



Project Name: Digitization

The Noida Unit of C-DAC intends to identify entrepreneurial Teaming Partners for Digitization project

Scope of work

Type 1:

The scope of work is conversion of tiff image data into pdf, OCRing the content and metadata creation (50 Million pages).

Steps involved in Digitization Process

- **Step-I:** Updating/filling up Meta tag information (Title, Author name etc.) in the given format
- **Step-II:** OCRing the images in the requisite format (.RTF, .HTML, .TXT etc.) using necessary software.
- **Step-III:** Converting images into PDF file format (searchable PDF).
- **Step-VI:** Delivery of data on DVD/HDD

Type 2:

The scope of work is about 10 million pages digitization. The work involves scanning at 600 dpi, cleaning, converting tiff images into image PDF and data entry of Meta data at the project site in Aligarh, Ahmadabad and New Delhi

Steps involved in Digitization Process

- **Step-I:** Filling up Meta tag information (Title, Author name etc.) in the given format
- **Step-II:** Scanning the images in the requisite formats (.tiff etc)
- **Step-III:** Cropping and cleaning of images using the software provided
- **Step-IV:** OCRing the images in the requisite format (.RTF, .HTML, .TXT etc.) using necessary software.
- **Step-V:** Creation of Image PDF file.
- **Step-VI:** Delivery of data on DVD/HDD

Infrastructure: Computers, Scanner (Minolta/ Zeutschel) and necessary software will be provided to Teaming Partner

Other Responsibilities of executing agency

- I. Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of Teaming Partner are as under:
- a. Maintaining confidentiality about work
 - b. Safe handling of books, documents and Manuscripts (as these are rare available in single copy and can not be recreated). While handling these, proper care is to be taken, so Teaming Partner should deploy only experienced scanning operators. In case of any negligence the Teaming Partner may be penalized.
 - c. Safe handling of equipments. In case of any damage to equipments, the Teaming Partner is liable for penalty.
 - d. In case of any malfunctioning of equipment the Teaming Partner should inform CDAC, Noida without any delay.
 - e. As the scanning has to be carried out at very reputed and prestigious places, the Teaming Partner has to ensure that the persons maintain the proper decorum.

II. Confidentiality Agreement:

An agreement will be signed between the CDAC, Noida and Teaming Partner for maintaining confidentiality of work as per the terms and conditions provided by CDAC, Noida

III. Format for submission of willingness: The quotation should include following information

1. Name of firm/company:
2. Company Profile:
3. Experience related to the proposed work(minimum 3 years experience in the relevant field):
4. Manpower that will be deployed on this particular project (experience, qualification, skills with proof):
5. Experience of handling Infrastructure (Minolta/ Zeutschel scanner along with proof):
6. Any previous alliance with CDAC in similar activity.
7. Financial Documents (ITR, Balance sheet and Profit & Loss account for minimum of 3 years):

Note:

1. The scope of work describes the complete work. There may be some more addition of the scope in future. But it is also not necessary that complete work be assigned to a single party. The work may be distributed amongst selected few or not allotted at all or part thereof.

Interested parties should submit the performa as per Para III (Format of submission of willingness) by providing all required documents as scanned copy through e-mail id itcc@cdacnoida.in latest by 5.00pm on 13th Feb'12.