

ANAND AGRICULTURAL UNIVERSITY

ANAND



E-TENDER DOCUMENT

**E-TENDER FOR PROVIDING SERVICES OF
DIGITIZATION AND DIGITAL ARCHIVING OF
THESES & OTHER DOCUMENTS**

**University Librarian
Dr. M D Patel Regional e-Library
AAU, ANAND**

FOR MORE DETAILS

<http://www.aau.in/tenders>

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E-TENDER FOR PROVIDING SERVICES OF DIGITIZATION AND DIGITAL ARCHIVING OF THESES & OTHER DOCUMENTS

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DR. M. D. PATEL REGIONAL E-LIBRARY ANAND AGRICULTURAL UNIVERSITY ANAND – 388 110

Ref. No.: AAU/Library/E-Tender/01

Date: 02-01-2018

E-TENDER NOTICE

(THROUGH GUJARAT GOVERNMENT E-PROCUREMENT PORTAL ONLY)

The University Librarian, AAU, Anand invites Tender for “**Providing Services of Digitization and Digital Archiving of Theses and Other documents**” from vendors/service providers to participate in the bidding process vide E-Tender ID: 290784.

The complete detail of tender with terms & conditions and EMD/Security Deposit can be downloaded from the Gujarat Government e-procurement portal www.au.nprocure.com as well as from our university web site www.aau.in/tenders.

Date of Online Tender	: 02.01.2018
Last Date for Online Submission	: 22.01.2018
Last Date of Technical Bid Submission	: 25.01.2018
Tentative Date of Tender Opening	: 30.01.2018

Sd/-
University Librarian, AAU, Anand

Instructions for filling of E-Tender

The University Librarian, AAU, Anand invites E-Tender for “**Providing Services of Digitization and Digital archiving of theses and other documents**”. The details in this regard are given below.

No	Name of Work	Estimated Cost (Rs.)	Tender Fee (Rs.)	EMD (Rs.)
1	2	3	4	5
1	Providing Services of Digitization and Digital Archiving of Theses and Other documents	10.00 lakh	1,500.00	30,000.00

1. Procedure to submit the tender:

The vendors should provide one sealed envelope as given below:-

Envelop No.1 (Technical Bid):

- a) DD for tender fee **Rs. 1500**(One Thousand Five Hundred) Non-refundable.
- b) DD for EMD of **Rs. 30,000**(Thirty Thousand) Refundable.
- c) Separate DD for Tender fee and EMD are drawn in favour of “AAU Fund Account” payable at Anand.
- d) Registration certification under shop Act or company Act.(With update renewal)
- e) GST registration certificate.
- f) Latest Three Income Tax Annual returns/CA certificate.
- g) Bidder’s declaration(page no. 8) for acceptance of Terms & Condition of the tender.
- h) The copies of work orders executed successfully during last two years.
- i) Performance Certificate/Satisfactory Service from Government/clients.
- j) Clients list and Work done list.
- k) List of scanning hardware and technical staff with designations and qualifications.
- l) The vender/supplier should give undertaking that it has not been black listed by the Government/Autonomous/PSU type organization.

Financial Bid :-

Submitted by Vendor/Service provider in the form of **BOQ** excel sheet given online.

Terms & conditions:

1. Bidder should have valid Digital Signature Certificate(DSC) obtained from any Certifying Authorities.
2. The Financial offers shall be submitted online as per the schedule.
3. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule, all the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the stage as defined in the tender schedule.
4. University reserves the right for any change in the schedule.
5. The university reserves the right to decide whether to open or not open the commercial Bid of the supplier and no objection of any bidder shall be entertained on any ground whatsoever it may be regarding this.
6. No Bidder shall be accepted without payment of earnest money deposit(EMD) and cost of tender.
7. The rate should be offered for only the item/service as mentioned in the schedule(BOQ).
8. The rate quoted by the bidder should be inclusive of all the taxes, duties, shipment, CIF, Cargo, packing, LBT/Octroi, Installation & Commissioning, Insurance, transportation, Warranty, loading & unloading charges should be expressed in the rate accompanied in schedule(BOQ).
9. **Bidder should take note that, Rate should be included All taxes of all irrespective of all pages & actual size, all inputs such as Language typesetting, scanning, OCR, digitizing, indexing, storing, hardware, software cost, manpower, storage (External hard disk of 500GB and CDs as per need), Microfilming media, installation, training, binding/unbinding or any other cost involved in the execution of work.**
10. The rates quoted for the items/services other than make & specification specified in the tender form shall not be considered for comparison of rate.
11. The university is not bind to accept lowest tenders and reserves the right to accept/cancel any or all tenders without assigning any reason.

