EXPRESSION OF INTEREST FOR DIGITIZATION, DIGITAL ARCHIVING AND E-CATALOGUING OF OLD UNIVERSITY RECORDS

NAME OF WORK: DIGITIZATION, DIGITAL ARCHIVING AND E-CATALOGUING OF OLD UNIVERSITY RECORDS

Last date submission of the filled Expression of interest: 20.07.2018 up to 5:00 pm.
(The Expression of interest is to be submitted duly signed in blue/black ink on each page and stamped with official seal on each page)

MD University Rohtak-124001, Haryana INDIA

Maharshi Dayanand University, Rohtak

[Established in Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976]

<u>NAAC Accredited 'A' Grade</u>

No. UCC/2017/   Dated : 06/07/2018

University Computer Center

Phone: 01262-393548   **E-mail: dir.ucc@mdurohtak.ac.in**

STANDARD BIDDING DOCUMENT FOR **DIGITIZATION, DIGITAL ARCHIVING AND E-CATALOGUING OF OLD UNIVERSITY RECORDS** ON BEHALF OF REGISTRAR, MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

PART1: COMPLETE BIDDING DOCUMENT

PRESS NOTICE

M. D. UNIVERSITY, ROHTAK	
Notice Inviting EOI	
Name of work	**Digitization, Digital Archiving and e-cataloguing of old Universityrecords**
Time Limit	14 DAYS
EOI to be received till: 20.07.2018 till 5:00 P.M	

REGISTRAR

SCOPE OF WORK

1. As part of Digitization Project existing permanent University record of all types pertaining to examination, Registration & Scholarship and Accounts branches, is required to be scanned, digitized, archived, and converted into the base digital format with proper indexing for easy retrieval (e-cataloguing).

2. The operation also involves collection of the documents from the concerned section for digital archiving. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was lifted

3. Entire parameters and all values available on a result sheet that are required for Online NAD Marksheet and Degree must be data-punched while scanning process. Data punching and scanning for Result Sheets "NEED TO BE NATIONAL ACADEMIC DEPOSITORY (NAD) COMPLAINT". Complete digitised Result sheet data needs to be available in Excel (and XML formats) for uploading on NAD portal

4. Listing of the scanned searchable PDF files will be done in database system with additional metadata.

5. Supply, installation, configuration of Document Management Software including User Management.

6. Import of scanned documents along with metadata including user Access rights.

7. Provide full specifications of the Hardware required in the University Server room.

DOCUMENT TYPE & SIZE:

The documents may be categorized as per following parameters:

(i)   Type: Result Sheets, Registration Return, Student Register, Noting sheets, Registers, vouchers etc..

(ii)   Size: A4/A3/legal size/any other size (actual size may be verified at the pre bid meet).

(iii)   Color: Documents are black and white (signed/altered in ink), typed / handwritten / printed papers etc. Scanning work should be done at 200 dpi resolution. All scanning is to be done in pseudo colour (8 bit)

Only turnkey solution providers having Knowledge, Organization Systems and Experience of executing projects involving digitization of Hard/Print Copies, and integrating with digital contents are invited to express their interest for the job. The solution providers also need to capture and create metadata for each record, for specific fields to be decided by the University.

METHODOLOGY:-

(i)   Onsite Scanning

a. Firm is required to setup the scanning infrastructure at the premises of MDU Rohtak.

b. Number of scanners and the connected appliances (e.g. Computer, Scanners, UPS, software etc.) to be deployed by the firm should be clearly mentioned in the bid. All these equipment will be set up in the premises of MDU Rohtak during the execution period of contract by the firm.

c. Firm is required to deploy sufficient manpower, (considering a minimum quantity of 30,000 pages per day) to carry out the task at its own cost.

d. The solution provider/agency will take back the above said equipment upon the completion of the assignment and will ensure that complete data has been deleted from the equipment being taken back and will not keep copy of digitized data on any device in any form without prior permission of the University.

e. The firm is required to undertake marking of documents ID on documents, and their listing in computer etc.

f. The operation also involves collection of the documents from the record room/concerned section for digital archiving. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was lifted.

g. The space, basic furniture, electricity etc would be provided by the University.

h. After scanning of each document, the document will be stamped as "FILE IS SCANNED/DIGITISED".

i. After completion of work, the firm will transfer the completed work in running condition to requisite media.

Document Management System (Supply, Installation and Configuration):-

1. Should be able to take input from scanner/eMail/Manual upload and should have automated process for Mass uploading.
2. Provide indexing of all documents, indexing Metadata, indexing all revisions, extendable meta data fields.
3. Should provide document searching, versioning, comparison, and collaboration features.
4. Provide strong support for document backup, archiving, and disaster recovery, working in conjunction with University backup system(s).
5. Should have scalable and powerful search engine. Should support document content and meta data search and should support Advance search on all document attributes.
6. Create documents using templates. Link them to record in system and ERP. Provisio

for Forward, Move, Share Documents, e-Mail and revise documents, Check-in and check-out documents. It should have inbuilt Editor for various File types.

