

No: HIDCO/ADMN-3259/2017/1074

Date: 22 March, 2017

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD., (WBHIDCO) a Government of West Bengal Undertaking under the Administrative control of Urban Development & Municipal Affairs Department, had taken the initiative to set up Nazrul Tirtha to provide an institutional set up to promote research and appreciation of life and works of revolutionary poet Kazi Nazrul Islam.

A well-organized Museum displaying the time and life of Kazi Nazrul Islam through rare photographs, personal items, documents, paintings etc. has been set up in Nazrul Tirtha.

WBHIDCO now invites sealed Expression of Interest (EOI) from Professional Agencies/Individuals having expertise in taking digital photography out of printed materials viz. books, magazines, letters, booklets etc. for digital archive purpose.

It is requested to submit the offers in the instant matter in terms of the scope of work with requisite credentials within the time frame given herein. The offer is to be submitted by 3.00 p.m. of 29th March, 2017 in a sealed cover to be dropped in a box kept for the purpose at the office of the Curator, Rabindra Tirtha, New Town, Kolkata. The offers will be opened on the same day at 4.00 p.m. at Rabindra Tirtha.

Interested Professional Agencies/Individuals may send their bids through their authorized representative to remain present during such opening of offers at 4.00 p.m.

Scope of Work:

Setting up of a Digital Archive at Nazrultirtha:

Taking Digital photography with a proper camera, of all the out of print books scattered in the old libraries and suburbs. The out of print books will include the first prints of Nazrul's own books, magazines Nazrul's edited, magazines on Nazrul, manuscripts, notations of Nazrul's song along with original songs (poems), letters written by and to Nazrul, advertisements, booklets on Nazrul's records, photos of records labels/covers, script of dramas where Nazrul's songs/poems have been used, copies of Betar Jagat when Nazrul was an employee of All India Radio, musical records of Nazrul's songs recorded by several famous artists of the yesteryear. Other than the libraries as mentioned above, the materials required for the Digital Archive would be available with several collectors who need to be contacted with the help and introduction of the Curator. After digitization all the documents including the musical records and images need to be restored and uploaded into the server for digital archival purpose.

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A Govt. of West Bengal Undertaking)

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Proposed project Timeline : The project is required to be completed within 90 (ninety) days of receipt of work order. Archival/curatorial assessment and prep, records description, preservation/conservation assessment and prep, etc. are to be done in consultation with the Curator, Nazrul Tirtha.

Payment Schedule :

Payment will be made within 21 days of submission of Bill/Invoice after uploading the Server with the digital archives /submission of DVD etc. containing the archival documents .

Submission of EOI:

Interested Agencies/Individuals, are requested to submit their offer after visiting the Office of the Curator and ascertaining for themselves after examining the requirements of Competent Authority or any other matter as considered relevant by them. The sealed envelope shall be subscribed '**EOI for Digital Archive at Nazrul Tirtha**'.

Acceptance of the lowest or any other quotation is not obligatory. The accepting authority reserves the right to reject any or all quotations without assigning any reason thereto.

A handwritten signature in black ink, appearing to be 'G. S.', is positioned above the text.

Joint Managing Director
WBHIDCO Ltd.