Tender No : L/162/22/16-17
dt. 07-06-2016

NOTICE INVITING TENDER FOR ARCHIVING OF SCANNED MINUTES OF THE SYNDICATE, UNIVERSITY CALENDAR, UNIVERSITY PUBLICATIONS, OLD JOURNALS, ETC OF THE UNIVERSITY LIBRARY, UNIVERSITY OF CALCUTTA

Total estimated page volume : 15 lakh pages (approx) in English language and
10 lakh pages (approx) in Bengali language

Scope of Work

1. OCR conversion of English and Bengali language documents to generate searchable PDFs with XML for archiving purposes.
2. Full searchability required for English language documents and bibliographic level for Bengali language documents.
3. Only multiple licensed OCR – SDK software to be used for text recognition and document processing providing higher recognition accuracy.
4. Output must be saved in multiple formats like text, XML, Flat PDF, sPDF, and should support PDF/A for long term archiving.
5. Agency to outline all the image processing steps in detail as well as features of PDF conversion and archiving.
6. XML to be generated for all documents conforming to Dublin Core standards. Document Type Definition (DTD) should be generated by the agency for generating the XML.
7. Page level OCR data to be delivered in XML files.
8. OCR technology should have ability to create the ALTO XML files used globally.
9. Final deliverables on DVD / hard disk as backup
10. Documents be uploaded on DSpace

Important Note for Bidders:

1. Price should be quoted per page basis for the above work
2. Only multiple licensed OCR-SDK software to be used for this project. Agency to furnish minimum 20 OCR - SDK licenses as part of tender submission.
3. The contract may be terminated at proportionate payment in case satisfactory service is not provided.
4. Agency should undertake full responsibility and maintain confidentiality of the material provided for the project. After the work is completed, agency should return all the data to the University Library without any damage.
5. The entire project is to be completed within a period of 6 months.

The documents to be archived may be inspected / checked during all the working days at the Central Library, College Street Campus.

Sealed tenders should be submitted to the Office of the University Librarian, Central Library, 87/1 College Street, Kolkata - 700073, between 11 am and 5 pm on working days (Monday to Friday, except University holidays).

The sealed tender should be superscribed as **ARCHIVING OF SCANNED DOCUMENTS** and reach the Office of the University Librarian, University of Calcutta, Central Library, 87/1 College Street, Kolkata - 700073 within 22 June, 2016 by 2 pm.

University Librarian