

**PUBLICATIONS DIVISION**  
Ministry of Information and Broadcasting  
Soचना Bhawan, CGO Complex, Lodhi Road,  
New Delhi-110 003

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No.G-20011/2/2012-B&R/A&G

Dated: 29-01-2014

**TENDER FOR CREATION OF DIGITAL ARCHIVE AND E-BOOK FOR BOOKS OF  
PUBLICATIONS DIVISION AND EMPLOYMENT NEWS**

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Sealed tenders are invited for and on behalf of Additional 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 Archives and E-book for Books of Publications Division and Employment News'**

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 Ministry of Information and Broadcasting, Govt. of India ([www.mib.nic.in](http://www.mib.nic.in)). **The last date for submission of tender is 17-02-2014.**

Sd/-

( SURENDRA KUMAR )  
DIRECTOR (ADMN.)

# **TENDER**

## **For Creation of Digital Archive and E-book for Books of Publications Division and Employment News**

**Issued by Publications Division, Ministry of Information and  
Broadcasting, Govt. of India, Sochna Bhawan, CGO  
Complex, New Delhi-110 003**

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**Website: [publicationsdivision.nic.in](http://publicationsdivision.nic.in)  
[employmentnews.gov.in](http://employmentnews.gov.in)**

## Creation of Digital Archive and E-Books for Books of Publications Division and Employment News

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### 1. Introduction

1.1 Publications Division, Ministry of Information and Broadcasting was set up in 1942. It 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, Oriya and Urdu), **Kurukshetra** (A journal devoted to the issues of Rural Development in English and Hindi), **Ajkal** (a literary magazine brought out in Hindi and Urdu) and **Bal Bharti** (a children's magazine). The Division has about 8000 published titles, out of which approximately 2000 titles are available today. It also publishes books in Hindi, English, Assamese, Bengali, Marathi, Tamil, Telugu, Kannada, Malayalam, Gujarati, Punjabi, Oriya, Maithili and Urdu etc. **Employment News**, a weekly newspaper is being brought out since 1976. It is published in English, Hindi and Urdu.

1.2 It is proposed to make available all the published works of the Publication Division in e-form. For this purpose sealed tenders are invited from interested parties for **Creating a Digital Archive and Preparation of E-books for Publications Division and Employment News**.

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 and digitisation of **Employment News** from agencies that fulfil the eligibility conditions. The tender forms complete in all respect along with EMD and cost of Tender Document may be remitted in the form of Demand Draft in favour of Additional Director General, Publications Division payable at Delhi. The tender is to be deposited in the **Tender Box** kept in A&G Section (Room No.240), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003 latest by **3.00 p.m. on 17-02-2014**

1.4 Both the technical bid and financial bid envelopes may be sealed separately. These may then be sealed in an other envelope super-scribing "**Tender for Creation of Digital Archive and E-books for Books and Journals of Publications Division and Employment News**"

### Schedule of Bidding

Sale of Tender Form	From 30-01-2014 to 17-02-2014
Cost of Tender Form	Rs.1000/- (One thousand only)
Amount of EMD to be submitted along with Tender	Rs.100,000 (Rs. One Lac only)
Last date for submission of bids	17-02-2014 at 3.00 p.m.
Opening of technical bids	17-02-2014 at 3.30 p.m.

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

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## 2. Scope of Work

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- 2.1. To create e-books of the published titles and journals of Publication Division
- 2.2. To digitize all the published volumes of *Employment News* since 1974 for their preservation and retrieval.

## 3. Deliverables

- i). 300 or more e-books comprising approximately 200 pages each, out of which around 70% may be in English and 20% in Hindi and 10% in other Indian Languages.
- ii). Item-wise digitized form of approximately 1,00,000 pages of *Employment News*.  
The deliverables are to be achieved within a span of total 18 months

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## 4. Execution of Work

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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. This may be included in the technical bid.

