



**TEA RESEARCH ASSOCIATION  
TOCKLAI TEA RESEARCH INSTITUTE  
CINNAMARA, JORHAT-785 008, ASSAM, INDIA**

Ph:91-0376-2360467, e-mail: [director@tocklai.net](mailto:director@tocklai.net), Web: [www.tocklai.org](http://www.tocklai.org)

Ref: 3622/TOK/G.25/ 752

10<sup>th</sup> December, 2025

**Notice Inviting Bids**

**Tender No.TRA/Tocklai/2025-26/T-252      Dated 10.12.2025**

The Director of Tocklai Tea Research Institute, Tea Research Association invites bids for the work of **Photographic Digitization of the Faunal Historical Collection Specimens at Tocklai Tea Research Institute, Tea Research Association, Jorhat-785008, Assam, India on 'PER IMAGE BASIS', Preserving the invaluable repository of insect collections of Tocklai in Digital Format** to be assigned purely on contract basis. The bidder is advised to examine carefully all instructions including the terms & conditions of contract, contract data, forms, technical specifications etc. mentioned in the Bid Document.

<b><u>IMPORTANT INFORMATION</u></b>		
1	Name of the work	<b>Photographic Digitization of Faunal Historical Collection Specimens at Tocklai Tea Research Institute, Tea Research Association, Jorhat-785008, Assam, India (PER IMAGE BASIS)</b>
2	Location of the work	<b>Tocklai Tea Research Institute, Tea Research Association, Jorhat-785008, Assam, India</b>
3	Mandatory documents required for the bidder	1. Latest IT return, 2. PAN details, 3. GST Registration number of the Bidder/Firm/Agency/Proprietor/Partnership
4	Date of Publishing the Tender	10.12.2025
5	Last date for submission of Bids	31.12.2025 till 5.00 PM
6	Bids have to be submitted to	<b>The Director, Tocklai Tea Research Institute, Tea Research Association, Jorhat-785008, Assam, India</b>
7	Duration of the work	1 year (One Calendar Year)
8	Clarifications if any on bidding documents can be sought from	<b>The Director, Tocklai Tea Research Institute, Tea Research Association, Jorhat - 785008, Assam, India</b>
9	Cost of Tender Document	<b>Rs. 1000/-</b>
10	Date of Opening of Technical Bid	12.01.2026 at 2.00 PM
11	Date of Opening of Financial Bid	To be notified later to only those bidders who qualify on the basis of evaluating the Technical Bid
12	Validity	1 year
13	Technical specifications of the Photographic Digitization	<b>Detailed specifications for the photographic digitization have been separately attached as Annexure</b>
14	EMD	<b>2% (refundable) of the total quoted value is to be deposited by the tenderer in the form of Bank draft/ pay order drawn in favour of "Tea Research Association" payable at Jorhat.</b>
15	PBG (Performance Bank Guarantee)	<b>Rs. 1,00,000/- (One Lac Only) in favour of Tea Research Association payable at Jorhat.</b>

Registered Office:

Tea Research Association, 113 Park Street, Kolkata - 700 016, INDIA

Ph : 91-033-22291815, 22297943, Fax : 91-033-22294271, Web : [www.tocklai.org](http://www.tocklai.org)



## **SECTION - 1**

**The proposed photographic digitization is only for Faunal Historical Collection Specimens.**

**Justification for photographic imaging of Faunal Historical Collection Specimens and its Dorsal, Ventral and Lateral sides:**

In order to have a clear view & understanding of the morphology of a specimen, details which are present on the dorsal aspects (head & cephalic structures, eyes etc.); morphological features specific to the ventral aspect (mouth & facial structure, underside of body, distribution of hair, pubescence, bristles, genital structures etc.) and morphological features specific to the Lateral aspect (morphology of appendages like arms, legs, wings as well as tergal, plural, sternal structure & setae characters) of the body of the specimen are all equally important. Hence, images of all 3 sides of each specimen are important to have a complete reference photograph which will be actually useful for scientific purpose.

**Digitizing the Faunal Historical Collection Specimens Preserving the invaluable repository of insect collections of Tocklai in Digital Format:**

The protocol to be followed for imaging the specimens would largely depend on the Faunal Historical Collection Specimens, size, as well as preparation of the specimens. Thus techniques dealing digitizing of the macro-forms are easier and less time consuming while image capture of the micro-forms are rather composite and time consuming, which need specialized methods involving photographic digitization with multiple frame overlap functions (enabled by montage software).

The captured **RAW Images** are named with a combination of the species' original name and its unique catalogue number.



## **SECTION – 2**

### **Scope of Work:**

The scope of work envisaged for the Bidder involves Photographic Digitization of the **Faunal Historical Collection Specimens Preserving the invaluable repository of insect collections of Tocklai in Digital Format** at Tocklai Tea Research Institute, Tea Research Association, Jorhat 785008, Assam, India.

### **Digitization:**

Digital technology opens up a totally new perspective. Digitization means acquiring, converting, storing and providing information in a computer format that is standardized, organized and available for demand from common system. With specialized digital camera. Specimens are converted into digital formats through the process of **Photographic Digitization** as per the prescribed international standards, indexed and stored systematically for future reference.

