

F. No. 17-1/06-07 - C.C.

Central Hindi Directorate

Ministry of Human Resource Development

(Department of Higher Education)

West Block No. 7, R. K. Puram

New Delhi-110066

Dated 09.05.2019

Quotation for Creation of e-Pub with Voice Over and its uploading the Audio CD on CHD publication website.

Background

The Central Hindi Directorate was established on March 1, 1960, by Government of India under the then Ministry of Education (now Ministry of Human Resource Development), Department of Higher Education to promote and propagate Hindi as well as to develop it as a link language throughout India in pursuance of Article 351 of the Constitution of India. It also regulates the use of Devanagari script and Hindi spelling in India.

Proposal

The CHD brings out its numerous publications in different languages based on regional & foreign. The CHD also published the Kosh, Journal, Bhasha, warshiki, Sahityamala & correspondence courses etc.

The Quotations are invited for creation of e-pub with Voice over to be made available on time on its CHD publication website.

Source: The CHD will provide Audio for each of these books in CD

SCOPE OF WORK

PART A

- : Page layout and formatting of pages may be required in single, double or three columns as per size, design, placement of figure, also mathematical symbol, equations, and tables may be required to be done.
- : The required text accuracy would be 99.95% and more.

PART B

Digital Content Conversion: To create e-Pub with Voice over of Central Hindi Directorate publications. The given physical books will get converted into ePub with Voice Over.

The e-Pub with Voice Over must have following features:

1. Table of Content

The EPUB WITH VOICE OVER file must allow the automatic generation of the Table of Content (TOC) by the different devices. The TOC must be navigational, allowing the reader to move directly from the TOC to a specific section of the electronic publication by clicking on the desired item (front matter, back matter or main content).

2. In respect of Hindi and Regional Language Books, fonts which support Unicode are allowed since the books are in Hindi and Regional languages; hence the vendor must strictly stick to Unicode fonts.

3. Quality Validation

The minimum quality controls (both manual and automatic validations) to be performed by the Contractor during the production process of electronic publications (e-books).

The Contractors shall perform all quality controls for each linguistic version.

4. Devices and platforms

The Contractor shall carry out Proof reading of the content and technical tests and validations on the following reading platforms, e-reading applications running on Microsoft Windows, Android and iOS, as well as e-ink reading devices. The lists of devices indicated below may be adapted according to the evolution of the market.

The following is the minimal and indicative list of devices and plat forms to be checked for:-

Window:

- Adobe Digital Edition (ADE)
- Radium

iOS

- IPad
- IPhone
- Android
- Android based devices

5. Deliverables: The ePub with Voice Over should be provided following formats:-

- 1) One CD for each title delivered in the lot with proper Lot no and title of the book scribed on the CD. The CD's should be delivered in proper CD wallets and not in lose covers or plastic covers. The CD must of good quality material and of a good brand.
- 2) The whole lot of the ePub with Voice Over should be provided separately in a CD/DVD.
- 3) To be made available online through it's website.
- 4) An external hard disk to be provided in all of e-pubs.

6. Other Specifications

- (I) The final digitized copy should have no distortion or deviation from the original text and to do this all the necessary proof-reading and checking of text has to be done by the agency before giving the final digitized copy to the Publications

Division.

(II) Providing the files in ePub with voice over.

(III) The e-book should be compatible to open on multiple PC platforms like windows, iOS and mobile platforms like Android.

(IV) The electronic copy of the books in word format should have at least 99.95 percent accuracy.

Eligibility

The firms should be under geographical jurisdiction of Delhi /New Delhi and enlisted in latest valid panel of DAVP, Ministry of Information and Broadcasting, Government of India. They must enclose DAVP's latest valid empanelment certificate in this regard.

- The Firm should have sound experience in the concerned field. Those who have more than 10 years' experience will get an added advantage
- The Firm should have PAN / GST / FIN and a copy of the same should be enclosed.
- The desired information should be duly filled and submitted according to the Annexure - A, i.e. Company Profile (Tender Form-1) Annexure - B, C (Term & Condition & Financial quotation)
- The bidder having ePub with Voice Over and digitalization experience to serve international organizations/geographies would be preferred
- Those who have worked with International content aggregators will get an added advantage.
- Sample copies of works are to be provided at the time of presentation in a short notice
- Those who have worked with Central Hindi Directorate will get an advantage.
- **Note:** It is required that company profile/technical bid and financial bids are submitted in separate envelopes duly super scribed as mentioned above.**For any query, relating to tender, following person may be contacted:**

1.Dr. Anuradha Sengar, Bureau Head, Correspondence Courses Department

Mobile: 9868187007, E-mail: anuradha.sengar.9@gmail.com

2. Dr. Nutan Pandey

Mobile: 7303112607, E-mail: pandeynutan91@gmail.com


Signature

डा. अनुराधा सेंगर / Dr. Anuradha Sengar
सहायक निदेशक / Assistant Director
केन्द्रीय हिंदी निदेशकालय / Central Hindi Dte.
मानव संसाधन विकास मंत्रालय / Min. of H.R.D.
परिसर: ब्लॉक-7, रामपुरा पुरम, नई दिल्ली-110066
West Block-7, R. K. Puram, New Delhi-66

