



## NEHRU MEMORIAL MUSEUM AND LIBRARY

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### **Invitation for submission of Expression of Interest (EOI) for “Turn Key Project for Digitization of Nehru Memorial Museum & Library Archives and Implementation of an Integrated Documentation Management System (IDMS)”**

#### **Background**

The Nehru Memorial and Museum Library, Delhi is a unique repository of personal memorabilia of the first prime minister of India late Shri Jawaharlal Nehru. It was founded by the initiative of the government of India under the Ministry of Culture as a gesture to pay tribute to the country's first Prime Minister in the year 1964 post Nehru's death. Apart from the various personal documents and treasures of the Nehru family the Library is also a brilliant trove of books, periodicals, photographs and various other relevant materials pertaining to the life of Jawaharlal Nehru tracing the different phases of the Indian national Movement. Apart from these historically significant documents, the library also has published and unpublished materials relating to the many progressive policies and thinking of Nehru who was a great visionary. Housed in the Teen Murti Bhavan, which used to be the Prime Minister's residence post independence it is a premier Research library, which has a stock of many rare documents and printed materials. The library has been bestowed with the personal collection of Pandit Nehru who himself was an erudite man and avid reader.

The Nehru Memorial Museum and Library (NMML) is a pioneering organization in the country and over the last four decades scholars on modern and contemporary history have found the institution almost indispensable for carrying out their research. It is the biggest repository in the country for private paper collections of eminent individuals and social and political organizations. NMML's manuscript and historical newspaper collections run into millions of pages. It is an institute of advanced study in the area of modern and contemporary history and has one of the largest archives in the country for documents relating to the Indian freedom struggle and modern and contemporary India.

The **Library** has been designed and developed as a centre par excellence for research on modern and contemporary Indian history. It has vast resources of books, newspapers, periodicals, microfilms, photographs and videos. The Manuscripts Division (Nehru Archives) acquires private papers of institutions and eminent Indians and at present holds more than one thousand precious collections, comprising about 24,000 boxes of papers running into more than five million pages approximately. The diversity of the holdings is unique. It ranges from handwritten documents to typed ones to printed ones; they could be of different sizes and the volume of content on them could vary a great deal; a large number of documents are in non-English Indian languages; some could be bound volumes while others in loose sheets available in files; some documents are laminated while some would be too brittle. Among the newspapers, microfilms would be the main available form and Audio collections are available on different kinds of spools.

The **Research and Publications Division** publishes basic research documents and other outputs of institutional research projects and organizes seminars and lectures. The **Reprography Division** microfilms historical documents, records and newspapers and **Preservation Unit** is engaged in the preservation of rare documents.

The **Centre for Contemporary Studies** at NMML, offers Research Fellowships to scholars engaged in advanced research on modern Indian history and contemporary India.

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The NMML Library has been designed and developed as a research centre for academicians, researchers & general public. Information can be quickly retrieved by using catalogue cards and records registers. The material available in the library is diverse. Its vast resources of books, newspapers, periodicals, microfilms, photographs and videos, are mainly divided into four sections.

1. **Microfilms & Microfiches:** This section of the research centre contains Microfilms of Newspapers, Books & Reports, Debates, Periodicals, Private Collection, Settlement Papers, and Thesis etc. These Microfilms contains approximately 9 million scanned pages, of which 60% are in English while the rest of the documents are in Hindi, Urdu and other regional languages of India. The material available on microfilms dates back to 200 years into modern Indian history. The organizing and cataloguing of microfilms is done by using library cards. The research center also contains Microfiches of Books, Reports, Census of India, Gazettes, Missionary Records, Selection from the records of the Government of India, Thesis etc. The organization & cataloguing of microfiches is similar to that of microfilms, except for that the access number for microfiches is a 6 – digit number printed on separate catalogue cards.
2. **Photographs:** The library has photographs pertaining to the freedom moment from pre to post independence period of India. The organizing and cataloguing system in this section provides detailed information of each photograph.
3. **Manuscripts:** The research center has a vast collection of manuscripts including private papers (both individual and institutional) and miscellaneous documents. Around two thirds of the manuscripts in this collection have been listed and paginated. A majority of manuscripts have been laminated for protection. For digitization purposes almost fifty percent of the manuscripts are typed, while some are in excellent condition others are not. There is little consistency in size and material of records in this department with some writings on paper while others on silk and fabric. The cataloguing of all the material in this section is done according to First Name & Last Name of the person, with content inside the files arranged in chronological order. The period and the number of pages in the catalogues are available from the access numbers in the catalogue which in some cases also contains subject numbers.

