



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

**National Book Trust India**  
**Nehru Bhawan, 5 Institutional Area,**  
**Phase-II Vasant Kunj, New Delhi -110070**

### **TENDER NOTICE**

#### **DIGITIZATION OF ENGLISH AND OTHER INDIAN REGIONAL LANGUAGES BOOKS OF NBT**

National Book Trust, India, an autonomous organization of the Ministry of Education, Government of India invites sealed tenders in two-bid system (Technical & 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 English and other Indian Regional Languages Books of National Book Trust. The firms forwarding their quotations must comply with the terms and conditions mentioned herewith. The sealed quotations for **DIGITIZATION OF ENGLISH AND OTHER INDIAN REGIONAL LANGUAGES BOOKS OF NBT** are invited as per the Proforma at Annexure 'I' (Technical Bid) & Annexure 'II' (Financial Bid). The quotations completed in all respects in sealed cover duly super scribed as **"TENDER FOR DIGITIZATION OF ENGLISH AND OTHER INDIAN REGIONAL LANGUAGES BOOKS OF NBT"** may be sent to the Deputy Director (Admin & Estt.), National Book Trust, India and shall be accepted in the office of the National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi- 110070.

The bid has to be accompanied by an EMD (Refundable) of Rs. 25,000/- (Rs. Twenty Five Thousand only) in the form of Demand Draft in favour of National Book Trust , India payable at New Delhi. The Technical Bids will be opened on 09.09.2021 at 11:00 AM in the NBT office and financial bid of only technically qualified bidders will be opened subsequently subjected to fulfilling at the same venue. The tender document can be downloaded from the NBT website ([www.nbtindia.gov.in](http://www.nbtindia.gov.in)) at a fee of Rs.1,180/- (One thousand one hundred eighty only) including 18% GST in the form of DD in favour of National Book Trust, India payable at New Delhi should be enclosed along with the technical bid.

<b>Start of Sale of Tender Document</b>	<b>:</b>	<b>On 06.08.2021 at 11:00 AM</b>
<b>Cost of Tender document</b>	<b>:</b>	<b>Rs. 1,180/- including 18% GST</b>
<b>Earnest Money Deposit</b>	<b>:</b>	<b>Rs. 25,000/-</b>
<b>Date of Pre-Bid Meeting</b>	<b>:</b>	<b>On 13.08.2021 at 11:00 AM</b>
<b>Last date of receipt of Bids</b>	<b>:</b>	<b>On 08.09.2021 latest by 04:00 PM</b>
<b>Date of opening of Tender</b>	<b>:</b>	<b>Technical Bid: On 09.09.2021 at 11:00 AM</b> <b>Financial Bid: would be informed to the technically qualified bidders later</b>

Tender form along with terms and conditions is available on the websites of NBT India ([www.nbtindia.gov.in](http://www.nbtindia.gov.in)).

The Director NBT, India reserves all rights to accept or reject the tender in part or whole without assigning any reasons thereof.

### CHECK LIST

(The Firms/Contractors should ensure the following before submission of the Technical Bids)

Sl. No.	Particular(s)	Yes	No
1.	Copy of valid license from authorities concerned/Govt. regulatory bodies to perform the related job. <b>(Documentary proof to be enclosed)</b>		
2.	Audited copy of Income Tax Returns & Balance Sheet with Annexure and Profit & Loss A/c for last three financial years 2017-18, 2018-19 & 2019-20		
3.	Audited copy of last three financial years' Profit & Loss Account showing minimum annual turnover of Rs. 50 Lakh each year continuously from similar services.		
4.	Attested copy of Registration Certificate of the Firm and Self-attested copy of MOA/AOA/Deed/ Bye Laws.		
5.	Attested copy of GST Registration & GST Return for the financial year 2020-21		
6.	Attested copy of PAN card		
7.	Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the Tender document on letterhead of the Firm.		
8.	The firm has to declare the status such as partnership/proprietorship/company etc.		
9.	ISO certificate enclosed.		
10.	The Firm should have at least 3 years' experience of working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies or Publishing Houses in India of providing similar services. At least 3 years experience in similar field in reputed Private/Semi Private firms may also apply for the Tender. <b>(Documentary proof to be enclosed).</b>		
11.	An Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/Company has not been blacklisted/debarred by any Government Department/Publishing Houses nor has it any civil or criminal case pending against any court of law in the country. <b>(Affidavit to be submitted physically in original)</b>		
12.	Acceptance letter for Tender terms and conditions <b>(To be given on Firm/Company Letter Head).</b>		
13.	Demand Draft for Earnest Money Deposit of Rs.25,000/-		
14.	Demand Draft for Tender Fee of Rs.1,180/-		

