

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

West Block No. 7, R.K.Puram,
New Delhi-110066
Dated 24.01.2020

**Quotation for Creation of Typesetting work related to Bhasha, Varshiki and Sahityamala in Hindi of
Central Hindi Directorate (CHD)**

Background

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

Proposal

The CHD brings out its numerous publications in different in Hindi and regional languages. The CHD also published the Kosh, Journal, Bhasha, Varshiki, Sahityamala & correspondence courses etc. The CHD are invited for layout/Formatting (DTP) work and Corrections of all types of matter which may also contain Greek symbols, Mathematical signs, etc. and the placement of Pictures, graphics, drawings, artwork & three times proof reading both in English and Hindi or Monolingual, Bilingual & trilingual as per our layout and design (in Word, PageMaker, Corel draw, InDesign).

SCOPE OF WORK

- : Page layout and formatting of pages may be required in single, double or three columns as per size, design, placement of figure, also mathematical symbols, equations, and tables may be required to be done.
- : Three times proof reading have to be done.

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

2. Quality Validation

The minimum quality controls (both manual and automatic validations) to be performed by the Contractor during the production process of electronic publications (e-books). The Contractors shall perform all quality controls for each linguistic version.

3. 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) The electronic copy of the books in word format should have 100 percent accuracy. All titles will be required to be given in the open and editable format such as MSWord or open office writer with 100 percent accuracy of the original text.

Eligibility

- The Firm should have sound experience in the concerned field. Those who have more than 10 years' experience will get an added advantage
- The Firm should have PAN / GST / TIN and a copy of the same should be enclosed.
- The desired information should be duly filled and submitted according to the Annexure - A, i.e. Company Profile (Tender Form-1) Annexure - B, C (Term & Condition & Financial quotation)
- Sample copies of works are to be provided at the time of presentation in a short notice
- Those who have worked with Central Hindi Directorate will get an advantage.

Note: It is required that company profile/technical bid and financial bids are submitted in separate envelopes duly super scribed as mentioned above on or before 29 February 2020.


Dr. Rakesh Kumar 27/1/20
Deputy Director

TENDER FORM-I

Annexure - A

Company Profile

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

UNDERTAKING

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

**Signature
(with Seal)**

Terms and Conditions

1. The Quotations should be submitted along with the enclosures in the prescribed format and manner only. Technical bids shall be opened first and thereafter financial bids shall be opened only of those firms who are found eligible in their technical bids.
2. Submission of Quotation does not automatically qualify the firm CHD will scrutinize the Profiles and, if necessary, may also visit the firm's premises.
3. The successful firm would be decided on the basis of QCBS(Quality Cost Based Selection) & L1.
4. The CHD may also make a panel for taking into consideration the lowest rates and agreeability of Typesetting & ePubwork on such rates.
5. The successful agency is required to submit an amount of Rs. 10,000/- as Performance Guarantee in the form of Banker's Cheque/DD/Pay Order in favour of Director, Central Hindi Directorate, payable at New Delhi.
6. The successful firm will have to sign an agreement with the CHD.
7. The contract shall be valid for a period of two years from the date of signing the agreement, which may be extended at the discretion of the CHD in consultation with the firm.
8. All the original material will have to be returned to the CHD along with completed job.
9. The agency shall complete assigned work in all respects within stipulated time period. Failure to abide may attract forfeiture of the Performance Guarantee paid.
10. The CHD reserves the right to refuse to accept unsatisfactory jobs.
11. In case of non-adherence of the said terms and conditions by the agency, the CHD reserves the right to cancel the agreement without assigning any reason.
12. The decision of the Director, CHD is final in all matters. In case of any dispute, the opinion of the Government may be sought for and such decisions will be final.
13. The Director, CHD reserves the right to alter, delete, or amend any conditions of the Tender without assigning any reason.
14. The Quotations may be cancelled without assigning any reason.
15. The jurisdiction of all judicial disputes shall be in Delhi.

Financial Quotation for Pre Publishing and its ePub work for Hindi, English, Regional & Foreign Languages

TENDER FORM-III

Annexure - C

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

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

UNDERTAKING

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

Signature
(with Seal)