### Objectives of Digitization

The need for **preservation, coupled with need for improving accessibility** (which can only be achieved by digital storage and an efficient database management retrieval system) is the *raison d'être* for NMML's current initiative on digitisation of its archives. **In view of the above, the primary objectives of the proposed initiative are:**

1. **Preservation** - of all the rare documents is the foremost objective. Once the documents are scanned and converted to digitized form, preservation of the original can be ensured for a much longer period. Digitised database can be preserved in the high capacity storage machines and simultaneously a copy could be maintained on a server outside NMML for a greater risk management.
2. **Improve Accessibility** - to make some of the information available on the internet, e.g. rules of the library, eligibility related to membership and online catalogue of all our possessions along with the detailed listings etc. This will go a long way in reducing the physical and economic harassment of scholars as they would know exactly what they are looking for. Once they visit the library they can focus on their themes immediately without any wastage of time in locating what they need. Also the information can be provided to a large number of scholars without their having to come physically to the museum in future. The institute can provide access to data to a large number of people over the net making them aware of India's rich cultural heritage, independent struggle and other areas.

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3. **Enhance Search ability** - documents, letters etc can be linked based on subjects, themes or any other criteria making a tremendous amount of data easily available on any subject matter for research. The existing rules of the institution for providing access on documents can continue to be followed after all the documents have been digitised.

### Brief Description of the Project:

NMML wishes to digitize its archives and implement a Web enabled Integrated Documentation Management System (IDMS) through which the scanned documents are available as a digital library and can be managed, catalogued and searched. The vision is to create a state of art digital archives/ library, easily accessible to a wide audience through internet / intranet. NMML is looking for turnkey solution providers who will scan and digitize the archives and provide a ready made solution to operate as a digital library. Considering the importance of the materials to be digitized, all the materials will be digitized within the premises of NMML. The solution provider would be expected to bring in (including, but not limited to):

- All the required computer equipment (server, computers, scanners, cameras, etc.) and set up a Digitisation Centre within NMML premises where the said scanning and indexing work will be done. The solution provider will take back the said equipment upon the completion of the assignment.
- The required IDMS software and all other systems and supporting software required to carry out the digitisation work and implement the IDMS
- The Team which will carry out the digitisation and indexing work.

### Scope of Work:

The Solution Provider will be responsible for the following:

- i. Rapid assessment of the type and quantum of material to be digitized
- ii. Detailed action plan for digitization of each category of material
- iii. Set up a fully equipped digitization room in NMML for carrying out the scanning and indexing work for different kinds of material
- iv. Scanning and digitization of the archival material
- v. Automatic generation of metadata and indexing of the materials digitized
- vi. Quality checks and validation of digitized material and checking of catalogue data / index in coordination with NMML
- vii. Populating the databases in the Integrated Data Document Management System (IDDMS)
- viii. Thorough testing of the solution
- ix. Development / Customization of Technical and User manuals
- x. Giving the detailed specification of all the necessary hardware, software, connectivity and supporting infrastructure required to run and maintain the IDMS (once it is populated with the data from the scanning exercise) in a maintenance mode – to add new content and edit and refine existing content (NMML shall procure the said infrastructure at its own cost)
- xi. Extensive training of the NMML staff to operate the solution
- xii. Post Implementation Support

### Key Data to be Digitized:

Items to be digitized	Approximate no. of pages
Manuscripts	35 - 45 million
Photographs	0.1 - 0.3 million
Microfilms and micro fiches	9 - 14 million

**NOTE:** The figures mentioned above are very broad approximations based upon a very rough estimate of the total volume. Given the nature of the collection, the exact volumes can only be ascertained during the digitization process.

## Expression of Interest (EOI) Document for NMML Digitisation

### Submission of Expressions of Interest (EOI):

The Consulting Firm shall be selected and engaged in accordance with the evaluation criteria specified by the institute. EoIs submitted by those firms/organisations exhibiting adequate skills and experience in the areas will be considered. Interested Consulting firms will be required to provide the following information in not more than 20 A4 size papers. If the EOI is submitted by a consortium/ joint venture, details of each organization should be submitted individually.