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## 5. Technical Details & Requirements

The activities involved in the project in brief are: -

- 5.1 First step is to digitize pages of books and *Employment News* (EN) by scanning and OCR. Necessary care is to be taken to scan at a high resolution (at least 300 dpi) so as to enable OCR and to render true image copies of the original. The **book** content will also have to be typed (if necessary) and proof-read/ checked for 100% accuracy by the vendor. UNICODE fonts should be used for Hindi and regional languages. Books need to be scanned in at least 24bit color and EN in at least 8bit grayscale to enable true reproduction from scanned images. The books may generally comprise approximately 200 to 300 pages each of size A5, B5 or Royal Octavo. EN page size is 42cm X 28cm.

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5.2 Second step is different for books and EN. For books the Division requires that the digitized copy is converted into PDF, PDF-A, PDF-UA, HTML Word, mobi and epub formats (e-books). However, for *Employment News*, the second step is to provide item-wise and keyword search facility on scanned images converted to PDF/ PDF-A/ PDF-UA, or any other format necessary to facilitate keyword search under any standard Journal Management System. This can be done partly by OCR for English content.

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5.3 It may also be noted that the first step may be required only if content is not already available in electronic format (i.e. MS-Word or PageMaker text.) For all content already available in electronic format (scanned images, MS-Word or PageMaker etc.) only the second step may be required. Where the content is already available in electronic format, payment will be made according to the respective rates (as per Part B of Annexure-II).

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#### (a) Books

- Scanning of books and converting it into multiple formats- Full Search PDF, PDF-A, PDF-UA, HTML, OCR generated Word file, .mobi, epub and any other format needed for the creation of e-book.
- 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.
- Cleaning, cropping and other necessary enhancements of scanned pages, making their density uniform and aesthetically pleasing as required for an e-book and in as the pre-final copy for printed books. The DPI of the PDF version should be at least 300 DPI and higher as required for 100 % OCR or other reasons.
- The digitalized version of the books should be able to be read on multiple platforms such as android, windows, linux, symbian, Mac OS, ipad, and any other popular platform and digital device that may be needed to make it widely available to readers.
- Creation of E-books with all the standard facilities of e-book in epub, .mobi and other popular formats to be made available on it- such as full text searchability, notes and highlighting, referencing and hyper-linking of text to the index and vice versa, footnote and end note linking etc. as per industry standards for e-books.
- UNICODE fonts should be used for Hindi and Regional languages. If in case of some language, UNICODE font is not available, the font to be used would be determined in consultation with Publications Division within the same cost.

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**(b) Employment News (EN)**

The purpose of the Digitalization of the Employment News (EN- English) is to have an archive of EN to help in the retrieval of required information as and when needed. The issues of EN will eventually be put up on the website of EN to facilitate sale of e-copies on the web.

In this connection the scope of work would be as follows:-

- Scanning of the copies of EN. The pages of EN are of approximately 42 cm x 28 cm.
- The scanned digital copies should be cropped, its resolution enhanced, density made uniform, dust and specks removed and similar actions done to give it a neat, readable and professional look.
- Converting them into searchable full search PDF, PDF-A, PDF-UA and HTML formats. The Digitalization of EN is to be done item-wise.
- The search should be capable of permitting search by issue, advertisement number, name of the organization, date of publication, post etc. as specified by the department. Keywords for search will have to be identified and linked with individual items.
- The individual items may be digitalized in a format that is possible to be used for any standard Journal Management System.

**6. Other Specifications**

**Books**

- (I) The final digitized copy should have no distortion or deviation from the original text and to do this all the necessary proof-reading and checking of text has to be done by the agency before giving the final digitized copy to the Publications Division.
- (II) Providing the files in the following formats- PDF (full search), PDF-A, PDF-UA, HTML, epub, .mobi, word (through OCR and any other technical means that may be necessary)
- (III) The e-book should be compatible to open on multiple PC platforms like windows, linux and Mac OS and also on mobile platforms like Android (jelly bean, ice-cream sandwich etc.), Windows, Symbian to provide maximum facility to the user to read our books on various devices that are popular in the market today.

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

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### Employment News

(V) Item-wise scanning of the copies of EN from 1976 onwards till 2012-13- EN is a weekly and hence approximately 2000 issues ( 52 issues per year for 37 years) of approximately 100,000 (at an average of 48 pages per issue) pages would need to be digitalized item-wise within 12 months.

