

F. No. 59-13/2014 CU
Government of India
National Archives of India
Janpath, New Delhi-110001
e-mail-archives@nic.in

Dated 1st July 2015

Tender Document

Director General of Archives invites Tenders/Quotations under "Two Bids System" Technical Bid & Financial Bid for the following Project in National Archives of India.

Preparation of Digital image of 19,80,000 pages and converting the same into analog images in microfilm using Archive Writer within a period of Three Months. The Digital images to be supplied in color in CDs/ DVDs in the following formats

1.300/400 dpi 8 bit Greyscale in TIFF v6.0 LZW Compression (ISO 12234-2:2001)

2. JPEG v1.02 (ISO DIS 10918-1) or JPEG 2000(ISO/IEC 15444-1:2000)

3. Searchable PDF/A (ISO 19005:1) and

4. Analog images in Archival quality Imagelink Microfilms

Keeping in view the high magnitude of the proposed work, in the interest of the project and to complete the work in lesser time NAI may divide the said work and negotiate the lowest rate quoted with other bidders who may be interested in taking up the work on the same. Therefore it will be the discretion of the Director General of Archives to assign the job to Two or more service bureaus/ companies depending upon the capability/ infrastructure on the lowest rate quoted. All the other Terms and conditions are mandatory.

Both the 'Technical Bid' and the 'Financial Bid' should be sealed separately in a cover and then submitted in a big envelope along with the sample images and microfilm test strip as specified in the Terms and Conditions. Terms and conditions may be downloaded from our website www.nationalarchives.nic.in. The Quotations should be deposited in the 'Tender Box' kept at the IT Cell of National Archives of India or may be sent by post.

The Director General of Archives will receive the quotations up to **12 Noon on 22nd July 2015** and the same will be opened in the presence of representatives of Tenders who happen to be present at 3 PM on the same day.

NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI -110001

Preparation of Digital image of 19,80,000 pages and converting the same into analog images in microfilm using Archive Writer within a period of Three months. The Digital images are to be supplied in TIFF, JPEG 2000 and PDF(A) FORMAT in color in CDs/ DVDs and analog images in Archival quality Imagelink Microfilms within a period of three months.

Eligibility Criteria

1. Only the reputed and highly experienced Service Bureaus / agencies who have good infrastructure, adequate and sound knowledge of digitization techniques according to the International Standards and capable to undertake digitization work for longer duration and possess at least 5 years experience work, would be eligible to submit the quotations. A self certificate to this effect need to be submitted along with the quotation.
2. All service bureau/agencies must provide a detailed profile of their firm. The company should be registered in India and the registration number of the firm along with the VAT/CST/LST No. allotted by the concerned Authorities should invariably be indicated in the quotations(s).
3. A list of the clients/organization(s) where similar nature of work has been conducted should be furnished indicating the name, address of the organization and the name and phone nos. of the contact person. The number of years of relation with the client(s)/organization(s) may also be attached.
4. **The Company should start the job of Preparation of Digital image and converting the same into analog images in microfilm using Archive Writer within 30 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited as per Government of India rules & procedure.**

Technical Requirement

1. The documents to be digitized will normally be in the size of A-4/B-4/A-3 size.
2. The documents should be digitized at minimum of 300/ 600 dpi in color using **Face up Scanning technology** with pixel type moving linear CCD sensor scanner. Scanning in True color- ICC – International Color Consortium specs, with white balance self calibration to capture original colors, cold light during scanning to prevent any harm to the original document, Light from rear to front during scanning so that the gutter of the book and the adjacent text is properly & uniformly illuminated.
3. **The standards of color digital images**
 - I. **300/400 dpi 8 bit Greyscale in TIFF v6.0 LZW Compression (ISO 12234-2:2001)**
 - II. **JPEG v1.02 (ISO DIS 10918-1) or JPEG 2000 (ISO/IEC 15444-1:2000)**
 - III. **Searchable PDF/A (ISO 19005:1)**

