

## **TENDER DOCUMENT FOR DIGITIZATION OF PUBLICATIONS OF BIS**

Bureau of Indian Standards (BIS), the National standards body of India, working under the aegis of Ministry of Consumer Affairs and Public Distribution, has published more than 18000 Indian Standards for which it holds exclusive copyright. Through this tender document, BIS intends to select a contractor for carrying out the following work related to digitization:

- i) Conversion of 8000 Image Pdf files to full text pdf files. ( 80000 pages approx)
- ii) Preparation of separate full text preview file (pdf ) containing scope, references for 8000 publications ( 10000 pages approx) mentioned at (i) above.
- iii) Preparation of separate full text pdf files of amendments ( 2000 pages)
- iv) Scanning of printed copy of publications and converting them to full text pdf. Preparation of separate preview file containing scope and reference. Preparation of separate full text pdf files of amendments. Quantity depends on requirement.
- v) Conversion of documents in MS Word to full text pdf: Preparation of separate preview file containing scope and reference. Preparation of separate full text pdf files of amendments. Quantity will depend upon requirement.

**2.** Bids are invited for carrying out the above work. Bids should be duly signed, sealed and marked on the envelope as "**Bid for Digitization of BIS Publications**" and should reach HEAD(ITSD), Bureau Of Indian Standards, Room No 105, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi-110002 before **1500 h on 15 Nov 2011**.

### **3. DEFINITIONS:**

**Bidder:** The company submitting the bid, and if selected, executing the project.

**Contractor:** The successful bidder with whom an agreement will be signed for execution of the project.

**Bid Security (EMD-Earnest Money Deposit):** EMD of INR 20000/-, (Demand Draft for Rupees Twenty Thousand Only) to be paid at the time of submission of bid. After award of work to the successful bidder, EMD of unsuccessful Bidders will be returned back.

**Full Text PDF:** A pdf file which has minimum size and which contains no (or minimum possible number of) images. Searching any part of the file (containing numbers or characters) should be possible within this pdf file.

**Image PDF:** A pdf file which contains image and cannot be searched.

#### **4. ELIGIBILITY CRITERIA:**

i) The Bidder is required to have all necessary infrastructure required for carrying out the job. The job should not be sub-contracted. Details of infrastructure and manpower available and persons likely to be employed for the work is required to be given with the quotation. (Annexure-1). The persons employed for proof reading have to be technically qualified (Diploma in Engineering or B. Sc or higher technical qualification).

ii) The Bidder is required to have experience in Digitization work and should have handled digitization and related work for at least 6 Lac pages during the previous three financial years i.e from 1 April 2008 to 31 Mar 2011. Evidence in this regard, like completion certificate issued by the client, should be enclosed. ( Annexure-2)

iii) The Bidder is required to submit a copy of their PAN number, Sales Tax and Service Tax Registration Number. ( Annexure-1)

**5. EVALUATION OF BIDS:** All Bids received will first be evaluated technically. **Financial bids of only the technically qualifying bidders will be evaluated based on the criteria mentioned in the financial bid (Annexure-3).** The financial bids of those bidders who do not qualify technically, will not be opened. BIS is not bound to award the work to the bidder quoting the lowest price.

#### **6. STEPS INVOLVED IN DIGITIZATION:**

a) Collection of publications (printed copy or soft copy in MS Word /image pdf) from BIS, New Delhi. The printed copies so collected from BIS may be arranged in order, in two sets, to facilitate easy scanning and proof reading.

b) Scanning the publications (for printed copy, where required) using the agreed resolution and providing the data in the requisite formats, i.e. text PDF, Word etc.

c) Cropping and cleaning of images (removal of black noises around the text), skew correction (making the image straight), de-speckle (removal of small dots between the text) providing equal margin all around the text.

d) Manual Zoning: Identification of various portions (zones) in the image and identifying zones which can be converted to full text format and zones which need to remain as images in the final pdf file.

- e) Optical Character Recognition (OCR): OCR ing of the Zoned images for English, Hindi / Bi-lingual publications.
- f) Formatting of the text to match the look of the OCR ed images with printed copy given to the contractor by BIS.
- g) Proof reading of the OCR ed data to ensure 100% accuracy of the text.
- h) Separation of scope, reference and amendments as individual files, as per file naming convention given by BIS.
- i) Exporting to the required file format (html, pdf etc) . Output file provided in PDF file format with following specifications:
- Linearized PDF for Faster Web View
  - Text Recognition.
  - Enabling documents for interactive use with free Adobe Reader (Adobe Reader Extensions)
  - Encryption, Digital Signatures, and secure Time-stamping, as required by BIS.
- j) Final verification of the files generated.
- k) Arranging the softcopies in required order /folders and submitting soft copies to BIS, New Delhi on DVDs/CDs. Accuracy of 99.99% is required to be guaranteed by the contractor. Printed copies of publications given by BIS have to be returned back to BIS, New Delhi.

