

**F.No. 06-04/2019-20-Publications
Central Hindi Directorate
Ministry of Human Resource Development
(Department of Higher Education)**

West Block No. 7, R.K.Puram,
New Delhi-110066
Dated 03.07.2019

**Quotation for Creation of Typesetting work and its conversion to E-Pub for Hindi an
Regional Language Books of Central Hindi Directorate (CHD)**

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 languages & foreign languages. The CHD also publishes the Dictionaries, Journals like Bhasha, Varshiki, Sahityamala & correspondence courses etc.

The CHD is inviting tender for layout/Formatting (DTP) work and Corrections of all types of written matter which may also contain Greek symbols, Mathematical signs, etc. and the placement of Pictures, graphics, drawings, artwork & three times proof reading both in English and Hindi or Monolingual, Bilingual & trilingual as per our layout and design (in Word, PageMaker, Corel draw, InDesign). The CHD may go to E-Pub 3 work from the same inputs file.

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.
- : Three times proof reading have to be done.

PART B

Digital Content Conversion: To create E-Pub of central Hindi Directorate publication. The given physical books will get converted into E-Pub 3.

The E-Pub must have following features:

1. Table of Content

The E-PUB 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 full Proof reading of the content and technical tests and validations on the following reading platforms: e- reading applications running on Microsoft Windows, Mac OS, Android and iOS, as well as e-link 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 platforms to be checked for:-

PDF with fixed and reflowable layout

- Adobe Acrobat
- Adobe Reader

E-PUB deliverables with reflowable text.

- Windows:
 - ADE;
 - Calibre;
- iOS:
 - iPad;
 - iPhone;

Amazon Kindle

- Android:
 - Android based devices and

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

E-PUB deliverables with fixed layout.

- iOS:

iPad;
iPhone;

- Android:

Supported devices of various companies

5. Deliverables: The E-Pub 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 COs should be delivered in proper CD wallets and not in lose covers or plastic covers. The CD must be of good quality material and of a good brand.
- 2) The whole lot of the E-Pub should be provided separately in a DVD.
- 3) A hard disk having capacity 1 TB should be provided to CHD by the company with all the E-Pub Separated by distinguished folders after the completion of digitization work.

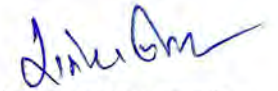
6. Other Specifications

- (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 the following formats- PDF (full search), PDF-A, HTML, E-Pub , .mobi, word (through OCR and any other technical means that may be necessary)
- (III) The e-book should be compatible to open on multiple PC platforms like windows, linux and Mac OS and also on mobile platforms like Android.
- (IV) The electronic copy of the books in word format should have 100 percent accuracy. All titles will be required to be given in the open and editable format such as MSWord or open office writer with 100 percent accuracy of the original text.

Eligibility

- 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 (Terms & Conditions & Financial quotation)
- The bidder having E-Pub 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 superscribed as mentioned above.



(Dr. Rakesh Kumar)

Assistant Director (L)

डॉ. राकेश कुमार / DR. RAKESH KUMAR
सहायक निदेशक / Assistant Director
केंद्रीय हिंदी निदेशालय / Central Hindi Dir.
मानव संसाधन विकास मंत्रालय / Min. of H.R.D.
पश्चिमी खण्ड-7, रामकृष्ण 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

1. 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.
2. Submission of Quotation does not automatically qualify the firm CHD will scrutinize the Profiles and, if necessary, may also visit the firm's premises.
3. The successful firm would be decided on the basis of QCBS(Quality Cost Based Selection) & L1.
4. The rate should be quoted both in word and figures.
5. Conditions rates or terms attached with the rate will not be accepted and all such rate will be rejected out rightly.
6. The Chd may also make a panel for taking into consideration the lowest rate and agreeability of Typesetting & epubwork on such rates.
7. Bid shall be submitted with a forwarding letter on letter head of the bidder/agency duly signed and stamped be authorized signatory on each page to ensure the compliance of scope, service and general terms and conditions of the tender under reference.
8. Each page of the tender document should be signed and stamped by authorized signatory.
9. Rate should be quoted., both in Figure & Words, inclusive of the all taxes otherwise bid shall be rejected.
10. The tender received after scheduled dated and time or any postal delay will not be accepted.
11. The completely filled bid documents, duly wax sealed be address to **Director, Central Hindi Directorate, West Block-7, R.K.Puram, New Delhi-110066** and should reach on or before 14.00 P.M. on dated. 31.07.2019 By Register post of by hand at Dak Counter at the above mention address duly super scribed on the top the envelope as QUATATION FOR E-PUB.
12. Bid once submitted shall not be allowed to be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance of the terms of contract and would be liable to forfeiture of EMD deposit and cancellation of contract.
13. Bidder /authorized representative duly authorized in writing on letter head are requested to be present at the time of opening of the bid . If the date of tender opening by any chance happens to be holiday and any other reasons , the tender will be opened on the next working day at the stipulated time
14. The CHD may also make a panel for taking into consideration the lowest rates and agreeability of Typesetting & ePub work on such rates.
15. The successful agency is required to submit an amount of Rs. 20,000/- as Performance Guarantee in the form of Banker's Cheque/DD/Pay Order in favour of Director, Central Hindi Directorate, payable at New Delhi.
16. The successful firm will have to sign an agreement with the CHD.
17. The contract shall be valid for a period of One years from the date of signing the agreement, which may be extended at the discretion of the CHD in consultation with the firm.
18. All the original material will have to be returned to the CHD along with completed job.
19. The agency shall complete assigned work in all respects within stipulated time period. Failure to abide may attract forfeiture of the Performance Guarantee paid.
20. The CHD reserves the right to refuse to accept unsatisfactory jobs.
21. 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.
22. 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.
23. The Director, CHD reserves the right to alter, delete, or amend any conditions of the Tender without assigning any reason.
24. The Quotations may be cancelled without assigning any reason.
25. The jurisdiction of all judicial disputes shall be in Delhi.
26. The firm will have to strictly follow all the Terms and Conditions mentioned in the Tender Notice.

Financial Quotation for Pre Publishing and its E-Pub work for Hindi, English, Regional & Foreign Languages

TENDER FORM-III

Annexure - C

	Nature of Works	Rate for different sizes of books (per page)		
		5.5 x 8.5 1/8 Demy	7.25 x 9.5 1/4 Crown	8.5 x 11 1/4 Demy
1.	Typesetting & E-Pub conversion of Hindi Language Dictionaries	Simple		
		Medium		
		Complex		
2.	Typesetting & E-Pub conversion of English Language Dictionaries	Simple		
		Medium		
		Complex		
3.	Typesetting & E-Pub conversion of Bilingual Languages Dictionaries in Hindi & English	Simple		
		Medium		
		Complex		
4.	Typesetting & E-Pub conversion of Mono Regional Language Dictionaries (Assamese, Bangla, Dogri, Gujarati, Hindi, Kashmiri, Maithili, Malayalam, Odiya, Santhali, Sanskrit, Tamil, Urdu etc.)	Simple		
		Medium		
		Complex		
5.	Typesetting & E-Pub conversion of Bilingual Regional Languages Dictionaries (Assamese, Bangla, Dogri, Gujarati, Hindi, Kashmiri, Maithili, Malayalam, Odiya, Santhali, Sanskrit, Tamil, Urdu etc.)	Simple		
		Medium		
		Complex		
6.	Typesetting & E-Pub conversion of Multilingual Regional Languages Dictionaries (Assamese, Bangla, Dogri, Gujarati, Hindi, English, Kashmiri, Maithili, Malayalam, Odiya, Santhali, Sanskrit, Tamil, Urdu etc.)	Simple		
		Medium		
		Complex		
7.	Typesetting & E-Pub conversion of Hindi & Foreign Languages Dictionaries (French, Burmese, Arabic, Chinese, German, Polish, Persian, Swahilli, Swedish, Russian etc.)	Simple		
		Medium		
		Complex		
8.	Typesetting & E-Pub conversion of Mono Foreign Languages Dictionaries (French, Burmese, Arabic, Chinese, German, Polish, Persian, Swahilli, Swedish, Russian etc.)	Simple		
		Medium		
		Complex		
9.	Typesetting & E-Pub conversion of Bilingual Foreign Languages Dictionaries (English, French, Burmese, Arabic, Chinese, German, Polish, Persian, Swahilli, Swedish, Russian etc.)	Simple		
		Medium		
		Complex		
10.	Typesetting & E-Pub conversion of Multi Lingual Foreign Languages Dictionaries (English, French, Burmese, Arabic, Chinese, German, Polish, Persian, Swahilli, Swedish, Russian etc.)	Simple		
		Medium		
		Complex		

a) Additional charges for extra printouts over and above 3 prints per page

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Signature
(with Seal)