4. (iv)**Image Enhancement Activities** Vendor should ensure that quality of scanned images are enhanced upto the optimum level and required image enhancement activities like Deskew, Despackle, contrast ratio setting water marking etc. has been done on the documents.
5. The Company should Digitize the 19,80,000 pages within three months. Necessary infrastructure like Scanner etc. for having the above project should be installed in NAI. And the company has to bring scanners & other equipments on their own NAI will provide only the space, electricity& seating arrangement.
6. The Company should start the job of digitization work of documents within 30 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited.
7. Necessary space for installation of over head Scanners, archive writer, microfilm processor and infrastructure for electrical connection will be provided by National Archives of India.
8. The documents to be digitized are of archival importance and due care in handling of this documents by operators has to be ensured. Any loss or damage of the document supplied for digitizing may result to cancellation of the contract immediately and the security deposit will be forfeited.
9. The company / Firm should install necessary number of over head scanners and archive writer, Microfilm Processor etc for completing the preparation of Digital image of 19,80,000 pages and converting the same into analog images in microfilm using Archive Writer within a period of Three Months. The Digital images to be supplied in TIFF, JPEG 2000 and PDF(A) FORMAT in color CDs/ DVDs as per the standards metioned at **S.No 3 of Technical Requirement** and analog images in Archival quality Imagelink Microfilms within a period of Three Months , if the images are not found as per the terms and condition of tenders the Department will have the right to terminate the contract immediately.
10. It will be the responsibility of the agency to take the documents from the stack area for digitizing and after digitizing it should be restored in the same place from where it has been taken. Documents / records are to be arranged chronologically and necessary pagination done before Digitization work.
11. The documents/records are to be restitched / rebound again after digitizing if needed Necessary manpower for this should be employed by the agency.
12. No payment will be made for Digital images/Analog images on microfilm not found of satisfactory quality.

13. **The company should deploy professionally qualified supervisor who should check the digital images/ Analog images on microfilm before the same is handed over to Department for final checking.**
14. Due consideration will be given to firms/ companies who have past experience in executing such large-scale digitizing.
15. **The rate quoted will have the validity of 24 months from the date of signing of the contract.**
16. The digital output of scanned images should be written on Un-perforated rolls of 35 mm x 30.5 m of Imagelink Negative microfilm No. 1461 for Archival purpose.
17. The digitizing arrangement shall be two running pages per frame in comic mode with suitably selected technical targets giving all relevant information in the images.
18. The Microfilm must be processed in the Archival Processor that meets archival standards.
19. The processed negative microfilm shall specify the archival parameters in density contrast and resolutions as under: -
 - i. Density – 0.9 to 1.2 (ideal 1)
 - ii. Resolution – At 15 x minimum 106.5 lines per mm
 - iii. Raw Camera Films – Image link microfilm No. 1461 or the latest emulsion number.
 - iv. Residual Chemical contents – (1) without traces of silver in the processed film. (2) 0.007 mg per sq. cm for residual hypo in the processed film.
20. The processed microfilm rolls shall be accepted only after subjecting them to critical evaluation or through quoted parameters by highly qualified technical experts. If the supplied microfilms rolls do not meet the archival parameter mentioned as in point no **20** above the contract will be terminated immediately.
21. Any sub-standard or defective microfilm rolls and unclear images in digital formats shall have to be replaced without any extra cost.
22. The prepared microfilm should have a leader of 75 cm in the beginning and a trailer of 75 cm at the end of each roll.
23. To retain the original cartons, spools and protective strips of Kodak and supply them to NAI along with the microfilms.

- 24. A computerized list of the index of negative films should be prepared and pasted on the carton boxes of the negative microfilms and CD covers being supplied. The computerized data to be supplied in the CD/DVD format to NAI. The design of the data base will be supplied by NAI.**
25. The Company/ firm will be responsible for film processing and ensuring archival quality of microfilms. No payment will be made for microfilms not found of satisfactory quality. NAI decision in this regard will be final. It may be ensured that the films are fixed and washed for archival pursuance.
26. While on the assignment, the firm will not make or retain any Digital microfilm copy of the documents / records for any purpose whatsoever, except for submitting the microfilms to the NAI as per the terms of the job.
- 27. In case of loss or damage to the documents / records, retaining any digital/ microfilming copies of the documents / records and delay in completing the job as per the requirement of NAI, the security money deposited by the firm will be forfeited. If the processed microfilm rolls are not delivered to Department for testing within ten days of their processing 10% of the cost per roll per day will be deducted as penalty up to 20 days from the processing date.**
28. Digital images and processed microfilm roll will be delivered to NAI **within 10 days after processing for testing the same** in our **"quality control laboratory"** for residual hypo in the process film, ideal **density i.e. .09 to 1.2** and resolution etc. along with a certificate that these rolls have been processed in the chemical of same lot. No payment will be made for microfilms not found of satisfactory quality.
- 29. The Director General of National Archives does not bind himself with the L-1 and the decision of Director General of National Archives will be final.**