### **Input Specification:**

**The input documents are Faunal Historical Collection Specimens (dry) Specimens.**

The Photographic Digitization will be done at the premises of Tocklai Tea Research Institute Tea Research Association, Jorhat-785008, Assam, India. **The Tocklai Tea Research Institute, Tea Research Association, Jorhat-785008, Assam, India will provide Adequate Space, Furniture, Power Supply, Electrical Connectivity, Conveyance, and other Basic Amenities for carrying out the Photographic Digitization.** The Outsourced Bidder will install the necessary equipment's viz. *Mirrorless Digital Camera, 90 Degree Camera Stand, Digital Lighting Equipment, Barcoding, Hardware / Software, Apple Computer* and other infrastructure requirements etc.

### **Handling and Faunal Historical Collection Specimens:**

Samples taken up for digitization should have undergone preparation process if necessary. Standard preparation techniques are to be used for cleaning and to increase the legibility of output images as and where necessary.

Samples are handled in the best way as told by **Tocklai Tea Research Institute, Tea Research Association**. Therefore, while digitization the placing the object on the filming platform shall be strictly done under the guidance of **Tocklai Tea Research Institute, Tea Research Association**.



**Fragile and delicate specimens require special handling considerations.**

### **Image Quality:**

Image quality at capture can be defined as the cumulative result of the resolution, the bit depth of the image, the enhancement processes and the compression applied the device or technique used and the skill of the operator.

### **Image enhancement process:**

- ☐ Original **Raw Image** shall be saved.
- ☐ The Raw Image shall be processed for TIFF, JPEG and remove dirt, worm marks, water marks, noise, shadow, scratch marks, skew etc.
- ☐ Adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting colors will also be the part of Image Processing. Cleaned image shall be saved as per Clean Master Specification.
- ☐ Two derivative images namely Access Image and Thumbnail image will be derived from the Cleaned Image.

### **Quality Control:**

#### **On-screen evaluation:**

- ☐ View Digital Images at 1:1 (100% enlargement).
- ☐ Use of target to evaluate grayscale and colour reproduction.
- ☐ Use resolution targets and histograms to evaluate perfect resolution and tonal reproduction.
- ☐ Image Quality Control Checklist as follows:

### **Image Quality Check List:**

This is a indicative quality checklist for assessing digitized images. Some of the assessments will need to be made with direct comparison with the original.

1. Image is correct size/resolution in the long dimension
  - a. Digital Master = 3000-5000 pixels
  - b. Clean Master = 3000-5000 pixels
  - c. Access File = 600-800 pixels
  - d. Thumbnail = 100 pixels



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2. File Name is correct
    - a. Digital Master
    - b. Clean Master
    - c. Access File
    - d. Thumbnail
  3. File Format is correct
    - a. Digital Master - Tiff
    - b. Clean Master - Tiff
    - c. Access File - Jpeg
    - d. Compare Digital copies with the original for:
      - ☐ Image is correct color made (16 bit gray scale etc.)
      - ☐ Cropped Correctly
      - ☐ Not rotated /flipped
      - ☐ Not skewed
      - ☐ Lack of sharpness / excessive sharpness
      - ☐ No moiré patterns
      - ☐ Not Pixilated
      - ☐ Not color cast
      - ☐ Histogram (Not clipped – No loss of detail in high-lights shadows –256 shades of gray represented – tonal variation)
      - ☐ Over all not Too Dark/ Too Light
      - ☐ Un even tonal values/flare
      - ☐ Excessive noise
      - ☐ Remarks



**Detailed Digitization parameters of Faunal Historical Collection Specimens Preserving the invaluable repository of insect collections of Tocklai in Digital Format at Tocklai Tea Research Institute Tea Research Association, Jorhat 785008, Assam, India.**

**Parameter No. 1**

**1. Photo-electric effect:**

The basis of all digital photography is the photo-electric effect when photons or particles of light strike atoms, electrons absorb the energy and may be bumped up into a higher energy state so they are then free to move around technically and formally "bond" or valence electrons become excited on to the conduction band. The number of the electrons in the conduction band depends on the amount and wave length of the light. Therefore, the collecting and meaning the freed electrons we can extract data about the light by charging the voltage and the direction of voltage gradients electrons can be directed around. On digital cameras light is captured by millions of tiny receptors. More receptors equal the higher quality image.

**2. File size and resolution:**

The central currency of digital photography is the pixel, majority of confusions regarding file size and resolution can be resolved by returning to this fundamental of resizing, resampling of pixels.

**3. Image acquisition:**

Image capture takes place over three basic stages.

- a) The photo electronic components work together to convert light energy into manageable pulses of electricity.
- b) Mirrorless Camera on board
- c) Computer process

**4. Colour reconstructed in image:**

The charge coupled device (COMS) is the most widely used Historical Collection Specimens of photosensor. Instead of removable film, a fixed sheet of millions of sensors is electrically charged to be sensitive to different colours of light. Data is gathered from each and compound into an image.