## **National Book Trust, India (NBT)** **EBook/EPUB Technical Specifications**

### **Scope of Work**

To create eBook of the English and other Indian regional languages books published by the NBT, India. The eBook must be delivered in EPUB3 formats unless other format is specified on the order form. It should be created as a generic EPUB from the source provided by the NBT, India which is compatible to various eBook devices and platforms such as Amazon, iOS, Android, Kobo, Google Play Books, Ingram Spark etc.

### **Source Material**

1. Text PDF/InDesign/PageMaker for each of the titles.  
Or,  
Hardcopy (Print book)/scanned PDF for each of the titles.
2. Cover file/Template Cover whenever cover not available for each of the titles.
3. Specifications against which the EPUB must be valid.

### **Deliverables**

Contractor will extract text from the Text PDF/InDesign/PageMaker/Hardcopy (Print book)/scanned PDF as Unicode text and convert it into required format i.e. Reflowable/Fixed layout/Interactive EPUB. Perform all the quality assurance of EPUB including the technical, proof reading and device compatibility check. Proofread each EPUB against the input text PDF/print book for text accuracy. The EPUB has to be validated against the latest EPUBChecker/as directed by NBT, India.

### **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.

## **TECHNICAL SPECIFICATIONS**

### **Format**

The eBook must be delivered in EPUB3 formats. File naming of the images, front matters, chapters, end matters etc. should be same as they are appeared in print PDF/book. The file extension of HTML should be .xhtml. In the CSS and XHTML, style of the chapter titles, headings, lists, paragraphs, floating elements etc. should be same throughout the eBook, except exceptional, ask NBT, India for exceptional case. All style in XHTML should be set via <p> element using CSS. CSS should be cleaned and cleared. No internal CSS should be used in any file. No extra enters, white space, empty and HTML tag like <h1>, <h2>, <ol>, <ul> etc. are allowed in the eBook.

EPUB files must be compliant with the EPUB3 format specifications (<http://idpf.org/epub>).

The types of EPUB files requested could be:

- EPUB file with reflowable layout
- EPUB file with fixed layout
- EPUB file with interactive layout

The variability of screen dimensions shall be taken into account when creating the eBook. Please make sure all EPUB should be created manually without using any conversion tools like PDF to EPUB, InDesign to EPUB etc.

### **File Names**

One file format which is compatible to various eBook devices and platforms must be delivered per each linguistic version requested. EPUB file naming should be [epubISBN].epub.

### **Body Text**

The alignment of the body text must be as per the print PDF/book. Margins, tabulators and spaces between paragraphs, lines, bullets or list elements, etc. must be respected.

1. Do not include page break after separate figures or any other text.
2. Do not include manual non-splitting hyphens.
3. Text and symbol formatting, including color, should be preserved.
4. All formatting from print is preserved (bold, italics, sup, sub, text color etc.).
5. Page numbering follows the print.
6. Follow print for paragraph breaks and indentation.
7. All margins are the same width with no extra padding.
8. Web addresses must be enabled by a hyperlink to their target.
9. All internal cross-references linking must be enabled, including all page numbers (e.g. see Page 70) and Index (one-way).
10. Bibliographic reference call-outs should link one-way to the corresponding reference.
11. Any ornaments or separators appeared between the paragraphs or end of the paragraphs should be captured.

### **Supporting Files**

Large versions of images, graphics, illustrations, animations, tables or other supporting documents must be legible and embedded in the package and linked to the corresponding reference in 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.

### **Structure**

The EPUB file must be created as per the print PDF/book and should be matched with the print PDF/book in terms of display and layout.

### **Table of Content**

Table of Content page should point to headings, and headings should link back to Table of Content page (two-way linking).

Table of Contents lists should show clear hierarchy using indenting. Ask NBT, India for any doubt or for complex content layout.

### List of Tables and Figures

If any book has list of tables and figures section then all listed items should have two-way linking. The item should be link to corresponding tables or figures and link back to list of tables and figures section.

### Navigation Panel

The EPUB file must allow the automatic generation of the Table of Content (ToC) by the different devices. The EPUB must have two navigation i.e. .xhtml and .ncx file format. The ToC must be navigational, allowing the reader to move directly from the ToC to a specific section of the eBook by clicking on the desired item (front matter, back matter or main content).

Other front and back matter pages which are not mentioned in Table of Content page (i.e. Dedication, Note to the Reader, About the Book, Back cover etc.) must be added as an individual item on the navigation panel.

The first item on the navigation panel must be in order – Cover page, Halftitle page, Title page and so on as per print PDF/book. Add "page" as suffix in NCX after the Cover, Halftitle, Title, and Copyright. For E.g. "Cover page", "Halftitle page" etc.

### Metadata

The EPUB file must include all required descriptive metadata and properties according to the latest version/requirements. See the example given below:

