

SHORT TERM ONLINE TENDER

HMS CENTRAL LIBRARY, JAMIA HAMDARD, NEW DELHI-110062 hereby invites online bids from the eligible agencies experienced in preservation/conservation of manuscripts/rare books and digitization procedures which are on the approved list of INTACH/ NAI/ CSL and other govt. departments for the works as mentioned below:-

Sr. No.	Name of Work	Approximate value of works (Rs.)	Bid document cost (Rs.)	EMD (Rs.)	Last date of submitting the Tender	Time limit for completion of the work
01	Tissue lamination of 15000 pages from old manuscripts	3,75,000/-	Free, to be downloaded	1,00,000/-	015-5-2017	06 month
02	Archival binding of the laminated documents	2,00,000/-	Do	Included	Do	Do
03	Tissue lamination of 17138 pages from 46 rare books	3,42,760/-	Do	Included	Do	Do
04	Archival binding of 46 rare books	4,600/-	Do	Included	Do	01 month
05	Digitization and uploading of 12000 printed pages from rare books	48,000/-	Do	10,000/-	Do	03 months

NB.

- i. Bid documents marked 'A' for preservation/conservation of manuscripts/rare books and marked 'B' for digitization to be downloaded free of cost from the University portal www.jamiahamdard.edu.
- iii. Only hard copy of the application addressed to the University Librarian along-with filled-in bids with supportive documents will be accepted in the office of the University Librarian, Library building, 2nd floor, , Jamia Hamdard, New Delhi-62.
- iii. EMD will be payable to Jamia Hamdard by the selected agency only.
- iv. For any Tender related query, please contact the email mshoaib@jamiahamdard.ac.in.

Sd/-University Librarian

JAMIA HAMDARD, NEW DELHI
HMS CENTRAL LIBRARY

Tender Document-A

Sealed quotations from the reputed conservation and preservation agencies having headquarters in Delhi/NCR are invited in two bid system, i.e. Annexure I- Technical bid, Annexure II- Financial bid for the following works:

- (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.

The quotations should be submitted in separate sealed covers which should be placed within a larger envelop and addressed to the University Librarian, Jamia Hamdard, New Delhi-110062 by registered post or hand delivered. The cover envelop should be super-scribed "Quotation for Preservation/Conservation, Digitization & Archival Binding of Manuscripts & Rare books". The University Librarian reserves the right of cancelling any or all the quotations without assigning any reason. The selected agency will sign an agreement on non-judicial stamp paper of the value of Rs. 100.00 with Jamia Hamdard.

Annexure-I: - Technical requirements from the Tendering Agency

The tendering agency should commit to fulfill the following technical specifications:-

- i. The agency should submit letter/s of minimum three years experience in the field of conservation, preservation, archival binding and digitization of books and manuscripts in any large academic institution/archival organization/museum.
- ii. A sample of laminated and bound manuscript/book along-with specimen of materials such as tissue paper, leather, end paper and hard board should be submitted.
- iii. 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.
- iv. The Tissue paper should meet the following specifications:
 - 8-9 GSM
 - Transparent after lining
 - Have buffer
 - Side should be properly trimmed
 - Guarding on all four sides
 - Acid free, handmade 75-80 GSM paper should be used for guarding
- v. The paste should meet the following specifications:
 - Gluten free (CMC pate)
 - Doesn't damage the flexibility of the paper after lining
 - Doesn't shed color

- Added fungicide as per standard
- vi. The binding quality should meet the following specifications:
- Clear full opening
 - Each side after binding should be even/balanced
 - Spine should be properly rounded so that papers appear neatly inserted inside
 - Good quality end paper should be stitched at the beginning and at the end
 - Cotton thread of superior quality and non-tearing, acid free type, should be used
 - Superior quality non-bending, acid free, hard board should be used
 - Half leather binding with art, canvas cloth/superior quality binding cloths should be used
 - A strip of binding cloth should be fixed with the end paper on the both sides
 - 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 HMSCL
- Vii. No wear & tear of the manuscript/rare book will be condoned. If the same is not properly corrected the EMD will be impounded
- Viii. The selected agency will be responsible for the infrastructure for carrying-out the conservation and archival binding. The agency will arrange for the inspection of the site of the workshop on its own cost
- IX. The agency will be responsible to carrying and deposit the manuscripts/rare books for/after treatment on its own cost
- X. The agency will be responsible for proper arrangement of the manuscripts/rare books in the designated shelves
- Xi. The agency will not make any copy or share the information about the entrusted materials with any third party
- Xii. The right of the selection of the rare books/manuscripts for preservation and archival binding rest with the HMSCL

I accept the above stated terms & conditions:

Name of the bidder:

Signature of the bidder:

Seal of the bidder:

Date:

Place:

Annexure-II: - Financial requirements from the Tendering Agency

The tendering agency should commit to fulfill the following financial specifications:-

