

F.No.1-5/2023 Publication
Central Hindi Directorate
Min. of Education
Deptt. Of Higher Edu.
West Block-7
R.K. Puram, New Delhi-66

**Invitation of Quotations for Typesetting of Publications
in English, Hindi, Indian languages and foreign languages**

Background

The Central Hindi Directorate (hereinafter CHD), was established on 1 March 1960 by the Government of India under the Ministry of Education, 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. The activities of the CHD towards its objectives include conducting Hindi correspondence courses, publishing books, dictionaries, periodicals, self-taught books etc. The CHD is interested in preparing a panel of typesetters for its publications in various Indian and foreign languages.

Proposal

The CHD brings out its publications in different Indian languages (as listed in the VIIIth Schedule of the Constitution of India), as well as in many foreign languages. Publications of the CHD include books in single language, bilingual dictionaries, tri-lingual dictionaries, multi-lingual dictionaries, definitional dictionaries, vartalap pustaks, swayam shikshaks pustaks journals, Correspondence Course material like lessons and response sheets, etc. The CHD is inviting tender for typesetting (DTP) work which may also contain Greek symbols / mathematical signs / diacritical marks etc. Some of the books may carry pictures photos / illustrations / graphics / drawings etc. Publications may be of various sizes depending on the nature of each publication - whether it is monolingual or bilingual. Similarly, layout of the book may also vary with single column or double column, depending on the languages and size of the books. The typesetter may also provide the cover design of the book. Hence, the typesetters should be capable enough to undertake jobs in various languages, and deliver within the stipulated time. After completion of the job, they should also provide the soft copy of the works in respective formats like Page Maker, Corel Draw, In design, Photoshop, etc. (Please read the Terms & Conditions given in Annexure-C of the Tender)

Scope of Works

The sizes of the publications range from Demy Octavo (1/8 Demy), Crown Quarto (1/4 crown) and Demy Quarto (1/4 Demy). While most of the jobs will be given for the printing purpose only, a few publications may also be required in a format suitable for uploading in the website and for preparing e-books, and so they may be needed in Unicode fonts. While typesetting in computer, shifting between languages English and Hindi could be easier while shifting between Hindi and regional language could be tougher. Hence, before filling the Tender documents, please read the nature of the jobs given elaborately in each column. Those who want to know more about the nature of the publications may visit the CHD office in any working day with prior appointment and see the sample books to get clarified themselves. Typesetters who are interested to empanel themselves and capable of fulfilling the needs of the CHD are requested to duly fill the Quotation and other documents in the Tender.

Earnest Money Deposit (EMD)

Successful Typesetters (firms) will have to pay Rs. 15,000 (Rupees fifteen thousand only) as Performance Guarantee by way of Banker's Cheque/DD/Pay Order in favour of the Director, Central Hindi Director, payable at New Delhi.

The sealed quotations may be addressed to the Deputy Director(Printing), Central Hindi Director, West Block 7, Ramakrishna Puram, New Delhi - 110066 super scribed on the envelope "Quotation for Empanelment of Typesetters". The Quotations should be submitted latest by 08/10/2024 by 5 P.M. and these will be opened on the same day at 5:30 P.M.

Typesetters or their authorized representative may be present if they so desire at the time of opening of the Quotations.

Please read the Terms & Conditions given in Annexure-C of the Tender.

Eligibility :-

1. The Firm should have at least three years experience in the concerned field.
2. The Firm should have PAN /VAT/TIN/GST and a copy should be enclosed.
3. The desired information should be duly filled and submitted according to the Annexure-A, i.e. Company Profile; and Annexure - B, Quotation of the Tender Form.
4. The Bidder Shall not have been blacklisted by any Department/Ministry of the Government of India/State Government/ P.S.U.s/ reputed Education institutions.
5. The Bidder should have successfully executed at least three works of similar nature to Central/State Govt Department/Organizations/ Reputed Educational Institutions in the last three years. Copies of these Work orders should be enclosed with the technical Bid.

Note: It is required that company profile/technical bid and financial bids are submitted in separate envelopes.

TENDER FORM

Annexure-A

Company Profile

1. Name of the Company
2. Year of establishment
3. a) Address
b) Phone No.
e) Mobile No.
- 4 No. of branches, if any, and address
5. Technical Facilities available
 - a) No. of Computers/ laptops
 - b) Scanner
 - e) Printer
 - d) UPS
 - e) Internet Connection
 - f) Languages Available
6. Manpower available
7. Similar projects undertaken
8. Important Clients
9. Latest financial turnover
10. Any other relevant information viz. :
Registration / PAN No/GST No. etc

