



स्कूल शिक्षा एवं साक्षरता विभाग  
शिक्षा मंत्रालय, भारत सरकार  
Department of School Education & Literacy  
Ministry of Education, Government of India



राष्ट्रीय e पुस्तकालय  
Rashtriya e Pustakalaya



राष्ट्रीय पुस्तक न्यास, भारत  
शिक्षा मंत्रालय, भारत सरकार  
NATIONAL BOOK TRUST, INDIA  
Ministry of Education, Government of India

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI) – for EBOOK CONVERSION**

Rashtriya e-Pustakalaya, a Free National Digital Library for children & adolescents, an initiative by Department of School Education & Literacy, Ministry of Education, Government of India, implemented by National Book Trust India is inviting Expression of Interest from qualified and experienced agencies for the conversion of existing PDF files on ReP into high-quality, accessible, and compatible ePUB formats.

Eligible and Interested agencies are requested to submit their proposals in line with the Terms of Reference (TOR) uploaded on : <https://www.nbtindia.gov.in/>.

<b>Submission Start Date:</b>	24/03/2026
<b>Submission End Date</b>	27/03/2026 at 17:00 hrs

The decision of the Competent Authority of Rashtriya e-Pustakalaya Secretariat on the empanelment of the Agency of e-Book Conversion shall be final and binding.

**For any queries, write to:** epustakalaya@nbtindia.gov.in

**Proposals may be addressed to:** Director, National Book Trust (NBT), New Delhi

**Enclosure:** Finalized Terms of Reference (TOR) - for eBook Conversion



स्कूल शिक्षा एवं साक्षरता विभाग  
शिक्षा मंत्रालय, भारत सरकार  
Department of School Education & Literacy  
Ministry of Education, Government of India



राष्ट्रीय पुस्तक न्यास, भारत  
शिक्षा मंत्रालय, भारत सरकार  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Government of India

Terms of Reference(TOR)  
for  
Empanelment of Agencies for  
e-Book Conversion



राष्ट्रीय e-पुस्तकालय  
Rashtriya e-Pustakalaya

## Expression of Interest for eBook Conversion

### Empanelment of Agencies for ePub Creation, Digital Conversion and Accessibility Compliance of NBT Publications

#### Terms & Conditions

##### 1. Introduction

###### ***About Rashtriya e-Pustakalaya***

Rashtriya e-Pustakalaya, is a FREE digital library of India, which facilitates availability of quality non-academic books across geographies, languages, genres and levels, and enables device agnostic accessibility. The Digital Library consists of non-academic books for children and adolescents categorized in four age groups i.e., 3-8, 8-11, 11-14, and 14+ years respectively. The books cover different genres for children and adolescents like fiction, non-fiction, biographies, poetry, classics, comics, novels, etc. The repository of books in Rashtriya e-Pustakalaya focus on history, culture, scientific achievements, and other significant facets of India.

For providing access, applications have been developed for the initiative, which currently hosts over 7000 books sourced from more than 250 publishers, in 23 languages, and spanning across 20+ genres. The Android and iOS applications may be downloaded from the Google Play Store and Apple App Store respectively. The library shall also be made available via web browser through the URL <https://ndl.education.gov.in>.

The National Book Trust (NBT), India, an autonomous body under the Ministry of Education — the nodal body for promoting a reading culture and fostering book development in the country — plays a key role in publishing books for children and adolescents, and is also actively engaged in the production of e-books. NBT has been entrusted with the responsibility of implementing the Rashtriya e-Pustakalaya digital platform.

In this context, Rashtriya e-Pustakalaya Secretariat at the National Book Trust, India, invites proposals from qualified and experienced vendors for the conversion of selected book titles into high-quality, accessible, and compatible EPUB formats. The converted EPUB files will be used for digital distribution on the Rashtriya e-Pustakalaya platform.

##### 2. Objective

The objective of this TOR is to select technically competent vendors capable of delivering validated, accessible, multilingual EPUB3 files aligned with the prescribed standards and formats as specified in the attached SoP for EPUB conversion.

##### 3. Scope of Work

The agency shall convert digital files into EPUB3 formats in compliance with the detailed scope outlined below:

#### 4.1 **Source File Handling**

- Receive input source files in PDF / scanned PDF / DOC / InDesign formats as provided by Rashtriya e-Pustakalaya.
- Review source file quality and report any issues that may impact conversion accuracy or deliverables.

#### 4.2 **EPUB Conversion Requirements**

*As per the Annex standard for ePUB Production, the vendor shall convert each assigned title into:*

- ePUB3 or above Reflowable format (default)
- ePUB3 or above Fixed Layout format where applicable (e.g., children's books, mathematics, science, technical books)
- Accessible EPUB / WCAG compliant format where required
- Mobile/Web-ready Pdf packages
- XML-first structured workflow (where required)

*The agency must ensure:*

- Accurate structure and formatting per SoP
- Proper handling of headings, paragraphs, fonts, and styling
- Inclusion of images, illustrations, tables, equations, special characters, and footnotes
- Functional Table of Contents (TOC) with navigation
- Hyperlinks and cross-references where applicable

#### 4.3 **Multilingual Support**

The vendor must:

- Support conversion in all 23 constitutional languages including Hindi, English, and regional Indian languages
- Ensure accurate rendering of Unicode and complex Indian scripts

#### 4.4 **Quality Assurance**

- Ensure 100% text accuracy, including OCR corrections where required
- Validate EPUB files strictly against the **ePUB Conversion SoP (Annexure -II)** and EPUBCheck standards
- Test files across major reading platforms (Android, iOS, Web readers, etc.)
- Validation through :
  - ePUB Check
  - ACE by DAISY
- Cross-device compatibility testing:
  - Kindle devices
  - iPad
  - Android tablets
  - Mobile devices

#### 3.5 **Deliverables**

*The vendor shall deliver:*

- Final validated EPUB3 file
- Source working files (HTML, CSS, images, XML if applicable)
- Accessibility compliance report (if required)
- Turnaround report per title

Deliverables must be submitted within the agreed timeline.

#### **4.6 File Management & Metadata**

- ONIX metadata preparation (if required)
- ISBN embedding
- Cover optimization (600 x 800 Jpeg Formats)
- Font embedding
- DRM-ready files (if required)

#### **4.7 Timeline & Workflow**

- Agency must submit a sample output for approval before full batch conversion
- After the sample approval,
  - Standard titles to be submitted in 7-15 working days
  - Priority titles to be submitted in 3-5 working days
  - Bulk projects to be implemented as per schedule
- Final project plan and schedule will be mutually agreed upon
- Weekly progress report is mandatory to be submitted to Rashtriya e-Pustakalaya.

#### **4.8 Confidentiality & Intellectual Property**

- All source files, converted files, and intermediate materials remain the exclusive property of Rashtriya e-Pustakalaya
- Agency must ensure secure handling, confidentiality, and non-disclosure of content

### **4. Eligibility Criteria**

Agencies must submit documentary evidence for:

- Minimum 2 years' experience in digital publishing/ePub conversion.
- Experience of handling at least 500 titles cumulatively.
- Average annual turnover of ₹10 Lakhs during last 3 financial years.
- Copy of Valid PAN, GSTIN.
- Certificate of Incorporation / Registration.
- List of publishing clients
- Sample EPUB files (minimum 5 titles).
- Declaration of in-house production capability (no outsourcing allowed).
- Data security and confidentiality policy.
- Non-Disclosure/Non-sharing agreement must be signed by party on company letter head

### **5. Two-Bid System**

The bidders are supposed to upload the Expression of Interest form in two parts with in the specified date and time.

- Cover 1–Technical Bid
- Cover 2–Financial Bid

**Cover 1-Technical Bid** shall be uploaded with scanned/pdf copy of following documents as informed for in the Technical Bid Form as per Annexure-I.

- i) Terms and conditions: each and every page signed and stamped by the agencies
- ii) All supporting documents i.e. copy of PAN, GSTIN, Incorporation Certificate, experience certificate, Client List, Infrastructure Declaration and audited Balance sheets of last three financial year.
- iii) Application Form (Annexure-I) duly filled-in along with the supporting documents and copy of the Affidavit.
- iv) Sample EPUBs for 5 selected books to be mailed at epustakalaya@nbtindia.gov.in.

**Cover 2—Financial Bid** shall be uploaded as per the XLS format shared at Annexure-II

## **8 Legal Terms and Conditions**

### **8.1 *Contract Formation***

This Expression of Interest Document, along with the vendor's acceptance and Rashtriya e-Pustakalaya approval, constitutes a binding contract governed by Indian Contract Act, 1872.

### **8.2 *Liability and Indemnity***

The vendor shall be liable for damages or losses caused by breach of contract or negligence and shall indemnify Rashtriya e-Pustakalaya against all claims arising from the vendor's work.

### **8.3 *Termination***

Rashtriya e-Pustakalaya reserves the right to terminate the contract for breach of terms or non-performance with prior written notice.

### **8.4 *Dispute Resolution***

Any disputes arising shall be subject to arbitration under the Arbitration and Conciliation Act, 2019, with jurisdiction in New Delhi, India.

### **8.5 *Force Majeure***

Neither party shall be liable for failure or delay due to circumstances beyond their reasonable control, including natural disasters, strikes, or acts of government.

