

**JAMIA HAMDARD
HAMDARD NAGAR
(DEEMED UNIVERSITY)
NEW DELHI –110062**

**TENDER DOCUMENT FOR
CONSERVATION, PRESERVATION, DIGITIZATION &
ARCHIVAL BINDING OF MANUSCRIPTS OF RARE BOOKS
AT
H.M.S. CENTRAL LIBRARY, JAMIA HAMDARD**

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TENDER NOTICE FOR CONSERVATION, PRESERVATION, DIGITIZATION, TISSUE LAMINATION & ARCHIVAL BINDING OF MANUSCRIPTS OF RARE BOOKS AT HMS LIBRARY

Jamia Hamdard Deemed to be University invites sealed tenders in two bid system (Technical and Financial Bids) for the work of Conservation, Preservation, Digitization, Tissue Lamination & Archival Binding of Manuscripts & Rare Books and uploading of selected rare books in D-space at HMS Library form reputed & experienced conservation & preservation agencies having adequate financial & technical resources with requisite equipments and worked in reputed educational institutions & universities and Govt. offices.

S. No.	Items	Description
1	Scope of work	Conservation, Preservation, Digitization, Tissue Lamination & Archival Binding of Manuscripts & Rare Books and uploading of selected rare books in D-space at HMS Library Jamia Hamdard.
2	Availability of Tender Document	The tender document can be downloaded from the university web site www.jamiahamdard.ac.in or www.jamiahamdard.edu and should be dropped in tender box placed at purchase section, Admn. Block.
3	Cost of Tender Document	Rs. 1,500/- in the Demand Draft in favour of Jamia Hamdard.
4	Earnest Money Deposit	Rs. 25,000/- in the shape of Demand Draft in favour of Jamia Hamdard.
5	Security Money	Agency should be deposit 20% security money of awarded work value within a week from the date of work order failing which order will not be eligible.
5	Last date for submission of bids	12/03/2021 up to 3.00 P.M.
6	Date of opening of Technical Bids	18/03/2021 at 3.30 P.M.
7	Date of opening of Financial Bids	Will be communicated only to technically qualified bidders
8	Address for submission of bids	The Registrar, Jamia Hamdard New Delhi
9	Acceptance of tender	Jamia Hamdard reserves the right to award to any or reject any/ all the tenders without assigning any reason whatsoever.
10	Completion Period	06 months from the date of award of work.

1. SCOPE OF WORK:

Conservation, Preservation, Digitization, Tissue Lamination & Archival Binding of Manuscripts & Rare Books and Uploading of Selected Rare Books in D-Space at HMS Library Jamia Hamdard.

The following works are required to be executed in HMS Library under the supervision of University Librarian or their authorized representative. The work will involve fumigation, de-acidification, fastening of the ink, repair of the broken pages and archival binding with golden engraving of the Title on the spine as well as digitization and uploading of selected rare books in D-space.

The tenderer can apply either for work of Conservation, Preservation, Lamination and Archival binding of manuscripts and rare books or for the work of Digitization & Uploading of rare books or can apply for both the works.

S.No.	Description of work
1	i). Conservation and Preservation of manuscripts and rare books. ii). Tissue Lamination of Manuscripts and rare books. iii). Archival binding of Manuscripts and rare books
2	Digitization & Uploading of rare books.

1.1 The Tissue paper should meet the following specifications:

- I. 8.9 GMS
- II. Transparent after lining
- III. Have buffer
- IV. Side should be properly trimmed
- V. Guarding on all four sides
- VI. Acid free, handmade 75-80 GSM paper should be used for guarding.

1.2 The paste should meet the following specifications:

- I. Gluten free (CMS pate)
- II. Doesn't damage the flexibility of the paper after lining
- III. Doesn't shed colour
- IV. Added fungicide as per standard.

1.3 The binding quality should meet the following specifications:

- I. Clear full opening
- II. Each side after binding should be even/ balanced
- III. Spine should be properly rounded so that papers appear neatly inserted inside
- IV. Good quality end paper should be stitched at the beginning and at the end
- V. Cotton thread of superior quality and non-tearing, acid free type, should be sued
- VI. Superior quality non-bending, acid free, hard board should be sued
- VII. Half leather binding with art, canvas cloth/superior quality binding cloths should be used
- VIII. A strip of binding cloth should be fixed with the end paper on the both sides
- IX. The spine should be clearly embossed in golden with information such as, the Title of the work, Author, Call No. and name of the Library as HMSL

