

Date : 14.01. 2019

To,

The Interested Firm / Vendor / Agency

Subject : Digitizing of thesis and dissertations available in library.

Tender No PN-2067, Due Date: 04.02.2019 at 3 pm.

Film and Television Institute of India, Pune invites Quotation for the procurement of the above mentioned subject in the FTII Price Bid Proforma with the acceptance letter on your Official Letter head stating that you are capable to do this Tender.

Quotation should be submitted in the FTII Price Bid Proforma only with a covering Official Letter head otherwise Quotation will be rejected without any information to the concerned Vendors/Firms.

FTII reserves the right to accept or reject any or all the Quotation without assigning any reason. The Quotation should reach the office within the Due date at 3 p.m in a sealed envelope super scribe with Tender Name, Tender No. and Due Date address to the Purchase Officer, Film and Television Institute of India, Pune- 411004.

Thanking you,

V.G.Nerlekar
Purchase Officer

Enclosed : FTII Price Bid Proforma

FILM & TELEVISION INSTITUTE OF INDIA, PUNE

(An Academic Institution under Ministry of Information & Broadcasting Govt of India)

Telephone:020-25580028/29

E-mail:purchase@ftiindia.com

Ref No.: PN-2067/2018-19/PS Dated: 14/01/2019

Quotation for Digitizing of thesis and dissertations available in library.
Last Date for Submission of the Quotation : 04/02/2019 at 3 PM
To be submitted to : Purchase Officer, FTII, Pune

Name of the Firm / Agency / Vendor			
Address of the firm / Agency / Vendor			
	Tel:	Fax:	
	Mo:	Mo:	
	E-mail:		

Quotation for Digitizing of thesis and dissertations available in library.

Sr. No	Items Specification	Qty	Brand/ Model no	Unit Price (To be filled by the Firm / Agency / Vendor)	Total Price (To be filled by the Firm / Agency / Vendor)	Warranty Period for each item (To be filled by the Firm / Agency / Vendor)
01	For scanning, image processing, indexing, tagging & mapping in software.	At Actual				
02	For software installation and customization.	At Actual				

Scope of work for Digitization of thesis & dissertations

- The scope of work includes scanning and digitization of thesis & dissertations submitted by the FTII students which are of A4 of Legal size.
- The volume of work may vary between appx 10000-15000 pages which are to be completed within 2 months from the date of order.
- The vendor will have to conduct a pilot project of around 50 pages. Further work will commence only after receiving the positive feedback from Digitization committee.
- The work involves following technical process:
 - Unbinding of document if required (In case of unbinding pagination should be done for all the pages)
 - Scanning of all the pages of document.
 - Cleaning (Skew correction, d-speckle) of images captured.
 - Cropping of images if required.
 - Creating OCR/OMR of the document.
 - PDF files to be created for all the documents
 - Installation of Dspace (open source s/w for digital repository)
 - Creating Meta data of all the documents in excel as per the requirement of Dspace software
 - Tagging and Indexing of documents.
 - Mapping of data in Dspace software.
 - Importing data in to Dspace.
 - Handing over all PDF files and original images and meta data of all documents available in excel.

Please note: Vendors should quote the price in the FTII Price bid proforma only on their official .Letter head with the Tender Document signed by the Authorized person with the official stamp.

Signature of the Authorized Signatory with seal
(To be signed by the Firm / Agency / Vendor)

TERMS & CONDITION:-	
1	Quotation must be submitted by bearer or sent by post so as to reach the office latest by 04.02.2019 at 3 PM in a sealed envelop addressed to the Purchase Officer, Film & Television Institute of India, Law college road, Pune dully accompanied by the following. (I) Forwarding letter on the Official letter head of the firm/agency/Vendor. (ii) Supporting documents of previous experience in the related field. (iii) Supporting technical literature/brochure on the brand items for which the rate are Quoted.
2	Loss or delay in postal/courier transit will not be considered as valid reason for non-receipt of the tender in time.
3	Quotation should indicate the ' rate per unit item ' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES as well as INSTALLATION COST and COMMISSIONING at the User Department.
4	Tenderer should also confirm the stipulated warranty period mentioned with the specification of each items at the columns specified in the Price bid proforma.
5	a) Rates offered should remain valid for at least 8 weeks from the closing date of the Tender. b) Delivery must be completed in full within 12 weeks from the date of the placement of the Purchase order. c) In case of failure of the L1 tenderer to execute the order within scheduled delivery time, then order would be placed with the respective L2 tenderer if the later is agreeable to as per the rate of L1 Tenderer.
6	Valid GST Registration No. and Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns.
7	EMD of Rs. 4000 /- shall be deposited along with the Quotation in the form of the Bankers Cheque/ Draft from any scheduled bank, drawn in favour of Accounts Officer, Film & Television Institute of India payable at Pune. The EMD amount will be refunded to the unsuccessful tenderer without interest through A/C payee cheque after finalization of the Tender and against surrender of original money receipt towards EMD. In case of the successful tenderer, the EMD amount will be returned after deposition of the security deposit within 15 days. Quotation will be rejected if EMD is not attached with the Tender.
8	The successful tenderer shall have to deposit a sum of Rs. 10,000/- as Security deposit within 15 days through Banker's Cheque/ Draft from any scheduled bank, drawn in favour of Accounts Officer, Film & Television Institute of India payable at Pune which will be retained by FTII without interest till the material delivery at the FTII stores with Installation and commissioning at the user department or till the Warranty period. In the event of the supplier falling to execute the orders without sufficient reasons acceptable to FTII, the Security Deposit will be forfeited.
9	The Supplier shall have to apply for the refund of Security Deposit along with Original receipt against the Security Deposit. Before releasing the Security Deposit the Firm/Supplier shall also have to submit a certificate that they have no claims against FTII under this order in the following format : I hereby certify that there are no claims against FTII under Tender No. ---- and you are requested to release the Security Deposit as soon as possible.
10	FTII Administration reserve the right to accept or reject any or all the Quotation without assigning any reason and modify the total requirement at any stage.
11	Any dispute arising out of order the purchase shall be subject to the exclusive jurisdiction of court in Pune City Only.
12	Sealed envelope containing the Tender should super scribe the words. "Quotation for the Digitizing of thesis and dissertations available in library." PN-2067 Due Date : 04.02.2019 at 3.00 p.m. Quotations will be opened at Date:- 04.02.19 at 3.30 P.M.
13	Tenderer may please note that non-submission of any of the aforesaid documents might lead to disqualification of their offer. The Tenderer shall be required to produce documents as mentioned above in original, as and when called for by FTII Purchase Authority.
14	All the digitization work to be carried out at FTII premises. Vendor must have their own facilities required for scanning and digitization and image processing infrastructure. In this case, the transport charges will be borne the vendor.
15	The vendor must be Company/ Firm with registered office in India, and must be experienced in doing work of digitization of documents and image processing.
16	The vendor must submit a list of customers to whom the vendor has provided scanning digitization services.
17	As the dissertations are old and required preservation, proper care should be taken at the time of binding and unbinding of resources.

TERMS OF PAYMENT :

Payment would be released after Satisfactory report and submission of invoice against each order issued by the institute unless there are any **unforeseen** circumstances. Certified that we are quoting the above rates after having gone through the specification of each item individually in addition to Terms & Conditions & Terms of Payment mentioned above which are agreed by us.

Date:

**Signature of the authorized signatory with seal
(To be signed by the Firm / Agency / Vendor)**

