OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY

DIBRUGARH::ASSAM

PIN:786 004

EXPRESSION OF INTEREST

FOR

DIGITIZATION COLLABORATION FOR DIGITAL ARCHIVING AND METADATA CREATION OF MANUSCRIPTS WRITTEN IN OLD ASSAMESE, SANSKRIT AND TAI LANGUAGE OF DEPARTMENT OF ASSAMESE, DIBRUGARH UNIVERSITY.

EOI No: DU/RG/EOI/2024/6439   **Date: 25.01.2024**

<u>OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH</u>

No.-DU/RG/EOI/2024/6439   Date:25.01.2024

<u>EXPRESSIONOFINTEREST</u>

The Registrar, Dibrugarh University, Dibrugarh, Assam-786004 invites Expression of Interest for digitization collaboration for digital archiving and metadata creation of manuscripts writtenin old Assamese, Sanskrit and Tai language of Department of Assamese, Dibrugarh University.

The detailed documents can be downloaded from **<u>29/01/2024 to 19/02/2024</u>** from the University website www.dibru.ac.in

The Expression of Interest in sealed envelope should be addressed to:-

The Registrar
Dibrugarh University
Dibrugarh, Assam, PIN-786004

Sd/-
Registrar
Dibrugarh University
Dibrugarh

Copy to:
1. The Deputy Registrar (F&A), D.U. for information.
2. The Programmer, D.U. website for information with a request to upload the same on the University website.
3. Office file.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

Office of the Registrar Dibrugarh University Dibrugarh-786004,Assam	
Name of work	Digitization collaboration for digital archiving and metadata creation of manuscripts written in old Assamese, Sanskrit and Tai language of Department of Assamese, Dibrugarh University.
Date of publishing of EOI Document	**29/01/2024**
Last Date of receiving EOI	**19/02/2024 till 5:00P.M**
Date &Time of opening EOI	**20/02/2024 at 02:30 P.M.**
Place of Opening EOI	**Office of the Registrar Dibrugarh University**
EOI Document Download	Interested vendors/service providers may download the document from the university website- www.dibru.ac.in
Document Cost	Rs.1,000/-(Non-Refundable)
Contact Person	For Queries: For any query, please contact the Registrar, Dibrugarh University during office hours. Ph.No.: 9435088816 E-Mailid: registrar@dibru.ac.in

Only turnkey solution providers having knowledge, organization systems and experience of executing projects involving digitization of hard / print copies, and integrating with digital contents are invited to express their interest for the job. The solution/service providers also need to capture and create metadata for each record, for specific fields to be decided by Dibrugarh University. Further, the solution provider must have their registered office within the state of Assam.

Sd/-
Registrar
DibrugarhUniversity
Dibrugarh

A. Scope of Work:

1. As part of the digitization project, Dibrugarh University invites Expression of Interest for undertaking the project of estimated 60000 pages of rare content in Assamese, Sanskrit and Tai Language. *(Note: The no of pages is an estimation to help evaluating the bidding process and it may very later)*

2. The digitization process shall include digital scanning, digital archiving, and metadata creation of manuscripts written in Assamese, Sanskrit, and Tai language of Dibrugarh University.

3. The selected service provider would also be required to provide timely reports of digitization, metadata creation, and uploading of scanned material into respective repositories.

4. The service provider shall make the manuscripts easily searchable and available in the public domain for worldwide access.

5. The service provider shall design and implement a dedicated software solution for the digitization purpose to facilitate the automatic structuring and arrangement of the scanned images, associating relevant metadata with each file.

6. The Service provider shall provide a dedicated server where the digitized content shall be stored and have to maintain with a yearly contract.

7. The scanning job will be done at Dibrugarh University at space provided to the Service provider/vendor for this purpose. The agency will not be allowed to take any document for scanning.

8. The agency/service provider should have all the necessary state-of-the-art software required for the various stages involved in the digitization process. The vendor will be responsible for his/her assets in use at the site.

