



**Ministry of Culture**  
Government of India



**साहित्य अकादेमी**

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार की स्वायत्तशासी संस्था

**Sahitya Akademi**

(National Academy of Letters)

An Autonomous Organisation of Ministry of Culture, Government of India

**02.09.2026**

SA.37/Admin./HO/ 361

## E-TENDER NOTICE

### **Digitization of Sahitya Akademi Library books with Metadata and establishing Digital Repository and Hosting Infrastructure.**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Government of India, working actively to promote Indian literature among the masses in India and abroad, invites proposals from eligible agencies for the implementation of a Digital Library in its library at Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi – 110001.

#### **Who can participate**

Any agency, firm, or company having experience in the implementation of digitization of library materials/pages is eligible to participate in the tender process. Preference shall be given to Government organizations. The tender shall necessarily be uploaded on the e-CPP Portal. In the event of non-uploading of the tender on the e-CPP Portal, the bid shall not be considered for opening and shall be liable to rejection without being opened.

#### **Scope of Work**

**Approximately 02-05 Lakh pages (Two-Five lakh)** are proposed to be digitized under Phase I of the Digitization of library project. The details of e-tender are as under:

| Particulars                    | Date & Time              |
|--------------------------------|--------------------------|
| Last Date to submit the Tender | 5:00 p.m. on 22.09.2026  |
| Pre – Bid Meeting              | 11:00 a.m. on 14.09.2026 |
| Opening of Technical Bid       | 11:00 a.m. on 24.09.2026 |
| Opening of Financial Bid       | 11:00 a.m. on 28.09.2026 |

#### **Sahitya Akademi**

(an autonomous organization under Ministry of Culture, Govt. of India)

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(N. Suresh Babu)

Deputy Secretary (Admin. i/c.)

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### Need for the Project

The Sahitya Akademi, India's National Academy of Letters, is a premier institution dedicated to promoting and preserving Indian literature across 24 recognized languages, including English and Rajasthani. Over the decades, it has developed a valuable collection of rare books, journals, and Akademi publications that reflect India's diverse literary and intellectual heritage. To safeguard these resources and improve accessibility for Authors, Students, Researchers, Writers and Readers worldwide, the Akademi proposes a comprehensive digitization project. The initiative will include quality document scanning, metadata creation, digital preservation, secure cloud-based storage, and access through a digital repository platform. This project will protect fragile literary reading materials, support long-term conservation, and enable wider discovery, research, and dissemination of India's multilingual literary heritage for future generations.

### Scope of Work:

The proposed work encompasses comprehensive digitization and digital management of old and rare library books to ensure their preservation, accessibility, and effective utilization. The scope includes document preparation, high-quality scanning at a minimum resolution of 300 DPI, image enhancement, indexing, metadata creation, cataloguing, and conversion of digitized content into standard archival formats such as PDF/A, TIFF, JPEG, CSV, or other prescribed formats. All digitized documents will be OCR-enabled to facilitate full-text search, efficient retrieval, and an enhanced user experience. The project further includes implementation of an in-house CMS/DMS (Content/Document Management System) or an open-source digital repository platform such as D-Space offering secure storage, advanced search capabilities, user management, controlled document sharing through email attachments or secure links, configurable access permissions, and seamless retrieval of digital objects. The proposed solution will support long-term digital preservation, improved accessibility for researchers and users, streamlined library operations, and compliance with recognized digital record management and archival preservation standards.

**The proposed digitization project may include the following key specifications:**

| Components            | Specification                                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------------------------|
| No. of pages          | Approx. 02 to 05 lakh pages                                                                               |
| Scanner               | Overhead scanner (Book Eye preferred)                                                                     |
| Quality               | Minimum 300 dpi quality                                                                                   |
| Image enhancement     | Digital restoration and correction to improve visibility and readability                                  |
| Metadata              | Dublin Core Metadata                                                                                      |
| Search                | Optical Character Recognition for multilingual full-text search                                           |
| Format                | TIFF/PDF format                                                                                           |
| User Interface        | Flipbook display for online access                                                                        |
| Software              | D-space (with customization, wherever required)                                                           |
| Software Version      | Latest version of D-space (currently Version 10.0)                                                        |
| Server Infrastructure | NIC Cloud server for hosting and storage of digitized collections                                         |
| Website Integration   | Integration with the Sahitya Akademi website for public access                                            |
| Maintenance           | AMC charges                                                                                               |
| Estimated Timeline    | 02-04 Months                                                                                              |
| Access                | Secure 24X7 global access                                                                                 |
| Legal                 | Compliance with the Copyright Act and other applicable laws                                               |
| Backup                | Real time Backup with SA Library                                                                          |
| Connectivity          | Secure network connectivity                                                                               |
| Cyber security        | Appropriate cyber security measures, including firewalls, access controls, and data protection mechanisms |
| Project Mode          | From Outsource agencies                                                                                   |
| Watermark             | Mandatory Watermarking                                                                                    |





