Scottish Church College

1 & 3 Urquhart Square Kolkata -700 006

Notice for quotation

Ref: Tender Estate/SCC /02 /2022-23 Dated 22/04/2022

Contact: Shibnath Bhattacharyya (M:98362 72199)

Appropriate quotation is invited in sealed cover from eligible bidders' /suppliers/ vendors for technical specification for the **Digitization of Old, Rare, Brittle documents of the** Library of the following :

	SCHEDULE OF WORK / ITEM(S)				
Sl.No	Description of Work / Item(s)	No.of Qty	Units	Rate	Amount
	Digital Scanning (Colour)				
1	Scanning (Colour) Size A4, A3, A2-A0 (Rare Books)	8,00,000.00	Nos		
2	Bibliographic Data Entry for per book	30,000.00	Nos		
3	Customization of Document Management System (DMS) for providing web interface to digitized content along with embedded book reader (Optional)	1	Nos		
4	Taxes (if applicable)	0	Nos		
			Total		

Eligibility Criteria

Criteria Heading	Criteria Description	Criteria Range	Score allocated	Full Marks	Documents to submit
Average Annual Turnover from Scanning & Digitization	Average Turnover from Scanning, Digitization related business in last 3 financial years(2018-19,19-20,20-21) should be at least Rs 3 Crores	>=3 to <4 Cr	2	10	IT Returns FY. 2017-21, PL & BS
		>=4 to <5 Cr	6		
		>=5 Cr	10		
Average Annual Turnover	Average Ann Turnover in last 3 financial years(2018-19,19-20,20-21) should be at least Rs 20 Crores	>=20 to <22 Cr	2	10	Turnover certificate audited by CA
		>=22 to <25 Cr	6		
		>=25 Cr	10		
Certification	The bidder must possess a valid ISO 9001:2015 &ISO 27001:2013 certification or above on the date of submission of bid		10	10	ISO 9001:2015, ISO 27001:2013
Value of Archival / Library digitization work	The Service Provide should have successfully performed Scanning and digitization project worth at least INR 50 Lakhs in each of last 3 years till 31.03.2021 in any Archive/Library across India	>=50 lakhs to <90 lakhs	2	10	WO, Completion Certificate
		>=90 lakhs to <1 Crore	6		
		>=1 Crore	10		
Volume of Archival / Library digitization work	Should have executed digitization projects, having least 50 Lakhs pages, with completion certificates in any Archive/Library across India in last 3 years till 31.03.2021	>=80 lakhs to <1 Crore	6	10	WO, Completion Certificate
		>=1 Crore	10		
Age of documents	Should have scanned of very old (200 yrs old), Brittle records and Archive documents		10	10	WO, Self-certification. Tendering Authority may verify with Client.
Technical Manpower	The bidder should have skilled IT professional & at least 5 library science professional, on current payroll, with experience in Archival / Library Digitization project		10	10	Name of professional, no. of years in Archival Project, Name of projects with clients
Presentation	Presentation with Live Demo			30	
		Full marks		100	

Pre Qualification

Sl. No.	Description
A	The Bids shall be submitted by only the Bidder; no consortium and sub vending is allowed in this Bid.Declaration in this regard needs to be submitted.[Non-Statutory Documents]
B	The Bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization banned the Bidder in the past, this fact must be clearly stated. [Non-Statutory Documents]
C	Any Bidder, who was banned in the past by Government of India / any organization under Government of India, any State Government / any organization under any State, shall not be eligible to participate in the tender unless they produce current-dated clearance certificate from the respective authority addressed to the bid inviting authority, in order to be able to participate in the tender process.[Non-Statutory Documents]

This quotation is to be addressed to the Principal , Scottish Church College and has to be submitted to the Principal's office in Scottish Church College , at 1 & 3 Urquhart Square , Kolkata – 700 006, on prescribed working day between 11:00 A.M. and 3:00 P.M. The bid / tender may be submitted from **22/04/22** & close on **30/04/2022**. The Selection /opening will be made at the Principal's office at 3:00 P.M. on **02/05/2022**.

The Authority of the College reserves the right / discretion for selection based on experience, amount, quality of the bid & bidder.

Dr. Madhumanjari Mandal   22/4/22
Principal
Principal
Scottish Church College
Kolkata