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SECRETARIAT OF THE KERALA LEGISLATURE

No.21081/ACD1/2015/Leg

Thiruvananthapuram

23 .08.2016

LIMITED TENDER NOTICE

Sealed tenders are invited from competent persons/firms for the Digitization of Travancore Administrative Reports , Cochin Administrative Reports and Travancore-Cochin Administrative Reports as per the technical specification described in the schedule.

Cost of Tender forms	₹ 400/- + VAT @ 5 %
Earnest money deposit	₹ 1500/-
Last date of Sale of Tender	06-09-2016, 3 p.m
Last date for receipt of tender forms	07-09-2016, 11 a.m.
Date of opening of Tenders	08-09-2016, at 12.00 noon

The intending tenderers may on application to the undersigned obtain the requisite tender form on which tenders should be submitted. The envelope containing the tenders should be superscribed as "TENDER FOR THE DIGITIZATION OF TRAVANCORE ADMINISTRATIVE REPORTS , COCHIN ADMINISTRATIVE REPORTS AND TRAVANCORE-COCHIN ADMINISTRATIVE REPORTS". Tender forms are not transferable. Tender forms will not be sent as V.P.P. and the cost of tender forms are not refundable. The Secretary, Kerala Legislature Secretariat, reserves the right to accept or reject any tender form without assigning any reasons whatsoever.

Sudarsana K,

UnderSecretary II (Accounts),
For Secretary.

For more details, visit website www.niyamasabha.org

SCHEDULE

(Tender Notice No.21081/ACD1/2015/Leg; Dated, 23-08-2016)

Specifications and Conditions

Technical specification for digitization of Administration Reports

The approximate number of pages of Administration Reports to be digitized is nearly **11968** pages. It should be done on site, on a per-page charge basis. The rates per-page is to be quoted. Some pages of Administration Reports are mutilated. So it must be handled with utmost care.

- A complete installation of Hardware and other devices required (except the nodes and the server installed in the library), is to be installed in the library premises.
- The vendor shall perform the following Image Enhancement Activities:
 - Vendor should ensure that quality of scanned images are enhanced up to the optimum level and required image enhancement activities like De-skew (to make the images straight), contrast ratio setting etc. has been done on the documents.
 - The vendor must carry out cropping and cleaning of images like removing black noises around the text, and providing the equal margins all around the text etc. if required.
 - In case the documents are not legible, it will be the bidders responsibility to scan the documents on high resolution.
 - In case the content of the documents are not visible then document scanning shall be done in Gray Scale. No extra payment shall be made for the same.
 - Pages should bear exact page numbers of the original.
 - Rotated pages especially in the case of wide tables should be made erect.
- The default format should be Adobe Acrobat PDF/PDF A. (ISO 19005-1:2005)
- The resolution used for scanning should be 300 dpi and should be compliant for running Malayalam OCR in future
- A provision should be there to convert the pages to other formats like TIFF, JPEG etc., if required in future.
- Images should be intact 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.
- All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a PDF/A format, very similar to the original paper document.
- Scanned double pages should be divided into single pages.
- Two copies of the scanned data (and metadata) shall be provided in DVD.
- One copy of the Original Scanned Unmodified/Unedited Data/Image also should be provided in DVD.