

**National Forest Library and Information Centre  
Forest Research Institute  
Indian Council of Forestry Research and Education  
P.O. New Forest, Dehradun – 248 006**

No. DDN-FRI/NFLIC/1/2012-13/NFA/

Dated: 2012/2012

**Notice Inviting Tenders for Digitization of National Forest Archives**

Sealed tenders are invited as under:

**Objectives:**

To undertake the work of digitization of old documents, viz., forest working plans, Indian forest records, bulletins, leaflets, brochures, books, manuscripts, etc. (Approximately three lakh pages) for the purpose of conservation and restoration of records available on paper by digitizing the same using state of art scanning and meta-tagging methodologies and subsequent archival of the same with robust online/ offline search and query facilities. The National Forest Library and Information Centre (NFLIC) invites the offers from reputed agencies, well established and experienced in related fields pertaining to documents scanning, compression, meta-tagging, archival and retrieval. Agencies which have requisite experience in imaging and archiving old and valuable documents/manuscripts and creation of metadata with the government institutions in the similar field, may send their offers in separately sealed three part bid, qualifying, technical and financial in response to this invitation.

**Specification:**

Digitized Images, in True Color, of A3, foolscap and A4 size documents with spatial resolution of 600dpi supplied in TIFF, JPEG, PDF-A formats in external hard disks of reputed brand and quality and Blu-ray disks; meta-tagging of each document with the meta-tags provided by the NFLIC; and to load the images/pages on a server facilitating the search, query and retrieval of the same by means of easy to use software (client server based or online accessible).

**Eligibility Criteria**

Registered agencies shall have experience in digitizing/imaging and archiving old and valuable documents including manuscripts and creation of metadata with the government institutions in the similar field. The firm shall embody in their offers the best practices, techniques, planning, programming strategies, etc as required in order to achieve the target, progress and prescribed quality standards. The interested firms shall have at least three successful completion certificates for work of **similar nature** issued by the government institutions of repute, to their credit. The agency shall give the details of the infrastructure and technical experts in their organizations.

- i). Tenderers are advised to study the tender documents carefully. Submission of the Qualifying, Technical and Financial Bids shall be deemed to have been done after careful study and examination of all instructions, terms and conditions and requirement specifications in the tender document with full understanding of its implications. Offers not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tender's risk and may result in the rejection of the bid. The financial bid shall contain the financial details including turnover for the past three years besides the cost offer.
- ii). Orders will be placed with the successful firm after signing Memorandum of Understanding (MOU) with this institute. The job order will be valid till 31st March 2013. It may be extended for a further period of a maximum one month depending upon the need for continuity of the project.

The last date for submission of tenders is 4th January 2013 up to 3:00 pm. The tenders without earnest money shall be rejected in the first instance. The tenders submitted thereafter shall not be accepted. The financial bid of only those firms shall be opened who qualify the stage of evaluation of technical bid.

**Submission Details:**

The tender document can be had from the office of the Chief Librarian, National Forest Library and Information Centre, Forest Research Institute, PO. New Forest, Dehradun – 248 006 against payment of Rs.342=00 inclusive of tax or it can be downloaded from <http://fri.icfre.gov.in> and the cost of tender Rs.342=00 in the form of demand draft issued in favor of the Accounts Officer, FRI and payable at Dehradun or the receipt of the amount paid for purchase of the tender document from the NFLIC be attached with the offer. The tenders comprising of three separate sealed covers (Qualifying Bid, Technical Bid and Financial Bid) be submitted in one sealed cover clearly marked on as 'Tenders for Digitization of National Forest Archives' and addressed to the Chief Librarian, National Forest Library and Information Centre, Forest Research Institute, PO. New Forest, Dehradun – 248 006

**Chief Librarian**

**SECTION A: INVITATION FOR BID****Objectives:**

To undertake the work of digitization of the NFLIC having old documents, viz., forest working plans, Indian forest records, bulletins, leaflets, brochures, books, manuscripts, etc. (Approximately three lakh pages) for the purpose of conservation and restoration of records available on paper by digitizing the same using state of art scanning and meta-tagging methodologies and subsequent archival of the same with robust online/ offline search and query facilities, the National Forest Library and Information Centre (NFLIC) invites the offers from reputed agencies, well established and experienced in related fields pertaining to documents scanning, compression, meta-tagging, archival and retrieval. Agencies which have requisite experience in imaging and archiving old and valuable documents including manuscripts and creation of metadata with the government institutions in the similar field may send their offers in separately sealed three part bid, qualifying, technical and financial in response to this invitation.

**Specification:**

Digitized Images, in True Color, of A3, foolscap and A4 size documents with spatial resolution of 600dpi supplied in TIFF, JPEG, PDF-A formats in external hard disks of reputed brand and quality and blu-ray disks; meta-tagging of each document with the meta-tags provided by the NFLIC; and to load the images/pages on a server facilitating the search, query and retrieval of the same be means of easy to use software in on-line accessible mode.

