

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

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

Dated: 05/07/2023

TENDER FOR DIGITIZATION OF BOOKS AND JOURNALS OF DPD (in Hindi & English)

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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 Books and Journals of Publications Division (in Hindi & English)**.

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](http://employmentnews.gov.in)) and CPPP. The last date for submission of tender is 27/07/2023.

*Deepak Negi*  
5/7/23  
(Deepak Negi)  
DEPUTY DIRECTOR (ADMN.)  
TEL: 2436 8009

## Creation of Digital Archive and E-Books for Books and Journals of Publication Division (in Hindi & English)

### **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 Books and Journals of Publications Division (in Hindi & English)**

**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 27-07-2023.

**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.25,000/- (Rs. Twenty Five Thousand only)
Last date for submission of bids	27/07/2023
Date & Place of opening of the bids	27/07/2023 at 03.30PM in 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.

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.

### **Technical specifications for project regarding digitization of DPD books and journals (in Hindi and English language)**

#### **Scope of Work**

The Publications Division, Ministry of Information and Broadcasting, Government of India, publishes approximately 200 books in different languages including Hindi and English annually. Additionally, monthly journals like Aajkal, Yojana, Kurukshetra and Bal Bharati are also published in different languages. The e-versions of all new publications are made available for the general public on e-Book platforms like Amazon Kindle, Google Playbooks, etc. Additionally, the older publications are also digitized simultaneously. The objective of this project is to make the publications available in a digital format for distribution on various platforms for sale and also for maintaining a digital archive for preservation of DPDs works.

The books and journals are digitized in two formats:

1. Epub: All Books
2. Searchable PDF: All Journals including archived copy as old as those published in the year 1942.

#### **Technical Specifications**

**1. EPUB Format:** All converted Ebooks must conform to the EPUB (Electronic Publication) format, specifically adhering to the latest EPUB version (EPUB 3.2). This ensures compatibility with a wide range of e-readers and digital platforms.

**2. Content Preservation:** The converted Ebooks should accurately preserve the content of the original books and journals, ensuring no loss or alteration of text, images, tables, graphs, and other elements. This requires careful attention to detail during the conversion process.

**3. Formatting Consistency:** The formatting of the Ebook should match the original book provided in soft copy or hard copy (in the case of older books) as closely as possible. This includes maintaining consistent typography, paragraph styles, and other visual elements.

**4. Hyperlink Preservation:** Any hyperlinks present in the original book, such as references to external sources or internal cross-references, should be functional in the Ebook. They should be appropriately mapped and linked to ensure seamless navigation within the Ebook.

**5. Metadata Inclusion:** Each Ebook must include accurate metadata, such as title, author, publication date, ISBN/ISSN (if applicable), and relevant subject categories. This metadata should be embedded within the Ebook file to enhance discoverability and organization.



**6. Table of Contents:** The Ebook should include a comprehensive and well-structured table of contents that reflects the organization of chapters, sections, and sub-sections present in the original book. The table of contents should be easily accessible and properly linked to the chapters for convenient navigation.

**7. Front Cover and Back Cover:** The front page of the Ebook should be captured as high definition image so that when uploaded on digital platforms, it should serve as a preview of the book and provide an engaging introduction to the book. It should prominently display the book's title, author, and visual elements of the cover image. The front page should omit references to specific details of the original book, such as the number of pages, QR codes, pricing information, or any other content that is not relevant or appropriate for the Ebook format. Likewise, the back cover of the Ebook should appropriately preserve the essential details present in the original book while excluding unrelated information such as QR codes, pricing, ISBN, barcodes, and other details that are not relevant to the Ebook format.

**8. Copyright Page:** The copyright page of the Ebook should accurately preserve all relevant details while making necessary adaptations for the digital format. The following guidelines should be followed:

- The copyright page should include the copyright notice, publication date, and the Ebook-specific ISBN (replacing the print book ISBN).
- Any references to the printer or printing information should be omitted as they are not applicable to the Ebook format.
- The pricing information of the print book should be removed from the copyright page as it is not relevant to the Ebook version.
- Other essential details such as the author's name, publisher's information, and relevant legal statements should be preserved as per the original book's copyright page.

