tender form cost: Rs. 1500/- (Rs. One thousand five hundred only)

Date of issue :

Receipt No. & Date :

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.**

## **TENDER FORM**

### **TENDER FOR DIGITIZATION OF RARE BOOKS & THESES.**

1. Name of Tenderer :  
With full address
2. Earnest Money Deposit Rs. 30,000/- dated  
Receipt No. dated  
(Remitted cash)
3. D.D./Banker's Cheque No. dated  
Drawn on Bank Branch

<b>Sr. No.</b>	<b>Description of Work</b>	<b>Minimum Commitment in terms of No. of Pages Scanned and OCRing per day</b>	<b>Rates per page Rs.</b>
1.	Digitization Services: Scanning , de-skewing, cropping, de-speckling, OCRing ( for English text), Indexing, making TIFF,PDF for each book and backup of all TIFF & PDF in DVD Plus on a RAID DEVICE		
2.	<b>Sizes of books/records</b> A4 size page A3 size page A2 size page A1 size page		
3.	Digital Library Software regularized support assurance with Licensing of PDF software, PDF Security suits( viz. Foxit, Adobe as per vendor's models.		
4.	Annual Support to next five years. One year charge to be paid after satisfactory support.		Per employee /Resident engineer deployment charges wherever applicable.

Attach separate sheet, if required

Model is to be specified. Quote all possible models and the articles with all details.

I hereby agree to abide by the terms & conditions of this tender enclosed herewith & duly signed by me.

Place:

Date:

Signature

Name

Rubber stamp

# TERMS & CONDITIONS

## **Digitization of Rare Books & Theses.**

1. The sealed offer duly signed in the prescribed form along with Earnest Money Deposit (EMD) Rs. 30,000/- (Rupees Thirty Thousand Only) should reach, to the Registrar, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Maharashtra State, on or before \_\_\_\_\_ upto 5.00 p.m.
2. The envelope should be super scribed as “Digitization of Rare Books & Theses”
3. The rates quoted should be inclusive of all taxes, octroi, other charges and delivery at the University office.
4. The University is exempted from the custom import duty as well as from the Central Excise duty. In view of this, the rates are to be quoted accordingly.
5. The Earnest Money Deposit Rs. 30,000/- (Rupees Thirty Thousand Only) should be remitted in cash or DD in Accounts Section and duplicate receipt of Earnest Money Deposit should be enclosed with tender form. Please note that neither exemption will be granted from payment of EMD, nor Earnest Money Deposit will carry any interest. In case, vendor fails to accept and deliver according to the order issued after successful bidding, the same will be forfeited.
6. The tenderer is required to execute an agreement bond for supply of Digitization of Rare Books & Theses
7. The tenderer should submit the rates in tender form supplied by University only.
8. Technical brochure in detail for each item must accompany the tender.
9. Proof of Vat Tax registration and authorized dealership certificate should be enclosed.
10. Copy of latest financial statements of copy of I.T. Return should be enclosed.
11. Model & company brand may be specified.
12. The tenderer should supply all the materials in the original manufacture’s packing along with all the preloaded software’s provided by the manufacturers.
13. List of work installed within last two years and work in progress of the reputed customers and Govt., Semi government, Academic institutions R & D Organization, Corporate houses, etc. must be enclosed.
14. The successful tenderer is required to deposit 5% of purchase order cost towards the security deposit within a period of 3 days after receipt of acceptance of the order. The security Deposit will not carry any interest.

15. If the Security Deposit is not deposited within a stipulated period, it will be presumed that successful tenderer is not interested in supply & therefore his EMD will be forfeited.
16. The amount of Security Deposit will be refunded to the tenderer after guarantee period is over.
17. The tenders will be opened on the same day, if possible, before the parties or on the next succeeding day.
18. The 'tenderer' will be liable to provide **“proof of concept”** and only thereafter the order will be confirmed.
19. The original receipt of Earnest Money Deposit & Security Deposit should be preserved by the tenderer and should be produced while claiming the refund of deposit.

**20. Minimum Hardware and software requirement for agency.**

**Hardware:**

- **Professional Image Scanner (HP Scanjet 8300 or Cannon), For face up scanning Book scanners of make Kodak File Master /Zeutschel OS12000G perfect book/Konica Minolta PS7000CMK II for upto A2 size.**
- **SLR digital SLR cameras (Min 12 MP)**

**Software:**

- **KODAK Capture Pro Software / AE OMNIFORM PREMIUM V5.0**

The agency should have sufficient high performance scanners (Minimum two in number) to handle the fast scanning job (Please provide documentary evidence of ownership)

- a. For face up scanning Book scanners of make Kodak File Master /Zeutschel OS12000G perfect book/Konica Minolta PS7000CMK II for upto A2 size.or Professional Image Scanner (HP Scanjet 8300 or Cannon)
  - b. High performance document scanner of make HP/IBM/Canon/Kodak/Zeutschel etc. for up to required size.
21. The Agency should be in a position to place sufficient technical manpower to deliver the work in a specified time frame (Please provide the details of the technical manpower structure, their number and their credentials employed by your);
  22. The agency should have handled scanning and all other related jobs specified in the scope of the work for at least one University/ institution (Please provide documentary evidence to this effect); OR