**Eligibility Criteria**

Registered agencies shall have experience in digitizing/imaging and archiving old and valuable documents including manuscripts and creation of metadata with the government institutions in the similar field. The firm shall embody in their officers the best practices, techniques, planning, programming strategies, etc. as required in order to achieve the target, progress and prescribed quality standards. The interested firms shall have at least three successful completion certificates for work of similar nature issued by the government institutions of repute, to their credit. The agency shall give the details of the infrastructure and technical experts in their organizations.

- i). Tenderers are advised to study the tender documents carefully. Submission of the qualifying, technical and financial bids shall be deemed to have been done after careful study and examination of all instructions, terms and conditions and requirement specifications in the tender document with full understanding of its implications. Offers not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tender's risk and may result in the rejection of the bid. The financial bid shall contain the financial details including turnover for the past three years

besides the cost offer.

- ii). Orders will be placed with the successful firm after signing Memorandum of Understanding (MOU) with this institute. The job order will be valid till 31st March 2013. It may be extended for a further period of a maximum one month depending upon the need for continuity of the project.

The last date for submission of tenders is 4th January 2013 up to 3:00 pm. The tenders without earnest money shall be rejected in the first instance. The tenders submitted thereafter shall not be accepted. The financial bid of only those firms shall be opened who qualify the stage of evaluation of Technical bid.

#### **Submission Details:**

The tender document can be had from the office of the Chief Librarian, National Forest Library and Information Centre, Forest Research Institute, PO. New Forest, Dehradun – 248 006 against payment of Rs.342=00 or it can be downloaded from <http://fri.icfre.gov.in> and the cost of tender Rs.342=00 be paid through a demand draft issued in favor of the Accounts Officer, FRI and payable at Dehradun. The demand draft or the receipt issued by the NFLIC for the purchase of the tender document be submitted as part of 'Qualifying Bid' positively. The tenders comprising of three separate sealed covers (Qualifying Bid, Technical Bid and Financial Bid) be submitted in one sealed cover clearly marked on as 'Tenders for Digitization of National Forest Archives' and addressed to Chief Librarian, National Forest Library and Information Centre, Forest Research Institute, PO. New Forest, Dehradun – 248 006

**Chief Librarian**

## **SECTION B: BACKGROUND & SCOPE OF WORK**

### **1. Introduction and Background**

The National Forest Library and Information Centre is the oldest library in forestry in India having documents from middle of eighteenth century onwards.

#### **Objectives**

- To preserve the records available on paper by converting into digital form
- To archive the material in electronic media.
- To make the material accessible on-line to potential users for research and education.
- To provide the software (client-server based or online accessible) to support above mentioned objective.

#### **The Collection**

- The archival records will be mostly on paper in English, however, some are in Hindi language also.
- The size of the records/manuscripts will vary from A4, foolscap, and A3

#### **Sizes Measure**

A3 298 mm X 420 mm  
Foolscap 203 mm X 330 mm  
A4 210 mm X 297 mm

### **2. Scope of the Project**

The NFLIC intends to preserve/conservate the old documents including manuscripts by converting the same into digital format, indexing these by means of meta-tagging, storage on servers and backup media and its retrieval by means of retrieval software enabling each, query and printing.

The specification of the requirements is as follows:

#### **i. Conversion**

A digital image is an 'electronic photograph' mapped as a set of picture elements (pixels) and arranged according to a pre defined ratio of columns and rows. The number of pixels in a given array defines the reservation of the image. Each pixel has a tonal value depending on the level of light reflecting from the source document charged-coupled

device (CCD) with light-sensitive diodes. When exposed to light they create a proportional electric charge, which through an analog/digital conversion generates a series of digital signals represented in binary code. The smallest unit of data stored in a computer is called a bit (binary digit). The number of bits used to represent each pixel in an image determines the number of colours or shades of grey that can be represented in a digital image. This is called **bit-depth**.

Digital images are also known as raster images to separate them from other type of electronic files such as vector files in which graphic information encoded as to bit-mapped images using a scanner. During image capture these documents are “read” or scanned at a predefined resolution and bit-depth. The resulting digital files, containing the binary digits (bits) for each pixel, are then formatted and tagged in a way that makes it easy for a computer to store and retrieve them. From these files the computer can produce analog representations for on-screen display of printing.

**ii. Input Specification:**

- a). The input objects are old documents including manuscripts of generally A4, foolscap and A3 size.
- b). Documents including manuscripts are available on paper of various types.
- c). They are generally old, delicate, fragile and brittle and need spatial and sophisticated handling techniques.
- d). All pages of the documents shall be numbered before scanning, if not already numbered.

**iii. Handling of Records:**

- a). In general binding is not allowed to be taken out as it may damage the documents, however, in some cases where it is absolutely necessary, due care should be taken to remove the binding with prior permission of the designated officer and rebind them using sophisticated methods and make it similar to its original form.
- b). Soft bristled paint brushes to be used to wipe away accumulated dust and dirt as necessary.
- c). Large size formats requires special handling considerations.