**9. Validation and Testing:** Each Ebook should undergo rigorous validation and testing to ensure compliance with EPUB standards and compatibility across various reading devices and software. This includes testing on different screen sizes, operating systems, and e-reader applications.

**10. Proofreading:** The final submitted EPUB file should undergo a rigorous proofreading exercise by the agency concerned. This process is essential to identify and correct any typographical errors, spelling mistakes, and formatting inconsistencies that may have occurred during the conversion process. The agency should ensure that the Ebook is error-free and maintains a high standard of quality and readability.

**11. Removal of Advertisements and Publicity Content from Journals:** During the conversion process, all advertisements and publicity materials that are not directly related to the content of the book should be removed from the Ebook. This includes any promotional pages, advertisements for other publications, or any unrelated marketing materials present in the original book.

**12.** All caution are to be taken to ensure that the Ebook complies with this specification and presents a clean and uninterrupted reading experience to the users.

**13. Electronic Submission and File Naming:** Each converted Ebook should be submitted electronically through email to the concerned official at the Publications Division, Ministry of Information and Broadcasting, Government of India. Additionally, a copy of the Ebook should be provided on a digital storage device, such as a pen drive or USB drive, along with proper file naming conventions.

- The Ebook files should be submitted in EPUB format, adhering to the technical specifications mentioned in this document.
- Please ensure that each Ebook file is appropriately named using a standardized naming convention, including the book title, author's name, and edition (if applicable) in ROMAN CHARACTERS.
- The Ebook files should be well-organized and clearly labeled to facilitate easy identification and access.

**14.** It is to be ensured that the submitted Ebook files are free from any viruses, malware, or other potentially harmful elements. The agency is responsible for ensuring the integrity and security of the submitted files.

**15. Confidentiality and Unauthorized Circulation:** It is binding on the agency awarded the project to ensure that the converted Ebooks of the Publications Division are not circulated or distributed on any unauthorized platforms, in any format, without prior permission from the Publications Division.

- The agency should take appropriate measures to safeguard the Ebooks against unauthorized access, copying, or distribution. This includes implementing robust digital rights management (DRM) solutions, encryption techniques, or any other necessary measures to protect the content from infringement.
- Any breach of confidentiality or unauthorized circulation of the Ebooks will be considered a violation of the agreement between the agency and the Publications Division, and appropriate legal action may be taken.
- By participating in this tender, the agency acknowledges and agrees to abide by these confidentiality and distribution requirements.
- Failure to comply with these terms may result in disqualification from future projects and legal consequences.

## **16. 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.

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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.

## **17. 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. 50,000/- (Rs Fifty Thousand Only) 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](http://publicationsdivision.nic.in)).

d) The company participating in the bid process will have to pay an earnest money of Rs. 25,000/- (Rupees Twenty Five 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.

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.

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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 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.

p) 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.

q) 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.

r) 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. If found unsatisfactory on any account specified in the tender a minimum of 5% and maximum of 20% of the bill amount will be curtailed.



- 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.
- 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.

#### **18. Penalty Clause**

1. In case of persistent 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.

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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 organization

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



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)
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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.25,000/- (Rs. Twenty Five Thousand only)	

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

Authorized Signatory  
(With full name, Designation and stamp)

Contact Person:

Email Address:

Web Site:

Off: Telephone No.:

Mobile No.:

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GOVERNMENT OF INDIA  
PUBLICATIONS DIVISION  
MINISTRY OF INFORMATION & BROADCASTING

FINANCIAL BID

Name of the Firm:

Address:

Contact Number:

E-mail:

**PRICE BID FORMAT FOR DIGITIZATION OF BOOKS AND JOURNALS IN DPD**

Digitization of English Books & Journals				Digitization of Hindi Books & Journals			
Per page cost of preparing E-Books in English (Soft Copy)		Per page cost of preparing E-Books in English (Printed Copy)		Per page cost of preparing E-Books in Hindi (Soft Copy)		Per page cost of preparing E-Books in Hindi (Printed Copy)	
Books	Journals	Books	Journals	Books	Journals	Books	Journals

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.