### **Additional Digitization Specifications:**

**Metadata Creation**-Internationally metadata accepted standards such as Dublin Core (Qualified) Min. 15-16 fields required to create metadata record for digital object for easy retrieval purpose for general records and MODS, METS, and PREMIS for complex and preservation-oriented materials.

Installation and configuration of D-Space (version 10 or higher version) as the primary digital repository, customized to reflect SAL institutional identity.

Cloud server provisioning, including domain registration, HTTPS implementation, firewall protection, data security, and **automated backups**.

Controlled integration with the existing VTLS, primarily to allow cross-referencing of metadata and persistent identifiers between systems.

Access policy definition to regulate open and restricted access levels, ensuring legal compliance and ethical usage of digitized content.

### **Repository Platform and Technical Framework**

Given the limitations of VTLS in hosting full-text digital documents, D-Space will serve as the core digital repository platform. It will support advanced search and browsing capabilities, metadata harvesting through OAI-PMH, and role-based access control for users and staff. All metadata will be structured for D-Space ingestion and comply with interoperability standards.

### **Cloud Infrastructure and Hosting Environment**

The vendor will be required to provide and manage a reliable cloud infrastructure (NIC clouds, Amazon Web Services, Azure, or equivalent) with scalable storage and computing resources. The setup will include:

- Domain name acquisition and HTTPS security.
- Firewall and security systems to prevent unauthorized access.
- Daily backup schedules and uptime monitoring tools.
- Future scalability for additional collections and users.

### **Integration and Interoperability with existing software i.e. VTLS-Virtua software-LMS**

Where applicable, records in D-Space will be linked with existing bibliographic records in the VTLS using persistent identifiers (e.g., handle URLs or DOIs). While D-Space will be the primary platform for content hosting, VTLS integration will improve discoverability for users already using the library catalogue.

### **Deliverables**

Upon successful implementation, the project will deliver:

- Digitized content in preservation-grade formats (TIFF, JPEG, OCR-enabled PDFs) may be provided mandatorily in hard drives/ SSD (External device)
- Machine-readable metadata for all digitized items
- A fully functional, cloud-hosted D-Space digital repository
- Configured domain, security infrastructure, and backup system
- VTLS-D-Space linkages for selected records
- Policy documentation and user training resources



**1. The terms and conditions & the Bidding Process of the e-tender would be as under:**

- The vendor shall have to depute trained and specialized staff to ensure smooth implementation of Digitization and avoid any technical slag.
- Installation of hardware should be carried out by the vendor and their trained staff.
- The vendor shall provide post-purchase support and maintenance service to ensure smooth and uninterrupted functioning of Digital Library.
- Bank guarantee @ 10% of contract value by the vendor shall be submitted which may be released only after satisfactory performance and service review.
- The vendor shall furnish an undertaking ensuring a minimum downtime of maximum 24 hours. The troubleshooting of Digital repository/ Digital library of the issue must be provided 24X7 to ensure uninterrupted service to the library.
- The vendor must provide a technical training to the library staff on Digitization and retrieval of digitized object successfully with the help of CMS-Content Management software.
- Period and terms of Delivery: The work should be completed within 180 days' time and failure to do so will entitle the Akademi to impose a penalty of Rs.10,000 per day till the completion of work on the vendor which shall be recovered from any amount payable to the vendor.
- The Bidder must submit Bids in two bid system i.e. Technical Bid and Financial Bid. All the Bidder should upload the tender document at E-CPP portal on or before **22.09.2026 by 5:00 p.m.** In absence of submission of e-tender at E-CPP portal, the tender will not be considered or will be liable for rejection.

**General Terms & Conditions of the Tender:**

Sahitya Akademi invites online bids from eligible bidders for Scanning and Digitization of Books/Documents/pages. The duration of the overall contract is **06 Months** from the date of generation of contract through GeM. This section is in addition to and mandatory over the existing Terms & Conditions as per GeM.

**General Conditions**

- The successful bidder is required to submit a bank guarantee for an amount equivalent to 10% of order value. The PBG should be valid upto 07 Months from the date of contract. The performance/bank guarantee shall be released after one month of successful completion of the project and contract.
- The bidder should submit the 'Work Completion Certificate' issued by the end user for the services provided in the last 3 Years. This certificate should be on the letter head of the issuing authority.
- Quantity of work Clause – Sahitya Akademi reserves the right to increase or decrease the quantity of work by 25% of pages to be scanned/cataloguing proposed for scanning without any change in the terms & conditions and per page prices quoted by the Seller. However, the timeline for completing the task will be extended proportionately. If the vendor cannot complete the work awarded within the specified time for reason whatsoever, the vendor shall engage another vendor to complete the work at the cost of the original vendor to whom the contract is awarded.
- No Work No Pay: No payment would be made for the books/ document not properly scanned, indexed, merged files or up to the satisfaction of the end user. The vendor must produce a certificate duly signed from the end user in this regard, indicating the quantity and quality of the above work.
- If the documents taken for the scanning are not returned in the same condition or the document is lost/misplaced/torn during the scanning, the department will penalize the firm, who must pay the penalty, which will be decided by Sahitya Akademi.





- The bidders should enclose authenticated copies of the required documents (duly signed by authorized signatory of the firm) as per this Tender Document. Sahitya Akademi reserves the right to reject the bid if any of the above listed document/s is/are not submitted at the time of Bidding.
- The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required in the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
- All the documents uploaded should be legible and clear. All the documents uploaded should bear the signature of authorized signatory.
- Incomplete, Conditional bids / offers will summarily be rejected.
- Sahitya Akademi may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Departments / Institutions / Local bodies / Municipalities / Public Sector Undertakings, etc.
- If price is mentioned in the "Technical Bid" it will lead to rejection of the bid.
- Bidders should take into account the corrigendum from time to time before submitting the online bids. No separate communications will be sent in this regard, by Sahitya Akademi or any other office.
- Sahitya Akademi reserves the right to amend the eligibility criteria, financial terms & conditions, Scope of Supply, technical specifications etc. after due notification / corrigendum.
- Sahitya Akademi reserves the right to cancel the entire tender / process without assigning any reasons therefore at any stage of tendering before awarding the contract or after awarding the contract also.

#### **Payment Terms:**

- No advance payment will be made or no letter of credit will be issued.
- Payments will be made on actuals. Digitization of Library books/pages with metadata-data entry efforts beyond estimated quantities will be paid at the quoted rates.
- The payment will be released on completion of work.
- The payment will be subject to receipt of funds from the Ministry/ Departments.
- The manpower deployed by the Successful Bidder will have no right in any manner to claim any benefits / rights with Sahitya Akademi client.
- The payments will be made within 45 days from the receipt of invoice along with Completion Certificate issued by Sahitya Akademi Client.
- All payments shall be subject to statutory deductions wherever applicable. In case of any deviation from the specified scope of work / service / delivery timelines, the suitable penalty / penalties will be imposed.



**2. The Technical Bid must contain the following:**

|                                                                                                                                                                                                                 |                                                                                                                                                                                                         |          |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|----|
| i.                                                                                                                                                                                                              | Profile of the Agency/Company                                                                                                                                                                           | Attached | Yes | No |
| ii.                                                                                                                                                                                                             | Details of in house Technical Manpower/Staff                                                                                                                                                            | Attached | Yes | No |
| iii.                                                                                                                                                                                                            | Track record/detail of similar digitization work                                                                                                                                                        | Attached | Yes | No |
| iv.                                                                                                                                                                                                             | Specify experience relating to implementation of Digitization work                                                                                                                                      | Attached | Yes | No |
| v.                                                                                                                                                                                                              | Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/Department/ State Govt./UT Govt./ Authority/Organization/Agency etc.                                       | Attached | Yes | No |
| vi.                                                                                                                                                                                                             | Certified financial statement for the last 3 years i.e. 2023-24, 2024-25 and 2025-26.                                                                                                                   | Attached | Yes | No |
| vii.                                                                                                                                                                                                            | Latest Income Tax Clearance Certificate / Copy of ITR and PAN.                                                                                                                                          | Attached | Yes | No |
| viii.                                                                                                                                                                                                           | Tender Fee of Rs.5000/- (Rs. Five Thousand only) by demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi. Exemption will be allowed on submission of documents.                      | Attached | Yes | No |
| ix.                                                                                                                                                                                                             | EMD of Rs. 60,000/- (Rs. Sixty Thousand Only) in the form of ONLY demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi. <b>Exemption will be allowed on submission of documents.</b> | Attached | Yes | No |
| x.                                                                                                                                                                                                              | GST Registration Certificate issued by the competent authority                                                                                                                                          | Attached | Yes | No |
| The EMD will be returned to the unsuccessful bidders at the earliest within a month after the award of the work. <b>The total cost of the project including all taxes will not be more than Rs. 20,00000/-.</b> |                                                                                                                                                                                                         |          |     |    |

**3. Submission of Tender:**

**3.1 The Financial Bid must contain the following:**

|       |                                                                                                                                     |          |     |    |
|-------|-------------------------------------------------------------------------------------------------------------------------------------|----------|-----|----|
| (i)   | Must contain the total cost of the project including all aspects by maintaining bifurcation of each product and its cost.           | Attached | Yes | No |
| (ii)  | The contractors should quote in figures as well as in words the rates and amount in the financial bid.                              | Attached | Yes | No |
| (iii) | The rates quoted in the financial bid shall be inclusive of all taxes, GST, levies etc. as applicable from time to time.            | Attached | Yes | No |
| (iv)  | Nothing extra shall be payable over and above the Tendered /accepted rate as per the Price Schedule mentioned in the Financial Bid. |          |     |    |

3.2 A pre-bid meeting to clarify any queries regarding the tender will be held at Sahitya Akademi's Conference Hall on 3rd Floor on **14.09.2026**.

3.3 Any person interested in submitting bids can come for the pre bid discussion.

3.4 The Technical Bid will be opened on **24.09.2026** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3rd Floor.

3.5 The Committee shall evaluate the ability of the agencies to carry out the requisite quality work, profile and experience in the specific work.



- 3.6 After PPT presentation of Digitization demo, the softcopy of the PPT must be submitted in Pen Drive/External Hard Disk.
- 3.7 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents.
- 3.8 The bids would be first evaluated technically as specified in the evaluation para. Financial Bid of only those bidders whose Technical Bid qualify would be opened.
- 3.9 The decision of the Secretary, Sahitya Akademi, who is the Competent Authority in Sahitya Akademi, shall be final and abiding.
- 3.10 The Financial Bids will be opened on **28.09.2026**.
- 3.11 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.
- 3.12 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>

#### 4 Evaluation Criteria:

- 4.1 The Technical Bids and the Financial Bids will be evaluated individually.
- 80% Weightage for Technical Bid
  - 20% Weightage for Financial Bid

#### 4.2 The criteria for Technical Evaluation is as under:

| S.No. | Criteria                                                                                                                                                                                                                                                                                                                                                                                       | Marks      |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1     | <b>Organizational Strength and Experience:</b> Evaluation shall be based on the bidder's experience in executing similar library digitization projects at national and international levels, considering the number of work orders/purchase orders executed and projects successfully completed. Marks shall be awarded based on submitted work orders and completion/experience certificates. | 30         |
| 2     | <b>Concept and Implementation Plan:</b> Evaluation shall be based on the bidder's proposed concept, methodology, workflow, digitization approach, scanning methodology, quality assurance measures, and implementation timeline. Marks shall be awarded for technical soundness, feasibility, and completeness of the proposed plan.                                                           | 50         |
|       | <b>Ownership and Capacity of Scanners:</b> The bidder shall provide details of scanner ownership, number of scanners, technical specifications, and daily scanning capacity (pages per day). The submission shall demonstrate the scanning capacity and quality standards of scanning and the proposed equipments.                                                                             | 20         |
|       | <b>CMS/DMS and Digital Object Retrieval Solution:</b> Evaluation shall be based on the proposed CMS/DMS features, search and retrieval capabilities, metadata management, user accessibility, customization flexibility, modification capability, and source code availability.                                                                                                                | 10         |
|       | <b>ICT Infrastructure Solution:</b> Evaluation shall be based on the bidder's proposed ICT infrastructure solution, including cloud server, hardware, software, storage, backup, and security firewall architecture. Marks shall be awarded for efficiency, scalability, Quality of scanning, reliability, and suitability for the digitization project.                                       | 10         |
|       | <b>Turnover and AMC support charges after warranty period</b>                                                                                                                                                                                                                                                                                                                                  | 10         |
| 3     | <b>Expertise and Methodology:</b> Evaluation shall be based on the bidder's expertise in scanning, indexing, and metadata services, along with the proposed methodology, technical approach, and capability to execute the digitization project effectively. Marks shall be awarded based on the bidder's understanding and implementation approach.                                           | 20         |
|       | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                   | <b>100</b> |

- 4.3 Financial Bids will be opened only those who gets minimum 70 marks to qualify technically.
- 4.4 The bids of bidders who have cleared the Minimum Qualification Score shall be ranked on the basis of the Technical cum Creative Bid marks (TTBM and declared "Technically Qualified Bids". The Technical Bid Score "TS" of the bidder shall be derived as under:

|   |                                              |
|---|----------------------------------------------|
| 1 | X HM/TTBM)                                   |
| 2 | TS (Technical Bid score)                     |
| 3 | HM (Highest marks amongst all evaluated bid) |
| 4 | TTBM (Total Technical Bids Marks)            |

- 4.5 The Financial Bids of those will only be opened whose technical bids are qualified. The Lowest financial bid will be given 20 Marks and the higher bids will be evaluated Proportionately.
- 4.6 Combined Evaluation of Technical and Financial Bids. The total score of the bidder will be determined as under:

|   |                            |
|---|----------------------------|
| 1 | CS = (80% x TS)±(20% x FS) |
| 2 | TS (Technical Score)       |
| 3 | FS (Financial Score)       |

- 4.7 The Bid obtains the highest CES, will be rated as the Best Bid and will be awarded the work.
- 4.8 In the event of a tie, the bid with the Highest Technical Score (TS) will be rated as the best bid. Beyond that, the decision of the Secretary, Sahitya Akademi will be abiding.
5. No advance payment(s) will be made. Payment will be made through PFMS (Public Financial Management System) on submission of the bill on successful completion of the work.
6. Tenderers shall not be permitted to withdraw offer or modify the terms and conditions thereof at any time during the process of finalizing the award of work/contract/job. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of EARNEST MONEY DEPOSIT (EMD) will stand forfeited to Sahitya Akademi. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
7. The successful bidder will be liable to deposit within 3 days from the date of issue of work order a Performance Security equivalent 3% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
- 7.1 In the event of breach of contract or negligence or non-observance of any condition of contract or for unsatisfactory performance i.e. contrary to the contract, performance security can be forfeited on the approval of the Competent Authority in the Sahitya Akademi.
- 7.2 On expiry of the contract, such portion of the said security deposit as may be considered by the Competent Authority of Sahitya Akademi sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final report of the Committee on account of firm's bill has been received and examined.

**8. Period and terms of Delivery:**

The Digitized soft copies/PDF/ JPEG/ TIFF files with metadata along with Software and Hardware, Hard Disc (scanned files) and other equipment's if any would be handed over to Sahitya Akademi Library in 90 days.



9. **Penalty** : In case of delay, a penalty @ Rs. 10,000/- per day would be imposed by the Competent Authority in the Sahitya Akademi and the same would be deducted from the amount payable to the contract.
10. **Force Majeure** : If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries so resumed or not shall be final and conclusive. Further, that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event, either party may at lists option, terminate the contract.
- Provided also that if the contract is terminated under this clause, Sahitya Akademi shall be at liberty to take over from the supplier at a price to be fixed by the Competent Authority of Sahitya Akademi, which shall be final all unused undamaged and acceptable materials, bought out components and stores during the course of manufacture which may be in possession of the contractor at the time of such termination or such portion thereof as the Competent Authority of the Sahitya Akademi may deem fit, except such materials, bought out components and stores, the contractor may with the concurrence of the Competent Authority of Sahitya Akademi elects to retain.
11. **Insolvency etc.**: In the event of the firm being adjudged insolvent or having a Receiver appointed for it by a court or any other order under the insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified by the Competent Authority of the Sahitya Akademi shall have the power to terminate the contract without previous notice.
12. **Breach of Terms and Condition**: In case of breach of any of terms and conditions mentioned above, the Competent Authority of Sahitya Akademi will have the right to cancel the work order without assigning any reason therefor and nothing will be payable by Sahitya Akademi in that event and the security deposit shall also stand forfeited.
13. **Subletting of work**: The tender is not transferrable. The firm shall not assign or sublet the work/job or any part of it to any other person or party. Only one tender shall be submitted by one bidder.
14. **Right to call upon information regarding status of work**: The Competent Authority of Sahitya Akademi will have the right to call upon information regarding status of work/job at any point of time after having awarded the contract.
15. **Disclaimer**: The employees of the Sahitya Akademi and their relatives are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- Members of a Hindu Undivided Family'
  - Their spouses'
  - The one related to the other in the manner as father, son(s), son's wife, daughters & daughter's husband, brothers and brother's wife, sister and sister's husband.
16. **Arbitration**: If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a