**iv. Image Capture**

**a) The equipment to be used**

Face Up Scanners or any other not touch device shall be used to capture images of the manuscripts. Touch devices shall not be allowed as they might harm original state of documents.

**b). Image quality.**

Image quality at capture can be defined as the cumulative result of the scanning resolution, the bit depth of the scanned image, the enhancement processes and the compression applied the scanning device or technique used, and the skill of the scanning operator.

**b.1: Resolution**

It is determined by the number of pixels used to present the image, expressed in dots per inch (dip) or pixels per inch (ppi). Increasing the number of pixels used to capture the image will result in a higher resolution and a greater ability to delineate fine details. However, just increasing resolution will not result in better quality, only in a large file size. The scanning of images hence will take place at 600dpi, where readability is poor, the firm should be prepared to go for higher resolution.

**b.2: Bit depth**

It is a measurement of the number of bits used to define each pixel. The greater the bit depth used, the greater the number of grey and colour tones that can be expressed. The institute would prefer two kinds for scanning:-

- Bitonal Scanning using one bit for pixel to represent black and white.
- Grayscale Scanning using multiple bits per pixel to represent shades of grey, the preferred level of grayscale is 8 bits per pixels and at this level the image displayed can be selected from 256 different levels of grey.
- Colour Scanning using multiple bits for pixel to represent colour. 24 bits for pixel is called true colour level, and it makes possible a selection from 16.7 million colors.

**b.3: Illustrated records manuscripts**

Illustrations and charts shall be scanned separately and merged with the text at the appropriate location.

**b.4: Image enhancement process**

- i. Original raw image shall be saved as per Master Image Specification.
- ii. The raw image shall be processed to remove dirt, worm marks, water marks, noise, shadow, scratch marks, skew etc.
- iii. Adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting colors will also be the part of image processing.
- iv. Cleaned image shall be saved as per Clean Master Specification.
- v. Two derivative images namely Access image and Thumbnail image will be derived from the cleaned image

#### **b.5: Compression**

It is normally used to reduce file size for processing, storage and transmission of digital images. Methods used are for example to abbreviate repeated information or eliminate information that the human eye has difficulty in seeing the quality of an image can therefore be affected by the compression techniques that are used and the level of compression applied. Compression techniques can be either 'Loss Less', which means that a decompressed image will be identical to its earlier state because no information is thrown away when the file size is reduced, or 'lossy' when the least significant information is averaged or discarded in this process. In general 'loss less compression is used for Master files and 'lossy' compression techniques for access files.

#### **b.6: Uploading of the digitized information and metadata on server/ storage system and make the information retrievable.**

#### **v. Collection Management**

The possibility of being able to use a collection of digital images in the way it was intended depends not only on conversion standards and quality controls, but also on how the collection is managed. Plans must be made for example to:

- a). Make scanned images appropriate to the ultimate intended use.
- b). Upgrade distribution of images and user interface functionality.
- c). Transfer images to new technical platforms to meet increasing capacity for processing and handling of digital information.
- d). Migrate digital images to new file formats or physical media to ensure long-term accessibility.

To make scanned images usable, adequate care shall be taken by the firm. Before a name and a description of an image file is considered has to be decided how it should be stored. Normally, the source documents being scanned are physically organized according to principals of library management and hence generally have numbers given by the library or repository where they are stored. So the organization and storage should be in such a way that just by looking at the name one could tell about the document/manuscript digitized.

#### **Naming of Images**

This will be done in consultation with designated NFLIC authority and will be discussed before the start of Digitization.

#### **vi. Output specification**

There shall be four types of images required to be generated for every folio/page of the file/manuscripts:-

1. Master Image (Original Uncleaned and Uncompressed)
2. Clean Master (Cleaned loss less compressed image)
3. Access Image (Derivative lossy image)
4. Thumbnails.

The detailed specifications of these images as follows:-

##### **Master Image (Original Digitized Image)**

File Format: Tiff 6.0 or higher

Compression: Uncompressed

Spatial Resolution: 600 dpi, minimum, optical

Subject Metadata: As per standards fixed by National Archives of India, New Delhi

File Naming: As Specified by the NFLIC, FRI.

**Clean Master: (Cleaned Image)**

File Format: Tiff 6.0 or higher

Compression: Loss Less Compression

Spatial Resolution: 8" X 10" at 600dpi

Subject Metadata: As per standards fixed National Archives of India, New Delhi

File Naming: As specified by the institute

**Access Image (Derivative Image)**

File Format: JPEG

JBIG (in case of black and white)

Compression: Group 4 CCITT lossy compression

Spatial Resolution: 1024x768 pixels

Subject Metadata: As per standards fixed National Archives of India, New Delhi

File Naming: As specified by the institute

**Thumbnail**

File Format: JPEG

Compression: Group 4 CCITT lossy compression

Spatial Resolution: 1"x1"

Subject Metadata: Nil

File Naming: As specified by the institute.