- i. The tendering agency should have a computerized bank account with a local bank in the name of the registered agency (Attach full bank detail)
- ii. The tendering agency should have PAN in its name. (Attach copy)
- iii. The tendering agency should be registered with service tax department. (Attach copy)
- iv. Successful bidder will have to deposit EMD of Rupees one (100000.00) lakh in the name Jamia Hamdard.
- v. The rates for lamination of different sizes of paper and related rate for archival binding per book should be mentioned as hereunder:

Sr. No.	Paper size	Lamination @per folio (i) for manuscripts; (ii) for rare books		Archival binding @ (i) per manuscripts and (ii) rare books separately	
01	Folio up to size A5 (5.83"x8.27")				
02	Folio beyond A5 and up to size A4 (8.83"x11.69")				
03	Folio beyond A4 and up to size A3 (11.69"x16.54")				
04	Folio beyond A3 and up to size A2 (16.54"x23.39")				

I accept the above stated terms & conditions:

Name of the bidder:

Signature of the bidder:

Seal of the bidder:

Date:

Place:

JAMIA HAMDARD, NEW DELHI
HMS CENTRAL LIBRARY
Tender Document-B

Sealed quotations from the reputed conservation and preservation agencies having headquarters in Delhi/NCR are invited in two bid system, i.e. Annexure I- Technical bid, Annexure II- Financial bid for the following work:

- (i) Digitization of rare books.

The quotations should be submitted in separate sealed covers which should be placed within a larger envelop and addressed to the University Librarian, Jamia Hamdard, New Delhi-110062 by registered post or hand delivered. The cover envelop should be super-scribed "Quotation for Digitization of Rare books". The University Librarian reserves the right of cancelling any or all the quotations without assigning any reason. The selected agency will sign an agreement on non-judicial stamp paper of the value of Rs. 100.00 with Jamia Hamdard.

Annexure-I:-Technical requirements for Digitization of library materials

Type of Material	Resolution	Color	Bit depth	Master file format/extension	Details
Textual materials with no images	Min: 150 Ideal: 400	Grayscale	8	Min: PDF/A Ideal: JPEG 2000 or TIFF	Optical Character Recognition (OCR) applications work best on documents scanned at 400 DPI or higher. Web access files: PDF/A.
Textual materials with illustrations	Min: 400 Ideal: 600	Min: Grayscale Ideal: Color	Min: 8 Ideal: 16	TIFF	Do
Rare books and manuscripts	Min: 300 Ideal: 600	RGB	Min: 8 Ideal: 16	TIFF	Do
35mm slides, film and negatives smaller than 4"x5"	Min: 2000 Ideal: 4000	Min: Grayscale Ideal: Color	Min: 8 Ideal: 16	TIFF	We aim for images to have 4000 pixels across long dimension of image area, excluding mounts and borders
Photographs (prints)	Min: 300 Ideal: 600	Min: Grayscale Ideal: Color	Min: 8 Ideal: 16	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 Ideal: 600	Min: Grayscale Ideal: Color	Min: 8 Ideal: 16	TIFF	We aim for images to have 6000 - 12,000 pixels across long dimension of image area

I accept the above stated terms & conditions:

Name of the bidder:

Signature of the bidder:

Seal of the bidder:

Date:

Place:

Annexure-II:-Financial and other requirements for Digitization of library materials

- i. The tendering agency should have a computerized bank account with a local bank in the name of the registered agency (Attach full bank detail)
- ii. The tendering agency should have PAN in its name. (Attach copy)
- iii. The tendering agency should be registered with service tax department. (Attach copy)
- iv. Successful bidder will have to deposit EMD of Rupees ten thousand (10,000.00) in the name Jamia Hamdard.
- v. The work of digitization will be carried in the library building.
- vi. The library will arrange for space, computers, networking and light.
- vii. The over-head scanner and/or flat bed scanners will be provided by the bidder.
- viii. The selected bidder will be responsible for any needful software.
- ix. The digitized material will be provided to the library in a DVD by the bidder on its own cost.
- x. The bidder will upload the digitized material to the local server maintained by the library.
- xi. No wear & tear of the rare book will be condoned. If the same is not properly corrected the EMD will be impounded.
- xii. The agency will be responsible for proper arrangement of the manuscripts/rare books in the designated shelves
- xiii. The agency will not make any copy or share the information about the entrusted materials with any third party
- xiv. The right of the selection of the rare books/manuscripts for preservation and archival binding rest with the HMSCL
- xv. The rates of digitization for different sizes of paper and related rate for archival binding per book should be mentioned as hereunder:

Sr. No.	Paper size	Digitization @per page
01	Folio up to size A5 (5.83"x8.27")	
02	Folio beyond A5 and up to size A4 (8.83"x11.69")	
03	Folio beyond A4 and up to size A3 (11.69"x16.54")	
04	Folio beyond A3 and up to size A2 (16.54"x23.39")	

I accept the above stated terms & conditions:

Name of the bidder:

Signature of the bidder:

Seal of the bidder:

Date:

Place: