



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly known as WEST BENGAL UNIVERSITY OF TECHNOLOGY)**

BF-142, Sector -I, Salt Lake City, Kolkata -700 064

**INVITATION FOR EXPRESSION OF INTEREST FOR
SCANNING/DIGITIZATION OF RECORDS OF
MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY,
WEST BENGAL**

Notice No.: REGIS/ MAKAUT/2017-18/15

Date of Issue: 13-12-2017

Last Date of Submission: 15-01-2018

Tender Fee: NIL

Address: BF-142, Sector-I, Salt Lake City, Kolkata-700064

Phone No.: (033) 2321-1345 / 2321-8792 / 2321-0731

Tele-Fax No.: (033) 2334-1034



Information / Document(s) to be provided by the Bidder:

1. Contact information:

- a) Name of the Bidder:
- b) Address:

- c) Telephone No.:
- d) Mobile No.:
- e) Fax No.:
- f) E-mail id (if any):

2. Name(s) of the Proprietor/Partners/Directors, etc.:

3. Trade License No. (With Photocopy):

4. PAN:

5. GSTIN (if available):

6. Additional Document(s) / Information, if the party wants to include:

- 1)
- 2)
- 3)
- 4)
- 5)

Signature(s) with Official Stamp



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**INVITATION OF EXPRESSION OF INTEREST FOR SCANNING/DIGITIZATION OF RECORDS OF
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The Maulana Abul Kalam Azad University of Technology, West Bengal invites sealed Expression of Interest (EOI) from reputed and qualified vendors for Scanning/Digitization of records using latest innovative technologies of various units of the University (i.e. Examination, Finance, Academic, Administration, Library etc.) at the client's location.

Scope of Work

- Scanning/digitization, Indexing, Storing, Archiving & Retrieval of records in digital form in secure manner in the specified period.
- Creation and Integration of metadata and database structure.
- Setup of scanning and digitization facility at the End User Department's office.
- The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user departments.

Project involves broadly following activities:

- Pre-Scanning Activities
- Scanning Activities
- Image Enhancement
- Indexing/Metadata Entry
- Storage & Retrieval of digitized documents
- A complete solution including hardware/software (server, storage etc) requirements has to be proposed by the vendor.
- Access security level creation



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IMPORATANT INFORMATION FOR THE BIDDERS

1. Firm should have capability of Inventorisation, Document Preparation Scanning, Post Scan Document Preparation, ICR (Intelligent Character Recognition) OCR (Optical Character Recognition) software and process management system. This capability must be proven in at least one of the projects. Provide documentary proof with orders and Acceptance Certificate of complete project and end to end completion of part of the project must be enclosed covering all these areas.
2. Firm should have adequate number of the scanner for high speed capacity to scan different sizes of the paper.
3. Firm should have minimum four book scanner of A0 to A4 Size. Failing which the EOI will be rejected.
4. 10 licenses of PDF compressor/PDF creator. Firm should at least have five user licenses for Forms Processing software (ICR/OMR).
5. The bids have to be submitted by the bidders to the Registrar of the University (only sealed EOI will be accepted). EOI Submission period will start on and from 13/12/2017 (**11:00 Hrs.**) and will be valid upto **-15/01/2018 (17:00 Hrs.)**. No EOI will be accepted after the stipulated time.
6. **The bids must be comprehensive item-wise as mentioned in the tender notice.**
7. EOI will be evaluated by the Officials of MAKAUT, WB. Intending bidders may remain present if they desire so. If there is any deficiency in the necessary documents, the tender will summarily be rejected. During the evaluation process, the Committee may invite the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if those are not produced within the stipulated time frame, their bids will be liable for rejection.
8. Submission of false document / information by the bidder is strictly prohibited and will be liable for rejection of the tender.
9. **The University reserves the right to accept or reject any tender without showing any reason.**
10. For any other necessary information, please contact the University Authority.

Contact details:

Maulana Abul Kalam Azad University of Technology, West Bengal
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BF-142, Sector-I, Salt Lake City, Kolkata-700064, West Bengal.
Contact Nos.: (033) 2321-0731 / 2321-8792
E-Mail id: registrar@wbut.ac.in fo@wbut.ac.in

**Sd/-
Registrar (OSD)**