



# KRISHNA INSTITUTE OF MEDICAL SCIENCES “DEEMED TO BE UNIVERSITY”, KARAD

Accredited by NAAC with 'A' Grade (CGPA: 3.20 on 4 Point Scale)  
An ISO 9001:2015 Certified University

Declared U/s 3 of UGC ACT, 1956 vide Notification no.F.9-15/2001-U.3 of the Ministry of Human Resource Development, Govt. of India  
Karad, Dist. : Satara (Maharashtra State) Pin : 415110 Tel : 02164-241555-8 Fax: 02164-243272/242170  
Website : [www.kimskarad.in](http://www.kimskarad.in) E-mail: [registrar@kimskarad.in](mailto:registrar@kimskarad.in)

## **TENDER / QUOTATION NOTICE**

### **Tenders/Quotation for Digitization and Archiving of Medical Theses and Journal Back Volumes for Library**

Sealed Tenders are invited for **Digitization and Archiving of Medical Theses and Journal Back Volumes for Library**, of Krishna Institute of Medical Sciences “Deemed To Be University”, Karad, Maharashtra.

Detailed Blank tender forms (Technical requirements, Process, Responsibilities, Terms and conditions of the tender) can be downloaded from our website: ([www.kimskarad.in](http://www.kimskarad.in)) from **16.04.2019 to 25.04.2019**

Tender form fees Rs.2,000/- (Non refundable) and EMD Rs.25,000/- (Refundable) payable in **DD in favor of KIMS Deemed University Payable at Karad.**

1. Sealed Tenders along with Tender form fees and EMD should reach to the office of The Registrar, KIMS “Deemed To Be University”, Karad by **5.00 pm on or before 25.04.2019**. Tenders without form fees & EMD shall not be considered.
2. Tenderers should submit tender as per the specifications and terms & conditions.
3. Conditional Tenders shall not be entertained.
4. Krishna Institute of Medical Sciences “Deemed To Be University”, Karad reserves rights to reject any or all tenders without assigning any reason.

Date: 16.04.2019

Place: Karad

sd/-  
**REGISTRAR**  
**KIMSDU, Karad**



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## Scope of work for Digitization and Archiving of Medical Theses and Journal Back Volumes for Library, Krishna Institute of Medical Sciences “Deemed to be University”, Karad, Maharashtra

### TENDER FORM

(Tenders are invited in a two-bid system for digitization and archiving of medical theses and journal back volumes from turnkey solution providers only. Tender documents can be downloaded from the website [www.kimskarad.in](http://www.kimskarad.in) The bids should reach the institute **on or before 25.04.2019** with Tender form fees and EMD in **DD of any Nationalized Bank in favor of KIMS Deemed University Payable at Karad**)

### SUMMARY OF TENDER

Sr. No.	Heading	Description
1.	Name	Digitization and archiving of medical theses and journal back volumes
2	Bid Validity	Within one month from submission
3.	Technical Bid Opening Date	26.04.2019
4.	Financial Bid Opening Date	26.04.2019
5.	Address to Send Mandatory Document and EMD with Tenders	The Registrar, KIMS “Deemed To Be University”, Karad Dist: Satara, Maharashtra Pin-415110
6.	Contact Details/ Telephone	Mr. Arun A. Pawar Librarian Mobile No.9689452239
7.	Tender form fees Rs.2000/- Name of Bank and DD No	
8.	EMD fees Rs.25000/- Name of Bank and DD No	
9.	Last Date of Bid Submission	25.04.2019

### INTRODUCTION

The terms of reference are for Digitization and archiving of medical theses and journal back volumes for Library, Krishna Institute of Medical Sciences “Deemed To Be University”, Karad. Under this project the institute intends to digitize its collection of print doctoral theses (Approx.1000 theses) and journals (approx.6000 journals) that exist in print format by adopting turn-key solutions and the best practices of long-term preservation and archiving methodologies along with access via international software and platforms from medical institutes in India and the world. The records will have to be preserved after digitization for posterity and hosted on international platforms for discoverability. The platforms should



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also have the provision to contribute medical theses in future on the same platform and offer royalties upon hosting and publishing.

Only turnkey solution providers are invited who are leaders in the field of digitization and archiving of theses with microfilming having experience of 20 years and above in digitization, preservation and hosting only. The company should have core domain and technology expertise on international platforms with medical content and should have undertaken and executed projects for universities/institutes in India and the world, including institutes of national importance in India.

The solution providers also need to capture and create metadata for each thesis and journals as per international archiving standards. The project should be executed onsite and all software and manpower to carry out the work are to be arranged by the agency at their own cost and post digitization and archiving, the solution provider should upload the final digitized data on an IR created for the institute, as well as an international platform with which can track downloads, usage metrics and offer embargo facilities. Solution provider must also provide training to the library staff on access and future uploading of records on the IR and platform. The firm must also transfer the final work in external Hard disk to the university.

## **I. TECHNICAL BID – ANNEXURE I**

### **Qualifying Criteria - Mandatory Terms & Conditions**

1. The solution provider/firm should be proficient in digitization and preservation of doctoral theses only with experience of more than 20 years in the digitization and preservation domain for academic libraries in India and the world.
2. The solution provider/firm should have experience in digitization, archiving of books, journals and medical theses in India as well as internationally. Firm should have executed at least 20+digitization of theses and dissertation projects central/state/private institutes. Documentary evidence of work order copies from these institutes/universities should be enclosed.
3. Firm should have expertise in completion of minimum 2 projects from medical institutes recognized by MCI and Dept of Higher Education of the HRD Ministry.
4. Firm should have wide experience in digitization and archiving of old books and journals with hosting on platforms providing discoverability and usage statistics.
5. The solution provider/firm should be able to digitize and upload the electronic theses and dissertations on international platform with facilities like embargo, usage metrics, royalties, etc.
6. Firm should enclose all relevant Testimonials and completion certificates for libraries where digitization of theses work has been completed. Minimum 7-8 testimonials are to be submitted from completed projects of library digitization for theses, rare books, ranging from 2016-2019.



