

GOVERNMENT OF INDIA
PUBLICATIONS DIVISION
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road,
New Delhi-110 003

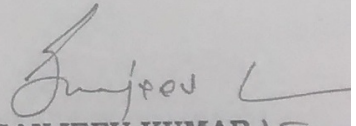
No.D-38011/7/2016-17/A&G

Dated: 22-02-2017

**TENDER FOR DIGITIZATION OF HINDI AND REGIONAL
LANGUAGE BOOKS OF DPD**

Sealed tenders are invited for and on behalf of Additional Director General, Publications Division, in two bids – technical and financial from reputed agencies with proven competency involved in providing solution for digitization and e-book creation for **Creation of Digital Archive and E-books for Hindi and Regional Language Books of Publications Division.**

Tender form along with terms and conditions is available on the websites of Publications Division ([www. Publicationsdivision.nic.in](http://www.Publicationsdivision.nic.in)), Employment News (employmentnews.gov.in). **The last date for submission of tender is 17/3/2017.**


(SANJEEV KUMAR)
DEPUTY DIRECTOR (ADMN.)
TEL: 2436 2932

Creation of Digital Archive and E-Books for Hindi and Regional Language Books of Publications Division

D. Introduction

- 1.1** Publications Division, Information and Broadcasting was set up in 1942. It has been bringing out books, journals and a weekly newspaper **Employment News**. It publishes Magazines like **Yojana**(In English, Hindi and 11 regional languages of India, viz. Assamese, Bengali, Marathi, Tamil, Telugu, Kannada, Malayalam, Gujarati, Punjabi, Oriya and Urdu), **Kurukshetra** (A journal devoted to the issues of Rural Development in English and Hindi), **Ajkal** (a literary magazine brought out in Hindi and Urdu) and **Bal Bharti** (a children's magazine). The Division has about 8000 published titles, out of which approximately 2000 titles are available today. It also publishes books in Hindi, English, Assamese, Bengali, Marathi, Tamil, Telugu, Kannada, Malayalam, Gujarati, Punjabi, Oriya, Maithili and Urdu etc.
- 1.2** It is proposed to make available Hindi and Regional Language books of Publications Division in e-form. For this purpose sealed tenders are invited from interested parties for **Creating a Digital Archive and Preparation of E-books for Hindi and Regional Language Books of Publications Division**.
- 1.3** Tenders are to be submitted in two bids – technical and financial bid – by reputed agencies with proven competency in providing solution for creation of e-books from agencies that fulfill the eligibility conditions. The tender forms complete in all respect along with EMD and cost of Tender Document may be remitted in the form of Demand Draft in favour of Additional Director General, Publications Division payable at New Delhi. The tender is to be deposited in the **Tender Box** kept in A&G Section (Room No.691), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003 latest by **3.00 p.m. on 17/03/2017**.
- 14** Both the technical bid and financial bid envelopes may be sealed separately. These may then be sealed in another envelope super-scribing **“Tender for Creation of Digital Archive and Preparation of E-books for Hindi and Regional Language Books and Journals of Publications Division.”**

Schedule of Bidding

Sale of Tender Form	
Cost of Tender Form	Rs.1000/- (One thousand only)
Amount of EMD to be submitted along with Tender	Rs.1,00,000/- (Rs. One Lac only)
Last date for submission of bids	17/03/2017
Opening of technical bids	17/03/2017

Incomplete/conditional tenders or tenders without earnest money or received after due date and time shall be summarily rejected. The Addl. Director General, Publications Division, reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

2. Scope of Work

2.1. To create e-books of the Hindi and Regional Language published titles and journals of Publications Division, which are easily readable on all popular e-reading devices, PCs, Smart Phones, Laptops.

D. Deliverables

To digitally convert print books (approx. 550 Hindi + 50 Regional Language) into e-books. 600 or more digital archive files (**e-pub 3/ pdf format**) for digitized books, journals, magazines and other printed media as provided by Publications Division, out of which around 550 may be in Hindi and 50 in other Indian Languages.

D. Execution of Work

The entire work involved will be implemented in a Project Mode. Every bidder is required to submit a Detailed Project Report/ methodology as to how they propose to implement the project. The DPR should contain, among other things, the key milestones, activity schedule, monitoring mechanism, etc. This may be included in the technical bid.

