

Chaudhary Ranbir Singh University, Jind (Haryana)
(Established by the State Legislature Act 28 of 2014)

No. F. CRSU/UCIC/2020/23

Dated: 29.01.2020

NOTICE FOR EMPANELEMENT FOR SCANNING SERVICES

Subject: Providing the rates for in house scanning, mirroring, entering meta data of images and repairing the images through size reducing techniques compatible with the digital archives.

Chaudhary Ranbir Singh University, Jind has been established by the Government of Haryana. The University campus is situated at 2 kilometres from Rohtak Bypass Road, Jind-126102. The University has set up a Digital Archives wherein all the official documents are being maintained digitally with the secured and authorised access on LAN/ WAN. Addition of images in the digital archives is ongoing process which includes scanning, mirroring, preparing the images through size reducing techniques which must be compatible with the digital archives.

The University invites the vendors for empanelment who can provide the in-house (at CRSU Campus) services for scanning, mirroring, preparing the images, entering meta data of images, repairing of images through size reducing techniques, compatible with the digital archives. The images will be in various size but majority of the images will be in A4 size. THE DPI of the image will be kept in a way that images must be readable, clear and compatible with opening in the digital archives application on LAN and WAN. The rates can be provided in the following format latest by 18.02.2020. No cutting in rates/proposal will be entertained. No conditional proposals will be entertained. The necessary scanners/equipments will be arranged by the vendor. Only computer system and electric supply through UPS will b provided by the CRSU in the campus premises. In case any disputes arise, the University decision will be the final decision, however, the court jurisdiction will be the Jind, Haryana.

Work Description	Rates per images (size wise lie A4, legal.....)	Applicable Taxes	Remarks, if Any
Scanning, Mirroring, meta data entry, Preparing the images through size reducing techniques, compatible with the digital archives			

Yours sincerely,

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(Amit Kumar) 29.01.2020
System Analyst