#### I. Profile of the firm

1. Provide a write up of not more than one page on how the consortium partners would work as a team.
2. Provide Quality & Standards certifications
3. Management Competence  
(Please answer each question in one paragraph of 3-5 sentences)
  - a. If you are proposing a consortium or a joint venture, outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.
  - b. Does your firm has standard policies, procedures or practices in place that promotes quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.
  - c. How will you ensure the quality of your firm’s/consortium’s/joint venture’s performance over the life of this assignment?
  - d. How will your firm/ consortium /joint venture deal with any complaints regarding quality and performance? What internal controls are in place to address and resolve complaints?

#### II. Relevant Experience and Expertise

(Supported by documentary evidence in form of contract, and feedback from client)

1. No. of similar Digitization projects successfully implemented with metadata. The details of individual project would be provided as per Annexure - 1.
2. Total Value of Digitization Projects executed in last three years. Provide details for each year.

	2005-06	2006-07	2007-2008	Total
Lead Firm				
Consortium Member 1				
Consortium Member 2				
Consortium Member 3				
Total				

#### III. IT Infrastructure Capabilities of the firm

##### 1. Infrastructure

Name of Firm	IT Infrastructure Details	No. in NCR	No. in India
	Scanners		
	Computers, etc.		

##### 2. Capability

Name of Firm	IT Staff Details	No. in NCR	No. in India
	Technical Staff		
	Total Staff etc.		

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### IV. Financial Strength

Mention the turnover and profitability of firm(s) during the last three years. The audited Balance Sheet and Profit & Loss A/c's of firms should be attached for last 3 years.

### V. Proposed Ready Made Solution

- a. Provide a write up on proposed ready made solution that mentions the key functionality and features in not more than six pages.
- b. Provide details of the clients where the proposed solution has been implemented.

### VI. Earnest Money Deposit

EOIs must be accompanied by an Earnest Money Deposit of Rs One Lakh in the form of a Bank Demand Draft payable to "Nehru Memorial Museum & Library" at Delhi. The EOIs unaccompanied with the valid EMD Bank Demand Draft would be automatically rejected.

### Last Date of Submission

Firms/Consortiums/Joint ventures having the expertise, experience and the necessary infrastructure to execute this assignment on a turn key basis should send in their Expression of Interest. EOI should be submitted in the prescribed format. Completed EOIs (two printed copy and one soft copy on CD in PDF format) addressed to "The Director, NMML" should be delivered in sealed envelope **latest by 15:00 hours on 31 March, 2009**, at above mentioned address.

### Pre Bid Meeting

NMML is holding a National Symposium on Digitization on 13th and 14th March 2009 at its premises. Solution vendors interested in participating are welcome to attend the Symposium. Any queries about the EOI can also be emailed to NMML latest by 18th March 2009. For all queries pertaining to this assignment please contact **Dr Susan Sharma, Coordinator for NMML Digitization** ([susansharma@nmml.in](mailto:susansharma@nmml.in))

### Evaluation of EOIs

The evaluation of the EOIs shall be carried out keeping the following criteria in mind:

S.No	Evaluation Criterion	Score
I.	Profile of the firm/consortium	10
II.	Relevant experience and expertise	40
III.	IT Infrastructure capabilities of the firm – All India and In NCR Region	20
IV.	Financial strength - Turnover in Last 3 years as per Audited P/L Account	10
V.	Availability of Ready Made Solution	20
	<b>Total</b>	<b>100</b>

### Terms and conditions

NMML reserves the right to accept/reject any or all EOIs or to stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

**No technical and financial bids should be submitted along with Expression of Interest. The firms shortlisted during the EOI stage will be given a Request for Proposal (RFP) document on the basis of which they would be expected to submit detailed technical and financial proposals.**

## Expression of Interest (EOI) Document for NMML Digitisation

### Annexure 1

#### Project Sheets *(One sheet for each project)*

##### Project 1

Assignment name	Approx. value of the contract (in INR):
Assignment Funded By :	Duration of assignment (months):
Country: Location within country:	Start date (Month / Year): Completion date (Month / Year):
Name of Client:	Total No. of person-months of the assignment:
Client Address, Contact Person, Phone, Fax and email ids	Approx. value of the services provided by your firm under the contract (in INR): (Mention, Hardware, Software and Services component separately):
Name of joint venture partner or sub-Consultants, if any:	No. of professional person-months provided by the Joint Venture Partners or the Sub-Consultants:
Key Deliverable of the assignment	Names of the senior staff of your firm involved in the assignment and their project positions.
Brief Description of the Assignment	