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(VI) Cleaning, cropping and other necessary enhancements of scanned pages, making their density uniform and aesthetically pleasing. The digitized version should have a minimum 300 DPI resolution.

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(VII) Each item of EN would be required to be digitalized as a separate item with search facility as outlined earlier. Moreover, each issue of EN will have to be provided as a separate PDF and HTML file which should be keyword searchable. One combined file of all the digitized EN will also need to be provided separately in a hard drive.

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(VIII) The search should allow the individual to look for issues of EN according to year and date, issue number, organization, post etc. as specified by the EN-

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### 7. Scanning/ digitizing/ archiving:

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(a) The pages to be converted in requisite format will have to be cleaned and enhanced before scanning.

(b) The output should be provided in set of Hard Drives and DVDs. The raw data will also need to be provided. The hard drive and DVD should contain Raw Images and the final output, i.e. other enhanced, searchable PDF and other specified formats.

(c) The output should be of acceptable readability, accuracy, consistent in terms of tone and colour reproduction and use neutral common rendering for all images.

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(d) The scanner should have minimum of 300 DPI (dot per inch) optical responses or resolutions with not less than 8-bit Grayscale for EN or 24-bit Color (True color) for books.

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(e) Image Enhancement – Basic Enhancement, Raster cleaning, De-skew, De-Speckle Cropping, hole removal etc. shall have to be carried out on each images for optimum images clarity.

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(f) Digital images should be created up to a quality level that will facilitate OCR conversion.

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## 8. Eligibility Criteria

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

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a. Tender is open to all firms in India, 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.

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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, Sales Tax/VAT/Service Tax certificates.

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c. The agency should have been certified ISO 9001:2008 or similar other nationally or internationally recognised 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. 3 Crore (Rs. Three Crore)** during last three financial years (2010-11, 2011-12, 2012-13). (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).

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g. The company should have the required infrastructure 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 ownership).

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h. Joint bids or outsourcing or subletting of any nature/ third party would not be acceptable.

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i. The agency should give an undertaking that it has not been black listed by any Government or Autonomous/ Examining Bodies.

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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.

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## 9. Terms and Conditions

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a) The technical details may please be submitted in Annexure-I and rates in Annexure II.

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b) The agency to which the work is allotted will be required to deposit 10 percent of the total amount payable to it for the work as a performance guarantee in the form of a Bank Guarantee.

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c) The tender form can be purchased from the office of Publications Division by paying an amount of Rs.1,000/-, separately either in cash or DD in the name of Deputy Director (Admn.), Publications Division, Soochna Bhawan, 1<sup>st</sup> Floor, New Delhi. The form can be downloaded from the website of Publications Division (publicationsdivision.nic.in) and payment made at the office of the Publications Division by cash/DD.

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d) The company participating in the bid process will have to pay an earnest money of Rs.1,00,000/- (Rupees One Hundred Thousand only) in the form of Demand Draft drawn in the name of Additional Director General, Publications Division, New Delhi.

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e) A duly constituted committee of the Publications Division would examine the technical bids and see presentation by the bidders. It may also decide to physically inspect the premises of the company and verify the claimed machinery, computers, scanners etc.

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f) The financial bids of only those agencies shall be opened who are found eligible by the duly constituted committee after due examination of the technical bids as detailed at 9 (e) above.

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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.

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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.

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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 Addl. Director General, Publications Division, which shall be binding on the agency.

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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 EN 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 unauthorised person, agency etc.

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m) The Publications Division reserves the right to reject any or all the tender without assigning any reasons.

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n) The decision of the Addl. 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) However, in case dispute is not resolved by mutual understanding, the matter may be referred to the International Centre for Alternative Dispute Resolution, Plot No.6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070 and its decision shall be final and binding on both parties.

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p) 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.

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q) 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.

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r) 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.

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s) 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.

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t) The scanning solution should provide support for automatic document quality analysis so that any bad quality document is not accepted as the final output.

