



President  
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Tender Ref No: BNHS/DIGI/2026/01

Date: June 25, 2026

**Subject:** Invitation of Bids for the Hiring of a Professional Photography Agency for the Digitization of Natural History Specimens.

## 1. Notice Inviting Tender (NIT)

The **Bombay Natural History Society (BNHS)** invites sealed tenders under a **Two-Bid System** (Technical Bid and Financial Bid) from reputed, experienced, and professionally competent photography agencies to undertake the high-resolution photography and digital processing of its scientific specimen collections.

### Key Tender Details

Parameter	Details
Name of Work	Hiring of Professional Photography Agency for Scientific Specimen Digitization Project
Client	Bombay Natural History Society (BNHS)
Total Workload	High-resolution multi-angle photography of approx. <b>1,25,000</b> specimens
Project Duration	<b>2 Years (24 Months)</b> from the date of contract award
Bid Submission Mode	(Technical & Financial separated) Online Portal site tender@bnhs.org

## 2. Background & Objective

The Bombay Natural History Society (BNHS) is the premier institute and repository for unique scientific specimens encompassing **Ornithology, Reptiles, Mammals, and Entomology**.

Currently, BNHS holds a collection of approximately 1,50,000 specimens. While 25,000 specimens have already been successfully photographed and digitized, **approximately 1,25,000 specimens remain to be digitized**.

To fast-track this critical preservation process, BNHS intends to onboard a specialized professional photography agency equipped with the technical expertise required to handle delicate scientific archives.

### 3. Scope of Work

The selected agency will be responsible for end-to-end photography and post-processing tasks as detailed below:

- **Multi-Angle Scientific Photography:** Capture high-resolution images of approximately 1,25,000 specimens (birds, reptiles, insects, etc.) from all required scientific and taxonomic angles (e.g., dorsal, ventral, lateral, specific diagnostic features) as directed by BNHS curators.
- **Delicate Handling:** Ensure absolute safety and zero damage to centuries-old, fragile biological specimens during the photography setup.
- **Post-Processing & Editing:** \* Import all raw images into Adobe Photoshop (or equivalent industry-standard software).
  - Perform color correction, background removal/isolation (to pure white/neutral gray as per standards), sharpening, and metadata embedding.
- **Scale and Alignment:** Include scientific scale bars in the frame and maintain precise geometrical symmetry.
- **File Management:** Save, rename, and organize files strictly according to the BNHS cataloguing nomenclature in both RAW and high-quality JPEG/TIFF formats.
- **Uploading & Delivery:** Upload completed, edited digital files to the BNHS server/designated digitization database within prescribed daily/weekly/monthly batch timelines.

### 4. Eligibility & Technical Criteria

Bidders must meet the following minimum qualifications to be considered technically eligible:

- **Experience:** Minimum of 3–5 years of experience in commercial, macro, archival, or museum/heritage photography. Prior experience working with scientific institutes or museums is highly preferred.
- **Infrastructure:** The agency must own or have immediate access to high-end photography equipment, including high-megapixel DSLR/Mirrorless cameras, specialized macro lenses, professional studio lighting setups (diffusers, ring lights), and color calibration tools.
- **Software Competency:** Proven expertise in Adobe Photoshop and digital asset management workflows.
- **Manpower:** Ability to deploy dedicated, skilled photographers maximum not less than 5 and photo editors on-site at BNHS to ensure the project meets its 24-month fast-track timeline.



## 5. Project Timeline & Deliverables

The contract is strictly time-bound to keep the digitization process on a fast-track mode.

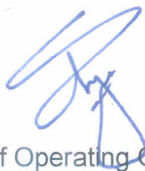
**Project Duration:** 24 Months (2 Years) Maximum

### Target Milestones

- **Monthly Target:** Approximately 5,200 to 5,500 specimens must be completely photographed, processed, and uploaded every month.
- **Quarterly Reviews:** BNHS will review quality and throughput every 3 months. Failure to meet the target volume or quality standards may result in penalty clauses or contract termination.

## 6. General Terms & Conditions

1. **On-Site Execution:** Due to the invaluable and fragile nature of the specimens, all photography work must be executed **on the premises of BNHS**. Under CCTV surveillance No specimens will be allowed to leave the facility under any circumstances.
2. **Intellectual Property Rights (IPR):** All images, raw files, and processed data generated during this project will be the exclusive property of BNHS. The agency will have no rights to use, share, or publish these images for any commercial or non-commercial purposes without explicit written consent.
3. **Data Security:** The agency must maintain strict confidentiality regarding the collection data and digital storage protocols. Agency to sign the undertaking for the same.
4. **Payment Terms:** Payments will be processed on a monthly/quarterly basis based on the actual number of specimens successfully digitized, verified, and approved by the BNHS authority.



Chief Operating Officer (COO)  
BNHS