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<?xml version="1.0" encoding="UTF-8"?>
<package xmlns="http://www.idpf.org/2007/opf" prefix="ibooks:
http://vocabulary.itunes.apple.com/rdf/ibooks/vocabulary-extensions-1.0/" unique-
identifier="isbn_978-81-237-XXXX-X" version="3.0">
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<meta property="ibooks:version">1.1.2</meta>
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<dc:description>N/A</dc:description>
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<meta name="imprint" content="English"/>
<meta name="series" content="fiction"/>
</metadata>
```

### **Front cover**

Front cover should be embedded in EPUB at the beginning of the file and is proportional. Front cover should also need to send separately with the EPUB and file naming for this should be [epubISBN].jpg. It should be sized 1600 pixels wide on the shortest side, resolution of 300 DPI.

### **Back cover**

Back cover page should be embedded as image at the end of the eBook and added in navigation file with the name "Backcover page". In the case if back cover contains a blurb, author information etc. then the text should be captured as searchable text in separate .xhtml file before the back cover page and should be added in the navigation file with the title "About the Book". ISBNs, bar codes, QR codes etc. should be removed from the back cover images.

### **Title page**

Title page must be captured as text respecting wherever possible the original layout. Reading of the eBook should be start from the title page.

### **Copyright page**

The copyright page must respect the layout of the original input content. EpubISBN should be included into copyright page:

ISBN 978-81-237-XXXX-X (Print)

ISBN 978-81-237-XXXX-X (eBook)

### **National Book Trust, India Logo**

NBT, India logo should be legible and aligned as per the print PDF/book.

### **Index Section**

Indexes are set in body text, using indents to show hierarchy as per print PDF/book. If letter-group headings are included, these are set as A-heads.

Page references in index section should contain one-way links. Insert a line space between letter headings in index, where applicable.

### **Plate Section**

Inserts and plates section should not interrupt the content flow (i.e. not placed in the same location as they are appeared in the print, which is usually in the middle of the book). They should be placed at end of the book just before the “About the Book” or “Backcover page”. It should be added in navigation panel as the title “Plate section”. Ask NBT, India if needed.

### **Scan Pages**

In the case of hard copy, all scan pages should be return to NBT, India as print-ready scanned PDF including printer marks/trim marks with the EPUB. The quality of the PDF should be good without any dark shade and spot on the pages. All pages should be added in sequential order including blank pages. Please make sure all images, graphs, illustration etc. should be legible and in same color as they are appeared in the print book.

### **Chapter Title**

Chapter title must include chapter number or identification, chapter header and chapter introductory text as per print PDF/book. Chapter title must be captured as text respecting wherever possible the original layout.

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

In case of chapter title with strong graphical identity, an image representing the graphical identity will be placed in the center just after the chapter number and chapter header, ask NBT, India for the same.

If the chapter title has been decorated by the ornaments, image of the ornaments should be captured as per printed book.

At least three line spaces between the chapter heading and main text will be inserted. Ask NBT, India if any doubt.

### **Text Columns**

Any layout with multiple columns where texts are in running order in the multiple columns will be transformed into one-column layout, ask NBT, India for the same.

### **Fonts**

If needed, only licensed fonts are used to be embedded in the EPUB, ask NBT, India for the same. Since many books are available in Hindi and other Indian Regional Languages which may be not typeset in Unicode font, for those books the text should be converted as Unicode text and then EPUB should be created from the Unicode text so that it can be open on any device, reader and platforms without embedding any fonts in the EPUB. Proofread the text against the print PDF/book for text accuracy.

Special characters must be detected and legible, ensuring the correct visualization of the linguistic versions of the publication. (Use Unicode text and other special font technologies for displaying Indian Regional Languages 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 eBook.

### **Headings**

The hierarchy of the headings must be respected and be consistent throughout the eBook. Headings should universally have space above and below. The space above should be greater than the space below and should be visually distinct from each other. Alignment, text and symbol formatting, including color etc, should be preserved.

### **Typography**

Several elements within the eBook 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. Ask NBT, India before doing so.

Styles must be applied in a consistent and coherent way throughout the eBook.

All typographic elements including below listed must be captured as per the print PDF/book:

- Bold, italics and underlined;
- Capitalization;
- Superscript and subscript.
- Color etc.

### **Header and Footer**

Header and footer which are appeared in top and bottom of the book must not be captured.