### **8.6 *Compliance with Laws***

The vendor shall comply with all applicable laws, regulations, and guidelines during the contract period.

## **9. Evaluation Process**

Selection will be based on:

- Technical capability and experience
- Quality of sample conversion
- Multilingual handling capacity

- Delivery timeline adherence
- Financial competitiveness

## **10. Contact Information**

### **Rashtriya e-Pustakalaya Secretariat**

National Book Trust, India  
3rd Floor, 5 Institutional Area, Phase-II,  
Vasant Kunj, New Delhi – 110070  
Email: epustakalaya@gov.in  
Phone: 9139703004  
Website: <https://ndl.education.gov.in/>

## **11. Declaration**

Rashtriya e-Pustakalaya reserves the right to accept or reject any or all proposals without assigning any reason and is not liable for any consequences arising thereof.

**Authorised Signatory  
(Company Stamp/Seal)  
Date:**

## Annexure-I

**EPUB Conversion Vendor Information Form**

1. **Registered Company Name :** \_\_\_\_\_
  2. **Address:** \_\_\_\_\_
  3. **Website:** \_\_\_\_\_
  4. **Primary Contact Person:**  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email ID: \_\_\_\_\_
- 

**5. Company Profile & Experience**

- a) **Years of Experience in ePub Conversion:** \_\_\_\_\_
- b) **Specialization (select all applicable):**
  - K-12 / School Books
  - Higher Education / Academic
  - General Books / Novels
  - Multilingual Conversion
  - Accessible EPUB (EPUB-A / WCAG Compliant)
  - Fixed Layout EPUB
  - Reflowable EPUB
  - Interactive EPUB / Enhanced eBooks
  - Other (specify): \_\_\_\_\_
- c) **Total Number of Books Converted to EPUB Till Date:** \_\_\_\_\_

**Major Clients / Projects Delivered (at least two reference):**

1.

2.

**6. Technical Capabilities**

- a) **Supported Input Formats:**
  - PDF
  - Word / DOCX
  - InDesign
  - Scanned / OCR
  - Others: \_\_\_\_\_
- b) **Output Deliverables:**
  - EPUB2
  - EPUB3
  - Mobi / Kindle

- Accessible PDF
- HTML / XML

**c) Software / Tools Used:**

---

**7. Average Turnaround Time per Book (approx.):** \_\_\_\_\_

**8. Sample Conversion Submitted:**

- Yes     No

---

**9. Commercial Details**

- a) **Standard Pricing (approx. per page/book):** \_\_\_\_\_
- b) **GST / Tax Registration Number (if applicable):** \_\_\_\_\_

---

**Declaration**

I hereby declare that the information provided above is true and correct.

**Authorized Signatory:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Seal / Stamp (if any):** \_\_\_\_\_

**Documents to be attached:**

- a) Copy of valid Registration Certificate or Copy of Certificate of incorporation of Firm
- b) GST Registration certificate
- c) PAN or ADHAAR of proprietor

## Annexure-II

**Financial Bid**

<b>S. No.</b>	<b>Service Component</b>	<b>Language</b>	<b>Per page Rate (INR)</b>
1.	EPUB3 or above Reflowable Conversion	English	
		Other Languages	
2.	EPUB3 or above Fixed Layout Conversion	English	
		Other Languages	
3.	Accessible EPUB (WCAG)	English	
		Other Languages	
4.	OCR Correction	English	
		Other Languages	
5.	Metadata Creation	English	(per title rate)
		Other Languages	(per title rate)
6.	Cover Optimization	English	(per title rate)
		Other Languages	(per title rate)
7.	Any Additional Services	English	
		Other Languages	

**Authorised Signatory  
(Company Stamp/Seal)**

**Date:**

## Annexure-III

**Standard Operating Procedure under ReP:****Font Size & Accessibility Standards for EPUB Production****Objective**

To maintain **uniform typography, readability, and accessibility** across all EPUB files, ensuring compatibility with eReaders, web browsers, and accessibility tools (like screen readers).

**1. General Typography Principles**

Element	Purpose	Recommended Font Size (Base 100%)	CSS Example
<b>Body text</b>	Main content paragraphs	1em (≈ 16px)	p { font-size: 1em; line-height: 1.5; }
<b>H1</b>	Book title / major section title	1.8em	h1 { font-size: 1.8em; font-weight: bold; }
<b>H2</b>	Chapter titles / major headings	1.5em	h2 { font-size: 1.6em; font-weight: bold; }
<b>H3</b>	Sub-headings within chapter	1.2em	h3 { font-size: 1.4em; font-weight: bold; }
<b>H4</b>	Minor sub-heading	1.1em	h4 { font-size: 1.2em; font-weight: bold; }
<b>Captions / Footnotes</b>	Supporting text	0.85em	figcaption, .footnote { font-size: 0.85em; }
<b>Quotes / Extracts</b>	Indented secondary text	1em, italic	blockquote { font-size: 1em; font-style: italic; }
<b>Navigation / TOC</b>	Links in nav document	1em	nav a { font-size: 1em; }

**2. Heading Hierarchy & Structure**

Proper heading structure improves both **navigation** and **accessibility**.