5. Global Technical Specifications

Format

The electronic publications must be delivered in EPUB-3 (or whichever is latest epub version in market) and pdf formats unless other format is specified on the order form. Also the scanned images of the books which are used as raw materials for digitization (in case softcopy is not provided by DPD and digitization is carried out through hard copy) should be provided separately.

EPUB-3 files must be compliant with the EPUB-33 format specifications (<http://idpf.org/epub>).

The types of EPUB-3/PDF files requested could be:

- EPUB-3/PDF file with reflow-able text (for text based books)
- EPUB-3/PDF file with fixed layout (for pictorial books)

The variability of screen dimensions shall be taken into account when producing the electronic publication.

File names

One EPUB-3 file must be delivered per each linguistic version requested. The catalogue number must be the file name of the EPUB-3 file.

Supporting files

Large versions of images, graphics, illustrations, animations, tables or other supporting documents must be included in the package as separate files and linked to them from the main content file.

Content files inside the EPUB-3 container will be compliant to size limits so as to allow optimal reading on different devices.

Metadata

Meta-data as properties of the file:

The EPUB-3 files must include the following set of descriptive metadata as properties of the file:

Metadata	Description	Tag	Attribute	Format	Mandatory/Optional
Title	Title of the publication	<dc:title>			Mandatory
Author Service	Institution and General Directorate	<dc:creator>	opf:role = "pbd" (publishing director)	Institution. DG (values must be conform to the authority table "corporate")	Mandatory
Author (person)	Name of the person	<dc:creator>	opf:role = "aut" (author)	Surname, Name	Optional
Language	<u>ISO 639-3 code for the language</u>	<dc:language>			Mandatory
Publisher	"Publications Office of the Publications Division"	<dc:publisher>			Mandatory
Publication Date	Date of the publication of the <u>EPUB-3 version</u> .	<dc:date>		It must contain at least a four-digit year, but may be followed by an optional two-digit month and an optional two-digit day, in the format YYYY-MM-DD	Mandatory
ISBN	ISBN of the e-book (different from the print version)	<dc:identifier>	opf:scheme="ISBN"		Mandatory
DOI	DOI of the e-book (different from the print version)	<dc:identifier>	opf:scheme="DOI"		Mandatory
ISSN	ISSN of the e-book (different from the print version)	<dc:identifier>	opf:scheme="ISSN"		Optional
Description	If available, summary of the	<dc:description>			Optional

Metadata	Description	Tag	Attribute	Format	Mandatory/Optional
	publication which appear as part of the content				
Keywords	Classification themes	<dc:subject>			Mandatory
Format	Version of EPUB-3	<dc:format>		e.g. EPUB-3 2.0	Mandatory
Rights	Copyright sentence	<dc:rights>			Mandatory
Contributor	If any, contributors to the content of	<dc:contributor>			Optional
Source	If provided by the	<dc:source>			Optional
Relation	If provided by the	<dc:relation>			Optional
Coverage	If provided by the	<dc:coverage>			Optional
Audience	If provided by the OP	<dc:organization>		values must be conform with the authority table "target audience"	Optional

Specifications for EPUB-3 with reflowable text

Structure

The EPUB-3 file must respect the order of the pages of the input content, with the exception of the back cover, which in some cases must be placed right after the front cover.

Table of Content

The EPUB-3 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). The TOC will only display up to three levels.

Beyond three levels, pages for the display of subsequent levels must be created and placed at the beginning of the corresponding section. Any references to page numbering must be removed.

The first item on the TOC must be the title of the publication and point to the front cover. If the front and back matter pages have their own header, it must be displayed in the TOC. The copyright page must be present on the TOC, using the following labels:

Language	Copyright page
BG	Авторско право
ES	Página de derechos de autor
CS	Tiráž
DA	Copyright
DE	Impressum
ET	Autoriõiguste lehekülg
EL	σελίδα πνευματικῶν δικαιωμάτων
EN	Copyright page
FR	Page de copyright
GA	Leathanach cóipchirt
IT	Pagina del copyright
LV	Autortiesību lapa
LT	Autorių teisių puslapis
HU	Kolofón
MT	Paġna tad-dritt tal-awtur
NL	Copyrightbladzijde
PL	Metryka książki
PT	Página de direitos de autor
RO	Pagină de copyright
SK	Impresum
SL	Kolofon
FI	Copyright-sivu
SV	Copyrightsida

Front cover

The front cover of the publication must be visualized on the library of the e-reader. In addition, the front cover must be also the first page of the electronic publication.

