

FORM OF TENDER

From

To

The Under Secretary (Accounts),
Secretariat of the Kerala Legislature.

Sir,

I/We hereby agree to do the work of Digitization of Legislative Assembly Proceedings from 1888 onwards with full multilingual search facility at the rate of Rs. per page.

I/We shall fully satisfy the general condition and technical specifications attached with the tender form. I/We will complete the work as per agreement executed later.

I/We am/are remitting/have separately remitted the required amount of Rs. 34101/- (Rupees Thirty Four Thousand One Hundred and One only) as earnest money.

Yours faithfully,

Signature.....

Address.....

.....
.....

Date :

SECRETARIAT OF THE KERALA LEGISLATURE
Legislature Complex, Vikas Bhavan P.O., Thiruvananthapuram, Kerala.

Fax 0471-230589
Post Box No. 5430
Pin Code 695033

Telegram
e-mail: secretary@niyamasabha.org
Website: www.niyamasabha.org

Cost of tender document in Indian Currency – Rs. 1500/-+VAT

TENDER NO. 16554/AcD1/2007/Leg

DATED: 22 /11/2007

1.Designation and address of the officer to whom the tender is to be submitted. Under Secretary (Accounts)
Secretariat of Kerala Legislature
Legislature Complex, Vikas Bhavan P.O
Thiruvananthapuram,
Kerala.

2. Last date & time of sale of the tender documents. 21/12/2007 (1600 hrs.)

3. Last date & time of receiving the tenders. 26/12/2007 (1500 hrs.)

4. Date & time of opening of tenders. 27/12/2007 (1100 hrs.)

5. Detailed description of work.

Sl. No.	Description	Quantity Approx.
1.	Digitization of Legislative Assembly Proceedings from 1888 onwards with full multilingual search facility	First Phase 2007-2008 Pages approx. 2,28,000 90% Malayalam language

6.The tender (In English Language Only) for the above job if downloaded from niyamasabha website should accompany a Demand Draft of Rs.1500/-+VAT in favour of Under Secretary (Accounts), Kerala Legislature Secretariat or else it will not be considered.

7. The tenderer may please note that tender once submitted will not be altered in any case and should not have scope of ambiguity, cutting or over writing. In case it happens so the same should be authenticated with signature of the tenderer.

8. TENDERING SYSTEM:

The tenders are to be submitted in two parts i.e. Part – I, Part – II

Part – I - Named as UNPRICED BID shall contain the complete technical method with

term & conditions as to how the digitization process will be taken up.

Part – II - Named as PRICED BID shall contain the price schedule for job.

Both the Bids shall be placed in separate sealed envelopes. Each of these two sealed covers containing the respective bids shall indicate on it the tender No., Name and Address of the Bidder. These two sealed envelopes should be put into one sealed cover. The outer cover shall only indicate the tender No. and last date & time of receiving the tender prominently along with the address of Purchaser/indenter i.e.

UNDER SECRETARY (ACCOUNTS), KERALA LEGISLATURE SECRETARIAT,
LEGISLATURE COMPLEX, VIKAS BHAVAN –P.O, THIRUVANANTHAPURAM-
695 033

9. VALIDITY OF TENDER:

The tender must remain valid for 30 days from the date of opening of tenders.

10. OPENING OF TENDERS:

1. The Unpriced Bid will be opened on 27/12/2007 (11.00 hrs.) in the Office of Under Secretary (Accounts), Kerala Legislature Secretariat
2. The representative of the bidders may attend the opening of tenders if they so desire along with letter of authority from the respective bidders. The date of opening of Priced Bid shall be intimated separately by post/telegram/fax.

11. CONDITIONS FOR DIGITIZATION OF ASSEMBLY PROCEEDINGS

1. Successful bidder will have to set up his own infrastructure in this office campus. However electricity /space / furniture etc will be provided by the office.
2. The bidder should have experience of digitizing the Central/State Govt. Institutional Libraries/University libraries/data offices. The certificates for proving such experience should be attached with the tender.
3. The bidder should present a sample project to the Implementation committee and demonstrate a prototype of the Digital Archive of Legislative Assembly proceeding with the selected documents supplied by this secretariat. The digital archive should have a powerful search mechanism having multilingual/script search capability.
4. The old record is in brittle condition having pale yellow back ground. During the course of digitization 90 to 95 percent cleanness / sharpness is required to be produced as a final result.
5. The records digitized should be linked with the existing library digitization / automation system. Provision should also be there to convert the digitized records into word files along with the search facility for easy retrieval.

6. Earnest money of fixed amount of Rs.34,101/- (Rupees Thirty Four Thousand One Hundred and One only) may be paid either by remittance into any Government Treasury in Chalans in duplicate, duly countersigned by the Officer mentioned below or by Demand Drafts on the local branch of State Bank of Travancore/State Bank of India drawn in favour of the Officer mentioned below. Cheques will not be accepted.
7. Security deposit will be 5% to the value of work and will have to be deposited in the manner prescribed in clause 6 supra or in Government Treasury Savings Bank and the passbook pledged to Under Secretary (Accounts), Kerala Legislature Secretariat or in Fixed Deposit Receipts of State Bank of Travancore/ State Bank of India endorsed in favour of the above Officer.
8. Progress of work will be monitored by the authorized committee of officers of the department.
9. Tender document should be enclosed while submitting the tender.
10. Successful bidder will have to sign a contract on a non judicial stamp paper.
11. CD's, Hard Disc and Master Computer / UPS in which the data will be stored will be provided by indentor. Other equipments viz Scanners/Computer etc will be established by the successful tenderer at his own *cost*.
12. The staff employed by tenderer will maintain all office decorum or else permission to the guilty for working in campus will be withdrawn.
13. The old record should be handled with great care, if any damage takes place the bidder will be held responsible for it.
14. The work of digitization will, strictly be done in the premises of Kerala Legislature Library since records being of classified nature as mentioned in Tender Notice.
15. Rates for digitization should be quoted at per page basis.
16. The Kerala Legislature Secretariat reserves the right to cancel the job order/if the output/progress/quality of work is not found satisfactory by the examining committee.

The inner and outer envelopes of the tender should be addressed as below and not to any individual by name.

Tender for Digitization of Legislative Assembly Proceedings
Last date & time of receiving the tenders 26 /12/2007 (1500 hrs.)

**To,
The Under Secretary(Accounts)
Kerala Legislature Secretariat
Legislature Complex
Vikas Bhavan P.O.
Thiruvananthapuram
Pin code – 695 033**

17. Please note that late/delayed tenders or post delayed tenders will not be considered at all.

18. The Secretary, Kerala Legislature Secretariat reserves the right to reject / cancel all or any tender without assigning any reason thereof:

UNDER SECRETARY (Accounts)
Kerala Legislature Secretariat

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**Technical Specifications for Digitisation
 Kerala Legislative Assembly Proceedings**

Sl. No	Requirements	Details
1	Project: Digitisation of Legislative Assembly Proceedings	The entire project (Digital archiving of documents of legislative Assembly proceedings) should be done on site, on a per-page charge basis. The rates per-page is to be quoted.
2	On-Site Turn-key Job	A complete installation of Hardware, Software and devices required, (except the nodes and the server installed in the library) for the project to be completed in the stipulated period, is to be installed in the library premises.
3	Application Software & Search Licence.	If application software and search licence or viewer software (for viewing the archives) if any to be purchased for later usage after the project is handed over to the library, the price & AMC for each to be quoted separately.
4	Image formats to be supported	The default image format should be Adobe Acrobat PDF. Provision should be there to convert the pages to other formats like TIFF, JPEG, etc. if required in future. Images should be in tact with the original content. The original font, layout along with the body of the text should not be altered/replaced by applying OCR. Color photos/pages may be scanned in B&W if otherwise not specified.
5	Operating System	MS Windows XP / MS NT 2003 Server/Linux
6	Digital Document Organisation	<p>Images of all pages of single document should be integrated as a single e-Book very similar to the original paper document.</p> <p>Scanned double pages should be divided in to single pages</p> <p>Pages should have sufficient white margins</p> <p>Tainted / unintelligible pages should be graphically modified for B&W correction as far as possible.</p> <p>Pages should bear exact page numbers of the original</p> <p>If pages of photos/diagrams/maps/charts are not numbered pages should be given sequential sub-division numbers so as not to disturb the original page numbers. In the same way unique page numbering system should be devised for confusing parts.</p> <p>Each document should be Book marked for every Chapters, Sections, sub-sections, Important/ historical debates, Members, Photos, etc. achieving an in-depth cataloguing and navigation. Bookmarks should include page numbers for easy locating and navigation.</p>

		Rotated pages especially in the case of wide tables should be made erect.
7	Search and Retrieval	<p>Software developed for the project should be multilingual, Unicode compliant and web-based.</p> <p>Search and retrieval should encompass every words and phrases in the bookmarks</p> <p>Database and data input for search and retrieval should be Unicode compliant.</p> <p>Data input, query building and search should be possible in all Indian languages especially in Malayalam together with English.</p> <p>Visual Keyboard for Malayalam input to build queries in Malayalam script should be provided</p> <p>Retrieved hits should first be displayed with minimum data for quick perusal. Each hit should there after be elaborated if needed to display more bibliographic description showing respective chapter, sections, location, etc. in the document.</p> <p>Search facility for every word inside English documents should be constructed.</p>
8	Storage space for the server	Approximate storage space required for digital archiving 1000 documents of average 500 pages in image format (ie. without converting to ASCII text) to be mentioned in GB
9	Activation, Networking and backup	<p>Activation of the digital archive in the server is to be carried out so that the retrieval of documents should be made possible in each node in the network in the Library and Assembly</p> <p>The whole archives should be backed up in DVD</p> <p>The data and document should be up-loadable in the web</p>
10	Import/Export	Provision should be there for import/Export of data from major DBMS Programmes.
11	Staff Training	On Completion of the Project Library Staff should be trained in adding/deleting records from the database
12	User Training	MLAs, Assembly and Library staff should be given training in search and retrieval of the digital archive..
13	Completion and Handover	The project is to be completed and the searchable Digital Archive is to be handed over to the Library within the agreed date. One set of DVD back up is also to be handed over to the Library.
14	Documentation	Documentation meant for Technical Staff as well as users should be prepared and submitted as two different Manuals

UNDER SECRETARY (Accounts)
Kerala Legislature Secretariat