### **Colors**

Wherever possible, colors (font colors, background colors for highlighted text boxes, table cells colors, etc.) must be captured as per print PDF/book. However background colored pages must be captured as normal pages ignoring the background color.

### **Hyphenation**

Do not include manual non-splitting hyphens. 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 eBook. Resolution of 300 DPI should be used (if not specified 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.

Background images under the main content will not be captured, ask NBT, India to confirm.



Images must keep just after paragraph at the same position in the flow, and in the same order in which order they are appeared in the print PDF/book.

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 print PDF/book.

In the case of body text over the images, the image and body text must be captured separately. Any text like, copyright line and text on diagrams/charts which are actually part of the image should be captured as image. Ask NBT, India if any doubt.

### **Tables**

Tables should be captured as textual format and properly dimensioned so they are readable when increasing the font size. Table text should be left-aligned and not be fully justified. Any colors in the column and text should be preserved.

Captions and footnotes for tables must always be captured as text. They must be aligned and placed before or after the image as located in the print PDF/book.

In case of very complex tables, they could be captured as images if agreed by the NBT, India. 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 captured as per print PDF/book and should be set by <p> element using the CSS style. No <ol>, <ul> should be used.

Nesting must be respected.

### **Floating Elements**

Floating elements such as boxes, tables, figures etc. must be captured as closed as possible at the same place where they are appeared in the print PDF/book. But, please make sure they should not interrupt running texts, keep them just after paragraph where they are appeared in print PDF/book. They should be most closed as possible to the original design (colors, fill, stroke, etc.).

### **References**

References (author citations, cross-references, endnotes/footnotes, floating elements, URLs, embedded links within the text, e-mails, multimedia objects etc.) must be hyperlinked and pointing to the corresponding items.

### **Footnotes**

The list of footnotes must be placed at the end of the each chapter in which they are appeared. A rule line separator with 2em space on the top should be added. Two-way linking between the note and note cue/text reference must be created.

### **Endnotes**

Endnotes must be placed on the same place where they are appeared in the book. Two-way linking between the note and note cue/text reference must be created.

### **URLs**

Internet addresses present in the book must be activated and pointing to the appropriate target Web URL. In case a URL mentioned in the file is not found to be active then the correct URL should be asked from NBT, India.

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**

E-mail addresses appeared in the book must be activated.

### **Multimedia Objects**

If the integration of multimedia objects inside of the eBook 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. Multimedia objects shall be prepared for optimum display on a variety of screen sizes and resolutions.

### **Quality Checking and Validation**

The quality controls (both manual and automatic validations) should be performed by the Contractor during the production process of eBooks. The workflow for production process should be shared with the NBT, India by the Contractor.

The Contractor shall perform all quality controls for each eBook. All EPUB must be validated through latest EPUBChecker without any errors and warnings.

No textual, layout and cross-reference related errors will be accepted. The EPUB must be proofread and matched against the print PDF/book by contractor before final submission to NBT, India.

If anything found incorrect on any stage and any time, the Contractor must re-check the entire eBook or entire batch of eBook and deliver revised files again without any cost. The revised files should be validated through latest EPUBChecker without any errors and warnings.

**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 eBook reading devices on which the eBook has been tested.

### **Devices and Platforms**

The EPUB file must be compatible with major eBook devices and platforms such as Amazon, iOS, Android, Kobo, Google Play Books, Ingram Spark etc. so that it can be open and read easily without any issue. The Contractor must carry out tests and validations at least following reading platforms:

- iOS iPad Device;
- Amazon Kindle Device;

Note: Any payments for digitization will be cleared only after the report is submitted to NBT, India. **The NBT, India is free to impose penalty if on testing by NBT, India, reports are found to be false or the results stated in the report mismatch with the results found by NBT, India.**

## **TERMS AND CONDITIONS**

### **1. Eligibility Criteria (Please provide documentary proof for the following with technical bid)**

- a) The Bidder should have at least 3 years' experience in providing Digitization Services, developing Journal and Book Management System, Digital Conversion, and e-book creation. The firm must have due experience of creation of e-books specifically working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies or Publishing Houses in India of providing similar services. At least 3 years experience in similar field in reputed Private/Semi Private firms may also apply for the Tender. (Documentary proof to be enclosed).