The front cover must be captured as image.

Back cover

In the case that the back cover contains a blurb, the back cover will be placed right after the front cover and will be captured as content (text and images, if any). The background image, if any, will not be captured.

Otherwise the back cover will be captured as image and located at the end of the electronic publication.

Identifiers, bar codes, QR codes and The Publications Office logo present on the back cover must not be captured as part of the back cover.

Title page

Title page must be captured as text respecting wherever possible the original layout.

Copyright page

The copyright page must respect the layout of the original input content, information must be left aligned. Only one copyright page will be present on the EPUB-3/PDF file. The sentence “Cataloguing data can be found at the end of this publication” will be removed.

Identifiers IBSN and DOI must follow the requirements described in the section “Metadata” of this document.

Superfluous mentions with regard to the print version must be removed. As examples, any reference to the printed publication:

- ***paper dimensions;***
- ***total number of pages;***
- ***type of paper;***
- ***printing location;***
- ***price, etc.***

Other front and back matter pages

Other front and back matter pages (note to the reader, bibliography, glossary, references, etc.) must be one individual item on the table of content.

Logo of the DPD Publications Office

The last element of the electronic publication must be the logo of the Publications Office in the corresponding language. The logo must be left aligned.

Chapter pages

Chapter pages may include chapter number or identification, chapter header and chapter introductory text. Chapter pages must be captured as text respecting wherever possible the original layout.

In the case of chapter pages with colour identity, the chapter number and chapter header will be placed as text in the closest colour to the input colour.

In the case of chapter pages with strong graphical identity, an image representing the graphical identity will be created and placed centered and immediately after the chapter number and chapter header.

Pages not to be captured

The following are pages not to be captured from the hard copy of the book:

- Table of content. The TOC must be rebuilt allowing proper linking to the content;
- Repeated table of contents present within the main content;
- Cataloguing page;
- Blank pages;
- Irrelevant pages for electronic dissemination (as example pages to write notes).

Removal of page numbering

Any explicit reference to page numbers must be replaced by a cross-reference to the relevant content. As example “see page 6” should be replaced by a linkable “see *”.

Layout

Columns

Any layout with multiple columns will be transformed into one-column layout (if otherwise not specified)

Body text

The alignment of the body text must be as in the input content. Margins, tabulators and spaces between paragraphs, lines, bullets or list elements, etc. must be respected.

Fonts

Only fonts which support Unicode are allowed, since the books are in Hindi and Regional languages only hence vendor must strict to Unicode fonts.

Special characters must be detected and the corresponding fonts must be embedded, ensuring the correct visualization of the linguistic versions of the publication.(use of Unicode and other special font technologies for displaying regional language texts properly)

Fonts sizes must respect a logical proportionality (e.g. font size of a footnote reference must be smaller than the main body text) and be used consistently throughout the electronic publication and all linguistic versions.

Headings

The hierarchy of the headings must be respected and be consistent throughout the electronic publication and all linguistic versions.

The different levels of headings must be visually distinct from each other. Changing one aspect of the font (e.g. face, case or slope) should be sufficient and preferable to using a mix of font faces or doubling-up differences (e.g. changing both font size and colour).

Typography

Several elements within the electronic publication such as chapter titles, headings and subheadings, captions, lists, notes and references may require a special typographic treatment.

These elements shall be set apart from the rest of the text through the creation and application of CSS styles. In order to be rendered successfully by any e-reader, the number of existing character and paragraph styles should be reduced and, if necessary, their characteristics should be simplified.

Styles must be applied in a consistent and coherent way throughout the electronic publication and all linguistic versions.

The following elements must be respected, captured as in the input content:

- **Bold, italics and underlined;**
- **Capitalization;**
- **Superscript and subscript.**

Header and footer

Header and footer must not be captured.

Colours

Wherever possible, colours (font colours, background colours for highlighted text boxes, table cells colours, etc.) must be respected. However background coloured pages must be captured as normal pages ignoring the background colour.

Hyphenation

Hyphenation must be disabled to avoid word breaks carried over from the print version.

Images

Equations, signatures, graphics, illustrations and pictures must be captured as images. The size of the images must be consistent throughout the electronic publication. Resolution of 300 DPI should be used (if not specified otherwise and if not required to downscale for saving memory consumption by ebook)

Images must be prepared for optimum display on a variety of screen sizes and resolutions. Images must allow zooming on the devices that allow that feature, with enough resolution to ensure proper visualization. (min)

Images must keep the same position in the flow, in the same order than the order appearing in the input content.

Images shall be anchored within the main body of text, ensuring that when the text reflows, the images travel with the text to which they are attached.

Captions and footnotes for images must always be captured as text, not as part of the image. They must be placed immediately before or after the image as per the input content.

In the case of text over the images, the image and the text must be captured separately, with the exception of the text of the copyright, which is to be captured as part of the image.

Background images under the main content will not be captured.

Tables

Tables must be captured as tables and properly dimensioned so they are readable when increasing the font size. Cells alignment must be respected.

Captions and footnotes for tables must always be captured as text. They must be placed centered and before or after the image as located in the input content.

In case of very complex tables, they could be captured as images if agreed by the Publications Office. Other solutions may be proposed by the Contractor.

Lists

The different types of lists (1-2-3, A-B-C, a-b-c, i-ii-iii, etc.) and bullet points (square, triangle, arrows, etc.) must be respected.

Nesting must be respected.

Other graphical elements

Wherever possible other graphical elements (separators, boxes, etc.) must be reproduced respecting the most closed as possible to the original design (colours, fill, stroke, etc.).

References

References (cross-references, footnotes, URLs, embedded links within the text, e-mails, telephone numbers, multimedia objects, etc.) must be highlighted using blue colour and being underlined. They must be hyperlinked pointing to the related item.

Footnotes

The list of footnotes must be placed as footnotes page at the end of the main content of the publication. Return hyperlinks between the note and the text reference must be created.

If the list of footnotes is very long or its numeration is restarting on each chapter/page, etc., appropriate sections or labels, allowing the clear identification of the notes, must be present on the footnote page.

Links

Internet addresses present in the publication must be activated pointing to the appropriate target URL. In case a URL mentioned in the file is not found to be active then the correct URL should be asked from DPD.

If the activation of additional hyperlinks is requested, embedded links within the text must be implemented pointing to the appropriate target URL.

E-mail addresses and telephone numbers

E-mail addresses and telephone numbers present in the publication must be activated.

Multimedia objects

If the integration of multimedia objects inside of the publication is requested, embedded links within the content must be implemented pointing to the appropriate multimedia object.

The multimedia object must be included within the EPUB-3 container /PDF. Multimedia objects shall be prepared for optimum display on a variety of screen sizes and resolutions.

The EPUB-3 /PDF file with fixed layout must respect the layout and the order of the pages of the printed publication.

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 Contractor shall perform all quality controls for each linguistic version.

The Contractor shall provide a quality control report together with any EPUB-3 delivery. These reports must document the quality control procedure, tests and validations conducted by the Contractor on the deliverables as well as the list of e-reading applications, e-ink reading devices and other devices on which the e-books have been tested.

Quality
Controls

Automatic

The following is the minimal list of automatic validations which must be part of the production process:

- **Technical file validation (conformity with prescribed standards);**

- **Structural validation and conformity with original input files (via tools to be present in the Contractors' production workflow);**
- **Validation of naming convention;**
- **Synoptic validation (in case of production of several language versions).**

Minimal list of structural elements to check for several language versions:

Number of sections;

Number of chapters;

Number of sections at "Level 1";

Number of section at "Level 2";

Number of paragraphs;

Number of lists;

Number of elements in each list;

Number of footnotes;

Number of footnote references;

Number of tables;

Number of table captions;

Number of illustrations;

Number of illustration captions;

Number of links to URLs;

Word breaks;

Line breaks.

If differences between language versions are discovered, then the operator must verify if and to what extent an error has occurred and if necessary re- check the entire file.

Manual

The following is the minimal list of manual validations which must be part of the production process:

- **Operability of the files on different readers and platforms (see point 3);**

- Completeness of content;
- Presence and correctness of bibliographical data/metadata (ISBN, doi, author etc.);
- Quality of images (proper visualization and zooming on the devices that allow that functionality);
- Readability of tables;
- Functioning of resize-function;
- Correct display of special characters;
- Search function;
- Opening speed of pages and footnote references;
- Correct use of soft hyphens;
- Functioning of the table of contents;
- Functioning of references (cross-references, footnotes, URLs, embedded links within the text, e-mails, telephone numbers, multimedia objects, etc.);
- Sequence/order of content elements;
- Presence of typographical signs;
- Correct rendering of “text to speech”.

