Vasantrao Naik Marathwada Krishi Vidyapeeth , Parbhani
University Library

No. U.L. /CIS/476/19   Date: 11 July 2019

<u>NOTIFICATION</u>

Sub: Call for quotation: Digitization and digital archiving of old theses and dissertations kept in University Library.

Vasantrao Naik Marathwada Krishi Vidyapeeth, University Library , Parbhani invites sealed quotations for providing services of **Digitization and digital archiving of old theses and dissertations kept in University Library** from authorized service provider agency. The quotations should reach on or before **25 July 2019** to the university library. The quotations should be in favour of Librarian, University Library, Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani in the sealed envelope with title bold letters as – **"Quotation for digitization and digital archiving of old theses kept in University Library".**

Scope of the work:

The terms of reference are for Digitization, archiving and preservation of post graduate and doctoral theses and dissertations for central library, Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani. Under this project the university intends to digitize remaining collection of post graduate and doctoral theses and dissertations that exist in print format by adopting turnkey solutions and the best practices of digitization with long term preservation via hosting methodologies. The theses and dissertations will have to be digitized archived and preserved for posterity and hosted on Krishikosh. The university intends to digitize approximate **1.5 lakh or up to 2.5** lakh pages (Approximate 1500 to 2500 theses). However the university library reserves the right to decrease or increase the number of pages to be digitized.

Nature of the work:

1. The thesis / dissertation to be converted in requisite format will be provided in hard bound volumes.
2. Taking out the theses/dissertations from their location based on the list being handed over and placing at its original location after completion of work.
3. Preparing the document for scanning by opening the binding to create loose leaves (if required) and then get the same rebound in the same condition after the completion of work without any damage to the material.

4. Scanning the loose leaves/pages, charts, diagrams, pictures, maps etc. and creating TIFF /PDF images. Text may be scanned with overhead scanner in bi-tonal (B & W) with 300 dpi output resolution and appropriate threshold, while the pictures or graphics should be scanned in grayscale at 150 dpi. An output resolution of 300 dpi with 100 scaling factor should be aimed to deliver a printout of A4 size.

5. Creating the structured archival of file of TIFF images and developing Hard Disk/CD/DVD or any storage media commensurate with technological development.

6. Images should be cut, cropped and cleaned, wherever necessary.

7. Manually correct the proof of the text, OC Recognition and develop the Rich Text Format, wherever required, with proper output/display resolution file for creating archival file in external storage media.

8. Develop appropriate tree structure of RTF 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.

9. Developing the structured file through the combination of RTF and PDF along with embedded metadata by tagging them with DC/UNIMARC and using the suggested watermark on the PDF image.

10. To create metadata for the theses and uploading of theses to Krishikosh repository.

Technical Requirements:

1. The output of theses / dissertation should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.

2. The scanner should have minimum of 300 dpi (dot per inch) optical responses or resolutions with (Bit depths: Bit, not less than 8-bit Grayscale or 24 – bit Color (True Color)).

3. The scanners should have a minimum output of 10,000 pages per day. Scanner specifications need to be enclosed.

4. Image enhancement – Basic Enhancement Raster cleaning , De-skew , De-Speckle Cropping and hole removal etc. to be carried out on each images for optimum images clarity.

5. 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).

6. 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 .

7. The firm will have to follow a standard work flow management system for the scanning process. Details of the workflow must be provided.

8. The firm will have to furnish the entire process of microfilming that will be followed by them. (The microfilming of digitized theses / dissertations is under consideration.)
9. 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.
10. The digitized images to be converted to searchable PDF format for English and other languages.

Price table for quotation:

The prices for work details should strictly be presented in following manner –

S.N	Description of Work	Unit	Cost (in Rs.)
01	Digitization of print theses / dissertations as specifications mentioned in Nature of Work , Technical Requirements and Terms and Conditions	Per Page	
02	Unbinding and Rebinding of theses/dissertations	Per thesis / dissertation	
03	Creation of Metadata for theses/dissertations complying with Krishikosh	Per thesis / dissertation	
04	Uploading digitized thesis / dissertation on Krishikosh	Per thesis / dissertation	
05	OCR for English	Per thesis / dissertation	
06	Back up of digitized content in Hard Disk	One Time	

Terms and Conditions:

1. The Librarian reserves the right to reject any quotation without any reason.
2. The vendor must include their client list where they have completed theses digitization work.

3. The librarian reserves the right to cancel the entire procedure without any reason.
4. The prices given in the quotation will be considered for the next six months from **25 July 2019.**
5. If there is any conflict between the university library and the service firm during the service period, the claim will be settled in the Parbhani 431 401 (M.S.) District Court.
6. No advance payment will be released at the time of work order. The payment will be released after successful digitization of theses/dissertations as per specifications and after successful uploading theses/dissertations on Krishikosh. **The payment of work will be paid in the last week of March 2020 . However if the funds will be available earlier to the March 2020 , the payment will be made prior to March 2020.**
7. The service provider firm should not share the Metadata data and soft copy of the theses/dissertations without prior permission of the university.
8. The service provider firm will to digitize the theses/dissertations inside the university library. The theses/dissertations will not be provided out of the university library.
9. The service provider firm should provide the Backup of digitized theses/dissertations in hard disk with Metadata.
10. The solution provider / firm should be proficient in digitization and preservation of theses/dissertations only with experience of more than 05 years in the digitization and preservation domain via microfilming. (Microfilming of the digitized theses is under consideration)
11. The solution provider / firm should have experience in digitization, archiving and hosting of ETDs in India .
12. The solution provider / firm should perform unbinding and rebinding of theses/dissertations that are to be digitized without any damages to the existing binding of the work.
13. The solution provider / firm should have provision to perform microfilming of the theses / dissertations to preserve the material for posterity. (Microfilming of the digitized theses is under consideration).
14. The digitization work with hosting of theses/dissertations on Krishikosh must be completed in 45 days or less period after digitization.
15. The solution provider / firm should have to complete the digitization project strictly as per the Nature of work and as per Technical Requirements mentioned in this quotation call letter.
16. The university library reserves the right to decrease or increase the scope of the digitization project. No compliant against the decrease or increase of the digitization project will be entertained.

Signature of the competent authority with seal

*** Before obtaining the work order, the solution provider / firm should have to submit a Bond paper of 100/-Rs. with typed terms and conditions and stating that the service agency/ firm accept the terms and conditions mentioned in the quotation call letter . (Original Bond Paper)*

Enclosures with quotations

Following enclosures should be attached with the quotation.

1. Photo copy of the Company / Service Agency Registration certificate / Licence with latest renewal.
2. Photo copy of GST registration details.
3. Photo copy of PAN details.
4. Performance Certificate / Satisfactory Service Certificate/ Work orders from clients.

Mailing Address: Librarian, University Library, Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani – 431402 (M.S.)

-sd-

Librarian
University Library
Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani

Copy to information:

1. Notice Board – University Engineer , V.N.M.K.V , Parbhani
2. Notice Board – Comptroller , V.N.M.K.V , Parbhani
3. Notice Board – University Library
4. University Website