9. The agency will be required to deploy sufficient manpower to carry out the task at its own cost and would be required to designate at least one employee to coordinate the digitization work and ensure effective and efficient digitization work in a time-bound manner.

B. Qualification of the vendors:

1. The agency/service provider should have a minimum of three years of experience in the digitization work. Suitable documentary proof of work has to be provided by the agency.

2. The selected agency must have its registered office in Assam.

3. The selected agency ideally have three years of experience in handling and archiving Assamese literature and be well conversant with the Assamese literature scenario and shall have additional advantage during the selection.

4. Non-profit agencies having 12A and 80G certificates shall have additional advantage during the selection.

C. Process involved in Digitization:

Step 1: Scan and Enhance Documents
- Scan documents in JPEG format.
- Enhance image quality.
- Crop unnecessary portions.
- Archive on Portable HardDisk(s).

Step 2: Backup and Verification
- Store and maintain regular backups.
- Verify backups until project completion.
- Provide backup on Portable HardDisk or any other specified storage device.

Step 3: Metadata Creation and what it is?
- Capture and create metadata for each book or Puthi (in Xasipat). Metadata means:
  - Content's name
  - Content's writer name
  - Year of publication for printed Books
  - Genre

Step 4: Software Design
- Create software through which content can be searched by:
  - Name of the Content
  - Writer of the Content
  - Genre of the Content
  - Year of Publication of the content

Step 5: Upload in Server
- Upload the digitized content
- Make it searchable through the web

D. Other responsibilities of the Service Provider/Executing Agency:

Besides scanning and digitizing the collection, maintaining records, and generating regular progress reports, the other major responsibilities of the agency will be as follows:

1. Maintaining complete confidentiality about work.
2. Safe handling of documents used for scanning; in case of any negligence, the vendor shall be penalized.
3. The agency shall be responsible for preparing the documents for scanning/ digitization purpose.
4. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

E. Duration of the Project:

The entire project shall have to be completed within a period of 12(twelve) months from the date of receiving official work order.

ELIGIBILITY CRITERIA

Sl. No.	Pre-Qualification Criteria	Documents to be Provided	Attached / Not Attached	Remarks (if any)
01	Company Profile	Name of the Vendor/Service Provider:		
		Name & Designation of Authorized Signatory:		
		Postal Address:		
		Phone No.:		
		E-Mail id:		
02	Registration Details	Certificate of incorporation		
		Registration details if non-profit organization		
03	Income Tax and GST details	Attested copy of PAN/GST		
04	AnnualTurnOverfor3 Years	Last three year balance sheet and Income tax return.		
05	Details of Firm's Experience of Similar Services	Name of the Institute with Full Address		
		Work Description		
		Work Order Reference		
		Order Value		
		Duration of the Project		
06	Details of work for Non-profit organization	Newspaper cutting/MoUs		
06	Registered Office in Assam	Documentary Evidence to be provided		

Authorized Signatory (Signature In full): _____

Name and title of Signatory:
Stamp of the Entity:

FORMAT for PRICE BID

Sl. No.	Particulars	Qty.	Rate(inRs)	Amount (Rs.)
1	Scanning *(approx 60000 pg)*	Per page		
2	Uploading*(approx 60000 pg)*	Per Page		
3	Cloud Server(Specification) RAM: 4GB Processor:4Cores Storage:100 GB	Per Year		
4	Software Development	Onetime		
5	AMC	Per Yr		
	Total			
	Taxation			
	Net Total			

Note:*The estimation of 60000 pages is only for bidding process selection and actual number may vary.*

Method of Selection

Sl. No.	Factors	Marks(forL1)	Marks(forL2)	Marks(forL3)
1	The Lowest bidder (L1)	5	--	--
2	Second Lowest Bidder(L2)	--	4	--
3	Third Lowest Bidder(L3)	--	--	3
4	Non Profit character	2	2	2
5	Assamese Literature Experience	3	3	3
6	**Total Marks to be obtained**	**10**	**9**	**8**