## **7. Technical Requirements:**

- i) Scanning must be carried out in minimum 300 dpi resolution for black and white pages and Minimum 600 dpi resolution for coloured pages. For analyzing the pdf files available at BIS the contractor will be required to provide a tool for use by BIS. The tool should enable BIS to examine if a pdf file has "image only pages" and count number of such pages. Cost of the tool, if any, is to be quoted in the financial bid.
- ii) Proof reading of publications converted to full text pdf has to be done by the contractor and 99.99% accuracy should be guaranteed by the contractor. There should be no difference between the publication given by BIS (printed copy) and the searchable pdf file created by the contractor with respect to type and size of font, arrangement of pages etc. The only exception is that all amendments to the publication are required to be arranged at the beginning of the publication, in the pdf file. Separate pdf file (as per file naming convention) has to be created for amendments, preview (scope and reference).

iii) The number of publications, pages mentioned above is for reference. Payment will be made based on the actual work done. It is likely that the actual number of pages / publications may be more than /less than the number mentioned above.

iv) Two printed copies of the publication will be given by BIS to the contractor. The contractor will collect these publications from BIS (publication /ITS department), New Delhi. One copy to be used for scanning and the other for proof reading. In case of old publications it may be possible for BIS, to give only one copy of the publication. All printed copies of publications given by BIS to the contractor need to be handled with care and returned to BIS, after completion of work.

v) MS Excel worksheet (or MS Access file) giving details of publications will be given to the contractor. The file names for the files, generated by the contractor, have to be exactly same as the file name given by BIS in the Excel worksheet. The contractor will be responsible for all data entry work required like noting the names of publications received from BIS, publications scanned, publications converted to full text pdf, publications delivered to BIS in soft form etc.

vi) The contractor is required to place the amendments to the publication at the beginning of the publication or at a suitable place in the publication, as per the requirement of BIS. The contractor is also required to book-mark each pdf file generated.

vii) At the end of each month, the searchable pdf files created is required to be given to BIS on a DVD/CD in compressed format (preferably using winzip) with password protection for the zip file.

viii) The contractor should use their own hardware (scanner, computer, printer etc) and software for scanning, cleaning, cropping and conversion to pdf. The work is required to be carried out at the premises of the contractor.

ix) Most of the publications are in English, some are bi-lingual (both Hindi and English) and a few are only in Hindi. Full text pdf with 99.99% accuracy is required to be ensured for all these types of publications. Some publications are in English and foreign languages (e.g. English-French-Russian, English-French etc.) for which only a searchable pdf is sufficient (i.e. image pdf with hidden text).

x) The contractor is eligible to receive payment as per the charges quoted in the bid. Additional charges like transportation, handling charges, postage packing charges will not be payable.

xi) Warranty is required for the work done, for 180 days from date of completion of the work. During the warranty period if any shortcomings /defects are observed in the work done, the contractor is required to rectify the same, free of cost.

## 8. HOW TO SUBMIT THE BID:

a) The bids are invited under the two bid system (Technical and Financial) and are required to be submitted along with a covering letter and the annexure mentioned in the tender document. The technical bid (Annexures-1,2) along with EMD of Rs20000 (Demand Draft for Rupees Twenty Thousand Only, drawn in favour of Bureau of Indian Standards, Payable at New Delhi) and related documents are to be placed in an envelope called the first envelope and has to be super-scribed "**Technical Bid**". The financial bid (Annexure-3) must be placed in a separate envelope called the second envelope and has to be super-scribed "**Financial Bid**". Both these envelopes (first and second) must be sealed and further placed in a bigger envelope which must also be sealed and super-scribed "**Bid for Digitization of Publications of BIS.**".

b) The last date for submission of Bids is **15 Nov 2011, before 1500 h**, at the following address:

**Head, ITS Department,  
Bureau of Indian Standards,  
Room No. 105, Manak Bhavan,  
9, Bahadur Shah Zafar Marg,  
New Delhi 110 002**

e-mail: [its@bis.org.in](mailto:its@bis.org.in)