23. The agency should have carried out scanning and digitization job of Govt. of India and should have sufficient knowledge and experience on the requirement of similar projects (Please provide list of projects with other details in support of the statement.)
24. The agency should have the financial, technical, and production capability necessary to perform the Contract and meets the criteria with documentary evidence.
25. for Digital Library Software without open source technology(Standard Branded ) the agency should either be Original Equipment Manufacturers of software or a direct reseller of the Original Equipment Manufacturers.
26. Joint bids and outsourcing of work to third party would not be acceptable.
27. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, is not bound to accept the lowest tender and reserves the right to accept any tender or to reject any or all tenders without assigning any reasons whatsoever.
28. In Envelope No. 1 Contractor/supplier should enclose:
  1. Attested copy of Registration or License of the business/Income Tax/ Sales Tax/Mvat/TDS/WCT & other necessary documents.  
Receipt of payment of EMD, if it is paid in cash in the University or Demand draft of Nationalised/scheduled bank drawn in the name of the Registrar, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
29. The Envelope No. 2. should contain only one the financial offer i.e. the schedule of quantities & rates. The contractor/supplier shall fill up the columns of rate per unit offered by him and the amount in the appropriate column.
30. The Envelope No. 2. shall be opened only if the earnest money deposit and other documents as specified are submitted in envelope No. 1
31. The University Authorities shall have the right to decide whether to open or not open the envelope No.2 of any contractor/supplier & no objection of any contractor/supplier shall be entertained on any grounds whatsoever regarding this. The envelope No.1 and Envelope No.2 should be clearly mentioned on each envelope.
32. Two separate envelopes shall be submitted before the last date & time specified.

**NOTE : Tender document may contain specific Brands System, Technology OR devices such presences of Brand names are just suggestive but not mandatory. They can be replaced by vendor with “equivalent” technology or brand.**

## Scope of work Digital Library Project

33. The scope of work may vary scanning and digitization of rare books and theses to be completed within six months after place of order and work will be allocated based on performance of the vendor. The work involves scanning and digitization of books, theses and manuscripts which are old, rare (in some cases).

The following goals and tools are listed in priority order of importance

**1. Accurate imaging** - use scanner controls and reference targets to create grayscale and color images that are:

- i. Reasonably accurate in terms of tone and color reproduction, without relying on color management.
- ii. Consistent in terms of tone and color reproduction, both image to image consistency and batch to batch consistency.
- iii. Reasonably matched to an appropriate use-neutral common rendering for all images.

**2. Color management** – as a supplement to accurate imaging, use color management to compensate for

differences between devices and color spaces:

- I. If needed to achieve best accuracy in terms of tone, color, and saturation - use custom profiles for capture devices and convert images to a common wide-gamut color space to be used as the working space for final image adjustment.
- II. Color transformation can be performed at time of digitization or as a post scan/digitization adjustment.

**3. Post scan/digitization adjustment** - use appropriate image processing tools to:

- i. Achieve final color balance and eliminate color biases (color images).
- ii. Achieve desired tone distribution (grayscale and color images).
- iii. Sharpen images to match appearance of the originals, compensate for variations in originals and the digitization process (grayscale and color images).

### Digitization specifications for record types

The types are broken down into following main categories:

#### 1. Textual documents

A. Manuscripts

B. Theses

C. Rare Books

D. Oversized documents

#### 2. Reflective photographic formats

A. Prints

#### 3. Reflective aerial photographic formats

A. Prints



#### 4. Transmissive aerial photographic formats

- A. Negatives
- B. Positives

#### 5. Graphic materials

- A. Graphic illustrations
- B. Drawings
- C. Posters

#### 6. Objects and artifacts.

The scanning specifications for text support the production of a scan that can be reproduced as a legible facsimile at the same size as the original (at 1:1, the smallest significant character should be legible). For photographic materials, the tables are organized around a range of formats and sizes that influence capture decisions.

**Note:** It is strongly recommend to digitize the original size of the records (i.e. no magnification, unless scanning from various intermediates). Many Windows applications will read the resolution of image files as 72 ppi by default and the image dimensions will be incorrect.

#### **Cleanliness of Work Area, Digitization Equipment, and Originals**

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.

#### **Cropping**

No cropping is allowed, the entire document has to be scanned. A small border should be visible around the entire document or photographic image.

**Note:** If there is important information on a mount or in the border of a negative, then scan the entire mount and the entire negative including the full border.

#### **Backing reflection**

**Backing all originals with a bright white opaque paper is necessary** for better scanning result. Black backing is allowed to use in some cases, black can be used to minimize bleed-through from the back.

#### **Scanning Encapsulated or Sleeved Originals**

Scanning/digitizing originals that have been encapsulated or sleeved in polyester film can present problems the visual appearance is changed and the polyester film can cause Newton's rings and other interference patterns.