TENDER FORM

Annexure - B

Quotation

No.	Details	Rate for different sizes of books(per page)		
		5.5"x8.5" 1/8 Demy	7.25"x9.5" ¼ Crown	8.5"x11" ¼ Demy
	Nature of works			
1	Typesetting of books in Single Language-English-running text			
2	Typesetting of books in Single Language-Hindi-running text			
3	Typesetting of bilingual books (like varthalappustaks)-English & Hindi –simple running text			
4	Typesetting of bilingual books (likeswayamshikshaks) in- English & Hindi -running text with transliteration			
5	Typesetting of bilingual books (like swayamshikshaks) - Hindi& anyIndian language-running text (normal left to right)			
6	Typesetting of bilingual books (like varthalaps, Swayam Shikshaks) in- Hindi& anyIndian language-running text with transliteration (normal left to right)			
7	Typesetting of bilingual books (like varthalaps, Swayam Shikshaks) in- Hindi& anyIndian language-running text (left to right and right to left like Kashmiri / Sindhi / Urdu)			
8	Typesetting of bilingual books (like varthalaps, swayamShikshaks)in - Hindi& anyIndian language-running text with transliteration (left to right and right to left like Kashmiri / Sindhi/Urdu)			
9	Typesetting of bilingual dictionaries – English & Hindi			
10	Typesetting of definitional dictionaries - English & Hindi (English entry with its Hindi equivalent and a few line explanation in Hindi)			
11	Typesetting of bilingual dictionaries - Hindi & any Indian language (left to right)			
12	Typesetting of bilingual dictionaries -Hindi&any Indian language (right to left)			
13	Typesetting of definitional dictionaries with grammatical notes - English & Hindi (English entry with its Hindi equivalent and a few line explanation in Hindi)			

14	Typesetting of definitional dictionaries with grammatical notes-Hindi & any Indian language (Hindi entry, with its language equivalent and a few line explanation in target language)			
15	Typesetting of bilingual dictionaries- Hindi&any foreign language (left to right)			
16	Typesetting of bilingual dictionaries- Hindi & any foreign language (right to left)			
17	Typesetting of trilingual dictionaries-English-Hindi& any Regional Language (left to right).			
18	Typesetting of trilingual dictionaries-English-Hindi& any Regional Language (right to left).			
19	Type setting work of Trilingual dictionaries. English-Hindi & any other forgin languages Left to Right			
20	Type setting work of Trilingual dictionaries. English-Hindi & any other forgin languages Right to Left			
21	Typesetting of bilingual books (like dictionaries) in-Hindi& anyIndian language -in tabular format			
22	Typesetting of bilingual books (like dictionaries) in-Hindi& anyIndian language (right to left like Kashmiri, Sindhi, Urdu)-in tabular format			
23	Book cover designing (front and back)			
24	Typesetting of bilingual Lessons, Response sheets, Question papers in Hindi-English, Hindi-Bangla, Hindi-Tamil, Hindi Malyalam for correspondence course students.			

- a) Additional charges for mathematical/diacritical fonts %
- b) Additional charges for tabular matter%
- c) Additional charges for images scanning and placingper image
- d) Additional charges for extra printouts above 3 printsper page
- e) Additional charges for print in butter paper per page
- f) Charges for providing the completed work in CD...per CD
- g) Charges for providing the completed work in PEN DRIVE per Pen Drive

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

Annexure-C

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 L-1 among the quotations.
4. The CHD may also make a panel of typesetters taking into consideration the lowest rates and agreeability of typesetters for working on such rates.
5. The successful typesetter is required to submit an amount of Rs. 15,000/- 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. Manuscript supplied by the CHD may be in handwritten / type written format. In dictionaries, the CHD will provide the matter in alphabetical order and there may be minor shifting of entries according to alphabetical order. Images/photos, if any, would be provided by the CHD. All the original material will have to be returned to the CHD along with completed job.
9. Two prints should be given as proofs and third print will be considered final. All corrections marked by CHD will have to be carried out by the typesetter. Laser print should be provided printed in reasonably quality paper. Additional charges for any extra prints beyond the three printouts may be mentioned in Point (b) of the Quotation.
10. Some of the jobs may require mathematical/scientific/diacritical fonts and additional charges for such jobs be mentioned in Point (a& c) of the Quotation.
11. The font size to be used may vary according to the nature of the publication as well as the language. For quoting purpose, typesetters may note that the normal font size should be equivalent to 11 pt Times Roman with default spacing in between lines / words. Typesetters should not use extra spacing to increase the page numbers. On getting an order, a few pages of sample prints according to the layout is to be provided to the concerned officer and the font size/spacing/layout etc should be followed according to the instruction.
12. On completion of the job, the typesetter should provide the soft copy (Open files and PDF, and wherever possible in MS Word files) of the work in a CD/DVD/PEN DRIVE along with the font: used for the book. The CD/DVD/PEN DRIVE should be mistake-free.
13. The typesetter shall complete assigned work in all respects within stipulated time period. Failure to abide may attract forfeiture of the Performance Guarantee paid.
14. While most of the jobs will be given for the printing purpose and online, jobs will be given for printing purpose and online publication that may be required in a format suitable for uploading on the website. Also with the CRC, the soft copy may have to be supplied in a format suitable for preparation of e-version (e-book). The type setting is to be done using the Unicode font.
15. The CHD reserves the right to refuse to accept unsatisfactory jobs.
16. In case of non-adherence of the said terms and conditions by the typesetter, the CHD reserves the right to cancel the agreement without assigning any reason.
17. The decision of the Director, CHD will be final in all matters. In case of any dispute, the opinion of the Government may be sought for and such decisions will be final.
18. The Director, CHD reserves the right to alter, delete, or amend any conditions of the Tender without assigning any reason.
19. The Quotations may be cancelled without assigning any reason.
20. The jurisdiction of all judicial disputes shall be in Delhi.