TENDER FORM-I**Annexure - A****Company Profile**

1.	Name of the Company	:
2.	Year of establishment	:
3.	a) Address	:
	b) Phone No.	:
	c) Mobile No.	:
	d) E-mail	:
4.	No. of branches, if any, and address	:
5.	Technical Facilities available (with details)	:
	a) No. of Computers / laptops	:
	b) Scanner	:
	c) Printer	:
	d) UPS	:
	e) Internet Connection & speed	:
	f) Languages Available	:
	g) Original Software	:
	h) Font details/Unicode fonts	:
6.	Manpower available (with details)	:
7.	Similar projects undertaken	:
8.	List of Important Clients (Govt. & International)	:
9.	Latest financial turnover	:
10.	Any other relevant information viz. Registration / PAN/GST etc.	:

UNDERTAKING

I/We have gone through the Terms and Conditions and hereby agree to abide by them and to execute the work on the above rates. I/We also agree that the decision of the Director, CHD will be final and binding in all matters pertaining to the Tender and execution of the job.

**Signature
(with Seal)**

Terms and Conditions for the open Tender

1. Empanelment on the basis of tender will be valid for three financial years i.e.2019-20, 2020-21 and 2021-2022 but this does not imply that the Directorate is bound to allot the work to the same firm for three following years. Work will be allotted to the firm/firms on the basis of their last performance at Directorate.
2. The Quotations should be submitted along with the enclosures in the prescribed format and manner only. Technical bids shall be opened first and thereafter financial bids shall be opened only of those firms who are found eligible in their technical bids.
3. The Directorate is free to allot the work to more than one firm to complete the work as per plan and on time. Selected firms shall furnished performance security to the tune of 10% of the total amount inclusive of all taxes in favor of the Director, Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi-110066 in the form of Demand Draft. Please note that the security deposit would be paid back to the firm after two months from the date of successful completion of the assignment fully accepted by the Director.
4. The Quotations should be submitted along with the enclosures in the prescribed format and manner only. Technical bids shall be opened first and thereafter financial bids shall be opened only of those firms who are found eligible in their technical bids.
5. Submission of Quotation does not automatically qualify the firm CHD will scrutinize the Profiles and, if necessary, may also visit the firm's premises. Director, Central Hindi Directorate has reserve the right to reject one or all tenders without assigning any reasons. Further, he is not bound to accept the lowest bill as well.
6. The successful firm would be decided on the basis of QCBS (Quality Cost Based Selection) & L1 .
7. The CHD may also make a panel for taking into consideration the lowest rates and agreeability of ePub with Voice Overwork on such rates.
8. The successful agency is required to submit an amount of Rs. 10,000/- as Performance Guarantee in the form of Banker's Cheque/DD/Pay Order in favour of Director, Central Hindi Directorate, payable at New Delhi.
9. Rates mentioned in the tender will be inclusive of all taxes. Any demand of extra taxes will not be entertained in any case in future
10. The contract shall be valid for a period of one year from the date of signing the agreement, which may be extended at the discretion of the Director, CHD in consultation with the firm.
11. All the original material will have to be returned to the CHD along with completed job.
12. The agency shall complete assigned work in all respects within stipulated time period. Failure to abide may attract forfeiture of the Performance Guarantee paid.
13. The CHD reserves the right to refuse to accept unsatisfactory jobs.
14. In case of non-adherence of the said terms and conditions by the agency, the CHD reserves the right to cancel the agreement without assigning any reason.
15. The decision of the Director, CHD is final in all matters. In case of any dispute, the opinion of the Government may be sought for and such decisions will be final.
16. The Director, CHD reserves the right to alter, delete, or amend any conditions of the Tender without assigning any reason. Decision /order of the Director, Central Hindi Directorate will be final and binding to all.
17. The Quotations may be cancelled without assigning any reason.
18. The jurisdiction of all judicial disputes shall be in Delhi.

Note: The sealed envelope should be super scribed "sealed tender regarding e-pub creation from bilingual CD/DVDs. The tender should reach by hand or by registered post to Dr. Anuradha Sengar, Bureau Head, Department of Correspondence Courses, Central Hindi Directorate, West Block -7 Rama Krishna Puram, New Delhi-110066 within 30 days of uploading tender on the website and tender will be opened on the next day at 1500 hrs. in the committee room of the department in presence of the tenderer/representatives of the firms.

Financial Quotation for e-Pub with voice over of CHD publication books**TENDER FORM-III**

	Nature of Works	Rate (Per page) In INR Applicable Tax will be Extra
	Creation of ePub with voice over of CHD Publication books	

UNDERTAKING

I/We have gone through the Terms and Conditions and hereby agree to abide by them and to execute the work on the above rates. I/We also agree that the decision of the Director, CHD will be final and binding in all matters pertaining to the Tender and execution of the job.

Signature
(with Seal)