1.4 The following specifications are for Digitization of Library Material.

Type of Material	Resolution	Color	Bit depth	Master file format/ extension	Details
Textual materials with no images	Min:300	Gray scale	16	PDF/A, JPEG 2000 or TIFF	Optical Character Recognition (OCR) application work best on documents scanned at 400 DPI or higher. Web access files: PDF/A
Textual material with illustrations	Min:400	Min Gray scale	Min: 8	TIFF	Do
Rare books and manuscripts	Min :300	RGB	Min:8	TIFF	Do
35mm slides, film and negatives smaller than 4"x5"	Min: 2000	Min: Gray scale	Min:8	TIFF	We aim for images to have 4000 pixels across long dimension of image area, excluding mounts and borders
Photographs (prints)	Min:300	Min: Gray scale	Min:8	TIFF	We aim for images to have 6000 pixels across long dimension of image area
Posters, prints, and maps larger than 8"x10"	Min: 400	Min: Gray scale	Min: 8	TIFF	We aim for images to have 6000-12,000 pixels across long dimension of image area
<p>Note: 1.Digitized material will be uploaded chapter/section-wise to D-space repository of Jamia Hamdard library. 2. Complete OCRing will be done to facilitate word search from within each page of the digitized material</p>					

- i) The documents/pages/maps/affidavits etc. of different sizes are required to be transformed/converted into digital format) both images and /or pdf).
- ii). The right of the selection of the rare books/manuscripts for preservation and archival binding rest with the HMCL
- iii). If the work of the Agency is not found satisfactory, no amount will be paid to the agency.
- iv). The Agency shall not divulge or disclose to any person, any details of office operational process, administrative/ organizational matters etc.
- v). The agency will supply two CDs/DVD of the digitized material on its own cost to the library.
- vi). No wear & tear of the rare book will be condoned. If the same is not properly corrected the Security amount will be impounded.
- vii). The agency will not make any copy or share the information about the entrusted materials with any third part.
- viii). The original documents are fragile and likely to be lost in the near future, extremely valuable documents where digitization is problematic, requires high quality prints 1:1, need to perfect copy as possible -> usually 600 dpi or better 1200 dpi, with lighting and colour calibration (ICC profile), lossless compression.

2. DETAIL OF NIT AND INSTRUCTIONS FOR FILLING OF TENDER:

1. Please read the terms & conditions carefully before filling up the document incomplete tender documents will be rejected.
2. The tender shall be in a two bid system.
 - (a) **One Technical Bid:** Containing information regarding experience and other details of the firm, to evaluate the suitability of tenderer.
 - (b) **Second Financial Bid:** Containing of amount.
3. The Technical Bids will be opened on **18/3/2021 at 03:30 p.m.** in presence of available tenderer or their authorized representative. The Financial bids of only those tenderer, who are found suitable by the committee appointed for the purpose, will be opened on a date/ time to be decided and communicated to such eligible bidders.
4. Before submitting the tender, details of documents to be checked as per Eligibility Conditions & Technical Bid format.
5. All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender, duly filled in tender form should be supported by "Letter of transmittal: as at **Annexure-I** of the tender document.
6. Jamia Hamdard reserves the right to obtain feedback from the previous/present clients of the tenderer. Decision with regard to award of the contract will depend upon the feedback received from the previous and present clients and also from its team(s) deputed for the purpose. The decision of the competent authority of Jamia Hamdard in this regard will be final and binding on all bidders.
7. Tender received without the prescribed Earnest Money Deposit (EMD) i.e. **Rs. 25,000/-** (Rupees twenty five thousand only) and tender cost i.e. **Rs. 1500/-** shall be rejected.
8. No paper shall be detached from the tender document.
 - i) Sealed Technical Bid as per format at **Annexure-II & Annexure-II-A** along with a Demand Draft for Rs. 25,000/- drawn in favour of Jamia Hamdard payable at New Delhi, towards Earnest Money Deposit (EMD) and Demand Draft for Rs. 1500/- towards cost of tender in one sealed envelope super scribed "TECHNICAL BIDS For Conservation & Preservation, Tissue Lamination, Archival Binding of Manuscripts & Rare Books and Digitization & Uploading of selected rare books in D-space at HMS Library at Jamia Hamdard" respectively. Tender Document received without EMD & Tender Cost will be summarily rejected.
 - ii) Sealed Financial Bid in which the tenderer interested to be participated (as per format attached herewith as **Annexure-III & Annexure-III-A** placed in a separate envelop super-scribed. "FINANCIAL BID forat HMS Library at Jamia Hamdard."
 - iii) The above mentioned two sealed envelopes should bear the name, contact no. and complete postal address of the bidder sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR Conservation & Preservation, Tissue Lamination, Archival Binding of

Manuscripts & Rare Books and (if participating digitization) Digitization & Uploading of selected rare books in D-space at HMS Library at Jamia Hamdard”.