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5. **Luminance and Chrominance:**  
Chrominance channel carries more image colour than image detail. Luminance channel carries essentially no colour data but only brightens data.
  6. **Advanced colour calibration**  
Reason for colour calibration and colour management is that we want to be confident that colours we see in an original print or slide. The images we captured in digital camera and the manipulated masterpieces on the monitor will all prints as we see them and indeed anyone of them printing of images will obtain the same and result.
  7. **Colour gamut**  
The process produces the different ranges of colours.
  8. **Richness of colours**  
Universally, the digital would work in 16 bit colour in each three channels of red, green and blue. 16 bits allows 256 different grey scale steps in each individual channel. If you multiply out all the combinations, the total is about 16.8 million colours.
  9. **Measuring and characterizing colour**  
There are two fundamental ways of describing colour. Measuring it, we use the wavelength or frequency of light (they are equivalent). But to capture and actually use colour, we have to characterize it as quantities of closed sets of primary colours.
  10. **Working space above RGB 1998**
  11. **Maximum density and dynamic range**  
Maximum large dynamic range at least 3.7 density unit. Maximum density dynamic range at least  $3.8 - 0.3 = 3.5$  ideally.
  12. **48 BIT space (16 BIT per channel)**
  13. **Dust removal by filter**
  14. **Bit depth and colour resolution**  
Bit depth is a measure of the way in which different colours can be given a code or name. Increasing bit depth is like increasing the number of digits.
  15. **Halftone cells**  
Grey scale ramp from white to black (Fundamental principal of tonner gradation).



**16. Black point compensation**

Varying the black point from one device to another (as a result of charging profiles) affects the tonal range that can be output. Technically, when turned on, this feature alters the profile connection space to ensure that when the black of one profile is mapped to another, the total range is not reduced.

**17. Complexity of image**

Highly complex image with vector graphics from graphics software may strain the capacity of raster image processing.

**18. Sharpness and Details**

**19. Variation of grain with colour channel**

**20. Healing and patching**

**21. Distortion, correction and cropping**

**22. Artifacts and Noise**

Artifacts are the usually unwanted visible side-effects of the acquisition and processing of digital images. Artifacts are therefore, distinct from faults in image quality due to deficiencies in lens performance

**23. Colour through channel mixing**

Another method of adjusting the overall balance of colour images is to manipulate the relative strength of the channels using the channel mixer.

**24. Controlling saturation**

Colour purity or richness - is the greatest weakness of most colour reproduction systems trying to please the human eye. This is very much the case when printing with the subtractive primary colours, and operationally there are many recurring problems. To prevent this controlling saturation is required.

**Digitized output:**

The Bidder should produce six Historical Collection Specimens of images one each in **TIFF, FINE JPEG, (L), (W), and (T)**. As per the conservative estimation, for 400 ppi TIFF image true colours of 6000 pixels width (20 inches) and 8000 pixels height (30 inches), the storage requirement of the image would be around 500 MB. For online purpose 100 ppi JPEG images colours of 100 pixels width (1 inch) and 150 pixels height (1.5 inches), the storage requirement of this image would be appx. 50 KB.





## **Digitization parameters for Photographic Digitization:**

### **Parameter No. 2**

1. Registration and line reproduction of the Faunal Historical Collection Specimens.
2. Exact colour reproduction.
3. Calibration and characterization of the Faunal Historical Collection Specimens.
4. Measuring the colour characteristics of the Faunal Historical Collection Specimens.
5. Assessing and reproducing the colour sensitivity of the specimens.
6. Obtaining the exact "skin tone" of the specimen samples.
7. Obtaining the tonal quality of the specimen samples.
8. Obtaining the exact sensitivity of the different colours (vivid saturation) of the specimen samples.
9. Ensuring sharpness and details.
10. Ensuring that images reflect the luminance and chrominance of the various shades.
11. Ensuring the replication of the various specimen samples.
12. Entrapping the richness of the various specimen samples.
13. Ensuring optimized colour calibration.
14. Ensuring effective digital colour management.
15. To ensure working within the existing colour space (SRGB-IEC6 1966-2.1/ADOBE RGB 1998).
16. Obtain images in "Raw Files"
17. Saving in TIF files (TAGGED FILES).
18. Ensuring working with MAC format and Microsoft format



19. To follow digitization and embedded image profiles.
20. To create output in RGB
21. To process raster imaging.
22. To ensure digitization in 48 bit (16 bit per colour).
23. To ensure variation of grain with colour channel.
24. To maintain advance tonal control.
25. To ensure shadow mid-tone and high-light control.
26. To effect distortion and correction, and
27. Control image noise.

**Output Specification:**

1. Master Image (Original Uncleaned and Uncompressed)
2. Clean Master (Cleaned loss less Uncompressed image)
3. Access Image (Derivative image)
4. Thumbnails
5. 3 Copies printed high quality photograph in binding book format.

The detail specifications of these images are as follows :

***Master Image (Original Digitized Image):***

File Format:	Tiff latest version
Compression:	Uncompressed
Spatial Resolution:	More than (>) 400 ppi (without extrapolations during conversion)
Specimen Metadata:	supplied by <b>Tocklai Tea Research Institute</b>
File Naming:	As per Barcode



***Clean Master (Cleaned Image):***

File Format:	Tiff latest version
Compression:	Group 4 CCITT compression
Spatial Resolution:	20" x 30" / More than (>) 400 ppi (without extrapolations during conversion)
Subject Metadata:	As per standards
File Naming:	As per Barcode

***Access Image (Derivative Image):***

File Format:	JPEG latest version
Compression:	Group 4 CCITT lossy compression
Spatial Resolution:	8" X 12", 200 dpi
Subject Metadata:	As per standards
File Naming:	As Specified

***Thumbnail***

File Format:	JPEG latest version
Compression:	Group 4 CCITT glossy compression
Spatial Resolution:	1" x 1.5", 96 dpi
Subject Metadata:	Supplied by <b>Tocklai Tea Research Institute</b>
File Naming:	As per Barcode

**Monitoring:**

The Committee set up by Tocklai Tea Research Institute, Tea Research Association will also monitor the project activities.

**Reporting:**

The Bidder performing the photographic digitization shall report the monthly progress in the formats prescribed by Tocklai Tea Research Institute, Tea Research Association. The progress shall be with reference to the batch / volume submitted to Tocklai Tea Research Institute, Tea Research Association by the Bidder. The reports shall cover the progress on digitization in a particular month and cumulatively from the start of the digitization processes. The Bidder shall therefore make arrangements to preserve and compile all the information relating to the digitization



from time to time as this would enable it to meet the reporting requirements.

**Deliverable:**

Delivery of the digitized/processed data in softcopy format Hard Disk and 3 Copies printed high quality photograph of each specimen in binding book format to **Tocklai Tea Research Institute, Tea Research Association.**

**SECTION – 3**

**INVITATION FOR BIDS**

Invitation for bids through the Tender Notice is for selection of an agency (also called the ‘bidder’) capable of undertaking **Photographic Digitization** of the Faunal Historical Collection Specimens as specified in the scope of work and in accordance with the terms and conditions. Sealed bids prepared in accordance with the procedures enumerated in this Tender Notice should be submitted to the following address **on & before 17:00 hours IST on 09.08.2023.**

**To**




**The Director,**

**Tocklai Tea Research Institute**

**Tea Research Association,**

**Jorhat-785008, Assam, India.**

**Eligibility and General Instructions to Bidders**

-  The bidder shall digitize photographically in the opinion of competent authority of Tocklai Tea Research Institute, Tea Research Association can be conveniently digitized every day, in the space made available to the bidder for the purpose of Photographic Digitization.
-  The interested persons can inspect the records lying in the Tocklai Tea Research Institute, Tea Research Association as also the place to be provided for the purpose after contacting to The Director, Tocklai Tea Research Institute, Tea Research Association, Jorhat-785008, Assam, India on Telephone No. 0376 2360467 during working hours (Monday to Friday, 8.30 am to 5.00 pm only).
-  The bidder must own photographic digitizing, indexing, storing and retrieval facility setup since last 3 years, i.e., current Financial Year and preceding 2 years.



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The bidder must have (i) at least three years of experience in photographic digitization, indexing, storing and providing retrieval facility records; and (ii) must have digitized photographically at least 1000 records in Central / State Government Offices / Courts / PSUs. Documentary evidence by way of completion certificate should be produced in support of experience and performance clearly mentioning photographic digitization.



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-  The bidder should be registered for GST. (Copy to be enclosed)
  -  The tender documents can be downloaded from the website of Tocklai Tea Research Institute, Tea Research Association or website: [www.tocklai.org](http://www.tocklai.org).
  -  **Parties:** The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and Tocklai Tea Research Institute, Tea Research Association, Jorhat 78508. Assam, India.
  -  **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to (Tocklai Tea Research Institute Tea Research Association), The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
  -  **Signing of Bid / Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-
    - (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
    - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
    - (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

**N.B.:**

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.



- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the (Tocklai Tea Research Institute, Tea Research Association), without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The bidder should sign and affix his / his firm's stamp at each page of the tender and all its Annexures as the token of having read and understood the documents. The successful bidder, having been communicated about acceptance of his offer and award of the tender, shall have to enter into an agreement with the Tocklai Tea Research Institute, Tea Research Association in non-judicial Stamp Paper of Rs.100/-.  
**NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.**

**Due Diligence:**

The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages comprising the technical and financial bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder's risk and may result in rejection of the bid and forfeiture of Earnest Money Deposit (EMD).

**Bid preparation and submission costs:**

The bidder shall bear all costs associated with the preparation and submission of the bid and Tocklai Tea Research Institute, Tea Research Association will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**Language of Proposals:**

The bids and all correspondence and documents shall be written in English.

**Clarification of Bidding Documents:**

The Bidder requiring any clarification of the bidding documents may notify Tocklai Tea Research Institute Tea Research Association in writing by letter or e-mail. The following personnel may be contacted for the purpose.



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Name and Designation of the officer	Contact Details
The Director Tocklai Tea Research Institute Tea Research Association, Jorhat-785008, Assam, India	Tocklai Tea Research Institute Tea Research Association, Jorhat-785008, Assam, India 0376-2360467 <a href="mailto:directortra@tocklai.net">directortra@tocklai.net</a>

Tocklai Tea Research Institute, Tea Research Association will respond in writing to any request for clarification of the bidding documents, which it receives no later than **04.08.2023**

#### **Experience & Client Profile:**

As per Annexure D in Section 4.

#### **Conceptualization of the project:**

The project proponent shall indicate the details regarding the photographic digitization being carried out along with the methodology, processing of materials as well as indexing and dissemination of information.

#### **Amendment of Bidding Documents:**

At any time before the deadline for submission of bids, Tocklai Tea Research Institute, Tea Research Association, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through Tocklai Tea Research Institute, Tea Research Association websites and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, Tocklai Tea Research Institute, Tea Research Association reserves the rights to extend the deadline for the submission of bids and the same shall be notified on Tocklai Tea Research Institute, Tea Research Association websites.

#### **Earnest Money Deposit:**

The Bidders shall furnish, Earnest Money Deposit (EMD) 2% as Bid Security in the form of Demand Draft / Bankers' Cheque, from a scheduled commercial bank, drawn in favor of the **Tea Research Association payable at Jorhat.** The EMD of unsuccessful bidders shall be returned without any interest only after finalization of the tender and after the successful bidder signs the contract with Tocklai Tea Research Institute, Tea Research Association. EMD of the successful bidder shall be returned to the Bidder without interest after the Bidder signs the contract.

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**Forfeiture of EMD:**

The EMD will be forfeited if the Bidder

- ☐ Withdraws the bid during the period of bid validity.
- ☐ Does not accept the correction of errors.
- ☐ If the successful Bidder fails to sign the Contract within the time stipulated by Tocklai Tea Research Institute, Tea Research Association.
- ☐ Adopts unfair practices to influence the outcome of the bid process.

**Validity Period:**

The bids shall remain valid for 180 days after the date of bid opening prescribed by Tocklai Tea Research Institute, Tea Research Association. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal. Tocklai Tea Research Institute, Tea Research Association holds the rights to reject a bid valid for a period shorter than 180 days as non-responsive.

**Disqualification:**

Tocklai Tea Research Institute Tea Research Association reserves the right to reject bids in the following cases:

- ☐ Bids received after due date and time.
- ☐ Bids not accompanied by all requisite documents along with the Earnest Money Deposit (EMD) by Demand Draft / Bankers' Cheque.
- ☐ If the hard copy of financial bid is not signed by the authorized signatory of the Bidder.
- ☐ Bids not substantially responsive and not submitted in accordance with the required formats.
- ☐ If the Bidder increases the quoted prices during the validity of the bid or its extended period, if any.
- ☐ If the bidder submits the bid specifying his own terms and conditions.
- ☐ Information submitted in technical bid is found to be misrepresented, incorrect or false.
- ☐ Financial bid is placed in the same envelope as technical bid.
- ☐ Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 30 working days of the date of notice of award of contract or within such extended period, as may be specified by Tocklai Tea Research Institute Tea

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Research Association.

- Bidders may specifically note that while evaluating the bids, if it comes to Tocklai Tea Research Institute Tea Research Association's knowledge, expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form a alliance resulting in delaying the processing of bids, then the bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the bids floated by Tocklai Tea Research Institute Tea Research Association.

**Corrections in the Bid:**

- Corrections, if any, in the bid documents submitted by the Bidder should be attested properly by the authorized signatory failing which the bid is liable to be rejected.
- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted rate will be entertained after the financial bids are opened. All corrections, if any, should be initialed by the authorized signatory before submission, failing which the figures for such items may not be considered.

**Deadline for Submission for Bids:**

**Last date for submission**

The Bids (both Technical and Financial) must be received by Tocklai Tea Research Institute Tea Research Association at the address specified not later than 5.00pm on 31.12.2025. In the event of the specified date for the submission of Bids being declared a holiday for Tocklai Tea Research Institute Tea Research Association, the Bids will be received up to the appointed time on the next working day.

**Extension of last date for Submission:**

Tocklai Tea Research Institute, Tea Research Association may, at it' own discretion, may extend the deadline for submission of bids and notify the same through the Tocklai Tea Research Institute, Tea Research Association in which case all rights and obligations of Tocklai Tea Research Institute Tea Research Association and Bidders subject to the previous deadline will thereafter be subject to the deadline as extended.



### **Late Bids:**

Any bid received by Tocklai Tea Research Institute, Tea Research Association after the deadline/extended deadline for submission of bids prescribed by Tocklai Tea Research Institute, Tea Research Association will be summarily rejected and returned unopened to the Bidder. Tocklai Tea Research Institute, Tea Research Association shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete bids. No further correspondence on this will be entertained.

### **Prices:**

The rates quoted by the bidder in the financial bid are final and no adjustment of the contract price shall be made on account of any variations in costs of manpower and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The Contract price shall be the only payment, payable by Tocklai Tea Research Institute, Tea Research Association to the successful bidder for completion of the contractual obligations by the successful bidder under the Contract, subject to the terms of payment specified in the contract. The price would be inclusive of all taxes, duties, charges and levies as applicable. The bidder may indicate separately such charges in the bid.

The prices, once offered, must remain fixed and must not be subject to escalation, for any reason whatsoever, within the period of contract period. A proposal submitted with an adjustable price quotation or conditional proposal will be rejected as non-responsive.

### **Modification and withdrawal of Bids**

The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

### **Acknowledgement of understanding of terms**

By submitting a bid, each Bidder shall be deemed to have acknowledged that it has carefully read all sections of this Tender Notice, including all forms and has fully informed itself as to all existing conditions and limitations.



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CINNAMARA, JORHAT-785 008, ASSAM, INDIA  
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#### Bid Submission:

Submission of bids shall be in accordance with the instructions given in the Table below.

<b>Envelope 1 : EMD &amp; Cost of Tender Documents</b>	The envelope containing the EMD shall be sealed and superscripted “ <b>EMD – Photographic Digitization of the Faunal Historical Collection Specimens</b> ”
<b>Envelope 2 : Technical Bid</b>	<p>The Technical Bid shall be in a sealed envelope duly filled as per the forms prescribed in <b>Section 4</b> of this Tender Notice.</p> <p>The sealed envelope should be superscribed “<b>Technical Bid - Photographic Digitization of the Faunal Historical Collection Specimens</b>”.</p> <p>This envelope <i>should not</i> contain the financial bid, in either explicit or implicit form, in which case the bid will be rejected</p>
<b>Envelope 3: Financial Bid</b>	<p>The Financial Bid shall be submitted in a <b>separate</b> sealed envelope as per the forms prescribed in <b>Section 5</b> of this Tender.</p> <p>The sealed envelope should be superscribed “<b>Financial Bid - Photographic Digitization of the Faunal Historical Collection Specimens</b>”. (Not to be opened with the Technical Bid) <i>to rejection of the bid.</i></p>
<b>Envelope 4</b>	<p>All the above 3 envelopes should be put in envelope 4 Which shall be properly sealed and superscribed “<b>Photographic Digitization of the Faunal Historical Collection Specimens</b>”.</p> <p><i>The outer and inner envelopes mentioned above shall indicate the name, address, and contact name and phone of the bidder.</i></p>
<b>Note:</b>	



## **SECTION – 4**

### **TECHNICAL BID**

Proforma for Submission of Technical Bids

(In accordance to the annexure mentioned)

- 1) Name of the Bidder (Annexure B)
- 2) Address of the Bidder (Annexure B)
- 3) Date of Inception of the Bidder (Annexure B)
- 4) Bidder's Project Methodology pertaining to this Project for Digitization of Faunal Historical Collection Specimens (annexure C)
- 5) Number of similar work successfully undertaken in the past (Annexure D)
- 6) Details of Hardware, Software and technical personnel in the Bidder with the experience (Annexure E)
- 7) Earnest Money 2% as Bid Security in the form of Demand Draft/ Bankers' Cheque, from Scheduled commercial bank, drawn in favor of the **Tea Research Association payable at Jorhat** (Annexure F)
- 8) All the pages in the technical and financial bid must bear the signature of the bidder.
- 9) A letter of authorization is necessary if any other than the bidder or an employee of the bidder attends.



**ANNEXURE A**

**Technical Bid**

**Bid Letter**

To,

The Director,  
Tocklai Tea Research Institute  
Tea Research Association,  
Jorhat-785008, Assam, India

Ref. Tender No.....

**Sub.: Proposal for providing services relating to Digitization of Faunal Historical Collection Specimens.**

Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all the bidding documents do propose to provide the Services as specified in the bidding document.

Our offices are equipped with adequate and latest technology hardware/software. We are well equipped with all the latest Image Capture methods and facilities required for providing services and our establishment is open for inspection by the Zoological Survey of India.

All prices mentioned in our proposal are in accordance with the terms and condition specified in the bidding document.

All the prices and other terms and conditions of this proposal are valid for a period of 60 calendar days from the opening of the bids.

We are an Indian firm and do hereby confirm that our bid prices are all inclusive.

We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We enclose herewith the complete Technical Bid as required by you. This includes:

- ☐ Bid Particulars (Annexure B)
- ☐ Bidder's Project Methodology pertaining to this project of **Tocklai Tea Research Institute, Tea Research Association, Jorhat 785008, Assam.**
- ☐ Performa for the Bidder's experience (Annexure D), attached photocopies of letters of Awards to establish validity.
- ☐ Number of Technical Persons (Annexure E)
- ☐ Details of Earnest Money Deposit furnished in the form of Bank Guarantee. **Certified**



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**that we are:**

A sole proprietor firm and the person signing the tender is the sole proprietor  
/ constituted attorney of the sole proprietor,

**or**

A partnership firm and the person signing the tender is the signing authority and he/she has  
the authority to refer to arbitration disputes concerning the business of the partnership by the virtue  
of the partnership agreement/by virtue of general power of attorney.

**or**

A company and the person signing the tender is the constituted attorney.

**or**

A consortium of companies with the primary party designated in Annexure A and the person  
signing the tender is the constituted attorney or authorized signatory of the primary party.

- ☐ **Note: Delete whatever is not applicable. All corrections/deletions should invariably be  
duly attested by the person authorized to sign the tender document.**
- ☐ We do undertake that, until a formal contract is prepared and executed, this bid, together  
with your acceptance thereof, the tender document and placement of letter of intent awarding  
the contract, shall constitute a binding contract between us.

Dated this..... day of .....2023

Signature of Bidder Full

Address:

Telephone No

Email ID:

Details of Enclosure

Official Seal



**Annexure B**

**Technical Bid**

**Bid Particulars**

**Tender No.....**

- 1) Name of the Bidder
- 2) Address of the Bidder

Mobile No.

E-mail

- 3) Date of Inception: .....
- 4) Name and Address of the officer to whom all references shall be made regarding this tender:  
Phone  
Fax  
E-mail  
Signature.....  
Name.....  
Designation.....  
Date.....  
Official Seal.....





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## **Annexure C**

### **Technical Bid**

#### **Project Methodology**

Describe how the Bidder conceptualizes the project and proposes to implement it includes the equipments, technology, methodology, flow of work, activity, time schedule and management.

(Please attach additional sheets, if required)



**Annexure D**

**Technical Bid Bidder's**

**Experience**

Clients Details where Digitization projects have been undertaken

Name & Address of Client: Historical

Collection Specimens of Client :

Place(s) of Service : Historical

Collection Specimens of Image capture done :

The Bidder/Agencies for whom the digitization work is done : Duration :

Total Number of manpower Deployed:

Cost of the project:

Approximate value of Service: (in Indian Rupees)

Details of Hardware/ Software/Technology used :

Any special features of the project which the Bidder may like to specify

Name, title and Contact details of the contact at Client location : Bidder

Signature,

Name,

Designation

Official Seal

Note:

1. Separate sheets for each client to be enclosed.
2. Letter from the client on the project executed.



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### **Annexure E**

### **Technical Bid**

### **Details of the Hardware, Software and Manpower**

1. Name of Bidder and Address:
2. Details of Hardware:  
Equipments (Computers, Camera, specification and make)
3. Details of Software:
4. Details of Manpower:

Signature of the Bidder

Date

Place

Official Seal

Note: Separate sheets may be attached as required.



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## **Annexure F**

### **Technical Bid**

#### **Earnest Money Deposit Details**

(Please give the details of the 2% earnest Money Deposit)

Amount :

Demand Draft No. :

Drawee Bank / Branch :

Date :



## **SECTION - 5**

### **BID OPENING & EVALUATION**

#### **Bid opening sessions:**

The bids will be opened, in two sessions, 1<sup>st</sup> is Technical Bid and 2<sup>nd</sup> is Financial Bid. Tocklai Tea Research Institute, Tea Research Association authority will decide.

#### **Opening of EMD envelope:**

The EMD envelope of the bidders will be opened by Tocklai Tea Research Institute, Tea Research Association authority. Technical Bid is opened, and bids not accompanied with the requisite EMD or whose EMD is not in order shall be rejected.

#### **Opening of Technical Bid:**

Technical bid envelopes will be opened by Tocklai Tea Research Institute, Tea Research Association authority. The bids will then be passed on to an Evaluation Committee (EC) set up by Tocklai Tea Research Institute, Tea Research Association for evaluation.

#### **Opening of Financial Bid:**

Financial bids of the bidders whose technical bids qualify as per the prescribed eligibility conditions and other tender terms and conditions, shall be opened on the notified date and time. The financial bids will then be passed on to the Evaluation Committee for evaluation.

#### **Evaluation Criteria:**

##### **Technical Evaluation:**

The Evaluation Committee shall evaluate the bids based on the eligibility criteria and strict compliance to the information sought in **Section 6**. The EC may, at its discretion, call for additional information/ask for power-point presentation, live demonstration of technical capability of digitization or seek clarifications from the bidder(s). Such information has to be supplied within the time frame set out by the EC, otherwise Tocklai Tea Research Institute, Tea Research Association shall make its own reasonable assumptions and do the evaluation accordingly.

Seeking additional information / clarifications cannot be treated as acceptance of the bid. The bidders shall provide all the necessary documents, and reference information as desired by the EC. After due evaluation of Technical bids, the EC would submit its recommendation. **Only those bidders, who score 70 marks or more evaluated in accordance with the following Technical Evaluation criteria shall be technically qualified.**



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**Technical evaluation criteria:**

Attribute(s)	Score
<input type="checkbox"/> Conceptualization of project	5
<input type="checkbox"/> Preparation of documents and special skills in handling the material	10
<input type="checkbox"/> Relevant past digitization experience with size and value (duly authenticated with supporting documents)	20
<input type="checkbox"/> Client profile (Central Government departments, PSUs/ State Governments, number of clients, testimonials and references)	10
<input type="checkbox"/> Capability to digitize in the specified formats including the quality of output that will be produced including infrastructure / equipments for digitization.	35
<input type="checkbox"/> Staff profile indicating experience of the individual staff engaged for the Photographic Digitization	10
<input type="checkbox"/> Experience in Indexing and Digital Conversion	10
<b>Total</b>	<b>100</b>



### **Financial Evaluation:**

The financial evaluation shall be based in accordance with the following criteria.

- The bidder quoting the lowest total cost (L1) in financial bid in **Section 5** will be awarded a 100% score.
- Scores of other bidders will be evaluated using the following formula.  
Score of a Bidder = { total cost of L1/ total cost of the bidder) X 100}  
(adjusted to 2 decimals)

### **Joint Evaluation of Technical and Financial Bids:**

The following is the procedure for evaluation as applicable to technically qualified bids:

The technical and financial scores secured by each bidder will be added with weightages of 70:30 respectively and a Composite Bid Score arrived at. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the digitization contract. In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Contract.

### **Negotiations and Contract Finalization:**

Tocklai Tea Research Institute, Tea Research Association shall reserve the right to negotiate with the bidder whose proposal has been ranked first on the basis of Joint Evaluation of Technical and Commercial Bids. Tocklai Tea Research Institute, Tea Research Association reserves the right to award the contract to the bidder selected for negotiations.

### **Award of Contract:**

#### **Award Criteria:**

Tocklai Tea Research Institute Tea Research Association will award the Contract to the successful bidder based on the evaluation of technical and financial bids and to the one who is determined as the Best Value Bidder.

### **Proof of Concept:**

Once the contract is awarded, the Bidder shall digitize 100 nos. each in Faunal Historical Collection Specimens. These digitized images will be evaluated for the quality as per the standards prescribed. The Bidder shall propose the bench marking and quality evaluation criteria and methodologies shall be evaluated by the Committee to finalize the Quality Control Process which should be agreed upon by the Bidder and shall be binding on the Bidder.

In case of failure of Bidder to agree upon the Quality Control evaluation process, Tocklai Tea Research Institute, Tea Research Association will have right to cancel/suspend/terminate the contract.



**Notification of Award:**

Prior to the expiration of the validity period, Tocklai Tea Research Institute Tea Research Association will notify the successful bidder in writing or email, to be confirmed in writing by letter, that it's bid has been accepted.