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u) 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.

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v) The company will not keep any data relating to this project after completion of the project.

w) 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.

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x) 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. In that case, the cost of electricity shall be charged to the company. The agency shall be responsible for preparing the documents for scanning/ digitization purpose. The copies of books/ Employment News 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.

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y) 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. L-1 shall be decided on the overall cost to the government.

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**10. Penalty Clause.**

10.1 In case of delay in achieving the desired outputs or poor quality of work, damages @ 2.5% of the contract value will be deducted per month.

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10.2 All disputes shall be subject to the jurisdiction of Delhi Courts.

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

Note:- Attach performance Certificate from the organisation 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:

**3. Detailed Project Report**

Please attach [a detailed project report](#).

**4. Have you ever been debarred by any Ministry/ government body/autonomous organisation / 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)**

<b>Job</b>	<b>Amount</b>	<b>Detail of Bank/DD no. etc.</b>
Earnest money for the Job	<b>Rs. 1,00,000/</b>	
Cost of Tender Form	<b>Rs. 1,000/</b>	

**Certified that all the terms and conditions of this TENDER are accepted by us.**

**Authorised Signatory**  
**(With full name, Designation and stamp)**

**Contact Person : .....**

**Off: Telephone No.: .....**

**Email Address:**

**Mobile No.: .....**

**Web Site :**

**Publications Division**  
**Ministry of I & B**  
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**FINANCIAL BID**

**A. Creation of Digital Archives and E-book for Books of Publications Division and Employment News**

NOTE : TO BE SEALED SEPARATELY. RATES FOR THE WORK INDICATED IN THE TENDER

**Rates must be quoted inclusive of all taxes**

The bidders are required to quote their rate for the entire job of scanning, digitization of documents and creation of e-books including all the activities such as preparing documents for scanning/digitization, Hardware/ Software/ Transport/ Manpower/ UPS, System Analysis and designing or any other charges. The rates so quoted (in column 3 of table will be used for calculation of the lowest bidder) should be inclusive of all taxes. The rates need to be quoted separately for books and Employment News as per the columns given below-

1	2	3
Sl. No.	Activity	Quoted Rates
1.	Cost for creation of E-book (ENGLISH) at per page rate (Inclusive of all Taxes etc.), inclusive of all processes like scanning, cleaning etc.	
2	Cost for creation of E-book (HINDI and REGIONAL LANGUAGES) at per page rate ( Inclusive of all Taxes etc.), inclusive of all processes like scanning, cleaning etc.	
3	Rate per page for Digitization of Employment News (ENGLISH) (Including Cleaning, Scanning, Conversion to PDF and other formats and item-wise search) ( <b>Page size-42 cm x 28 cm</b> )	

**\* Lowest bidder would be calculated separately for E-book of books and digitisation of Employment News.**

**\* Based on the rates quoted by the Lowest bidder, payment would be made on pro-rata basis.**

**\*\* Use extra sheet for description, if required.**

(Cont'd..B)

**B. Rates for Creation of E-book from the digitised copy  
Provided by Publications Division**

(i.e. for which no cost of scanning, cleaning etc. is to be incurred). This rate would be used to make payment for those items for which digital material would be provided to the agency.

Sl. No.	Item	Rate
1	Cost for creation of E-book (ENGLISH) at per page rate (Inclusive of all Taxes), for which digitalized material will be provided by the Publications Division and for which no scanning, cleaning etc. would be required.	
2	Cost for creation of E-book (HINDI and REGIONAL LANGUAGES) at per page rate (Inclusive of all Taxes), for which digitalized material will be provided by the Publications Division and for which no scanning, cleaning etc. would be required.	
3	Per page rate (inclusive of all taxes) for item-wise digitalisation of EN ( <u>ENGLISH</u> ) for which digitalized material will be provided by the Publications Division and for which no scanning, cleaning etc. would be required.	

**Certified that all the terms and conditions of this TENDER are accepted by us.**

**Contact Person :** .....

**Off: Telephone No.:** .....

**Email Address:**

**Mobile No.:** .....

**Web Site :**

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