Bid Requirement

1. Financial Bid' separately in two separate sealed envelopes and should be super scribed accordingly. Both the envelopes should, then, be kept in another sealed cover and super scribed as 'Tender for preparation of Digital Images and their Microfilm Rolls'.
2. The 'Technical Bid' should contain a CD/DVD of digital images & microfilm Test Strip of at least 4 meter long with sufficient leader and trailer, containing exposures paper manuscripts, for technical evaluation of quality of microfilm and performance of the Service Bureau. The resolution chart should also be exposed in the beginning of the 'Test Strip'. The following information should also be furnished along with the 'Microfilm Test Strip'.

- a. Make of Scanner & Archive writer.
- b. Date of exposing Microfilm
- c. Date of processing.
- d. Residual Hypo test certificate.
- e. **Proof of purchase of specified Hardware like overhead scanner and archive writer etc, should be attached**

Earnest Money Deposit/Security Deposit

All quotation should be accompanied with an earnest money of Rs.5,00000/- (Rupees Five lakh only) in the form of Bank Draft/Bank Guarantee of a scheduled bank guaranteed by Reserve Bank of India in favour of the "DDO", National Archives of India, Janpath, New Dehi-110001

Preparation of Tender Document

a. First Cover (Documents to be attached)

1. Technical Bid along with 'CD/DVD & Microfilm Test Strip' as mentioned above
2. Earnest Money Deposit
3. Experience certificates of the service bureau/agencies
4. Company profile along with registration number of the firm with VAT/CST/LST no.
5. A list of the client(s) organization(s), where similar nature of work has been conducted, may be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the client(s)/organization(s) should also be mentioned.
6. Acceptance certificate on printed letter head to the effect that the service bureau/agencies agree to abide by the conditions of the tender document.

b. Second Cover (Documents to be attached)

1. Financial Bid as per the enclosed format at Annexure - 'A'

Last date of submission of Tenders

1. The quotation should be sent to the Director General of Archives, National Archives of India, Janpath, New Delhi-1 latest by **22nd July 2015** before 12.00 Noon. No quotations will be accepted after the stipulated date and time.

Opening of Tenders

1. The quotations will be opened in the NAI at 3.00 p.m. on **22nd July 2015** in presence of all representatives of the company, who are desirous to be present at the time of opening the sealed quotation.
2. The 'Financial bid' will be opened only after the scrutiny of the 'Technical Bid' has been done and short listed.

Payment Terms

1. Payment will be made once in three month after obtaining a certificate from the Reprography Division about the satisfactory quality of digital/ microfilm rolls.
2. 75% payment of the billed amount will be released after preliminary inspection of the digital images/ microfilm rolls received at NAI.
3. The balance 25 % payment (final payment) will be released after final inspection of the digital images/ microfilm rolls subject to fulfillment of Technical condition No.3 & 14.
4. Frames / Rolls rejected fully/partially by NAI technical Officers will be re-done at Firms own cost.
5. If the company fails to deliver the microfilms as per condition laid down in technical condition 9 above, NAI will have the option to cancel the contract immediately and award the contract to other company.

Annexure A

Description of work	Rate per image	Remarks
Digital images of documents of A4/A3 size documents at following standards in colour in DVD & CD 1.300/400 dpi 8 bit Greyscale in TIFF v6.0 LZW Compression (ISO 12234-2:2001) 2. JPEG v1.02 (ISO DIS 10918-1) or JPEG 2000(ISO/IEC 15444-1:2000) 3. Searchable PDF/A (ISO 19005:1)	Rs Per image	
Preparation of Negative microfilms of documents/of above digital images in Kodak Image link 1461 (Panchromatic Un-perforated) film of 35 mm x 100 feet [two pages in one frame]	Rs. ----- Per frame	