**Signing of Contract:**

At the same time as Tocklai Tea Research Institute, Tea Research Association notifies the successful bidder that its proposal has been accepted Tocklai Tea Research Institute, Tea Research Association shall enter into a contract, between Tocklai Tea Research Institute, Tea Research Association and the successful bidder as per the enclosed formats including the Terms and Conditions. Such agreement shall cover, in detail; aspects/ terms of the contract such as:

- ☐ Date of Commencement
- ☐ Performance Bank Guarantee
- ☐ Contract form
- ☐ Scope of work
- ☐ Payment Schedule
- ☐ Prices
- ☐ Assignment
- ☐ Sub-contracts
- ☐ Date of completion
- ☐ Liquidated damages
- ☐ Termination
- ☐ Applicable law
- ☐ Notices
- ☐ Extension of time
- ☐ Change orders
- ☐ Taxes and duties
- ☐ Confidentiality
- ☐ Limitation of liability
- ☐ Bidder's obligations





Failure of the successful bidder to sign the contract within the time stipulated by Tocklai Tea Research Institute, Tea Research Association, shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event Tocklai Tea Research Institute, Tea Research Association may make the award to another bidder or call for fresh bids.

### **Termination for Insolvency and Default:**

#### **Termination for Insolvency:**

Tocklai Tea Research Institute, Tea Research Association may at any time terminate the contract by giving written notice of four weeks to the Bidder, without any compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Tocklai Tea Research Institute, Tea Research Association.

#### **Termination for default:**

Default is said to have occurred

- ☐ If the Bidder fails to complete the Photographic Digitization in accordance with the Tender Notice within the time period(s) specified in the contract or any extension thereof granted by Tocklai Tea Research Institute, Tea Research Association.
- ☐ If the Bidder fails to perform any other obligation(s) under the contract / work order.
- ☐ If the Bidder fails to comply with instructions of Tocklai Tea Research Institute, Tea Research Association with respect to improving the quality of Photographic Digitization.

### **Performance Bank Guarantee:**

The successful bidder shall at his own expense deposit with Tocklai Tea Research Institute, Tea Research Association, within thirty (30) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled commercial bank, payable on demand, for the due performance and fulfillment of the contract by the bidder.

This PBG will be for an amount Rs. 1,00,000/- (Rupees One Lac only). All incidental charges whatsoever such as premium; commission etc. with respect to the PBG shall be borne by the bidder. The PBG shall be valid till completion of the digitization project and extended period if any. Subject to the terms and conditions in the PBG, after completion of project the PBG will lapse automatically. The PBG may be discharged/ returned by Tocklai Tea Research Institute, Tea Research Association upon being satisfied that there has been due performance of the obligations of



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the bidder under the contract. However, no interest shall be payable by Tocklai Tea Research Institute Tea Research Association on the PBG.

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Registered Office:

Tea Research Association, 113 Park Street, Kolkata - 700 016, INDIA

Ph : 91-033-22291815, 22297943, Fax : 91-033-22294271, Web : [www.tocklai.org](http://www.tocklai.org)



**SECTION – 6**

**FINANCIAL BID**

**Bid Letter**

**(Financial Bid)**

To  
The Director,  
Tocklai Tea Research Institute  
Tea Research Association  
Jorhat-785008, Assam, India

**Attn:**

Sir,

We declare:

That we are sole owner/authorized agents/ of .....

.....

That we are equipped with adequate Photographic Digitization infrastructure such as Camera, hardware/software and other facilities required for Photographic Digitization and the same will be open for inspection by the representatives of **Tocklai Tea Research Institute, Tea Research Association**.

We hereby offer to provide Services at the prices and rates mentioned in the financial bid in **Section 7** of this Tender.

We do hereby undertake, that, In the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform all the incidental services. The prices quoted are inclusive of all charges inclusive of Camera, hardware / software, infrastructure and all incidental charges (excluding lunch and refreshments) incurred during the digitization.

We enclose here with the complete Financial Bid as required by you in Form 1. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and condition.



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**Certified that we are:**

a sole proprietorship firm and the person signing the tender is the sole proprietor / constituted attorney of the sole proprietor,

**OR**

a partnership firm, and the person signing the tender is the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

**OR**

a company and the person signing the tender is the constituted attorney.

*(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)*

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated: Signature of authorized representative

Name of Bidder :

Full Address :

Official Seal :

Detail of enclosures :



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## **SECTION – 7**

### **Financial Bid Format**

*(Note: In the financial bid format, the rate shall be quoted in Indian Rupees in **figures and words**. In case of discrepancy between the rate quoted in **figures and words**, the rate quoted in words will be taken as final and shall be binding on the Bidder)*

#### **Form 1: Photographic Digitization of the Faunal Historical Collection Specimens**

<b>Sl. No.</b>	<b>Category</b>	<b>Amount per Image (in Rupees)</b>
<b>1.</b>	<b>Photographic Digitization</b>	
	<p>Preparation, Photographic Digitization charges for Faunal Historical Collection Specimens (as per specification per image – Master Image (Original Digitized Image), Clean Master (Cleaned Image), Access Image and Thumbnail. (Dorsal, Ventral &amp; Lateral)</p> <p>Besides, each specimen should include one label and the Specimen Label needs to be simply photographed without image processing, cleaning, and compressing at no extra cost.</p>	