- b) Bidder should have executed at least 2 similar projects in the last 3 years. These orders should be from any of the Government Departments/Autonomous Bodies/Publishing Houses/Corporate bodies. (Provide copy of work orders and successful completion certificates as the documentary or payment remittance as evidence.)
- c) Bidder should have handled turnover of aggregate billing of minimum Rs. 50 Lakh per annum during three preceding years. (Enclose proof of the audited balance sheets during last 3 years.)
- d) Bidder must have sufficient and qualified supervisory staff, technical staff and proofreaders to ensure the satisfactory e-book creation services to NBT, India. If required, NBT, India may also visit the contractor office for further verifications in this regard before awarding the contract to successful bidder.
- e) The firm should have the required infrastructure such as Desktop/Laptops, UPS, scanners, printers, other hardware equipments to carry out the work. All software which are using to create eBook should be licensed. (Please provide documentary proof of the same)
- f) Bidder 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 the ownership).
- g) Bidder must be registered with GST Department, need only apply and the firm should submit the details of registration of their firm/company, income tax registration and copy of PAN Card, GST registration.
- h) Bidder should have been certified ISO 9001:2008 or similar other nationally or internationally recognized quality certification in the relevant field.
- i) Bidder should give an undertaking that it has not been blacklisted by any Government or Autonomous/Examining Bodies/Publishing Houses/Corporate bodies.
- j) Joint bids or outsourcing or subletting of any nature/third party would not be acceptable.
- k) Sample copies of works (scanned images/PDF, eBooks, etc.) are to be provided to the NBT, India along with the tender and/or at the time of presentation.

### **l) Essential Parameters for Qualification in Technical Bids:**

- Self-attested copy of PAN card.
- Self-attested copy of MOA/AOA/Deed/ Bye Laws.
  - An Affidavit on Rs.100/- stamp paper duly signed and stamped by Notary (Required to be enclosed and Photocopy of the affidavit will not be accepted) stating that **“The Firm has not been Debarred or blacklisted by Government, Quasi Government, PSU or Autonomous Organization or Publishing Houses/Corporate Bodies” AND “Bidder has not defaulted on any bank/financial institution loans in the past. There should not be any statutory dues or disputed liability”**.
- Specimen signature, name, address, contact no., designation/capacity of the person signing the tender document on letter head are required to be enclosed.
- Experience Certificate as per clause
  - (a) Above from the Administrative Head of the unit where services were provided or Work Order & completion certificate should be enclosed.
- Certified copy of Income Tax Returns, Audited, Profit & Loss Account and Balance Sheet with Annexure for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-20.
- The Firm should have valid license from authorities concerned/Govt. regulatory bodies to perform the related job. (Self attested copy of Certificate to be enclosed)
- GST Return copy for the financial year 2020-21 and Self-attested copy of GST Registration.
- Performance Security will be **3% of the value of contract** after getting of Contract.
- Demand Draft for Earnest Money Deposit of Rs. 25, 000/-.

**2. Other Eligibility Criteria (Please provide documentary proof for the following with technical bid)**

- a) The technical details and rates may please be submitted in Annexure II.
- b) The successful bidder is required to deposit an amount of Rs. 75,000/- (Seventy Five Thousand only) as a performance guarantee in the form of Demand Draft drawn in favour of National Book Trust, India, payable at New Delhi.
- c) The tender form can be downloaded from the website of National Book Trust, India ([www.nbtindia.gov.in](http://www.nbtindia.gov.in)). The tender fee of Rs.1,180/- in the form of Demand Draft drawn in favour of National Book Trust, India, payable at New Delhi.
- d) A duly constituted committee of the NBT, India would examine the technical bids and if required, see presentation by the bidders. It may also decide to physically inspect the premises of the firm and verify the claimed machinery, computers, software's, scanners etc.
- e) 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.
- f) The time schedule may be required to be adjusted as per requirements of the National Book Trust, India and is to be observed strictly as per directions of the National Book Trust, India as the work is time bound and sensitive.
- g) In case the firm is not able to execute the job in time or to the entire satisfaction of the National Book Trust, India, the contract may be cancelled or the remaining work may be

awarded to any other party and security amount shall be forfeited. If required, additional penalty of Rs. 75,000/- may be imposed.

- h) In the above cases, the performance Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the NBT, India which shall be binding on the firm.
- i) The Performance Security Guarantee shall be released after six months of successful completion of the project and contract.
- j) The firm shall be required to undertake full responsibility of the safe custody, proper care of documents/data supplied by the National Book Trust, India.