Fax: 011-23238911

Tel: 011- 23239402, 23233375, 2323 0131. Ext: 4288

c) The bidder is required to digitise four pages of the attached image pdf document ([1342A1.pdf](#)) and submit print out of the digitised document along with the technical bid, giving details of reduction in size achieved. (Please refer Annexure-1). Soft copy of the digitised pdf file (in CD/DVD) is also required to be submitted along with the technical bid.

d) All queries related to the Tender may be sent in writing to Head, ITS Department, at the address given above before the last date mentioned above. Clarifications may also be sought over telephone/ email /fax. The last date for submission of Bids mentioned above will remain the same irrespective of the clarifications sought by the Bidders.

e) The price quoted should remain valid for a period of 120 days from the last date for submission of the Bid. The Bids in the prescribed format must be complete in all respects. BIS has a right to reject any bid if it is not complete in any respect or if the bidder specifies any requirement which is not in line with the requirement(s) specified in the tender document. BIS also has a right to reject any or all Bids without assigning any reason whatsoever.

f) All costs incurred in connection with submission of Bids like preparation, mailing, submission, cost involved in obtaining clarifications, subsequent processing will have to be borne by the bidders only.

g) The EMD of bidder will be forfeited if the bidder withdraws or alters or fails or refuses to accept the assignment during the validity period of the bid.

## **9. OPENING OF BIDS**

i) The Technical Bids will be opened at 1600 h on the date mentioned above, in the presence of bidders or their duly authorized representative at the address indicated above. After evaluation of technical bids, financial bids of the technically qualifying bidders will be opened and evaluated for cost effectiveness, based on the criteria given in the financial bid (Annexure-3).

ii) Bids not accompanied by EMD (DD for Rupees Fifty Thousand Only), Bids submitted late, unsigned Bids, Bids which are incomplete will be rejected. Please fill in the Bid in the given format and fill in all the columns. BIS reserves the right to reject any Bid without assigning any reason whatsoever.

iii) BIS may cancel this tender or modify the requirements without assigning any reasons. BIS may also modify/ relax the scope of the work given in the tender. BIS, without assigning any reason, can reject any bid(s), in which any prescribed condition(s) is found incomplete in any respect.

**10. EXPENDITURE ON SUBMITTING THE BID:** All cost incurred in connection with submission of Bids like preparation, mailing, submission etc should be borne by the Bidder. BIS will not be liable to pay any amount to the bidder in this regard, irrespective of the outcome of the tendering process.

**11. SIGNING OF AGREEMENT:** An agreement will be signed between BIS and the successful bidder for execution of work. The agreement will be valid for one year initially and may be renewed for further periods of one year at a time, if BIS is satisfied with the performance of the contractor. During the tenure of the agreement, if the contractor does not provide a timely and satisfactory solution, BIS will terminate the contract.

**12. TERMS OF PAYMENT:** The contractor can raise bills at the beginning of each calendar month, for the portion of work completed during the previous calendar month. Verification of work and processing of payment may take up to 30 days. Payment will be made 30 days after completion of work (for which bill is raised). BIS will not be subjected to any late payment charges. The contractor is eligible to receive payment of the work completed, if the contract is terminated by BIS for any reason other than the Contractors inability to perform work properly, in the agreed time frame.

**13. PENALTY:** In case of deficiency of service or non-compliance of the agreement, BIS may cancel or rescind or revoke the contract and impose a suitable penalty in proportion to damages. Penalty of Rs 5000 per instance may be imposed by BIS and will be binding on the contractor. BIS will deduct the penalty from the amount payable to the contractor.

**14. PERFORMANCE GUARANTEE:** The contractor is required to submit a performance guarantee of Rs50000/- (Rupees Fifty Thousand Only) at the time of signing of contract. This performance guarantee will be valid for a period of Ninety days beyond the date of validity of the contract. EMD of successful Bidder may be adjusted against the performance guarantee.

**15. TERMINATION OF CONTRACT:** In the event of assigned work carried out by the contractor is found to be unsatisfactory by BIS, the contract would be terminated and BIS will get the remaining work done from another vendor, at the cost and risk of the contractor. In the event of cancellation or termination of contract, the contractor is eligible for payment for only the successful work carried out by him, after deduction of penalty, if any.