7. Work flow automation where individual rule and Document action may be set up, configure Multi-level approvals, automatic creation of records based on documents, update records based on documents, Rule based processing on incoming documents. Should allow both Automatic and Manual work flow.

8. Provide high level of Document encryption and role based access, Audit trails, Users and roles, Advanced access rights, encrypted documents on File system, indexing all revisions, support SSL, modify ownership. Should provide

9. Simple and easy to navigate, Workflow and Document Inbox, Alerts and Notifications, Reporting Dashboard, Follow ups, inbuilt e-Mail and SMS.

10. Should allow to create Customised Windows and records, generate custom fields and records, add custom document attributes, create custom Dashboard reports.

11. Must be compatible with e-office (NIC) and NIC File Tracking system.

12. It should be able to handle 1000 users from day one.

13. It should be configurable in Hindi and should be able to handle Hindi documents and tags.

Hardware requirement (Server and Server Storage etc.):

The vendor must specify Hardware and storage requirement to be made available to them for effective and efficient implementation and operation.

The work order in full or part will be allocated to the vendor/agency based on fulfillment of minimum requisite criteria mentioned in EOI. The work involves the entire process of formal handing over to the creation of digital format with the desired level of indexing and provision of the data on the digital media file in duplicate as per the laid out specifications and recommended by the vendor in their solution.

TECHNICAL REQUIREMENTS

1. The documents to be converted in requisite format will be provided in hard bound volumes/files.

2. The output should be of high quality, acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images and to our satisfaction.

3. Sample images of prior work to be submitted in different Modes (Black & White, Color, and Grey Scale) along with the EOI. This will be part of Technical Bid.

4. The scanner output should have minimum of 200 dpi (to be decided) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 8-bit Pseudo Color and appropriate threshold.

5. Basic image enhancement, Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity without compromising the quality of text, photographs etc.

6. The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, the smallest significant character should be legible) and in proper sequence.

7. Cleanliness of work area, digitization equipment, and originals like scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Though the documents are cleaned regularly, they tend to be dirty and will leave dirt in the work area and on scanning equipment.

8. Agency will be responsible for creating the structured archival of file of TIFF images (in unclean and cleaned form) for all items for backup, searchable PDF of all items with searchable images, PDF/RTF document (duly formatted), and developing CD/DVD/Portable Hard Disks or any storage media commensurate with technological development.

9. Agency will ensure data integrity. No page/part of document will be left unscanned. The Agency will recoup the missing pages/parts, if any, at its own cost. In other words, the Agency will ensure that the entire document from the title page to the last page is captured and no page is misplaced.

10. Data will be captured without disturbing the binding of the documents. If preparing the document for scanning by opening the binding to create loose leaves, the Agency shall be responsible for rebinding of the document after the completion of work. The Agency shall be responsible for the damage to the document, if any.

11. Agency will manually correct the Proof of the text, OCRed and develop the Rich Text Format for the text part with proper formatting, if required.

12. Agency will develop appropriate tree structure of RTF/Docx file and converge with total PDF images of a document for creating the archival file in external storage media. The output / display resolution should be commensurate to the requirements.

13. Agency will develop the structured file through the combination of RTF and PDF along with embedded metadata by tagging them with DC/UNIMARC and using a suggested watermark on the PDF image.

14. 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.

15. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.

16. A file-naming schema should be established prior to data capture in consultation with the University.

17. The vendor should be able to provide on-demand access of the digitized content in either print, or digital mode to the University.

18. The master files containing final documents should be stored as back up on Portable hard disk.

19. Over all cost of the project for a period of 10 years will be one of the criteria.

20. The bids will be evaluated on Techno- Commercial parameters (60:40). The parameters of Technical evaluation are detailed below:-