- k) The books are properties of the NBT, India. The firm 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, firm etc.
- l) All rights to the Work shall be reserved with National Book Trust, India. No part of the Work may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of National Book Trust, India.
- m) The NBT, India reserves the right to reject any or all the tenders without assigning any reasons.
- n) The decision of the NBT, India shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
- o) No advance payment will be released by the NBT, India.
- p) The payment will be made after satisfactory completion of work. The Invoice shall be raised by the firm after verification and acceptance of the E-Books by NBT, India.
- q) The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis maximum by four more year.
- r) The e-Books must be delivered in batches. The number of titles converted in e-format shall be at least 30 and maximum must be 50 e-Books in a month. Later on, the numbers of titles may be increase or decrease with consent of NBT, India.
- s) The e-Book/Scanned PDF shall be the property of the NBT, India and the firm will have to supply final data in hard drive to NBT, India.
- t) Scanned images should be created up to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
- u) The firm shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of pages; remove dust, taking them out of shelves and putting them back at its place, carrying it to their premises and back to the NBT, India without damaging the content and without delay by the firm.
- v) In case the digitization work/eBook 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.

- w) The entire work shall be carried out under firm's custody and the firm should follow all safety regulations and take all measures to prevent damage/loss to the documents.
- x) The firm will keep the data related NBT, India till the completion of the project. No data shall be removed without consent of NBT, India. The firm will not keep any data after completion of the project. All data related to NBT, India must be handed over after expiry of contract.
- y) The work will be open to periodical inspection by the officers of NBT, India and the firm shall carry out any corrections/modifications suggested by the National Book Trust, India.
- z) The work involved, in full or any part thereof, shall be carried out at the premises of the NBT, India if so desired. Space and electricity shall be provided by the Trust. In that case, the cost of electricity shall be charged to the firm. The firm 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 firm on its own expenses. In case there is a need to unbind the volumes, it would be the responsibility of the firm to do the unbinding and then provide the bound copy in the original condition back to the NBT, India.
- aa) 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. Lowest Bid shall be decided on the overall cost to the government.

### **3. Penalty Clause**

- a) In case of delay in delivery of the work or poor quality of work, damages @ 2.5% of the contract value will be deducted per month.
- b) In case the firm is not able to execute the job in time or to the entire satisfaction of the National Book Trust, India, the contract may be cancelled or the remaining work may be awarded to any other party and security amount shall be forfeited. If required, additional penalty of Rs. 75,000/- may be imposed.
- c) All disputes shall be subject to the jurisdiction of Delhi Courts.

### **4. Evaluation of BID and Selection Process**

#### **a) Preliminary Scrutiny**

NBT, India will scrutinize Bids to determine whether they are complete, whether any errors have been made in the technical requirements, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. NBT, India may, at its discretion waive off any minor nonconformity or inconformity in a Bid provided such waiver does not affect relative ranking of other Contractors and it may not affected the overall interest of NBT, India. The decision of NBT, India in this regard will be final & binding.

#### **b) Classification of Bids**

To assist in the scrutiny, evaluation and comparison of Bids, NBT, India may, at its discretion, ask any or all vendors for clarification on their Bids. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the Contractor may be required to give presentation on the proposed Bid.

**c) Technical Inspection and Performance Evaluation**

NBT, India reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of short listed Contractors. This may also include site visit of the current engagements of the Contractors.

**d) Verification**

NBT, India reserves the right to verify any or all statements made by the Contractor in the Bid and to inspect the Contractor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

**e) Short listing of Contractors**

NBT, India will make a list of technically qualified bidders and the financial bids will be open only of those bidders who qualify in Technical evaluation.

**f) Presentation**

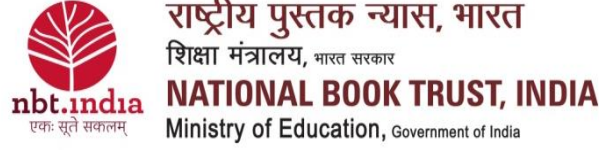
The Bidders qualifying at Technical stage would be invited for a presentation/interview for execution of work as required by NBT, India as per the time slots allotted to the Bidders.

**g) Presentation Evaluation**

The presentation would be seen with respect to the requirement of the Organization, Layout Plan, Space Allocation meeting NBT, India requirements, simple yet graceful, feel & overall aesthetics, Uniqueness of the design, Usage of Green concepts and Technologies.