**Example structure:**

```
<h1>Book Title</h1>
```

```
<h2>Chapter 1: Introduction</h2>
```

```
<h3>1.1 Basics</h3>
```

<h4>1.1.1 Definition</h4>

<p>Body text here...</p>

Rules:

- Only one <h1> per document (book title or major section).
- Maintain **logical sequence** (never skip from <h2> to <h4>).
- Use headings to represent **semantic meaning**, not for styling.
- Each section should ideally begin with a heading tag.

### 3. Font Family Standards

Purpose	Recommended Font
Body Text (Serif)	Serif; Sans Serif

Use **Unicode fonts** and **avoid embedding large custom fonts** unless essential (keep EPUB size < 20MB).

### 4. Accessibility Standards (WCAG + EPUB 3.3)

Area	Guidelines	Implementation
<b>Text Scaling</b>	Must scale with user preference	Use relative units (em, %)
<b>Contrast Ratio</b>	Minimum 4.5:1	Avoid light gray text
<b>Alt Text for Images</b>	Every <img> must have alt	<imgsrc="cover.jpg" alt="Book cover showing a tree">
<b>Semantic Tags</b>	Use <header>, <footer>, <section>, <article>	Improves navigation for screen readers
<b>Navigation Document</b>	Must include TOC in XHTML (nav.xhtml)	<navepub:type="toc">...</nav>
<b>ARIA Landmarks</b>	Use roles where needed	<section role="doc-chapter">...</section>
<b>Language Declaration</b>	Each file should define language	<html lang="en">
<b>Headings Order</b>	Maintain logical order	No skipping heading levels
<b>Footnotes</b>	Use EPUB 3 notes structure	<aside epub:type="footnote">...</aside>

## 5. Paragraph & Text Styling Standards

Element	Style	Example CSS
<b>Paragraph</b>	Justified, with small first-line indent	p { text-align: justify; text-indent: 1.2em; margin-bottom: 0.5em; }
<b>No Indent After Heading</b>	First paragraph after heading should not indent	h2 + p { text-indent: 0; }
<b>Line Height</b>	1.4-1.6 for readability	line-height: 1.5;
<b>Spacing Between Paragraphs</b>	0.5em - 1em	margin-bottom: 0.8em;
<b>Lists</b>	Bulleted or numbered with relative size	ul, ol { margin-left: 1.2em; font-size: 1em; }

## 6. CSS Example (Universal EPUB Stylesheet)

```

body {
font-family: serif;
font-size: 1em;
line-height: 1.5;
margin: 0;
padding: 0;
}
h1{ font-size: 1.8em; font-weight: bold; margin: 1em00.5em; }
h2{ font-size: 1.6em; font-weight: bold; margin: 1em00.5em; }
h3{ font-size: 1.4em; font-weight: bold; margin: 1em00.4em; }
h4{ font-size: 1.2em; font-weight: bold; margin: 0.8em00.3em; }
p { font-size: 1em; text-align: justify; text-indent: 1.2em; margin: 000.8em; }
h1 + p, h2 + p, h3 + p{ text-indent: 0; }
blockquote {
margin: 1em2em;
font-style: italic;
}

```

```
img { max-width: 100%; height: auto; }
figcaption { font-size: 0.85em; text-align: center; }
a { color: #003399; text-decoration: none; }
a:focus, a:hover { text-decoration: underline; }
```

## 7. Testing & Validation

### Validation Tools:

- **EPUBCheck** – for structure, metadata, and accessibility validation
- **ACE by DAISY** – for accessibility compliance
- **Radium / Thorium Reader / Apple Books / Kindle Previewer** – for visual rendering test

### Checklist:

- Proper heading hierarchy
- Consistent font scaling
- Readable contrast ratio
- Page list
- Alt text present
- Navigation works correctly
- Validated with EPUBCheck

## 8. Optional Enhancements

Use **media queries** to adjust font sizes for small screens:

```
@media (max-width: 600px) {
body { font-size: 0.95em; }
h1 { font-size: 1.6em; }
}
```

Provide **dark mode support** (optional):

```
@media (prefers-color-scheme: dark) {
body { background-color: #000; color: #fff; }
```