Sl. No.	Details	Maximum Marks
1	Financial stability Annual Turnover of 2015-16, 2016-17, 2017-18 Turnover above 12 crore -02 points for each 2 crores Turnover >10 crores but <12 crore – 05 points Turnover >8.0 crores but < 10 crores - 03 points	15
2	Quantum of revenue income from Digitization project >10 crores – 1 point for each crore >= 8 crore but < 10 crores – 05 ppoints > 6 crore but < 8 crores – 03 points	15
3	Experience in the field of Digitisation, Digital archiving and e-cataloguing For each year – 2 point. Along with technical bid, please produce work order (worth Rs. 5 lacs or more) of Digitisation for each year for which experience is being claimed.	10
2	Digitisation of records for Government or non-commercial organization in last five years with a purchase order of Rs 10 Lakh or above. For each such work order – 5 Marks Please produce work order along with Technical Bid	15
4	Demonstrate end-to-end process of Digitisation, digital archiving and e-cataloguing of one sample old document which shall be evaluated for image clarity, classification, record retrieval, record tracking, access and security monitoring.	20
7	Infrastructure proposed including DMS	15
8	Bidder's Manpower resources on roll: (Minimum 10 regular persons as on first April,2018) (List of manpower for the year 2015-16, 2016-17 & 2017-18 along with their designation and Date of Joining to be provided certified by authorized signatory. The Vendor should upload CVs of at least Five (05) full-time employees with a professional experience of at least five years full-time employees with 1 year Diploma– 0.25 marks each Resource with Bachelor / Masters Degree – 0.5 marks each	10
	TOTAL	100

Bid Evaluation Formula:

$$B = C_{Low}\ \frac{X}{C} + T\ \frac{(1-X)}{T_{High}}$$

Where

C = Evaluated Bid Price

C low = Lowest of all Evaluated Bid Prices among responsive bids

T = Total Technical Score awarded to the bid

Thigh = Highest Technical Score achieved by the bid among all responsive bids

X = Weight for the Price as specified below

The Technical-to-Financial weightage ratio **60:40. Hence, X = 0.4**

The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the Best Evaluated Bid.

The T1 bidder will be given chance to match the score of Best bidder first. If they refuse, T2 will be given chance to match the score of best bidder.

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STEPS INVOLVED IN DIGITIZATION PROCESS:

Step-I   Scan, Enhance, and archive in Portable Hard Disk(s).

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 document.

Step-IV   Extract text from the images (only English language) and converting to Searchable PDF-A with 99% accuracy of text. Graphics should have their enhanced grayscale/RGB look in the final output.

Step-V   Storing and maintaining back-up, verification of backup till the project execution and status reports on weekly basis is required. (Provide backup on Portable Hard Disk/DVDs)

Step-VI   Capture and Create Metadata for each and every document.

Step-VII Upload the Digitized PDF on Document Management System(DMS).

Step-VIII Provide a digital copy of entire digitized content in Portable Hard Disk to the University and provide a digital OCRed copy to the University for purpose of record.

DELIVERABLES

1. All the digitized documents should be delivered in reliable and high quality of external hard disk. One copy of the digitized documents will also be kept in a storage media preferably SAN in the University Data center.

2. A customized, unique, web based, Document Management System (DMS) which will be hosted on university server or on Cloud. The DMS should be customized with new UI design along with our logo, static pages and images. DMS should also have the features to browse the digitized content by Student's Name, Roll no. regn. No., Father's Name, , Year, Subject, Document Type, Branch etc along with full-text search facility. This software should be such as to be able to also handle the digital documents which have been scanned previously and are lying in the custody of the University.

OTHER RESPONSIBILITIES OF THE EXECUTING AGENCY/VENDOR

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

1. Maintaining complete confidentiality about work

2. Safe handling of documents used for scanning (as these are University's permanent record). While handling documents, proper care is to be taken, so vendor should deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.

3. The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of theses; remove dust, taking them

out of shelves and putting them back etc.

4. Document rebinding /returning /refilling after scanning.

5. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

METADATA STANDARDS & FORMATS

Metadata will depend upon type of the document ans will have 10 to 20 fields. Total size of Metadata will not exceed 512 characters normally.

BOQ (CONSOLIDATED REQUIREMENT SHEET)

S.No.	Document Size	No. of Pages
1.	A4	70,00,000
2.	Legal	20,00,000
3.	A3	20,00,000
4.	A2	10,00,000
5.	A1	1,00,000
6.	**Result Sheets** 2x2 Feet(Handwritten) 1.5x1 Feet (Printed) A3 (Dot Matrix Printed) 27"x19" (Handwritten)	 59,976 3,47,000 9,95,500 36,440
7.	Average no. of pages per record	02
8.	All the documents are mainly Typed (Computer Printouts) but some are Hand written (Noting sheets) also	
9.	Document Management System with atleast 1,000 User Licenses	

The response of Notice for Expression of Interest Notice:-

The Expression of interest is to receive the Industry Inputs. The procurement will be done through Open Tender. The interested firms may submit detailed proposal containing the following information:-

1. Company Profile: Capabilities and experience of handling similar projects in previous years.

2. Details of Project Execution Plan: including Work Flow and Work flow control.

3. Details of Hardware (including storage spae) and software required in University Datacenter for execution of this Project.

4. Details of Document Management System: including APIs and interface to databases and other applications , security provisions, scalability of the solution and ease of Use may be Highlighted.