- iv) The bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Registrar Jamia Hamdard New Delhi and dropped in the tender box kept at purchase section, Admn. Block of Jamia Hamdard on or **before 12/3/2021 up to 3.00 PM.**
9. The tender submitted by all tenderers should be valid for at least for a minimum period of 3 months from the date of opening of Technical Bids.
 10. The Jamia Hamdard reserves the right to reject any or all the tenders without assigning any reason.
 11. Before submitting the filled in tender document to the Jamia Hamdard the bidders may see clarification (s) if any from Librarian, HMS Library of Jamia Hamdard.
 12. The Jamia Hamdard reserves the right to change any condition of the tender before opening of the Technical Bids. The tenderers may see the website of Jamia Hamdard for any change in the tender document.
 13. The successful bidder will have to enter into an agreement with the Jamia Hamdard before taking the work in hand.
 14. Canvassing in any form will make the tender liable to rejection.
 15. Conditional tender will not be accepted and will be rejected outright.

3. ELIGIBILITY CONDITIONS

1. The tenderer shall attach the tender cost i.e. Rs. 1500/- and earnest money i.e. Rs. 25,000/- in the form of DDs as mentioned in the tender documents.
2. The tenderer should have minimum experience of three years in the field of conservation & preservation, Archival binding & Tissue Lamination in government departments/ institutions/ organizations/ PSUs/ Autonomous organization/ Museum. The performance, of each work completed in the last three years and in hand should be certified by a responsible person of the concerned organization. (attested copies to be submitted)
3. The tenderer should possess GST & Aadhar card (attested copies to be submitted)
4. Tenderer shall have PAN of proprietor or in the name firm if agency is Pvt. Ltd.
5. Tenderer shall submit the Income Tax Return of last three financial years i.e. 2017-18, 2018-19 & 2019-20.
6. The agency tendering for conservation and preservation of Manuscripts must have proven expertise of dealing with Persian and Arabic documents.
7. A sample of laminated and bound manuscript/books along-with specimen of materials such as tissue paper, leather, end paper and hard board should be submitted.
8. The tendering agency should have fully equipped workshop in Delhi/NCR. The agency will arrange for site visit/workshop visit as and when desired on its own cost.

NOTE: Copies of documents in support of each of the above eligibility condition should be enclosed with the technical Bid.

4. OPENING OF TECHNICAL BIDS

1. The Technical Bids will be opened at 3.30 P.M on 18/03/2021 in presence of such bidders who may wish to be present.
2. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the Jamia Hamdard in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Jamia Hamdard.
3. EMD of the unsuccessful bidders will be returned to them, without any interest within a period of one month from the date of award of contract to the successful bidder.
4. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any of the following conditions.
 - (i) An agreement is not signed in the prescribed form within the prescribed period after award of the Contract.
 - (ii) The Contractor does not commence the awarded work within 10 days from the award of contract.
5. The Completion period of work/ contract shall be six (06) months from the date of award of work/ contract.

5. TERMS & CONDITIONS OF THE CONTRACT

1. Space for work:

The Jamia Hamdard will provide the available space, computers, networking connection & light arrangement only for work of Digitization etc. Other required tools, machinery, overhead scanner/ flatbed scanner and other required material for proper work & infrastructure for the purpose of Digitization of rare books shall be arranged by the contractor at his own cost.

2. Fixing/ Placing the Equipment and other related items:

- i). The agency will arrange for the inspection of the site of the workshop on its own cost.
- ii). The agency will be responsible to carrying and deposit the manuscripts/rare books for/after treatment on its own cost.
- iii) The agency will be responsible for proper arrangement of the manuscripts/ rare books in the designated shelves
- iv) The right of the selection of the rare books/manuscripts for preservation, archival binding and digitization rest with the HMS Library.

3. Proprietary of Tender:

If the tender submitted on behalf of a company under the companies act it shall be signed by the managing Director or if it submit by a partnership firm it shall be signed with the Co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of their firm and attach copy of Power of Attorney with the tender, authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.

4. Contract Period:

The contract for Conservation & Preservation and its related work shall remain valid as specified in the work order.