**16. ARBITRATION:** In case of any dispute or differences arising under the terms of the contractual agreement, the same will be settled by reference to arbitration by a sole arbitrator to be appointed by the Director General, BIS, New Delhi. The provisions of Arbitration and Conciliation Act, 1996, will be applicable.

**17. JURISDICTION:** In case of any dispute arising out of this business or interpretation of any clause of the agreement, the court at Delhi alone will have the jurisdiction to try and decide.

## Technical Bid (Annexure-1 and 2)

### Annexure-1: Format for Submission of Technical Bid.

| SL NO | Description of Item   | Reference number of document attached. |
|-------|---|--|
| 1     | Name of the company with full address:  |  |
| 2     | Details of Contact person with Phone Number, email address etc  |  |
| 3     | Company Profile along with IT returns for the previous two financial years i.e. 2009-2010,2010-2011.  |  |
| 4     | Experience ( in digitization ) related to the proposed work   |  |
| 5     | Details of Manpower available and manpower proposed to be deployed on this particular project :   |  |
| 6     | Infrastructure (like Scanners, OCR Software etc) related to digitization available and proposed to be deployed for this project.  |  |
| 7     | Self attested copy of PAN Number and Service Tax / Sales Tax Registration Number  |  |
| 8     | Print out of Four pages of document after digitisation ( <a href="#">1342A1.pdf</a> , given by BIS along with tender document) along with a covering note giving details of reduction in size achieved. Soft copy of digitized pdf file( on CD/DVD) is also required to be enclosed with technical bid. |  |
| 9     | Any related additional information which the bidder would like to mention:  |  |

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Signature of Authorized Signatory with Seal

Date:

(Name and Designation)

**ANEXURE -2 List of Customers where a similar work was carried out:**

The Bidder should have carried out digitization and related work for at least 6 Lac pages during the previous three financial years i.e. from 1 April 2008 to 31 Mar 2011. Evidence in this regard, like completion certificate issued by the client, need to be enclosed. Please provide details in the format given below:

| Sl No | Name and Address of Customer with name and designation of contact person | Email Id<br>Telephone and Fax<br>Website | Reference number, date of completion certificate of customer enclosed. | Specific details of Solutions of similar nature provided. |
|-------|--|--|--|---|
| 1     |  |  |  |   |
| 2     |  |  |  |   |
| 3     |  |  |  |   |

**Annexure-3 FORMAT FOR SUBMISSION OF FINANCIAL BID**

Note:

1. The basic price quoted must be firm and should not be in terms of percentage. It must be inclusive of all taxes except service tax. All columns have to be legibly filled in. If any column or detail is incomplete, BIS may reject the bid without any further reference to the contractor.
2. Most of the pages are of A4 size. A few pages may be in A3 or A5 or other sizes for which the rates of A4 Size quoted above will be paid by BIS.
3. Criteria for evaluation of financial bid is given below:

**Conversion of existing image pdf to full text pdf (80000 pages)**

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**Preparation of a separate pdf file containing preview (scope and reference) portion of the publications. ( 10000 Pages)**

+

**Preparation of a Separate pdf file containing amendments ( 2000 pages )**

However BIS does not guarantee minimum work as per evaluation criteria given above.

Name of the firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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**Annexure-3 ... FORMAT FOR SUBMISSION OF FINANCIAL BID**

| Sl No | Description of Work  | Price per page for A4 Size Page* |                   |                   |
|-------|--|----------------------------------|-------------------|-------------------|
|       |  | Basic Price (INR)                | Service Tax (INR) | Total Price (INR) |
| 1     | Scanning of printed copy of publications and converting them to full text pdf.   |                                  |                   |                   |
| 2     | Preparation of a separate pdf file containing preview (scope and reference- one pdf file per publication)                  |                                  |                   |                   |
| 3     | Preparation of a Separate pdf file containing amendments (one pdf file for each amendment of a publication).               |                                  |                   |                   |
| 4     | Conversion of documents in MS Word To full text pdf.   |                                  |                   |                   |
| 5     | Conversion of existing image pdf to full text pdf.   |                                  |                   |                   |
| 6     | Conversion of existing image pdf to MS Word format   |                                  |                   |                   |
| 7     | Cost of Tool to be provided to BIS for analyzing the pdf files at BIS to ascertain if they require conversion to full text |                                  |                   |                   |
| 8     | Any other cost(please give details)  |                                  |                   |                   |

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 Signature of Authorized Signatory with Seal

Date:

(Name and Designation)

Place: