

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

No.D-21001/01/2020-21/A&G

Dated: 13/12/2022

TENDER FOR DIGITIZATION OF REGIONAL LANGUAGE BOOKS AND
JOURNALS OF DPD

Sealed tenders are invited for and on behalf of 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 Regional Language Books and Journals of Publications Division.**

Tender form along with terms and conditions is available on the websites of Publications Division (www.Publicationsdivision.nic.in). Employment News (employmentnews.gov.in) and CPPP. The last date for submission of tender is 04/01/2023.

Deepak Negi

(Deepak Negi)
DEPUTY DIRECTOR (ADMN.)
TEL: 2436 8009

Creation of Digital Archive and E-Books for English, Hindi and Regional Language Books and Journals of Publication Division

1. Introduction

1.1 Publications Division 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, Odia and Urdu), *Kurukshetra* (A journal devoted to the Rural Development in English and Hindi), *Ajkal* (a literary magazine brought out in Hindi and Urdu) and *Bal Bharti* (a children's magazine). It also publishes books in Hindi, English, Assamese, Bengali, Marathi, Tamil, Telugu, Kannada, Malayalam, Gujarati, Punjabi, Odia, and Urdu etc.

1.2 Sealed tenders are invited from interested parties for empanelment for **Preparation of E-books for Regional Language Books and Journals 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 fulfil the eligibility conditions. The tender forms complete in all respect along with EMD may be remitted in the form of Demand Draft in favour of 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 PM on 04-01-2023.

1.4 Bids should be forwarded by Bidders under their original memo/ letter head inter-alia furnishing details like GSTN number, TIN Number, PAN Number.

Bank Branch address, account number with IFSC code for e-payment with complete postal & e-mail address of their office.

1.5 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 Books and Journals of Publications Division."

A. Schedule of Bidding

Sale of Tender Form	NA
Amount of EMD to be submitted along with Tender	Rs.50,000/- (Rs. Fifty Thousand only)
Last date for submission of bids	04/01/2022
Date & Place of opening of the bids	05/01/2023 at 12 Noon R.No.640, Conference Room, 6th Floor, Soochna Bhawan, CGO Complex, New Delhi

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

1.6 The contract will be awarded initially for a period of one (01) year.

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- 1.7 The contract may be renewed on year-to year basis for a maximum period of next two years, subject to providing satisfactory services as per terms and conditions of contract.

2. Scope of Work

- 2.1. To create e-books of the published titles and journals of Publications

3. Deliverables

DPD publishes about 50 or more books comprising approximately 200 pages each and 18 monthly journals comprising average of 60 pages per issue in an year in English/ Hindi and Regional languages. However, the work will be commissioned as per the requirements and calendar decided by the DPD authorities.

4. Execution of Work

The work will be assigned by DPD as per prescribed norms and will be time bound as informed in advance with every work.

5. Technical Specifications

Format

The electronic publications must be delivered in EPUB 3.0 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 files must be compliant with the EPUB format specifications (<http://idpf.org/epub>).

The types of EPUB/ files requested could be:

- EPUB/ PDF file with reflowable text (for text based books)
- EPUB/ 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 file must be delivered per each linguistic version requested. The catalogue number must be the file name of the EPUB 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 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 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	Name of the person	<dc:creator>	opf:role=author	Surname, Name	Optional
language	ISO 639-3 code for the language	<dc:language>			Mandatory
Publisher		<dc:publisher>			Mandatory
Publication Date	Date of the e-book	<dc:date>		It must contain at least 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 Date	Mandatory
ISBN	ISBN of the e-book	<dc:identifier>	opf:schem		Mandatory
DOI	DOI of the e-book	<dc:identifier>	opf:schem		Mandatory
Description	If available , summary of the e-book	<dc:description>			Optional
ISBN	As provided by DPD				Mandatory
Annotation	A short information about the book				Mandatory
Age Group	Describes the target audience				Mandatory
Copyright Information	Relevant Copyright Information				Mandatory
Price of the E-book					Mandatory
Genre	Social Sciences, Literature etc.				Mandatory

Specifications for EPUB with reflowable text Structure

The EPUB 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 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	Aropekompano
ES	Página dederechosdeautor
CS	Tiraz
DA	Copyright
DE	Impressum
ET	Autorioigustelehekulg
EL	oaprlenumongaooounrlaaangrao
EN	Copyright page
FR	Page de copy right
GA	Leathanachcóipchirt
IT	Pagina delcopyright
LV	Autortiesībulapa
LT	Autoriysteisiųpuslapis
HU	Kolofón
MT	Pagnatad-drittta-awtur
NL	Copyrightbladzijde
PL	Metryka książki
PT	Página dedireitosdeautor
RO	Pagină decopyright
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, 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/ PDF file. The sentence "Cataloguing data can be found at the end of this publication" will be removed.

Identifiers ISBN 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 Publications Division

The last element of the electronic publication must be the logo of Publications Division 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 centre-placed 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 re-built 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*".

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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, tabular or and spaces between paragraphs, lines, bullets or list elements, etc. must be respected.

Fonts

In respect of English books and journals common font families, listed among the display options of e-readers, must be used consistently throughout the main body of the text.

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

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

Headings must be centered. 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 tiles, 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.

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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 e book). 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 in center 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-Ca-b-e--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).

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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 hyper linked 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 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 container/ PDF. Multimedia objects shall be prepared for optimum display on a variety of screen sizes and resolutions.

The EPUB/ 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 the publications (e-books). The Contractors shall perform all quality controls for each linguistic version. **The Contractor shall provide a quality control report together with any EPUB 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 these 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 it 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 point3);
- 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 **full Proofreading** 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-ink reading devices. The lists of devices indicated below may be adapted according to the evolution of the market. Our e-books are sold on Amazon and Google market place, compliance with their standard is essential condition.

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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
- Foxit reader (or any open source PDF reader)

EPUB deliverables with reflowable text.

- Windows:
ADE;
Calibre;
- iOS
iPod touch
iPad;
iPhone;
- e-ink devices:
SonyPRS650;
SonyPRS300;
SonyPRS350;
SonytouchEdition;
Nook2009;
CybookOrizon;
Amazon Kindle
- Android:
Android based devices and
NookColor;
KoboVOX.

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

EPUB deliverables with fixed layout.

- iOS
iPad;
iPhone;
iPod touch;
- Android:

Supported devices of various companies

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.

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2. Total no. of pages, memory foot print for both PDF and EPUB, 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 text 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.**

Devices: The Company should provide devices capable of reading E-pubs (which are specified earlier in this document for different types of E-pubs) to DPD for proof reading the books. The devices will be returned only after the Proof reading is completed by DPD. A minimum of 10 devices should be provided by the company to DPD during the delivery of first lot of Deliverables.

Deliverables:

The e-books 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 loose 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 adequate capacity should be provided to DPD by the company with all the eBooks separated by distinguished folders every three months.

All the files should be encrypted by a folder lock software as well.

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, PDF-UA, HTML, epub, 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 (jelly bean, ice-cream sandwich etc.), Windows, Symbian to provide maximum facility to the user to read our books on various devices that are popular in the market.
- (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 MS Word or open office writer with 100 percent accuracy of the original text.

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7. Eligibility Criteria

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

- a. Tender is open to all firms in Delhi, 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, GST registration.
- 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. One 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 e.g. 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 the same)
- 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 blacklisted 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.

8. 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 amount of Rs. 1,00,000/- (Rs One Lakh) 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).
- d) The company participating in the bid process will have to pay an earnest money of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in the name of Director General, Publications Division, New Delhi. The amount is refundable.
- e) A duly constituted committee of the Publications Division would examine the technical bids and if required, 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.

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- 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 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.
- n) The decision of the Director General, Publications Division shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
- o) 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.
- p) 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.
- q) 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.
- r) 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.
- s) The scanning solution should provide support for automatic document quality analysis so that any bad quality document is not accepted as the final output.
- t) 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.
- u) The company will not keep any data relating to this project after completion of the project.

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v) 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.

w) 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. 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.

x) For award of contract, each component of the project may be considered jointly or separately for one or more language, as the case may be, keeping in view the need for economy work shall be awarded to one or more L-1 bidder based on the lowest cost to the government.

9. 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.

3. All disputes of differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof, should be settled by bilateral discussions

4. Any dispute disagreement of question arising out of or relating to this contract or relating to construction or performance (except as to any matter the decision or determination whereof is provided for by these conditions) which cannot be settled amicably shall within sixty (60) days or such longer period as may be mutually agreed upon from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole arbitrator.

5. Within sixty (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties.

6. The sole arbitrator shall have its seal in New Delhi or such other place in India as may be mutually agreed to between the parties.

7. The arbitration proceedings shall be conducted under the Indian Arbitration and conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.

8. Each party shall bear its own cost preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties unless otherwise awarded by the sole arbitrator.

9. The party shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations or the subject matter of the said arbitration proceedings.

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**Publications Division
Ministry of I&B**

Technical Bid for Creation of Digital Archives and E-book for Books and Journals of Publications Division

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 last 3 years : (Attach photocopies of Audited Balance Sheet)
- e) Income Tax No. (PAN No. / TIN No.)
- f) Goods & 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 Organisation	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

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Note:- Attach performance Certificate from the 2 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.

b) 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.50,000/- (Rs. Fifty Thousand only)	

Certified that all the terms and conditions of this TENDER are acceptable to us.

Authorised Signatory
(With full name, Designation and stamp)

Contact Person:

Off: Telephone No.: ..

Email Address:

Mobile No.:

Web Site:

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PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING

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Note: Average 200 pages per books and 60 pages per issue of Journals may be considered for the purpose of quotation.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and I have read and understood the terms and condition contained in the RFP/Tender Document. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing the Publications Division in future.

(Signature of Authorised signatory with date and seal)

Deep Kumar