5. Security Money:

The contractor shall deposit security money in favor of Jamia Hamdard **for an amount of 20% of awarded value** either in cash or in the form of Bank guarantee for the due performance of the contract, within 06 days from the date of receipt of Work order/ Letter of Intent.

In the event of breach/ violation or contravention of any terms and conditions herein by the contractor, the security deposited shall be forfeited by Jamia Hamdard, in addition of any amount of penalty as decided by the competent authority of Jamia Hamdard shall be recoverable from security amount if not paid by the tenderer. The Jamia Hamdard will refund to contractor the deposited security amount after satisfactorily completion of awarded work without any interest.

6. Commencement of Contract:

The contractor shall commence the work within 03 days from the date of receipt of Work order/Letter of Intent or as specified in the Work order/ Letter of Intent.

7. Contract Signing:

After acceptance of the tender, the tenderer shall sign the necessary agreement within 10 days of the intimation. In case of delay the 'Earnest Money' may be forfeited and the tender cancelled or the contract enforced as per

terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer.

8. Quality:

The contractor at his own cost will use the approved best quality items & infrastructure Hardware including Desktop computers, scanners other equipments, all software and manpower to carry out the best quality work.

In the event of violation of any contractual or statutory obligations by the contractor he/she shall be responsible and liable for the same. Further in the event of any action claim damages suit initiated against the Jamia Hamdard by any individual agency or government authority due to acts of the contractor, the contractor shall be liable to make good/compensate such claims or damages to the Jamia Hamdard. As a result of the acts of the contractor if Jamia Hamdard is required to pay any damages to any individual agency or government authority the contractor would be required to reimburse such amount to Jamia Hamdard.

The authorize person of Jamia Hamdard has the right to check the quality of material and ask to change any brand and item at any time.

9. Workers to be deployed for the work:

Employment of child labour is strictly prohibited under the law therefore, the contractor will not employ any child.

The contractor shall deploy the trained workers who totally capable to execute the job very carefully, if damage occurs, the contractor shall be liable and pay for any liability, loss, claim in respect of damaging of Manuscripts & Rare Books, personal injury to or any mishap / casualty of any person whomsoever arising out during the course of carrying out the works.

10. Dismissal of Worker:

The competent authority of Jamia Hamdard shall have the right to ask the contractor/agency to remove any such person, who is not found to be in-competent and orderly not competent in discharging the satisfactory facility or who may misconduct himself. Such discharges shall not be the basis of any claim for compensation of damages.

11. Safe Storage of material & equipments:

The contractor will be fully responsible for the safety of their equipment, stocks and workers etc.. The Jamia Hamdard will not be responsible / liable for any damages caused to the contractor by any way including theft & fire etc. and no such claim to compensate any such damages will be entertained by the Jamia Hamdard.

The contractor shall be fully responsible for the safety and to maintain secrecy / proper care of manuscripts, rare books, documents/ data supplied by the HMS Library. Each document and data given by the HMS Library will have to be kept strictly confidential and no part of it shall be divulged to any person at any time. In case of lapses, the contractor will be fully responsible for the consequences in addition of forfeited the security money.

12. Damages/Compensation:

The contractor shall be responsible for any loss/ theft / pilferage or damages to the properties Books, manuscripts belonging to Jamia Hamdard, caused by their employees/ staff negligence and will pay/ compensate to Jamia Hamdard or allow the amount of loss sustained by the Jamia Hamdard, to be deducted from any such amount found due to the contractor. The responsibility for any such theft or loss or damages/ pilferage shall have to be decided on the finding of the inquiry committee, to be constituted for this purpose by

the Jamia Hamdard. If considered necessary, Jamia Hamdard will also be free to take up the matter with the police for proper investigations / action and recovery of loss due to such theft / pilferage and damages etc.

13. Subletting:

The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner, if found subletting in any manner the contract will stand cancelled without prior notice.

14. Termination of Contract/Agreement:

The Competent Authority of Jamia Hamdard reserves the right to terminate the contract without issuing any notice against any breach and violation of terms & conditions as entered in the agreement. The decision of the Competent Authority of Jamia Hamdard shall be final and will be binding upon the contractor.

15. Applicable Law:

The contractor shall be responsible for all such taxes, as may be levied on the services by the Govt. Deptt. The Jamia Hamdard will not be responsible/ liable for any penalty or charges levied by the Govt. Deptt. and also shall not be liable for any liability, loss, claim in respect of personal injury to or any misshaping/ casualty of any person whomsoever arising out during the course of carrying out the works. The Contractor shall at all times keep indemnified Jamia Hamdard and its officers and designated concerned staff for and against all third party claims whatsoever.

16. Arbitration:

In case of any dispute or difference, if remains unresolved, the matter shall be referred to the Sole Arbitrator to be appointed by the Vice Chancellor of Jamia Hamdard. The award of the arbitrator shall be final and binding on the parties. The jurisdiction shall be only at Delhi/New Delhi.

CONTRACTORS SIGN & SEAL

LETTER OF TRANSMITTAL

To,
Registrar
Jamia Hamdard
New Delhi – 110062

Subject: 1. **Submission of tender for the Conservation, Preservation, Tissue Lamination & Archival Binding of Manuscripts & Rare Books, Digitization, Binding uploading of selected rare books in D-space at HMS Library Jamia Hamdard.**

Sir,

1. Having examined the details given in the Tender Documents for the above work, we hereby submit the Tender.
2. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements and documents are true and correct.
3. We have furnished all information and details required as per Tender documents.

Signature of Tenderer with Seal

TECHNICAL BID**(For conservation & preservation, Archival binding & Tissue Lamination)**

S. No.	Description of Documents	To be attached by the Tenderer	To be marked on attached documents
1.	Name & Address of Agency		At Page No.
2.	Name of Proprietor		At Page No.
3	License/ Registration The Agency should have a valid Trade License under registration Act (issued by the concern authority/ deptt. duly signed copy of Trade license should be enclosed with the bid)		
4	Name of Director or Partner of the agency: If tender is on behalf of a company under the companies act or if it submit by a partnership firm name of Co-Partner. (A certified copy of the registered partnership deed & MOU in case of Pvt. Ltd. be attached)		
	Essential Eligibility Conditions for considering the Technical Bid		
5 (3/1)	Cost of tender form	D.D. No.-----Date----- ----	At Page No.
6 (3/1)	Earnest money	D.D. No. -----Date----- ----	At Page No.
7 (3/2)	The tenderer should have minimum experience of three years in the field of conservation & preservation, Archival binding & Tissue Lamination in government departments/ institutions/ organizations/ PSUs/ Autonomous organization/ Museum. The performance, of each work completed in the last three years and in hand should be certified by a responsible person of the concerned organization. (attested copies to be submitted)	i) Deptt of..... From..... To..... ii) Deptt of..... From..... To..... iii) Deptt of..... From..... To.....	
8 (3/3)	GST & Aadhar card (attested copies to be submitted)	No.----- Date----- ---- No.----- Date----- ----	At Page No.

9 (3/4)	PAN of proprietor or in the name firm if agency is Pvt. Ltd.		
10 (3/5)	A sample of laminated and bound manuscript/books along-with specimen of materials such as tissue paper, leather, end paper and hard board should be submitted.		
11 (3/6)	Income Tax return of last three financial years i.e. 2019-20, 2018-19 & 2017-18. The submitted documents should be self-attested.	For F.Y. 2019-20..... For F.Y. 2018-2019..... For F.Y. 2017-2018.....	At Page No.
12 (3/7)	The tendering agency should have fully equipped workshop in Delhi/NCR. The agency will arrange for site visit/workshop visit as and when desired on its own cost.		

CONTRACTORS SIGN AND SEAL

TECHNICAL BID**(For Digitization and Uploading of rare books & manuscripts)**

S. No.	Description of Documents	To be attached by the Tenderer	To be marked on attached documents
1.	Name & Address of Agency		At Page No.
2.	Name of Proprietor		At Page No.
3	License/ Registration The Agency should have a valid Trade License under registration Act (issued by the concern authority/ deptt. duly signed copy of Trade license should be enclosed with the bid)		
4	Name of Director or Partner of the agency: If tender is on behalf of a company under the companies act or if it submit by a partnership firm name of Co-Partner. (A certified copy of the registered partnership deed & MOU in case of Pvt. Ltd. be attached)		
	Essential Eligibility Conditions for considering the Technical Bid		
5 (3/1)	Cost of tender form	D.D. No.-----Date----- -----	At Page No.
6 (3/1)	Earnest money	D.D. No. -----Date----- -----	At Page No.
7 (3/2)	Proof of the experience of three years in the field of Digitization and Uploading of rare books & manuscripts in government departments/ institutions/ organizations/ PSUs/ Autonomous organization/ Museum. The performance, of each work completed in the last three years and in hand should be certified by a responsible person of the concerned organization. (attested copies to be submitted)	i) Deptt of..... From..... To..... ii) Deptt of..... From..... To..... iii) Deptt of..... From..... To.....	
8 (3/3)	GST & Aadhar card (attested copies to be submitted)	No.----- Date----- -----	At Page No.

9 (3/4)	PAN of proprietor or in the name firm if agency is Pvt. Ltd.		
10 (3/5)	A sample of laminated and bound manuscript/books along-with specimen of materials such as tissue paper, leather, end paper and hard board should be submitted.		
11 (3/6)	Income Tax return of last three financial years i.e. 2017-2018, 2018-19 & 2019-20. The submitted documents should be self-attested.	For F.Y. 2017-18..... For F.Y. 2018-2019 For F.Y. 2019-2020.....	At Page No.
12 (3/7)	The tendering agency should have fully equipped workshop in Delhi/NCR. The agency will arrange for site visit/workshop visit as and when desired on its own cost.		

CONTRACTORS SIGN AND SEAL

FINANCIAL BID
FOR CONSERVATION & PRESERVATION, ARCHIVAL BINDING & TISSUE LAMINATION

I.....Proprietor/Partner/authorized person of M/s..... understand and see the work the conservation & preservation, Archival binding & Tissue Lamination. I bound to abide by the rule & regulation of Jamia Hamdard and terms & condition as mentioned in the tender documents and other obligations under the law.

I bind myself that I will not be making any copy or share the information about the entrusted materials with any third party. I also understand that the right of the selection of the rare books/manuscripts for preservation and archival binding rest with the HMS Library.

I also indemnify Jamia Hamdard from all the liabilities, loss & profit, compensation and other liabilities arises in future.

The rates for lamination for different sizes of manuscripts as well as archival binding per document shall be mentioned as hereunder:

Sr.No.	Paper size		Qty	Rate (Rs.)	Amount
A	Preservation and Lamination				
01	Folio of size A5 (5.83"x8.27")	For Manuscripts	per folio		
		For rare books	per folio		
02	Folio of size A4 (8.83"x11.69")	For Manuscripts	Per folio		
		For rare books	per folio		
03	Folio of size A3 (11.69"x16.54")	For Manuscripts	per folio		
		For rare books	per folio		
04	Folio of size A2 (16.54"x23.39")	For Manuscripts	per folio		
		For rare books	per folio		
B	Archival binding				
01	Folio of size A5 (5.83"x8.27")	For Manuscripts	per book		
		For rare books	per book		
02	Folio of size A4 (8.83"x11.69")	For Manuscripts	per book		
		For rare books	per book		
03	Folio of size A3 (11.69"x16.54")	For Manuscripts	per book		
		For rare books	per book		
04	Folio of size A2 (16.54"x23.39")	For Manuscripts	per book		
		For rare books	per book		

CONTRACTOR'S NAME & SIGNATURE

FINANCIAL BID
FOR DIGITIZATION AND UPLOADING

I.....Proprietor/Partner/authorized person of M/s..... understand and see the work the Conservation & Preservation, Digitization & Uploading chapter/section wise in D-space, repository of Jamia Hamdard Library. Complete OCRing will be done to facilitate word search from within each page of the digitized material. The material shall be used as per specifications given/mentioned in scope of work at pg no. 05 of tender document at S. no. 1.4.

I bind myself that I will not make any copy or share the information about the entrusted materials with any third party. I also understand that the right of the selection of the rare books/manuscripts for preservation and archival binding rest with the HMS Library. I bound to abide by the rule & regulation of Jamia Hamdard and terms & condition as mentioned in the tender documents and other obligations under the law.

I also indemnify Jamia Hamdard from all the liabilities, loss & profit, compensation and other liabilities arises in future.

The rates for digitization for different sizes of paper & Uploading chapter/section wise in D-space and for archival binding per book including conservation & preservation shall be as under:

Sr.No.	Paper size		Qty. per page	Rate per page (Rs.)	Amount
A	Digitization & Uploading chapter/section wise in D-space				
01	Folio of size A5 (5.83"x8.27")	For Manuscripts			
		For rare books			
02	Folio of size A4 (8.83"x11.69")	For Manuscripts			
		For rare books	Approx. pages 16000		
03	Folio of size A3 (11.69"x16.54")	For Manuscripts			
		For rare books	Approx. pages. 806		
04	Folio of size A2 (16.54"x23.39")	For Manuscripts			
		For rare books			

CONTRACTOR'S NAME & SIGNATURE