**h) Selection of Design/Presentation**

Approved Committee of NBT, India will select final Design/Presentation among the all technically qualified Bidders as per requirements of the NBT, India.



**Nehru Bhawan, 5 Institutional Area,  
Phase-II, VasantKunj, New Delhi – 110 070  
Tel.: 011-26707700-756/873, Fax: 011-2612883**

**Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in), E-mail: [ad.admn@nbtindia.gov.in](mailto:ad.admn@nbtindia.gov.in)**

**TECHNICAL BID FOR DIGITIZATION/E-BOOK CREATION FOR BOOKS OF NBT, INDIA**

1. THE FIRM
  - a. Name \_\_\_\_\_
  - b. Regd. Address \_\_\_\_\_
  - c. Contact Person's
    - i) Name & Designation \_\_\_\_\_
    - ii) Address \_\_\_\_\_
    - iii) Tel No. Landline No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
    - iv) Email ID \_\_\_\_\_
2. Type of Firm :  
Proprietary; Partnership; Private Ltd./Public Ltd./PSU (Please tick and enclose copy of Bye-laws/ Deed/Memorandum/ Articles of Association/ Certificate of Incorporation) \_\_\_\_\_ (Pl. specify)
3. PAN : \_\_\_\_\_ (please enclose certified photocopy)
4. GST. No. : \_\_\_\_\_ (please enclose certified photocopy)
5. Copy of valid Registration/ License from Authorities concerned/ Govt. Regulatory Bodies.
6. Attested copy of GST Return for financial year 2020-21.
7. Audited copies of financials from CA of Income Tax Return for the last three financial years: 2017-18, 2018-19 & 2019-20.
8. Annual Turnover for the last 3 financial years : (Should be minimum Rs. 50 Lakh as per Profit & Loss Account in each year)
9. Audited copies of financials from CA of Balance Sheet and Profit & Loss Account with annexure etc. for the financial year 2017-18, 2018-19 & 2019-20 enclosed.
10. The Firm should have at least 3 years' experience of working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies or Publishing Houses or reputed Private Firms in India of providing similar services. (Provide copy of work orders and successful completion certificates as the documentary or payment remittance as evidence.)



Activities of the organization	From	To
Since when engaged in Scanning and Image processing/OCR (Optical Character Recognition)		
E-book Creation		
Digitization of books/documents		

**Past experience in handling digitization, data conversion and E-book creation:**

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 organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.**

**11. Tender Fee details:**

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_  
Amount Rs.1,180/- Drawn On \_\_\_\_\_

**12. Earnest money details:**

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_  
Amount Rs.25,000/- Drawn On \_\_\_\_\_

13. Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/ Company has not blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the country. **(Affidavit to be submitted physically in original).**
14. Acceptance letter for tender terms and conditions. **(To be given on Firm/Company Letter Head).**
15. The firm should be ISO certified. **(Please enclose self-attested Copy of ISO Certificate).**
16. Specimen. Signature, Name, Address, Contact No. , designation/capacity of the person signing the Tender document on letterhead of the Firm.

**Authorized Signatory**

(With full name, Designation and Stamp)

Contact Person:

Email Address:

Off: Telephone No.:

Mobile No.:

Web Site:

**National Book Trust, India**

**FINANCIAL BID**

The contractor must provide different prices for all 3 formats according to the language and complexity. Contractor will also define the complexity criteria for each category how a title will fall under which complexity category and why.

The average page count of the text based book which is needed to be converted as reflowable format is approx. 200 pages.

The average page count of the children book which is needed to be converted as fixed layout or interactive format is approx. 20 pages.

<b>EPUB Format</b>	<b>Available Source</b>	<b>Language</b>	<b>Number of Titles*</b>	<b>Price per page (Excluding GST) (Simple)</b>	<b>Price per page (Excluding GST) (Medium)</b>	<b>Price per page (Excluding GST) (Complex)</b>
<b>Reflowable</b>	Book (hard copy)	English	1000			
<b>Fixed layout</b>	Book (hard copy)	English	1000			
<b>Interactive</b>	Book (hard copy)	English	1000			
<b>Searchable PDF/InDesign</b>						
<b>Reflowable</b>	Searchable PDF/PageMaker/InDesign	English	1000			
<b>Fixed layout</b>	Searchable PDF/PageMaker/InDesign	English	1000			
<b>Interactive</b>	Searchable PDF/PageMaker/InDesign	English	1000			
<b>Regional Languages</b>						
<b>Reflowable</b>	Book (hard copy)	Regional Languages	1000			
<b>Fixed layout</b>	Book (hard copy)	Regional Languages	1000			

<b>Interactive</b>	Book (hard copy)	Regional Languages	1000			
<b>Reflowable</b>	Searchable PDF/PageMaker/InDesign	Regional Languages	1000			
<b>Fixed layout</b>	Searchable PDF/PageMaker/InDesign	Regional Languages	1000			
<b>Interactive</b>	Searchable PDF/PageMaker/InDesign	Regional Languages	1000			

\*The number of titles is tentative. It may be changed up and down in future.

**DECLARATION to be given by the Bidder:**

- a) It is certified that the information furnished above is true and correct.
- b) We have gone through the technical specifications, and terms and conditions stipulated in the tender document and confirm to abide by the same.
- c) We understand that the decision of the NBT, India on the acceptance or rejection of the Technical and Commercial Bids and the final outcome of the tender would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

**Name of the Firm:** -----

**Address:** -----

-----

**Telephone:** -----

**E-Mail:**-----

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