**To prevent interference patterns, use scanners that have anti-Newton's ring glass** and avoid scanning documents in polyester film whenever practical and possible.

**Another option is to photograph the encapsulated/sleeved document first and then scan the photographic intermediate.**

## Compensating for Minor Deficiencies

Scanning at higher than the desired resolution and resampling to the final resolution minimizes certain types of minor imaging deficiencies, such as minor color channel misregistration, minor chromatic aberration, and low to moderate levels of image noise.

## Scanning Text

The most basic requirements for preservation digitization of text-based materials, this level of reproduction is defined as a “faithful rendering of the underlying source document” as long as the images meet certain criteria. These criteria include completeness, **imagequality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.** Optical character recognition, the process of converting a raster image of text into searchable ASCII data.

**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.

## File Naming Scheme

A file-naming scheme should be established prior to capture. File names can either be meaningful or non-descriptive .File names should be:

- unique
- consistently structured
- well-defined
- persistent
- Observant of any technical restrictions
- Use leading 0's to facilitate sorting in numerical order
- Do not use an overly complex or lengthy naming scheme
- Use lowercase characters and file extensions.

## Storage requirements

The master image files be stored on hard drive systems with a level of data redundancy such as RAID drives, rather than on any Flash Drive.

An additional set of images with metadata stored on an Write once High quality DVD is recommended and a backup copy should be stored offsite. Regular backups of the images onto tape from the RAID drives are also recommended. A checksum should be generated and should be stored with the image files.

It is strongly recommend not using inexpensive or non-brand name DVD's.

## Minimum Steps involved in Digitization Process

Two separate copies to be maintain of scanned document 1<sup>st</sup> copy will be as it of original document without any modification to it in TIFF format and 2<sup>nd</sup> copy will be used for further process.

*Step-I* Duplicate checking of the books to be scanned: Creation of Metadata information as per the sub-sets of Dublin Core in the given format.

*Step-II* Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. tiff, .PDF etc.

**Step-III Cleaning of images** (removing black noises around the text) **Skew correction** to make the image straight) **De-Speckle** (removing of small dots between the text) providing the **Equal margin** all around the text and maintain Same Page Size as per original for all pages of each book.

**Note: No cropping is allowed.**

**Step-IV** Extracting text from the images (only English language books) and converting to Searchable PDF with 98% accuracy of text. Creating links within each PDF from call-out to the destination for intra document maneuverability. Graphics should have their enhanced grayscale/RGB look in the final output.

**Step-V**

Storing and maintaining back-up, verification of backup and status reports on daily basis is required.(as suggested by the BAMU Library on Hard disks and provide backups on DVD. )

The master image files be stored on hard drive systems with a level of data redundancy such as RAID drives, rather than on any Flash Drive. **An additional set of images with metadata stored on an Write once High quality DVD is mandatory and a backup copy should be stored offsite.** Regular backups of the images onto tape from the RAID drives are also recommended. A checksum should be generated and should be stored with the image files.  
Inexpensive or non-brand name DVD's will not be allowed in this project.

**Step-VI**

Installation of Digital Library Solution along with its all modules on designated BAMU Library server. Technical Training of the personnel on the proposed solution, training of the users and complete user manual and system documentation to be provided.

- Modules Of Digital Library Software Info-viewer, Information Architect, Meta desk, Repository and Reader-Writer
- To maintain the software solution for a period of two years without any charges after digitization

### **Infrastructure**

All infrastructure Hardware-including Desktop computers, scanners and other equipment's and all software to carry out the work of digitization are to be arranged by the agency at their own cost..

### **Other Responsibilities of the executing agency**

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of vendor are as under:

#### **1. Maintaining confidentiality about work**

2.Safe handling of rare books, theses, journals, rare magazines and manuscripts (as these are rare available in single copy and can not be recreated). While handling these, proper care is to be taken, so vendor should deploy only experienced scanning operators. In case of any negligence the vendor may be penalized.

3.Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency

4.In case of any damage to content, same should be informed to the BAMU LIBRARY without delay by the agency.

5. To provide all upgrades and patches for Selected Digital Library Software free of cost during the warranty period.
6. The short listed vendor has to agree to maintain the software products for at least 5 years.

**Confidentiality Agreement**

An agreement will be signed between the BAMU LIBRARY and the agency for maintaining confidentiality of work as per the terms and conditions provided herein.

**Payment**

90% payment shall be made on monthly basis on receipt of bill after verification of the work executed and rest after completion of project. The verification and payment may take up to 45 days.

**Performance Guarantee**

Successful vendor shall be required to execute performance guarantee @ 10% of work order value at the time of award of contract, by way of bank guarantee. This performance guarantee shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendor.

**Cancellation of Contract:**

In the event of assigned work being carried out by the vendor not found satisfactory by the BAMU, the contract would be liable to be terminated and the BAMU shall have right to get the remaining work carried out from another vendor.

I hereby agree to abide by the above stated terms and conditions.

Place:

Date:

Signature of Supplier with stamp