**vii. Storage Specification**

- All images should be delivered in reliable and high quality of external hard disks and blu-ray disk with naming convention as decided by the NFLIC, FRI
- One copy of the image will also be kept in a storage media preferably SAN and the firm will be required to copy the same with proper indexing as specified by the NFLIC, FRI.

**viii. Deliverables**

- The firm will give two copies of the Digitized documents (external hard disks and blu-ray disk) to NFLIC, FRI.
- Each blu-ray disk will be labeled with Title, Record, ID (To be provided by the NFLIC, FRI) and Accession Number of Repository.
- The design of the cover shall be finalized separately.
- Each blu-ray disk will have one pack of records with one file format stored. For example TIFF (raw and clean), JPGs, (Master) will be stored in separate external hard disks for each sets of documents
- Certificate of Quality Control Team should be enclosed.
- Monthly outputs will be delivered to the NFLIC, FRI
- Loading of the final images on server with adequate storage or SAN
- Software for indexing and retrieval (search/query/printing) of scanned images ( with PDF)
- This software should be such as to be able to also handle (read and display) the images which have been scanned previously and are lying in the custody of the NFLIC, FRI.

**SECTION C: TERMS & CONDITIONS**

The bid document containing the details may be obtained from the office of the Chief Librarian, National Forest Library and Information Centre, Forest Research Institute, PO. New Forest, Dehradun – 248 006 on payment of non-refundable bid fees of Rs.342/- in the form of demand draft issued in favor of 'Accounts Officer, FRI' payable at Dehradun per set on any working day between 09:00 am and 5:00 pm from the date of publication of this notice. The Tender Document can also be downloaded from <http://fri.icfre.gov.in> . The cost of the Tender document in the shape of demand draft or cash receipt of the cost of Tender document issued by the NFLIC shall be submitted as part of the 'Qualifying Bid'.

### **1. Eligibility Criteria/ Pre-Qualification.**

The tenderers must fulfill the following pre-qualification conditions. Technical bid of tenderers fulfilling the pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bid of tenders not fulfilling the pre-qualification conditions given below will be rejected.

- a) Demand draft for Rs. 342/- as cost of the tender document if downloaded from the website. In case the document has been purchased from the NFLIC then the cash receipt must be enclosed.
- b) Demand Draft for Rs. 40,000/- in the favor of the Accounts Officer, Forest Research Institute, Dehradun as EMD. Bids without a valid EMD shall be rejected outright.
- c) The tenderer must have a PAN / TAN Number and the same should be furnished with the bid (enclose documentary proof).
- d) The Registration number of the firm along with the VAT/CST/LST/NO allotted by the Authorities should be given in the tender bid (enclose documentary proof).
- e) The prospective tenderer may submit their bids addressed to the Chief Librarian, National Forest Library and Information Centre on or before 4th January 2012 latest by 3.00 P.M. Tenders shall not be accepted after stipulated date and time.
- f) The firm should be well versed with national standards for digital archiving, should be able to demonstrate the continuous use of specified quality methods to be consistent in Quality and Delivery.
- g) The tenderer should have done digitization of old documents/ manuscripts/ rare books over 50 years old. A document stating satisfactory execution of the project and acceptance of the deliverables by the organization, for whom such work has been done earlier, should be attached.
- h) In view of the fragile nature of the manuscripts the firm should have the capability to handle such content without damaging the same.
- i) Should be able to scan up to A3 (594mmx 841 mm) size of rare documents through sophisticated Face Up Scanners.
- j) Firms having Quality Certifications of ISO or SEI CMM will be given weightage.
- k) Acceptance of penalty Clause.

### **2. Liability of the Tenderer**

Bidders are advised to study the Bid Document carefully. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all the information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the firm's risk and may result in the rejection of the bid.

### **3. Documents to Be Submitted as Part of 'Qualifying Bid'**

The qualifying bid prepared by the firm shall comprise the following components:

- a) Demand draft for Rs. 342/- as cost of the tender document if downloaded from the website. In case the document has been purchased from the NFLIC then the cash receipt must be enclosed.
  - b) Demand Draft for Rs. 40,000/- in the favor of the Accounts Officer, Forest Research Institute, Dehradun as EMD.
  - c) Information on the legal status of the firm/ institution (registration number, etc.).
  - d) Proof of Sales Tax registration number.
  - e) Copy of PAN / TAN card
  - f) Copies of Balance Sheet and Audited Accounts for at least last financial year.
  - g) Income Tax Clearance Certificate for the last three years.
  - h) Documents supporting work experience of similar nature performed in the past.
  - i) A certificate from at least three clients whose work of similar nature has been satisfactorily undertaken by the firm/institution in the recent past out of which at least one should be a government institution.
  - j) Profile of the company / project manager / technical staff to be engaged for the work.
- All the above stated documents must be kept in a sealed envelope clearly super scripted '**Qualifying Bid**'

### **4. Submission of Technical Bid**

- i. Firm's Project Methodology pertaining to this project (Annexure 'C').
- ii. Firm's Experience in handling similar type of work including in government institution(Annexure'D').
- iii. Details of hardware, software (Annexure 'E').