OVERALL SCOPE OF WORK

1. Under this project theses (approx. 250 pages each of A4 size), reports and other materials are to be digitized, archived. Majority of contents are in English Language. The project should be completed within 45 days from the date of the order given.
2. The entire project being onsite - all infrastructure hardware including desktop computers, scanners and other equipments, software and manpower to carry out the work are to be arranged by the agency at their own cost. However, the library will provide the free space to the agency.
3. Taking out the document from their location based on the list being handed over and replacing the same after completion of work;
4. Preparing the document for scanning by opening the binding to create loose leaves(if required) and the get the same bound after the completion of work; The party has to bear the cost of binding of the provided material.
5. Scanning the loose leaves/pages, charts, diagrams, pictures, maps etc. and creating TIFF/PDF images. Text may be scanned with overhead scanner in bi-tonal (B & W) with 300/360 dpi output resolution and appropriate threshold, while the pictures or graphics should be scanned in grayscale at 150 dpi. An output resolution of 300 dpi with 100 scaling factor should be aimed to deliver a print out of A4 size.
6. For each thesis, page wise TIFF images are to be created in separate folder.
7. Images should be cut, cropped and cleaned for clarity.
8. Theses/Reports should be converted to searchable single PDF format file and should be compatible with the standard PDF reader.
9. Agency will ensure data integrity. No page/part of thesis will be left unscanned.
10. Originally scanned and processed TIFF images and pdf theses are to be handed over to the University Librarian in Hard disk/CD/DVD or any storage media within agreed date and time. Time is the essence of the contract and provider shall adhere to time schedule and deadline as prescribed in the order.

General Terms & Conditions

1. Separate DD for Tender form fee and EMD are drawn in favour of “AAU Fund Account” payable at Anand.
2. The successful bidder has to submit 5% security deposit of purchase order amount in the form of Fixed Deposit Receipt(FDR) or Demand Draft(DD) in favour of “AAU Fund Account” at the time of receiving purchase order. The security deposit shall be forfeited if
 - a. Successful bidder fails to complete the work in given time.
 - b. Successful bidder fails to provide after sales service.
3. The conditional tenders shall not be accepted.
4. The income tax/TDS as per rules and surcharges thereon shall be deducted from bill amount, advance payment.
5. All the statutory payments on account of license fees, charges etc. payable to municipal/government authority shall be the responsibility of the bidder.
6. The rate quoted by the bidder should be valid up to 180 days from the date of submitting the tender.
7. Bidders will not be allowed for outsourcing/sub-tendering. Bidders should do said work onsite.
8. Extension of tender, Corrigendum or change in schedule will not be published in newspaper. It will be published at **www.aau.in** website only.
9. All rights are reserved with the University Librarian, AAU to accept or reject any or all the bidders received without assigning any reason thereof.
10. 100 percent payment shall be made in Indian rupees only after the completion of work as per the rate and terms and condition. No advance or partial payment or payment through the bank will be entertained.
11. In case of any dispute, it will be addressed subject to Anand district jurisdiction only.

BIDDER'S DECLARATION

**E-TENDER FOR PROVIDING SERVICES OF DIGITIZATION
AND DIGITAL ARCHIVING OF THESES & OTHER
DOCUMENTS**

Tender No.: 290784

I hereby certify that I have gone through all the information and Terms & Conditions of the tender booklet and I accept the same. For further correspondence I provide here under the address and contact details.

Tenderer/Name of Firm, Signature/ Seal

Name:

- | | |
|--|---|
| 1. Name of proprietor and complete address | : |
| 2. Telephone Numbers | : |
| 3. Office | : |
| 4. Residence | : |
| 5. Mobile | : |
| 6. Fax | : |
| 7. Email | : |

Signature / Seal of the Bidder

Contact below Nos. If any Query

**1) Tender Enquiry : University Librarian
Dr. M. D. Patel Regional e-Library
Anand Agricultural University
Anand 388 110**

Contact Number : (02692) 261571 (On working days)