5. Tentative Cost of the Project.

The interested parties are required to submit their proposal through e-Mail to dir.ucc@mdurohtak.ac.in and also in Hard copy at following address:-

Dr. G.P. Saroha
Director, University Computer Centre
Maharshi Dayanand University, Rohtak – 124001
Haryana

TERMS AND CONDITIONS FOR DIGITIZATION, DIGITAL ARCHIVING AND E-CATALOGUING OF OLD UNIVERSIT RECORDS.

***The* Digitization, Digital Archiving and e-cataloguing of old University records is required to be done.** *You are requested to kindly quote your rates for the same. The terms & conditions for quoting/EOIing the rates given in enclosed page may also be kept in view and signed. Your EOI will interalia be subject to the following conditions: -*

1. This EOI is to receive the industry inputs. The procurement will be done through Open Tender.

2. Charges not mentioned in the EOI shall not be paid.

3. The work is to be carried out at MDU Rohtak Campus only.

4. The offer/rates must be valid for a period of at least three months from the date of opening of EOI.

5. The authorized bidder must have a minimum annual turnover of Rs. 06.00 crores failing which the bid will be rejected. Proof of turn over may be appended with the bid.

6. The quantity may increase or decrease.

7. The firm must have executed minimum three Digitization projects for University of equivalent size.

8. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Hardware/ Software (including DMS)/ Transport/ Manpower/ Taxes/ Power supply or any other charges).

9. In case, the project is not completed within the stipulated period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of project per week or such other amount as the Registrar may decide till the project remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of Project. Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.

10. In case, the vendor fails to execute the project/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.

11. As a general policy, the University tries to make 100% payment within 15 days of the completion of work subject to the satisfaction of the Inspection Committee. No advance payment or payment shall be made.

12. The bidder should possess minimum 3 Years' experience of similar work for the Govt./Public Sector/Reputed Institutions for a minimum of 3 orders. Proof of direct dealership details i.e. OEM authorization letter/dealership certificate for supply along with

Prime Customers contact details and photocopies of satisfactory work report, is required to be submitted along with the Technical Bid.

13. The vendor will also provide complete technical and operational training with no cost and the virtual lab/class will be provided by the vendor at no extra cost.

14. The acceptance of the EOI shall rest with the University and there is no foundation to accept the lowest EOI. The University reserves the right to reject any or all items of EOI without assigning any reason therefore. The University also reserves the right to accept EOI in part i.e. any item or any quantity and to reject it for the rest.

15. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TU/V/RG-CDE(244)/2015 dated September, 1,2015 up to 31-08-2020. Thus the University is exempted from payment of Custom Duty GST is applicableat concession rate. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.

16. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

17. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262-393548/393594 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).

18. The Financial Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 2% of Bid Amount rounded to the nearest ten thousand through Online using E-EOI Portal. EMD of unsuccessful bidder will be returned subsequently. No interest shall be paid on EMD.

19. The successful bidder has to deposit a Performance Guarantee equal to 10% of project cost, in the form of FDR/Bank Guarantee/TDR for project duration + 5 months, in the name of Finance Officer MD University Rohtak. When Performance Guarantee/warranty is deposited, EMD will be returned subsequently.

20. The Firms registered with NSIC /NSME are exempted from EOI Fee and EMD, copy of the valid certificate must be uploaded with technical cover

21. After winning the order, if the vendor fails to complete the project and provide satisfactory Warranty, EMD will be forfeited and also the vendor will be blacklisted from participating in any future bid.

22. The Sub Committee reserves the right for negotiation thereafter if considered necessary.

23. No EOI documents will be issued and rates are to be offered on Company's Letter Pad.

24. The rates should be quoted for required specifications. The technical specification of the equipment's required must accompany the EOI. The decision of the University will be final with regard equipment's to be purchased.

25. The bidders must quote rates for all the line items failing which EOI may be rejected. Total cost of the bid will be one of the important deciding factor while deciding the bid in favour or against any bidder.

26. University reserves the right at the time of award of Work Order to increase or decrease or even delete the number of items without any change in terms and conditions.

27. The EOI should be submitted only if the material is readily available in your stock or can be supplied within 45 days after the order is placed.

28. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the EOI or invoices of the manufacturers/distributors/ dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

29. Terms and conditions should Invoice or other letters of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

30. No Consortium BID is allowed.

31. The Bidder should be doing Business in India for this particular OEM for at least last 5 years.

32. The Bidder should be a company incorporated and registered in India Under the companies Act, 1956.

33. Bidder should be ISO 9001 Certified.

Signature _____
Name of the firm with seal/stamp _____   **M.   D.   University, Rohtak**
Affix Rubber Stamp of the firm