- iv. Details of manpower to be used for the project (Annexure 'E')
- v. CD containing the scanned output of 600 dpi quality of at least a 50 year old document. However, a documentary proof of the age of the document should be enclosed with the technical bid, minimum 10 images.(Tenderers are requested to arrange own samples).

**5. Submission of Financial Bid:**

Financial Bid comprising the following:

- a. Bid Letter (Annexure 'H')
- b. Details of the cost of service offered (Annexure 'I')
- c. Price should be submitted in the specified proforma (as per annexure 'H' and 'I') the price quoted by the tenderers should be on a per unit basis including labour, material, hardware, software, peripherals, consumables, equipments and all duties and taxes, including service tax whatsoever payable for accomplishing the task. Prices inclusive of all statutory levies, quoted must be firm and final and shall remain valid throughout the period of the contract and shall not be subject to any upward revision whatsoever.
- d. The price and rates quoted by the bidder shall be fixed and firm for the duration of the contract and shall not be subject to any kind of escalation/adjustment on any account.

**6. Bid Submission:**

- a). The Bid must be in three parts as mentioned below:
  - 1. **Qualifying Bid**
  - 2. **Technical Bid.**
  - 3. **Financial Bid.**
- b) The offer must be submitted in three separate sealed covers put in a sealed outer cover and superscripted 'Tender for Digitization of National Forest Archives'. The inner covers should be superscripted as under and should be sealed separately:
  - 1. **'Qualifying Bid'**
  - 2. **'Technical Bid'**
  - 3. **'Financial Bid'**(Please note that prices should not be indicated in the Technical Bid, if mentioned bid will be rejected).
- c). The outer cover in which these three sealed covers are placed should be addressed to the Chief Librarian, National Forest Library and Information Centre, Forest Research Institute, PO. New Forest, Dehradun-248 006
- e). Incomplete or unsigned bids are liable to be rejected. All the covers thus prepared should also indicate clearly the name and address of the tenderer.

**7. Last Date for Receipt and Opening of the Bids:**

- a). The sealed tender must reach the office of the Chief Librarian, NFLIC, Forest Research Institute, Dehradun – 248 006 on or before 3:00 pm on 4th January 2013 otherwise it will not be accepted. In the event of the specified date for the receipt of Bids being declared a holiday for the institute, the Bids will be received up to the appointed time on the next working day.
- b). The Qualifying and Technical Bid of the tenderers will be opened by the designated committee, in the presence of the representatives of the tenderers who choose to attend the same.

**8. Procedure for Opening the Tender:**

- i. First Qualifying Bid will be opened in the presence of tenderers whose one representative will be allowed to attend the Tender opening.
- ii. Technical Bids of only those tenderers will be opened whose qualifying documents are found to be complete and in order.
- iii. The Technical Bid will be evaluated by the committee.

**9. Evaluation of Technical and Financial Bids:**

- a). The evaluation process would consist of two stages. In stage I, the Technical Bids would be evaluated against pre-defined criteria for judging the technical capabilities and experience of each bidder. Marks out of 100



would be awarded to each bidder and only such bidders who obtain 70 percent or above marks would be deemed to have qualified this stage.

**Breakup of the marks for evaluation of the Technical Bid:**

Project Methodology to be Adopted	=	15 Marks
Experience of having carried out similar projects	=	25 Marks
Hardware and other infrastructure	=	25 Marks
Retrieval software (platform, database, features)	=	20 Marks
Manpower with appropriate qualification and experience	=	15 Marks
<b>Total</b>	<b>=</b>	<b>100 Marks</b>

In Stage II, the Financial Bids of only those tenderers who qualify Stage I would be opened. The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows  $S_f = 100 \times F_m / F$  (Where F is the amount of financial proposal).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula

$$S = S_t \times T \text{ percent} + S_f \times F \text{ percent.}$$

The weight (T percent) given to the Technical Proposal is 60 percent  
The weight (F percent) given to the Financial Proposal is 40 percent

- b). An 'Expert Committee' for Bid evaluation shall undertake the scrutiny of the technical bids to determine whether the Bid is complete in all respects and conforms to the terms and conditions substantially responsive to the bidding document.
- c). The Expert Committee for bid evaluation shall follow objective criteria for evaluation of technical bids to assess the prior similar project experience, financial and logistic capacity and proposed work plan. All parties scoring above minimum specified threshold will be treated as technically qualified. The decision of the Expert Committee for bid evaluation in this regard shall be final.
- d). The Expert Committee in the presence of bidders or their representatives who choose to be present shall open the price bids. The technically qualified bidders' representatives, who are present at the time of opening of the price bids, shall sign a register evidencing their attendance.
- e). The Director, FRI further reserves the right to accept or reject any or all bids, at any time prior to the awarding of the order, without assigning any reason whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken by the institute.
- f). The decision of the Director, FRI arrived at as above will be final and no representation of any kind will entertained on the above.
- g). The institute shall, however, not bind itself to accept the lowest and/or any bid and reserves the right to accept and/ or reject any bid, wholly or in part.
- h). Date of opening of the price bids will be duly notified to the bidders.

