



**OFFICE OF THE UNIVERSITY CENTRAL LIBRARY
SRI KARAN NARENDRA AGRICULTURE UNIVERSITY
Jobner, District – Jaipur (Rajasthan) Pin – 303329**

Email : librarian@sknau.ac.in

UL/SKNAU / F/2019/ 437

Dated 9/1/2019

NOTICE for inviting Quotations

Sealed quotations are invited from reputed firms / Agencies for scanning works of old theses/documents of library as per following specifications, to be done at Office of the University Central Library, SKNAU, Jobner. The quotations will be accepted up to 1.0 PM of 19/01/2019 and will be opened on the same day in the Office of the University Central Library.

SN	Technical specifications of scanning works	Approx numbers of pages of theses / documents
1	Scanning of old Theses/documents (Approx 1000) with standard images/ resolution and providing the data in PDF format with Cleaning of images (removing black noises around the text) with searchable metadata and accuracy of text. Compatible with any Browser and 300 DPI (dot per inch) with standard optical resolutions and other applications.	100000(One Lakh pages)

Other terms and conditions:

1. EMD @2% i.e. Rs 2000.00(estimated cost of the work Rs 1.0 Lakh) should be deposited in advance DD /cheque in favor of University Librarian, SKNAU, Jobner. The EMD. of successful bidder will be refunded only on successful completion of scanning /digitization work as per work order.
2. The quoted rates should be in terms of **Rupees per page** inclusive of all taxes /material charges / labor / machine / transport etc.
3. No advance payment on any account will be made.
4. The responsibility of taxes/GST/charges as per govt. rules will be on the part of firm / Agency
5. Preference will be given to those firms who have done scanning work in the Government /Banking sectors /Universities /Institutes etc. Proof of work done in the form of Work Order and completion certificate must be attached. The bidder must be in the similar business for at least last 3 financial years.

6. The bidder should have latest ISO 9001 Certified in Digitization, Enterprise Content Management
7. Financial statements or reports duly certified by Chartered Accountant for the latest financial years should be enclosed
8. The firms /agencies have to give an undertaking on Rs 10.0 Non judicial stamp paper stating that they will not use the digitized content of books of Institute for any other purpose and also will not share this data with any firm/company/organization/institution, etc.
9. The approximate number pages may increased or decreased
10. Scanning work has to be done on site i.e. Office of the Central Library, SKNAU, Jobner. between office hours 10.0 AM to 5.00PM only and on all working days only .
11. Work has to be completed within one month after issuing the work order the duration of the work may be further extended as per discretion of the of undersigned.
12. The firms / agencies shall be responsible for preparing the documents for scanning/digitization purpose. i.e. cleaning of books; removing dust, taking them out of shelves & putting them back etc. Books rebinding / refilling after scanning.
13. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
14. Two year warranty of work done should be given by the bidder .
15. Provide a digital copy of entire digitized content in Portable reliable and high quality (at its own cost) Hard disk /DVD to the library for record /uploading purpose. It should be possible for user to search a record in combination of full text search and metadata.
16. The digitized images to be converted to searchable PDF format. The layout of the page should be retained.
17. The committee has right to reject / accept any quotations without assigning reasons thereof.
18. In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be repeated.
19. The decision of the University Librarian shall be final and binding upon in the event of any dispute arising out of the terms of the contract.

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9/11/19

(Dr. Mrs. Madhuri Joshi)
University Librarian

Copy forwarded to the following for information and necessary action :-

1. PS to Hon'ble Vice Chancellor, SKNAU, Jobner Jaipur
2. Dean and Faculty Chairman, SKNCOA, Jobner
3. Comptroller, SKNAU, Jobner, Jaipur with the request to attend or send his nominee at the time of opening quotations
4. In charge CIMCA, Jobner with the request to upload this tender on university website www.sknau.ac.in
5. Notice boards / Nagar Palika Jobner
6. Treasury Officer, SKNAU, Jobner, Jaipur
7. All library Committee Members

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9/1/19
(Dr. Mrs. Madhuri Joshi)
University Librarian