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7. The firm must furnish details of the international platform for hosting of the medical theses. The platform should contain theses from reputed medical institutes in India and the world. The firm must provide seamless access of the platform to KIMS users to facilitate further research.
8. Firm must perform OCR conversion to ensure full text search ability. Only licensed International standard OCR software is to be used for text recognition and document processing. Firms must submit proof of OCR licenses along with the Technical Bid
9. The solution provider/firm should enclose all necessary supporting documents showcasing their technical expertise in executing digitization of theses projects in the past. Testimonials and contact details of libraries where similar work has been done should be provided. The university reserves the right to verify the authenticity of these documents and references.
10. The scanning work shall be done by the firm onsite, at the university premise. The material to be scanned shall be provided by the library. All software and manpower to carry out the work are to be arranged by the agency at their own cost and post digitization and archiving, the solution provider should transfer the completed work in an external hard disk to the university.
11. Firms must submit any requirements from the university that are to be arranged by the library in order to execute the project.

## II. Technical Requirements

1. The theses/journals should be scanned as per steps indicated below using high-throughput scanning machines capable of delivering resolution of 300 dpi.
2. The scanner(s) 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. Scanned images should be in searchable PDF and TIFF format.
4. The scanners should have a minimum output of 10,000 pages per day. Scanner specifications need to be enclosed.
5. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum images clarity.
6. 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).
7. 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.
8. Firms need to capture and create metadata for all theses and journals as per international archiving standards for discoverability on international platforms and IR.
9. The firm will have to follow a standard work flow management system for the scanning process. Details of the workflow must be provided.
10. Vendor should provide solutions for preservation of medical theses via microfilming technology. Vendor to provide supporting documents in the form of photographs and details of the company's background in microfilming along with photographs of the facility showing



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ongoing work. One sample microfilm/fiche of the firm must be submitted along with the technical bid. The said film/fiche should be a property of the firm and not any third-party organization.

11. 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.
12. Only licensed international standard OCR software is to be used and firm will be required to furnish a the OCR licenses.
13. A file-naming scheme database - should be established prior to capture. The same will be provided by the library.
14. A backup of the completed work in External Hard Disk to the university.
15. Firm should provide a customized Document Management System hosted on library server with all the digitized theses uploaded on the DMS.
16. Firm should also host all the digitized theses on an international platform with existing medical theses from other universities in the world along with mechanism to provide royalties to the university from due usage and downloads of theses. Platform should also have the facility to provide embargoes on the full text if required.

## I. Steps involved in Digitization Process

**Step-I** Scan, Enhance, and archive one set of DVD

**Step-II** Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, .PDF etc.

**Step-III** Cleaning of images (removing black noises around the text) Skew correction to make the image straight) De-Speckle (removing of small dots between the text) providing the Equal margin all around the text and maintain Same Page Size as per original for all pages of each thesis.

**Step-IV** Extract text from the images (only English language) and converting to Searchable PDF-A with 99% accuracy of text. Graphics should have their enhanced grayscale/RGB look in the final output.

**Step-V** Storing and maintaining back-up, verification of backup till the project execution and status reports on weekly basis is required. (Provide backup on DVD/HDD)

**Step-VI** Capture and Create Metadata for each and every record as per International archiving Standards.



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**Step-VII** Upload the Digitized record on a customized DMS and the digitized theses on a platform of international standards for discoverability and ease of access and provide royalty based revenue sharing model

**Step-VIII:** Perform microfilming for the theses collection and provide a digital OCR copy of microfilm to the university for purpose of record.

## II. Other Responsibilities of the executing Agency/Firm

Besides digitization and preservation of the collection, maintaining records and generating regular progress reports, the other major responsibilities of the executing firm will be as under:

1. Maintaining confidentiality about work
2. Safe handling of the physical records used for scanning (as these are rare available as single copy and cannot be recreated). While handling the records, proper care is to be taken, so the firm should deploy only experienced scanning operators. In case of any negligence the firm shall be penalized.
3. The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning; remove dust, taking them out of shelves and putting them back etc.
4. Handling and maintenance of the hardware installed by the agency will be the responsibility of the firm.
5. Firm should provide written undertaking that their firm has not been blacklisted by any Government/autonomous/PSU type organizations, etc.

Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and other factors bearing on the execution of the works.

## III. FINANCIAL BID – ANNEXURE II: Proforma for Financial Bid – BOQ:

- a. Name of Firm:
- b. Contact details & Address:
- c. Email and Phone number:



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Sl. No.	Price Components	Unit	Cost (in INR)
1.	Digitization of print theses and journals (complete scanned solution as per technical requirements outlined in tender)	Per page	
2.	Image enhancements and OCR to provide searchable PDFs	Per page	
3.	Metadata extraction in XML with separate formats for theses and journals complying with international standards	Per record	
4.	Implementation of Document Management System (DMS) with MySQL database and full-text search, browse features (including annual maintenance)	One-time	
5.	Installation & uploading digitized theses on international platform containing medical theses from other universities in India/world(with provision to upload recent theses)	One-time	
6.	Seamless access annually to K.I.M.S users of the platform with the indexed theses for further research	Per annum	
7.	Uploading of all digitized records on the customized DMS/IR for the library	Per record	
8.	Microfilming of medical theses & maintenance of microfilms on behalf of university	Per thesis	
9.	Back up of digitised content in Hard disk to university	One-time	

Submission of the tender by the firm implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and other factors bearing on the execution of the works.

Date:

Authorized Signatory: