

## **Expression of Interest (EOI)**

- A. For providing solutions, consultancy and training in physical restoration and conservation of old books and paper records**
- B. For the setting up of a lab for the restoration and conservation of book & paper documents**

**1<sup>st</sup> February, 2022**



**Centre for Development of Imaging Technology, C-DIT**

Chithranjali Hills, Thiruvallam

Thiruvannathapuram –695027

Tel No: 0471- 2380910/ 912, Fax : 0471- 2380681

mail id : headoffice@cdit.org , procurement@cdit.org

## **INVITATION FOR EXPRESSION OF INTEREST**

No- CDIT/DIGI/02/21-22/EOI-001 dated 01.02.2022

Centre for Development of Imaging Technology (C-DIT) invites sealed Expression of Interest (EOI) from firms/companies/ OEMs/ institutes/ organisations/ agencies **(a)** for providing solutions, consultancy and training in physical restoration and conservation of old books and paper records and **(b)** for the setting up of a lab for the restoration and conservation of book & paper documents.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. can be downloaded from the website [www.cdit.org](http://www.cdit.org).

Last date for submission of EOI is on or before **3:00 PM, 10<sup>th</sup> February, 2022.**

Sealed envelope marked to the address given below mentioning **“EOI for providing Solutions, Consultancy and training in Physical restoration and conservation of old Books and Paper records and For the setting up of a lab for the restoration and Conservation of Book & Paper Documents.”** on the top cover.

**The Registrar,  
Centre for Development of Imaging Technology (C-DIT),  
Chithranjali Hills, Thiruvallom PO,  
Thiruvananthapuram –695027**

Sd-  
**Registrar, C-DIT**

**Note:** C-DIT reserves the right to cancel this request for EOI and/or invite a fresh one with or without amendments, without liability or any obligation for EOI and without assigning any reason. Information provided at this stage is indicative and CDIT reserves the right to amend/add further details in the EOI.

# **EXPRESSION OF INTEREST**

No- CDIT/DIGI/02/21-22/EOI-001 dated 01.02.2022

## **1. Background**

For the last one decade, C-DIT has been providing digitization services to major Govt departments like Kerala State Archives dept, Registration department, Museums and Zoo, University of Kerala, etc. More than 8 Crore records in various formats including paper records, palm leaf records, bound volumes and photographs had been digitized and made available to the clients so far. Over the years, C-DIT has setup a state-of-the art digitization facility, which includes, Heavy Duty Book Scanners , ADF Scanners & Imaging Units which could scan records ranging from A1 size. Apart from this, substantial quantity of High end PCs, Storage Servers, UPS, etc also have been deployed for the seamless implementation of massive digitization projects on time. A Mobile Digitisation unit equipped with all the facilities for digitizing records at remote locations also has been operationalised. Current in-house infrastructure facility in C-DIT has a capacity to digitize more than 3.5 lakh pages per day.

As part of Digitisation, C-DIT has also been providing physical conservation solutions for the preservation of old brittle/damaged documents. To augment the conservation activities, C-DIT intends to setup a full fledged facility to preserve old/brittle documents of official, historical, economical, religious, political and cultural importance.

## **2. Objectives:**

### **a) Impart training in the Conservation treatments for paper, books and archival materials. The topics include**

- Analysis of the terms preservation, restoration, conservation
- Aims and principles of conservation; methods and stages of paper conservation treatments
- Insect extermination: sterilization and fumigation
- Cleaning: dry and wet cleaning; laser cleaning; bleaching

- Methods of chemical stabilization
- Acids and bases; acidity and alkalinity; pH; neutralization
- Borohydride treatment; transition metal ion deactivation (experimental methods)
- Treatment of iron gall ink corrosion; phytate treatment
- Basic details of paper making; Different types of paper; Types of ink and characteristics of ink
- Deacidification; chemistry of deacidification; alkaline reserve; aqueous deacidification; in organic solvents; gaseous deacidification; best practices; workshop methods; mass deacidification;
- Consolidation and strengthening: mechanical stabilization; use of japanese tissue papers; polyester lamination papers;
- Drying of wet books and archival material
- Conservation of bookbinding; restoration of functionality

**b) Providing consultancy services in setting up a Book & paper Conservation Lab in C-DIT**

All the facilities needed for the paper Conservation Lab conservators to examine, document, and treat a wide variety of works on paper need to be equipped in the Lab Typical conservation treatments and preventive measures as listed above are to be carried out in the Book & paper Conservation Lab.

**3. Eligibility Criteria:**

Agencies who are experienced in works pertaining to the repair of historical records using the above prescribed methods, without damaging the originality are eligible to submit their proposals.

- a) The Bidder should not have been blacklisted by the Government or any of its agencies or Central/any other State/UT Govt. or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practice as on 31<sup>st</sup> December 2021

- b) The bidder should have a minimum turnover of Rs.10 lakhs per year for the last 3 years from assignments related exclusively to conservation/restoration of documents
- c) The bidder should have undertaken & executed orders for at least 3 major conservation projects during the last 3 years, each project worth atleast Rs.10 lakhs
- d) The bidder should have assets such as conservation lab equipments, fumigation chambers, suitable material like chemicals, tissue paper etc., worth atleast Rs. 10 lakhs.
- e) Audited balance sheet statement and income tax returns of the company for the last three years should be enclosed along with the bid.
- f) Auditor's certificate in original regarding company's last three years turnover along with turnover for the category for which the bidder applied must be furnished
- g) Copies of Certificate of establishment of corporation/firm /company should be enclosed with the application.
- h) The agencies should have done conservation of manuscripts/old documents/rare books over 50 years old. Documentary evidence in this regard should be furnished.
- i) The agencies should be well versed with International standards of conservation.
- j) Details of Conservation experts available along with their qualification details & Resume should be enclosed

#### **4. Technical Proposal:**

Agencies are requested to submit a Technical Proposal with detailed information on the following points

- A brief description of the Vendor's organization and an outline of recent experience on assignments of similar nature. For each assignment, the outline should indicate interalia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement

- Detailed description of the proposed methodology, and staffing to impart conservation/restoration training to C-DIT personnel.
- Details of the proposed methodology in providing consultancy services to setup conservation/restoration lab in C-DIT.
- CVs of key professional staff). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last 3 Years.

#### **5. Documents to be enclosed**

- Documentary evidence for Firm/ Company registration
- GST No./ registration details
- Copy of PAN/ TIN
- Copies of work orders and work completion certificates.
- Certificate of authorised partnership/ dealer ship from OEMs
- Details of support centres in India/ Kerala in case of foreign firms/ OEMs
- Copy/ details of the annual turnover of the last three financial years in similar line of business

In case of doubt/ clarifications on technical requirements, specifications or on terms & conditions, please contact Smt. Deepa.N HOD(Digitization Department) @ mob-9895788220

**Last date for submission of EOI : on or before 3 :00 PM, 10<sup>th</sup> February, 2022.**

Sd-  
**Registrar, C-DIT**