**10. Awarding of the Contract:**

- a). Orders will be placed on the finally selected tenderer. The allotment will be valid for a period of about three months ending 31st March 2012. It may be extended for a further period of up to one month depending upon the need for continuity contemporariness of the project.
- b). The institute reserves the right to carry out surprise inspection of the performance of the tenderer prior to commencement or in between the work progress. The surprise inspection may cover all areas related to the

work, especially methodology, manpower, infrastructure, etc. The institute reserves the right to cancel the work assigned to the tenderer at any time which includes the time after completion of assigned work, if found non-confirming to the standard terms and conditions of the order or if found to be inadequate in comparison to declaration made in the Technical Bid.. In case the work is cancelled on account of adverse inspection report then the total costs incurred will be borne by the tenderer and under no circumstances the tenderer shall be eligible for any payment or damage from the institute.

- c). The successful tenderer shall not, without Director, FRI's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of the institute in connection therewith, to any person other than a person employed by the tenderer in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purpose of such performance.
- d). The selected tenderer shall indemnify the FRI against all third party claims of infringement of patent, trademarks/copy right and industrial design rights arising from the use of the supplied software/hardware/manpower etc and related services or any part thereof.
- e). The Director, FRI may at any time terminate the contract by giving written notice to the selected tenderer, without compensation to the selected tenderer, if the selected tenderer becomes bankrupt otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will occur thereafter to the institute.
- f). Since the documents/record folios are of very high importance the ensure that no documents or its copies removed or taken out of the repository. The firm's staff deployed shall have proven record of credibility and full particulars are provided to the department before their deployment.

#### **11. Security Deposit:**

- a). In case of tenderers whose tender are not considered for placing the order or whose bids are rejected by the Committee the Earnest Money deposit will be refundable without any interest after whole process of selection is complete.
- b). In case of tenderers whose tenders are accepted for placing the order, the Earnest Money Deposit will be kept as the Security Deposit till the validity of the allotment.
- c). If at the time of Bid submission, wrong information is submitted or any material information is concealed by the tenderers, his earnest Money Deposit shall be forfeited.
- d). If the successful tenderer is not able to complete the work in its totality within the specified period and fulfill its obligations as specified under the contract, the EMD deposit shall be forfeited in full.
- e). No interest will be payable for the Earnest Money Deposit and the security Deposit.

#### **12. Payment Terms:**

- a). The FRI will pay the total amount in two-installments of 40 percent and 60 percent to the allottee for execution of the project. Forty percent amount will be paid after 50 percent completion of the work and its acceptance by a designated committee and the remaining 60 percent paid after completion of the work and the auditing of deliverables.
- b). Payments shall be subject to deduction of any amount for which the allottee is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act-1961 and any other taxes.
- c). Payments will be made on submission of invoice along with the proof of acceptance to all delivery as specified in the work order.
- d). Penalty Clause:  
Tenderer selected by FRI shall perform their part of the obligation under the contract within the time frame, not exceeding four weeks from the date of placement of the order. Any delay which is directly attributable to the allottee and not permitted by FRI shall render such allottee liable to any or all of the following penalties:
  1. Penalty @ 1.5 percent of the total amount of the order for a week's delay subject to a maximum of 7.5 percent.
  2. Termination of the contract and forfeiture of security Deposit/EMD.
- e). If the firm is not able to fulfill its obligations under the contract, which includes no completion of the work order, the Director, FRI reserves the right to get the work accomplished in open market and EMD/Security Deposit of defaulting firm shall be forfeited. Such a firm shall be liable to pay any or all costs, damages/compensation, etc. resulting out of the non performance by the defaulting firm.

### 13. Quality Checks:

- a) The Director, FRI shall form a **Quality Control Team** for checking the quality of the deliverables either in whole or part. The team would make the surprise visits to the site of the work to check on quality standards followed by the firm.
- b). The firm should deliver Blu-ray disk 's on weekly basis after the quality checks have been performed. The firm will re-scan the folios/pages where the quality standards are found not up to the standard
- c). Final delivery of Blu-ray disks will be made on weekly basis only after adequate quality checks have been performed.
- d) Only after the Quality Control Team certifies the completeness and accuracy of a portion of completed work, the same be copied onto External Hard Disk media and also uploaded on the server.

