

Digitization of Sri Lanka Government Gazette Collection (from 1975)

General requirement

National Library and Documentation Services Board (NLDSB), Colombo 07 requires the service of a reputed and well-established vendor registered as a company in Sri Lanka for Digitization and Uploading digitized material with metadata to the National Digital Repository.

Scope of work

1. Digitization of Gazette
 - a. Digitization of Gazette Collection from 1975 to 1976 bound into large volumes (Published by Ceylon Government Printers in Sinhala, Tamil & English)
 - b. Digitization of individual gazette collections from 1977
2. Preparing and File Naming TIFF and PDF files as in technical requirement for conservation and web upload
3. Uploading digitized materials (PDF) with metadata to National Digital Repository (DSpace)

Technical Requirements and Conditions

1. High-resolution scanning (300 DPI >) to ensure clarity and legibility.
2. Each scanned document should be processed as a TIFF file and a PDF/A file. The TIFF file is used for conservation and the pdf/a file is uploaded to the National Digital Repository.

Feature	TIFF (Conservation)	PDF/A (Web Upload)
Purpose	Long-term preservation	Online access and distribution
Resolution	300 DPI (text)	300 DPI (text)
Color Mode	Black-and-white	Black-and-white
File Format	TIFF	PDF/A
OCR	Not required (master file)	Required (searchable text layer)
Quality	High-resolution, no cropping, enhancement like distortion (identical to the original)	Web-optimized, searchable, enhanced and clear. The dimensions should be the same as the original

3. The height and width of the output pdf file should be the same as the original document.
4. File arrangement and file naming (based on gazette name, number, date, section and language) should be done so that each part of the gazette can be easily identified.
5. The name of the gazette, accession no., author, date of issue, publisher, identifiers, type and language should be entered as metadata data
6. Final copy of the digitized content (PDF and TIFF) to be delivered on two external hard drives at the end of the project. One will contain Raw TIFF Images and other enhanced, searchable and compressed PDF/A.
7. Bound document are to be scanned without being unbound.

General Terms and Conditions

1. The collection should be inspected to get an understanding of the size of the collection and the nature of the collection before submitting the prices (Approximately 200,000 pages are to be digitized)
2. The project should be completed within 06 months

3. The documents have to be digitized within the premises of NLDSB and no physical document or digitized material shall be allowed to leave the premises at any point of time.
4. The manpower, scanners, computers, Laptops, Internet or other required equipment or services for conducting the activity will be the responsibility of the vendor. NL provide only the space and electricity required to carry out this work
5. The NLDSB is not bound to pay any salary, EPF, ETF or any other payment to the employees employed for this work. Also, no responsibility will be held for the transport, food, illness or accident or other, needs of the employees
6. While getting the documents for scanning, employees should be checked in the presence of the representative of NL and a log should be made in a book. This task also should be done while returning the books to NLDSB
7. The inspection of the quality of the work in accordance with the technical requirements is done by the officials appointed by the National Library and in case the officials are not satisfied, the work should be repeated.
8. It is the responsibility of the vendor to take care of the security of the document. In case of loss or damage to any document, the vendor must agree to make suitable remedy or pay such damages as may be prescribed.
9. All digitized content, metadata, and related files will be the sole property of the NLDSB. The vendor must not claim any rights over the digitized content. No part of the digitized content or metadata can be shared with third parties.
10. Failure to meet the technical specifications or project timeline may result in penalties or termination of the contract.
11. The NLDSB reserves the right to terminate the contract at any stage if the vendor fails to meet terms and conditions.
12. Working hours - 8.30am - 4.15pm (from Monday to Friday except public holiday)

Submission Requirements

1. Timeline for project completion. (This can be decided once the prior inspection of the site is made)
2. Details of the scanners.
3. Breakdown of unit cost for each task (Digitizing and preparing TIFF and PDF – Per Page / Web uploading of PDF file with relevant metadata – Per File).
4. Payment terms and conditions.
5. Previous experience