request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the President, Sahitya Akademi. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner *from* among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act and the rules framed there under and in force shall be applicable to such proceedings.

17. No compensation shall be payable to the contractor for any damage caused by the lightening, wind storm, flood, tornado, earthquakes or other natural calamity during the execution of work. He shall make good all such damage at his own cost and no claim on this account will be entertained.
18. **Legal jurisdiction:** The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.



(N Suresh Babu)

Deputy Secretary (Admin. i/c)

*For uploading on Sahitya Akademi website*



## ANNEXURE – I

To,

The Secretary,  
Sahitya Akademi  
New Delhi – 110001

### Subject: Technical Bid

Dear Sir,

In response to the e-Tender Notice, I/We hereby submit our Technical Bid for Digitization of Sahitya Akademi Library books with Metadata and establishing Digital Repository and Hosting Infrastructure. at the Sahitya Akademi Library, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi – 110001.

The following documents, duly signed and stamped, are enclosed in support of our bid.

|    |                                                                                                                      |          |              |
|----|----------------------------------------------------------------------------------------------------------------------|----------|--------------|
| 1  | Tender has been submitted in the prescribed format duly signed                                                       | Attached | Not Attached |
| 2  | Certified copy of PAN                                                                                                | Attached | Not Attached |
| 3  | Certified copy of GST Registration                                                                                   | Attached | Not Attached |
| 4  | Documentary evidence for exemption from deposit of tender cost/ EMD                                                  | Attached | Not Attached |
| 5  | Tender cost deposited by demand draft                                                                                | Attached | Not Attached |
| 6  | Earnest Money Deposit by demand draft                                                                                | Attached | Not Attached |
| 7  | Certificate of firm not blacklisted                                                                                  | Attached | Not Attached |
| 9  | Certificate of authorized dealer/brand, if any                                                                       | Attached | Not Attached |
| 10 | Certificate of rates validity period                                                                                 | Attached | Not Attached |
| 11 | Certificate of acceptance of terms & conditions                                                                      | Attached | Not Attached |
| 12 | Name and e-mail /mobile number of the authorized person                                                              | Attached | Not Attached |
| 13 | List of orders executed during the last three years                                                                  | Attached | Not Attached |
| 14 | Any Hard copy / soft copy                                                                                            | Attached | Not Attached |
| 15 | Details of technically competent personnel employed                                                                  | Attached | Not Attached |
| 16 | Details of any ISO/or Electronics Certificate of Standard Products as per ISI standards .                            | Attached | Not Attached |
| 17 | The bid submitted by the tenders shall be valid for a period of 90 days computed from the date of opening of the bid | Attached | Not Attached |
| 18 | Certificate for completing the work within 90 days' time from the date of issue of work order.                       | Attached | Not Attached |

Date.....

Signature of Bidder with Seal

(on the company letter head)

**ANNEXURE –II**

To,

The Secretary,  
Sahitya Akademi  
New Delhi – 110001

**Subject: Financial Bid**

Dear Sir,

In response to the e-Tender Notice, I/We hereby submit our Financial Bid Digitization of Sahitya Akademi Library books with Metadata and establishing Digital Repository and Hosting Infrastructure at the Sahitya Akademi Library, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi-110001, and enclose the following documents, duly signed and stamped.

**1. Financial Bid Format / BOQ Structure**

Use itemized BOQ so evaluation is apples-to-apples. Main heads:

| S.No. | Item/Component                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Qty                                                 | Unit<br>Rate<br>Rs | GST<br>% | Total<br>Amount<br>Rs |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------|----------|-----------------------|
| 1     | <b>Scanning of Library Books:</b> The bidder shall quote the rate on a <b>per-page</b> for scanning of library books/pages. The quoted rate shall include all costs associated with handling, scanning, image processing, quality checking, file creation.                                                                                                                                                                                                                                                                                                                | 02-05<br>Lakh<br>pages                              |                    |          |                       |
| 2     | <b>Installation and Configuration of ICT Infrastructure and Digital Repository Software:</b> The bidder may Provide, install, configure, and test complete ICT infrastructure (Data Centre) along with customizable Digital Repository/Content Management Software (e.g., D-Space), including metadata management, search and retrieval, user access management, online access, source code, configurations, documentation, and administrative credentials handover upon project completion.                                                                              | Quote<br>Lumpsum<br>for whole<br>infrastruct<br>ure |                    |          |                       |
| 3     | <b>Establishment of Data Server and Cloud-Based Infrastructure:</b> The bidder shall provide and establish a high-end data server infrastructure, preferably cloud-based, with server configuration/specifications to ensure fast processing, storage, and management of large volumes of digitized files, including high-resolution TIFF/PDF images and other digital content. The infrastructure consists of firewall protection, Security audit certification, data backup, disaster recovery mechanisms, scalability, and seamless access to digitized resources. The | Quote<br>Lumpsum<br>for whole<br>infrastruct<br>ure |                    |          |                       |



|   |                                                                                                                                                                                                                                                                                               |                                        |  |  |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|--|--|
|   | bidder shall submit complete details of the proposed server configuration, storage capacity as part of the Technical Bid.                                                                                                                                                                     |                                        |  |  |  |
| 4 | <b>Storage Capacity Requirement:</b> The bidder shall provide adequate storage capacity in TB (Terabytes) as per the requirements of Sahitya Akademi, considering future expansion needs, to accommodate existing digitized content as well as future scanning and digitization requirements. | Quote Lumpsum for whole infrastructure |  |  |  |
| 5 | <b>Flip Book Viewer:</b> The bidder shall provide a Flip Book Viewer option in the front-end software to enable users to view scanned documents/PDF files in an interactive, user-friendly, and easily accessible format.                                                                     | Quote Lumpsum for whole infrastructure |  |  |  |
| 6 | Warranty if any                                                                                                                                                                                                                                                                               | Lumpsum                                |  |  |  |
| 7 | AMC charges after warranty period                                                                                                                                                                                                                                                             | Lumpsum                                |  |  |  |

**Grand Total = (Sum of all items + GST)**

## 2. Key Financial Bid Terms to Include

### A. Pricing Basis

- 1) **FOR Sahitya Akademi Library, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi -**  
All rates inclusive of packing, freight, insurance, installation, testing, commissioning.
- 2) **GST:** Quote GST % separately. Sahitya Akademi is eligible for GST concession/concessional GST if applicable under Ministry of Culture - bidder to verify.
- 3) **Currency:** INR only. No foreign currency.

### B. Validity & EMD/PBG

- 1) **Bid Validity:** 90 days from bid opening date.
- 2) **EMD:** 2% of estimated value, via DD/BG/GeM PBG. Exempt for MSME/Startup as per GFR.
- 3) **Performance Security/PBG:** 5% of contract value, valid 60 days beyond warranty + AMC period.
- 4) **Warranty:** Minimum 3 years' comprehensive on-site warranty for Digital Library infrastructure.

### C. Payment Terms - Standard for Govt. libraries:

- 1) **30% Advance** against submission of PBG + order acceptance - if allowed by Sahitya Akademi. If not, make it 0%.
- 2) **60%** on supply, installation, tagging of 100% collection, and successful UAT.
- 3) **10%** after 3 months of satisfactory operation + submission of final acceptance certificate.
- 4) **AMC:** Annual payment, after completion of each AMC year.

### D. Other Mandatory Terms

- 1) **AMC Rates:** Quote year-wise AMC for 3 years post warranty. Should not exceed 8-10% of equipment cost/year.
- 2) **Spare Parts:** 10-year availability of spares to be undertaken.
- 3) **Taxes/Duties:** All levies, duties except GST to be included in unit rate.
- 4) **No Hidden Charges:** "No other charges shall be payable by Sahitya Akademi".
- 5) **Price Fall Clause:** If you supply same item at lower price to any Govt. department during contract period, same benefit to pass on to Sahitya Akademi.

**E. Commercial Conditions**

- 1) **Liquidated Damages:** 0.5% per week delay, max 10% of delayed portion value.
- 2) **Penalty for Downtime:** >48 hours' downtime - penalty per day as per RFP.
- 3) **Bidder to quote for full BOQ** - partial bids liable for rejection.

**Signature**