

**CENTRAL WOOL DEVELOPMENT BOARD,
C-3, Shastri Nagar, Jodhpur (Rajasthan)**

TENDER NOTICE

Tenders are invited for Scanning/Digitization of records of the Board. Detailed tender documents and other terms and conditions related to work are available on Wool Board website woolboard.nic.in from 15th Jan 2015. Downloaded tender documents along with a non-refundable tender fee of Rs. 100/- in the form demand draft/banker's cheque and required EMD can be dropped in the tender box kept in the office of Board upto 2:30 pm till 27th Jan. 2015 which will be opened on same day at 3:00 pm in the presence of the vendors, if any. Last date of Tender is 27.01.2015.

Executive Director

NOTICE INVITING TENDER FOR SCANNING/ DIGITIZING THE RECORD OF THE CENTRAL WOOL DEVELOPMENT BOARD, JODHPUR

- 1) Sealed Tenders are invited for Scanning/digitizing the record (mainly old files) of Central Wool Development Board, Jodhpur Board consisting of nearly 1,00,000 pages, on actual work basis (it may vary also).
- 2) The tenderer shall scan and digitize the record (file no. , Content and Noting side) using the state of the art equipments at Central Wool Development Board, Jodhpur in the space made available to the tenderer for the purpose of scanning/digitizing. With the approval of Executive Director, CWDB in special circumstances (to carried out the work speedily) Successful tenderer may be allowed to take the files to his premises and carried out the scanning work .
- 3) The interested persons can inspect the records lying in the Record Room as also the place to be provided for the purpose, after contacting Administrative Officer on Phone 0291-2616328 from 3 to 5 pm during working days [Monday to Friday] of the Central Wool Development Board, Jodhpur.
- 4) The tenderer must own Scanning/digitizing, indexing, storing and retrieval facility set up and must have best quality scanners.
- 5) The tenderer must have adequate experience of having Scanned/digitized, indexed, stored and provided retrieval facility for documents of at least 01 works of 1 lakhs pages in last 2 years with any of the Govt. Department and must provide proof for this along with tender document. Without this certificate his tender will not be considered.
- 6) The tenderer must have annual turnover of not less than five lakhs Rupees in each of the past three financial years.
- 7) The finalization of the bidder for Digitization and Physical Storage is based on A4 & Legal sizes canning pricing.

SCOPE OF SCANNING AND DIGITIZATION WORK

- 1) Batch Processing, Archiving (Scanning and storing into image/digital form searchable PDF/A format) and Retrieval.
- 2) Receiving files by the tenderer(s) from Central Wool Development Board, Jodhpur.
- 3) Preparing the files for scanning/digitization purpose, i.e. Removal of tags, pins etc.
- 4) Scanning and Storing the Data in Scanned form and one additional back-up on hard disk drive.
- 5) Each tender should be accompanied with a Demand Draft/Banker's cheque from any of the commercial banks for Rs. 5,000/- (Rupees Five Thousand only) as earnest money, drawn in favour of the Executive Director, Central Wool Development Board, Jodhpur. This deposit will be refunded to the unsuccessful tenderers as soon as tender is finalized by CWDB.
- 6) Indexing the stored digitized data.
- 7) Handing over the files back to the Central Wool Development Board, Jodhpur Staff in their original condition.
- 8) Handing over the slotted scanned data on appropriate electronic media to Central Wool Development Board, Jodhpur and transferring the stored digitized data on the Hard Disk/Scan Storage.
- 9) The output of scanning & digitization will have to be posted to DSpace DMS by the vendor as per the meta-data.

- 10) The process by which the bidder will Scan/digitize records will include in batches as following:
 - I. Authorized representative of bidder will receive files from staff of the Central Wool Development Board, Jodhpur under proper receipt.
 - II. Prepare the files for Scanning/digitization after the removal of tags, pins, dust,
 - III. Scan and digitize each document of file and the data is to be stored by way of images in Portable Document Format PDF/A with adequate resolutions in DATA Drive.

The Interested parties may send their sealed tenders documents along with all the required documents and earnest money for scanning/digitization work of the CWDB, Jodhpur addressed by name to the Executive Director, CWDB, C-3, Shashtri Nagar Jodhpur so as to reach on or before 27th Jan.2015 upto 2:30 P.M., which will be opened at 3:00 P.M. on the same day.

NOTICE INVITING TENDER FOR SCANNING/DIGITIZING THE RECORDS OF THE CENTRAL WOOL DEVELOPMENT BOARD, JODHPUR

1 Name of the Tenderer with Address

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2 Name of the Contact person/ Mobile/Telephone No(s). FAX No. , E-mail

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3 Further details to be submitted as under

(A) Description/Name of the Vendor (including legal status, ownership etc.)

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B) Date of inception of the bidder(please furnish the copies of the annual Report, Balance Sheet and audited accounts and Income Tax clearance certificate)

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C)Number of digitization works undertaken in the past with names of Institutions(brief description of work is to be mentioned along with satisfactory execution certificate of the competent authority)

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Sr No.	Activity	Rate Quoted in Figure ,	Rate quoted in words
1	Scanning of A4 size page (90,000) (Rate per page to be quoted)		
2	Scanning of legal size pages (10,000) (Rate per Page to be quoted)		
3	Seagate Expansion 2 TB External Hard Disk (3 no.) (Rate per Disc to be quoted)		

Note : The pages shown above & Hard disc required may vary but the lowest tenderer will be decided on the basis of pages shown and 3 Hard disc.

Signature with date and rubber stamp
of the tenderer