### 14. Miscellaneous:

- a). The end product of all the work assignments carried out by the firm, in any form, will be the sole property of the FRI.
- b) In the event the firm or the concerned Division of the firm is taken over/bought over by another company, all the obligations under the agreement with the FRI should be passed on for compliance by the new company/new Division in the negotiation for their transfer.
- c). The FRI will provide space and power/electricity only for the execution of work, computers, peripherals, licensed software, consumables and other things deemed necessary for the job would be the responsibility of the firm. The FRI will not provide any kind of hardware/software to the firm.
- d). Naming of the images will be done according to the FRI's format.
- e). The firm will be given maximum of three weeks to start the work after signing of the contract.
- f). The selected firm shall not allow the unauthorized use of image or documents. The firm also should not allow use of image to any of its existing or future clients. To ascertain this formal **Non Disclosure Agreement** will be signed with the selected firm before the start of the work.
- g). The selected firm should submit CVs of the professionals, who will be involved in the project, along with the details of infrastructure, seven days in advance to the FRI before commencing the work. FRI at its satisfaction will examine the same. An instruction in writing will then be issued by the FRI to the firm to commence the work
- h). The Director, F.R.I., Dehradun reserves the right to call the firm for any kind of corrections in the work assigned within one year from the date of completion of the contract.

### 15. Termination of Insolvency:

The FRI may at any time terminate the contract by giving written notice of two weeks to the firm, without any compensation to the firm, if the firm becomes bankrupt or otherwise insolvent.

### 16. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part be either party of any obligation under this contract is prevented or delayed by reasons fires, floods, strikes, lockouts or any other act beyond control(hereinafter referred to as 'events') provided notice of happenings of any such event is duly endorsed by the appropriate authorities, is given by party seeking concession to the other as soon as practicable, but within seven days from the date of occurrence and termination thereof and satisfies the party adequate of the measures taken by it, neither party shall by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of each non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

### 17. Termination for Default:

- a. Default is said to have occurred.
  - i. If the firm fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by the FRI.
  - ii. If the firm fails to perform any other obligation(s) specified under the contract.
- b. If the firm, in either of the above circumstances, does not take remedial steps within a period of seven days after receipt of the default notice from FRI (or take longer period in spite of what FRI may authorize in writing), FRI may terminate the contract in whole or in part. in addition to above, FRI may at its discretion also take the

following actions:-

- i. FRI may get the work accomplished through open market, upon such terms and in such manner, as it deems appropriate, and the defaulting firm shall be liable to compensate adequately FRI for any extra expenditure involved towards accomplishment of the work in its totality.
- ii. The default will result in forfeiture of security deposit/EMD.

**18. Arbitration:**

The FRI and the firm shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the Director General, Indian Council of Forestry Research and Education, Dehradun and his decision shall be final and binding on the both parties.

## **SECTION D: PROFORMA FOR SUBMISION OF TECHNICAL BID**

(In accordance to the annexure mentioned)

1. Name of the Tenderer (Company) (Annexure B)
2. Address of the Tenderer (Company) (Annexure B)
3. Date of inception of the firm (Annexure B)
4. Tenders Project Methodology pertaining to this project of NFLIC, FRI for old documents, including manuscripts and a copy of at least 50 years old documents digitized by the firm (Annexure C)
5. Number of similar work successfully undertaken in the past (with description of each work) (Annexure D)
6. Number of technical personnel in the company with the experience of Digital Conversion and Data Management (Annexure E)
7. Proposed time schedule for completion of the work (Annexure B)
8. Resource to be utilized for completing the work in accordance with the FRI time (Annexure E)
  - Number of Scanners of the required type
  - Number of Computers
  - Number of technical personnel
9. Copies of balance sheet, Audited Accounts and Income Tax Clearance certificates, Sales Tax clearance Certificates, for last three years (Annexure F).
10. Acceptable penalties for the delay (please indicate in terms of percentage reduction with respect to quoted price)
11. All the pages in the technical bid must bear the signature of the bidder.
12. A letter of authorization is necessary if any other person other than the tenderer attends the meeting of Tender Opening Committee for opening of Qualifying and Technical Bids.

**Annexure 'A'**

**Technical Bid**

**Bid Letter**

The Chief Librarian,  
National Forest Library and Information Centre  
Forest Research Institute  
PO. New Forest, Dehradun-248006

Subject:-Offer for providing services relating to Digitization of old documents, including manuscripts.

\*\*\*

Sir,

The Undersigned, having read and examined in detail the specifications and all the tender documents do propose to provide the services as specified in the tender document. Our offices are equipped with adequate and latest technology hardware/software. We are well equipped with all the latest image capture methods and facilities required for providing services and our establishment is open for inspection by the Forest Research Institute, Dehradun. All prices mentioned in our offer are in accordance with the terms and conditions specified in the tender document. All the prices and other terms and conditions of this offer are valid for a period of 30 calendar days from the opening of the bids. We are an Indian firm and do hereby confirm that our tendered prices are all inclusive. We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We enclose herewith the complete technical Bid as required by you. This includes:

- ❖ Bid Particulars (Annexure B)
- ❖ Firms Project Methodology for this project (Annexure C)
- ❖ Proforma for the firm's experience (Annexure D), attached photocopies of letters of Awards to establish validity.
- ❖ Details of hardware, software and manpower (Annexure E)
- ❖ Copies of Balance Sheet Audited Accounts and Income Tax Clearance Certificates, Sales Tax Clearance Certificates for last three years (Annexure F)
- ❖ Details of Earnest Money deposit furnished in the form of demand draft (Annexure G).

