



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

Dev Nagar, New Delhi-110005

Ref. No. SGND/Admn/IS/5143

Dated 09/06/2015

## SUBJECT : Tender for Digitization of Old College Records

SGND Khalsa College intend to entrust the work of digitization of the old office records of last 15 years. Sealed quotations are invited for this job. The details of work to be performed and other relevant specifications are given hereunder:

Records to be Digitised	Number of Documents	Specification
Administrative Section: Service books, service files, letters and communication, admission forms, examination results and others	Approx.90,000 documents (ninety thousand pages)	Most Documents are of A3/A4 or A5 size but in many documents it could vary. Scanning should done at minimum 300 dpi resolution in B/w or Greyscale. The output has to be given in searchable PDF format.
Accounts Section: General fund vouchers, student fund vouchers, salary records, provident fund, purchase vouchers, bank statements etc.	Approx.50,000 documents (fifty thousand pages)	Most Documents are of A3/A4 or A5 size but in many documents size could vary. Scanning should be done at minimum 300 dpi resolution in B/w or Greyscale. The output has to be given in searchable PDF format.

The bidders are required to quote:

- Their lowest consolidated rate for Scanning/Digitization of above mentioned quantity of records.
- In addition they should also quote the rate for Scanning/Digitization of every additional 1000 pages.
- The rates so quoted should be all inclusive (hardware/ software/ manpower). Rate should also be inclusive of all taxes.
- The interested party can visit the College site to see the document to be digitized before submitting the final quotation.

The space, furniture and electricity will be provided by the college.

### General Instructions to Bidders


1. The vendor has to supply the hardware and software to do the necessary scanning of the records and convert them into digital form, conduct the training program and hand over the system to the college. Vendor will provide full maintenance and support for one year after the completion of the work (warranty for one year).
2. The files /documents will not be allowed to be removed from space/premises allocated to the firm. Suitable hardware infrastructure/facilities have to be established onsite at the room allocated by the college to do the digitization work. Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.
3. The work should be completed in 6 months from the date of placement of work order. The bidder shall install sufficient number of high resolution and high speed scanners and deploy sufficient manpower to ensure that digitization work is done in time agreed upon.
4. Documents are kept in the accounts and administration office of the college. Vendor is required to handle these documents carefully. Documents are to be collected from the respective office and required to be counted and entered into the log register before taking to the scanning area.
5. Since some documents are very old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning. It shall be the responsibility of vendor to take care of document's security.
6. Each page shall be serially numbered and shall be counted while giving the documents back.
7. Vendor should ensure that qualities of scanned images are enhanced up to the optimum level and required image enhancement activities have been done on the documents. In case the documents are not legible it'll be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
8. It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.
9. The bidder must be able to carry out cropping and cleaning of images, skew correction to make the images straight and providing the equal margins all around the text. All Scanned/digitised files will be stamped and duly signed by the vendor indicating that the "file is scanned/digitised and duly reconstructed".
10. Payment against Bill /Invoice generated shall be released periodically depending on the work completed and satisfactory performance of the work. Payment will be made direct to the supplier through "Account payee cheque".

The bidder must have at least two years' experience of Scanning/digitisation, indexing, storing and providing retrieval facility of records. Documentary evidence should be produced in support of experience and performance.

The bidder selected will be required to give a live demonstration of the work.

- Quoted price should be inclusive of all taxes and other charges.
- College reserves the right to alter the specifications.
- College reserves the right to cancel any or all quotations without assigning any reason whatsoever.

Sealed quotation prepared in accordance with scope of work and general instructions to the bidders and marked as "Quotation for Digitisation of Records" should reach college office on or before 19th June, 2015 by 4:00 pm.

  
09/06/15

DR. MAN MOHAN KAUR  
(PRINCIPAL)