Devices and platforms

The Contractor shall carry out tests and validations on the following reading platforms: e-reading applications running on Microsoft Windows, Mac OS, 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 platforms to be checked for

PDF fith fixed and reflowable layout

- Adobe Acrobat
- Adobe Reader
- Foxit reader (or any open source PDF reader)

EPUB-3 deliverables with reflowable text.

- Windows:
 - ADE;
 - Calibre;
- Ios:
 - iPad;
 - iPhone;
 - iPod touch;
- e-ink devices:
 - Sony PRS 650;
 - Sony PRS 300;
 - Sony PRS 350;
 - Sony touch Edition;
 - Nook 2009;
 - Cybook Orizon;
- Android:
 - Samsung Galaxy;
 - Nook Color;
 - Kobo VOX.

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

EPUB-3 deliverables with fixed layout.

- Ios:
 - iPad;
 - iPhone;
 - iPod touch;
- Android:
 - Kobo VOX.

Comprehensive Testing Report: The contractor should provide along with the deliverables a comprehensive testing report for each lot digitized which should include the following.

1. A checklist for all the automatic and manual tests performed on the file which are given in this document.
2. Total no. of pages, memory foot print for both PDF and EPUB-3, word count , paragraph count, lines count for each file.
3. Text search based on 5 different words to be done.
4. Selection test using 'Ctrl+A': the report should state that whole of the digitized test is selectable (excluding image based texts)
5. Memory leak and memory foot print by ebooks (specially in the case of multimedia books)
6. Other tests as specified by DPD on the time of delivery of books for Digitization.

Note: Any payments for digitization will be cleared only after the report is submitted to DPD.

The DPD is free to impose penalty if on testing by DPD ,reports are found to be false or the results stated in the report mismatch with the results found by DPD.

Deliverables : The digital archive files in e-pub/ pdf files should be provided in 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 CDs 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 e-books should be provided separately in a DVD having not more than 25 e-books.
- 3) A hard disk having capacity 1 TB should be provided to DPD by the company with all the ebooks separated by distinguished folders after the completion of digitization work.

NOTE: IN CASE ANY BOOK IS UNBOUND BY THE COMPANY THEN COMPANY WILL BEAR THE RESPONSIBILITY FOR BINDING THE BOOK AGAIN . IN CASE THE BOOK COVER IS DAMAGED THE HARD BOUND COVER SHOULD BE PROVIDED BY THE COMPANY WITHOUT ANY EXTRA COST. IN CASE THE BOOK GETS DAMAGED, THE COMPANY WILL HAVE TO PAY DPD A COST EQUAL TO THE LATEST EDITION OF THE BOOK.

Costing Criteria:

1. The vendor must give two different prices for Hindi (HP) and Regional languages (RP) for digitization of **Printed books**.
2. The vendor must give two different prices for Hindi (HS) and Regional languages (RS) for digitization of **Soft copy books**.
3. The Financial Score of the bidder will be evaluated based on the final mentioned below:
HA=Average cost for Hindi= (HP+HS)/2;
RA=Average of Regional language= (RP+RS)/2;

Selection Criteria:

1. A technical evaluation of the company will be done by a technical committee.
2. 3 companies will be selected based on the Technical scores for the next round of financial evaluation. (T1,T2,T3) T1 will be the one with highest Technical Score.
3. Only those vendors who qualify in the technical bidding will be called for financial bidding.
4. The financial score of the vendors will be calculated by the formula mentioned as below:
5. **Financial Score= 70% (HA)+30%(RA)**
6. Final score for each vendor will be calculated as
7. **F=70% of (Technical Score of vendor under consideration /Technical score of T1) + 30% of (Financial Score of L1/ Financial Score of vendor under consideration)**
8. The Bidder with the Highest Total Final Score would be the Winner.

Eligibility Criteria

(Please provide documentary proof for the following with technical bid)

a. Tender is open to all firms in India, engaged in providing Digitization and Digital Archiving Solution and developing, Journal Management System and e-book creation. The agency must have due experience of creation of e-books specifically.

b. Agencies registered with Directorate of Service Taxes need only apply and the agency should submit the details of registration of their firm/company, income tax registration & copy of PAN Card, Sales Tax/VAT/Service Tax certificates.

c. The agency should have been certified ISO 9001:2008 or similar other nationally or internationally recognized quality certification in the relevant field.

d. The agency should have executed at least 2 similar projects in the last 5 years. These orders should be from any of the Government Departments / Autonomous Bodies / Publishing Houses/ Corporate bodies. (Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.)

e. The agency should have a minimum annual turnover of at least **Rs. 1**

Crore (Rs. Three Crore) during last three financial years. (Enclose proof of the audited balance sheets during last 3 Years).

f. The agency should have at least 2 high speed, high performance, high definition/resolution page scanners of its own capable of scanning A3, A4, A5, B5, royal octavo etc. size pages which can scan at least 500 pages per day (Please provide documentary proof of ownership).

g. The company should have the required infrastructure Hardware-including Desktop computers, UPS, scanners, other equipments (as per requirement), all software and manpower to carry out the work (Please provide documentary proof of ownership).

h. Joint bids or outsourcing or subletting of any nature/ third party would not be acceptable.

i. The agency should give an undertaking that it has not been black listed by any Government or Autonomous/ Examining Bodies.

j. Sample copies of works (scanned images, e-books, etc.) are to be provided to the Publications Division along-with the tender and/or at the time of presentation.

Terms and Conditions

a) The technical details and rates may please be submitted in Annexure.

b) The agency to which the work is allotted will be required to deposit 10 percent of the total amount payable to it for the work as a performance guarantee in the form of a Bank Guarantee.

c) The tender form can be downloaded from the website of Publications Division (publicationsdivision.nic.in) The tender fee may be made to Publications

Division by DD. Of Rs.1,000/- drawn in favour of Additional Director General, Publications Division, Ministry of Information & Broadcasting, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-3.9

- d) The company participating in the bid process will have to pay an earnest money of Rs.1,00,000/- (Rupees One Hundred Thousand only) in the form of Demand Draft drawn in the name of Additional Director General, Publications Division, New Delhi.
- e) A duly constituted committee of the Publications Division would examine the technical bids and see presentation by the bidders. It may also decide to physically inspect the premises of the company and verify the claimed machinery, computers, scanners etc.
- f) The financial bids of only those agencies shall be opened who are found eligible by the duly constituted committee after due examination of the technical bids.
- g) The time schedule may be required to be adjusted as per requirements of the Publications Division and is to be observed strictly as per directions of the Publications Division as the work is time bound and sensitive.
- h) In case the agency is not able to execute the job in time or to the entire satisfaction of the Publications Division, the contract may be cancelled or the remaining work may be awarded to any other party. The difference between the rates agreed to between the Publications Division and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the Publications Division.
- i) In the above cases, the performance/ Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Addl. Director General, Publications Division, which shall be binding on the agency.
- j) The Performance Security/ Bank Guarantee shall be released after six months

of successful completion of the project and contract.

- k) The agency shall be required to undertake full responsibility of the safe custody, proper care of documents/ data supplied by the Publications Division.
- l) The books and journals are properties of the Publications Division. The company will be responsible for the safe custody of the original documents and the digital versions of the documents so that they are not shared with any unauthorized person, agency etc.
- m) The Publications Division reserves the right to reject any or all the tenders without assigning any reasons.

The decision of the Addl. Director General, Publications Division shall be final and binding upon in the event of any dispute arising out of the terms of the contract.

However, in case dispute is not resolved by mutual understanding, the matter may be referred to the International Centre for Alternative Dispute Resolution, Plot No.6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070 and its decision shall be final and binding on both parties.

- p) The payment will be made after satisfactory completion of work only. The payment would be made on a quarterly basis on a pro-rata basis only for the work completed to the satisfaction of the Publications Division.
- q) The data and images shall be the property of the Publications Division and the agency will have to supply two copies of the same (raw and final data) on DVD and hard drive.
- r) The agency shall be responsible for preparing the documents for scanning/ digitization purpose, i.e. cleaning of pages; taking them out of shelves and putting them back at its place, carrying it to their premises and back to the Publications Division without damaging the content and without delay by the agency.
- s) In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone. No extra

payment shall be made for this.

- t) The scanning solution should provide support for automatic document quality analysis so that any bad quality document is not accepted as the final output.
- u) The entire work shall be carried out under agency's custody and the agency should follow all safety regulations and take all measures to prevent damage/ loss to the documents.
- v) The company will not keep any data relating to this project after completion of the project.
- w) The work will be open to periodical inspection by the officers of Publication Division and the company shall carry out any corrections/modifications suggested by the Publications Division.
- x) The work involved, in full or any part thereof, shall be carried out at the premises of the Publication Division if so desired. Space and electricity shall be provided by this Directorate. In that case, the cost of electricity shall be charged to the company. The agency shall be responsible for preparing the documents for scanning/ digitization purpose. The copies of books/ journals will have to be returned without damage to the office by the agency on its own expenses. In case there is a need to unbind the volumes, it would be the responsibility of the agency to do the unbinding and then provide the bound copy in the original condition back to the Publications Division.
- y) For award of contract, each component of the project may be considered jointly or severally, as the case may be, keeping in view the need for economy. L-1 shall be decided on the overall cost to the government.

Penalty Clause.

1. In case of delay in achieving the desired outputs or poor quality of work, damages @ 2.5% of the contract value will be deducted per month.
2. All disputes shall be subject to the jurisdiction of Delhi Courts.

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**Publications Division
Ministry of I & B**

ANNEXURE-I

(Technical Bid for Creation of Digital Archives and E-book for Books and Journals of Publications Division and Employment News)

NOTE: 1. TO BE SEALED SEPARATELY ALONG WITH BANK DRAFT OF EARNEST MONEY

2. Bidder must read the instructions/terms & conditions carefully before filling up through Annexure.

1. ABOUT THE FIRM

- a) Year of establishment
- b) Type of firm /organization
(Proprietary/Private/Public/Govt.)
- c) Copy of Registration, (Attach Copy)
- d) Total Turnover during :
(Attach photocopies of Audited Balance Sheet)
- e) Income Tax No. (PAN No. /TIN No.)
- f) Service Tax Registration No.
(Attach photocopies of both)
- g) Quality Certification No, if any
- h) Details of Issuing Authority
- i) Validity of Quality Certificate
- j) Activities of the organisation From: To:

Since when engaged in Scanning and
Image processing / OCR:
E-book Creation :
Digitization of documents:

Past experience in handling digitization, creation of digital archives/ E-book creation:

(Copy of work order to be enclosed. Use separate sheet for details)

Year	Name of the Organization	Contact person (phone number/ email)	Technology used for the job	Nature of Application	Duration of the Job	Completion of the job (Year/month)	Value of the Job

Note:- Attach performance Certificate from the 3 organizations to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

2. PROFESSIONAL SUPPORT AVAILABLE:

a) Manpower:- Number of persons available at different level on regular roll and their experience in relevant field i.e. in Scanning of Images.

D. Image Scanners:

Image scanners -Specifications	No. Available	DPI / Resolution	Year of Manufacture	Speed of each scanner (per hour)

c) No. of licensed software sets available. With details:

D. Detailed Project Report

Please attach a detailed project report.

4. Have you ever been debarred by any Ministry/ Government body/autonomous organization / Corporate bodies for scanning job / software development: If Yes, Please mention why and when were you debarred. If No, please attach a certificate

declaring the same.

5. Details of Earnest Money deposit: (Please attach draft with this annexure)

Job	Amount	Detail of Bank/DD no. etc.
Earnest money for the Job	Rs. 1,00,000/	
Cost of Tender Form	Rs. 1,000/	

Certified that all the terms and conditions of this TENDER are accepted by us.

**Authorised
Signatory (With full name,
Designation and stamp)**

Contact Person :

Off: Telephone No.:

Email Address:

Mobile No.:

Web Site :

**Publications Division
Ministry of I & B**

FINANCIAL BID

Name of the firm: _____

Address: _____

Telephone: _____

E-Mail: _____

**Per page rate for Creation of Hindi E-book when Input is soft copy (HS):
Rs. _____**

**Per page rate for Creation of Hindi E-book when Input is printed copy
(HP): Rs. _____**

**Per page rate for Creation of Regional Language E-book when input is
soft copy (RS): Rs. _____**

**Per page rate for Creation of Regional Language E-book when input is
Hard copy (RS): Rs. _____**

**Authorized Signatory
(With full name, designation and stamp)**