Certified that we are:

A sole proprietor firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer to arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney

Or

A company and the person signing the tender is the constituted attorney.

Or

A consortium of companies with the primary party designated in Annexure A and the person signing the tender is the constituted attorney or authorized signatory of the primary party

*Note: delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.*

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

- Signature:**
- Full Address:**
- Telephone No:**
- Details of Enclosures:**
- Fax No:**
- Company Seal**

**Annexure 'B'**

**Technical Bid**

**Bid Particulars**

1. Name of Tenderer:
2. Date of Establishment of the firm:
3. Address of the tenderer:  
Telephone:  
Fax:  
Email:
4. Proposed time schedule for digitizing three lakh pages.
5. Name and Address of the officer to whom all references shall be made regarding this tender  
Phone:  
Fax:  
E-mail:



**Annexure 'C'**

**Technical Bid**

**Project Methodology**

Tenderer's Project Methodology pertaining to this project of the NFLIC, FRI with special reference of the **Cleaning Process, Scanning, Meta Tagging, Post Scanning Work, etc.** adopted for enhancing image quality and making Final output images and loading the images/ pages on server.

(Please attach additional sheets, if required)

**Annexure 'D'**

**Technical Bid**

**Firm's Experience**

Client's details where Digitization projects have been undertaken:

Name and Address of Client:

Type of Client

Place(s) of service

Type of Image capture done

Duration

Total number of Manpower Deployed

Approximate value of Service (in Indian Rupees)

Details of Hardware/Software/Technology used

Any special feature of the project which the firm may like to specify

Name, Title and contract details of the contract at Client location

Firm's signature, Name, designation & Company Seal

Note:

1. Separate sheets for each client to be enclosed.
2. Letter from the client on the project executed.

**Annexure 'E'**

**Technical Bid**

**Details of the Hardware, Software and Manpower**

1. Name of the Firm and Address:
  
2. Details of Hardware (Make, Model, Configuration, Age)
  
3. Details of Software (Platform, Front-end, Back-end, Features, User Interface):
  
4. Details of the search and retrieval Software offered:
  - Branded/Proprietary
  - Platform of the Software
  - Backend Database
  - Features of Software
  
5. Details of Manpower (Name, Age, Qualification, Relevant Experience):

Signature of the Firm  
Date  
Place  
Company Seal

Note: Separate sheets may be attached as required  
The Technical Team, at their discretion may inspect the infrastructure. CD of Sample Digitized Images to be enclosed (minimum 10 images)

**Annexure 'F'**

**Technical Bid**

**Copies of Balance Sheet Audited Accounts and Income Tax Clearance Certificates, Sales Tax Clearance Certificates for last three years.**

(Please attach separate sheets if required. The Authorized signatory representing the tenderer should duly attest the attached photocopies of the supporting document)

**Annexure 'G'**

**Technical Bid**

**Earnest Money Deposit Details**

(Please give the details of the Earnest Money)

**Annexure 'H'**  
**Financial Bid**  
**Bid Letter**

To,

The Chief Librarian  
National Forest Library and Information Centre  
Forest Research Institute  
PO. New Forest, Dehradun - 248 006

Dear Sir,

We declare

That we have equipped with adequate hardware/software and other facilities for providing services as required by your tender. Our establishment is open for inspection by the representatives of the Forest Research Institute, Dehradun

We hereby offer to provide services, all the prices and rates mentioned in the Financial Bid in Annexure 'I'

We do hereby undertake that, in the event of acceptance of our bid, the services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and we shall perform all the incidental services.

The prices quoted are inclusive of all charges, travelling, hardware/ software/ manpower etc for providing the desired services.

We enclose herewith the complete Financial Bid as required by you. This includes:

1. Bid Letter (Annexure 'H')
2. Details of Cost of Services offered (Annexure 'I')

We agree to abide by our offer for the period of 30 days from the date fixed for opening of the tenders and that we shall remain bound by a communication within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

Certified that we are:

A sole proprietor firm and the person signing the tender is the sole proprietor/ constituted attorney of the sole proprietor

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

*Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person*

*authorized to sign the tender document.*

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of Firm:

Full Address:

Telephone No:

Details of Enclosures:

Fax No:

Company Seal:

**Annexure '1'**  
**Financial Bid**  
**Details of Cost**

Price Bid for Digitization of three lakh pages (approx.) of National Forest Archives at the NFLIC, FRI

Rate in Rupees per page:

**Note: specify rates for all sizes**