

Notice

Inviting Quotations For

the empanelment of a typesetter to carry out typesetting/reformatting work on a composed InPage file and its conversion from InPage to EPUB format with the rate of conversion.



National Council for Promotion of Urdu Language
Ministry of Education,
Department of Higher Education
Farogh-e-Urdu Bhawan
FC - 33/9, Institutional Area,
Jasola, New Delhi - 110025

Introduction:

The National Council for Promotion of Urdu Language (NCPUL) is an autonomous body under the Ministry of Education, Department of Higher Education, Government of India, set up to promote, develop and propagate Urdu language. In its capacity as the National Nodal Agency for the Promotion of the Urdu Language NCPUL is the principal coordinating and monitoring authority for the Promotion of the Urdu Language and Urdu Education, as part of its various activities, NCPUL has developed 'eKitaab' software and offers NCPUL publications in ePub format free of cost to users.

1 Instruction to Bidder

1.1 Notice Inviting Quotations

NCPUL invites quotations for the empanelment of a typesetter to carry out typesetting/reformatting work of composed InPage file and its conversion from InPage to EPUB format.

Name of Work	Typesetting and reformatting of composed InPage file, and its conversion to ePub format.
Quotation Submission	Quotations can be submitted by registered post or by hand on before 17:00 hours on 17/07/2023 at Farogh-e-Urdu Bhawan FC - 33/9, Institutional Area, Jasola, New Delhi - 110025 No.

In case any further detail is required, the same can be collected from the Web & LT Section.,NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 or call (**Tel. No.: 011-49539075**) on any working day (Monday to Friday) Between 10.30 am to 05:00 pm

From:
Director,
NCPUL, New Delhi

Scope of Work

The bidder is responsible for performing the following tasks:

1. Use preferably the latest version of InPage software and an EPUB conversion tool that fully supports Unicode, including Urdu and Hindi fonts.
2. Creation of a reasonable style sheet that includes styles for Chapter/Lesson, Heading, and Subheading in the file.
3. During the process of opening an old InPage file in the latest version of InPage software, it is possible that the text may undergo changes or variations. Therefore, opened file should be carefully reviewed line by line to ensure the accuracy and integrity of the content.
4. Table of Contents should be applied in the following manner:
Go to the format menu and select the paragraph, open the dialog box paragraph preference, and look for the option "Table of Content" to Click the Check box " Additionally, click the check box "Keep Together" option. Use the "Break Page" option.
5. Conversion of footnotes to endnotes properly. Make sure to number the endnotes sequentially and link them to their respective references in the text.
6. Images should be inserted in the following manner:
"Insert" menu and selecting the "Picture" option. Open dialog box Import the picture and resize and position it within the page margins, ensuring it doesn't overlap with the text.
7. For removal of the table, following steps should be followed:
Go to the "Insert" menu and choose "Table to Text." Select the "Convert option: Paragraph" and avoid using tabs. After converting, remove any blank spaces and ensure the content is in plain text format.
8. Retype any non-Unicode text in the respective Unicode language (e.g., Arabic, Persian, or Hindi) to ensure proper rendering and compatibility.
9. Nastaliq font used for Quranic verses in any file, should be replaced with appropriate Arabic font.
10. After typesetting and reformatting the content, following guidelines are to be followed while using the EPUB converter tool.
 - 10.1 During the EPUB conversion process, it is essential to create appropriate EPUB metadata of the following:
Title, Author, Publisher, Publication Date, Language, Description, Subject, Keywords, Using quality JPG images for Front Cover, Title Page, Copyright Page.
 - 10.2 Check the correct positioning of punctuation marks. Make sure that punctuation marks, such as inverted commas, colons, and brackets, are accurately represented in the converted file.
 - 10.3 Check the proper placement of line breaks. Ensure that line breaks are correctly positioned at the end of paragraphs
 - 10.4 Verify the alignment of English and Hindi text. Make sure that the text is properly visible and aligned from left to right.
 - 10.5 Use the latest EPUB checker to validate all EPUB files. This will ensure that the files are error-free and comply with EPUB standards.

Term & Conditions

1. **Finalization of rates:**Quotations received from agencies/companies will be finalized on the basis of L-1 rate (lowest rate) and acceptance submitted by the successful bidders.
2. **Quoted Amount:** The Quoted amount must be inclusive of all the taxes, whatsoever. Prices quoted should be inclusive of all charges like Sales Tax/VAT, GST, Excise Duty, Insurance, Technical Service/Installation charges etc. No other charges/taxes/levies shall be payable.
3. **Experience Requirement:**The bidder must have experience in Urdu/Arabic typesetting work/Conversion of Urdu books to EPUB files for universities, educational institutions, and publishing houses. Documentary proof of experience is to be enclosed with the bid.
4. **Non-Blacklisting Undertaking:** The bidder should provide an undertaking (**Annexure - C**) stating that they have not been blacklisted/ debarred by any government, autonomous/examining bodies, publishing houses, or corporate bodies.
5. **No Joint Bids or Outsourcing:** Joint bids, outsourcing, or subletting of any nature or involving third parties will not be acceptable.
6. **Registration and Other Documents:** The Registration number of the firm/ Agency along with the CGST/SGST No. allotted by the Tax Authorities, PAN number, TIN number and copy of last year Income Tax return filed should be attached with the technical bid, failing which Tenderer's bid would become invalid and same shall be rejected.
7. **Earnest Money Deposit (EMD):** The bid must be accompanied by a refundable EMD of Rs. 10,000/- (Ten Thousand Rupees Only) in the form of a Demand Draft in Favor of '**Director, NCPUL**', payable at New Delhi.
8. **Custody of Books:** The bidder is responsible for keeping the digital versions of the books in safe custody as the books are the property of the NCPUL.
9. **Sufficient and Qualified Staff:** The agency must have sufficient and qualified supervisory staff, technical staff, typesetters and proofreaders to ensure satisfactory e-book creation services for the NCPUL. The NCPUL reserves the right to visit the bidder's office for verification before awarding the contract.
10. **Infrastructure Requirements:** The bidder should have the necessary infrastructure, including the desktops/laptops, UPS, printers, and other hardware equipment. The agency must have genuine and up-to-date latest Urdu software for formatting InPage files and creating EPUB files.
11. **Work Specifications:** Printed title will be treated as a specimen for comparison of the Pub output. In case any work is not specifically mentioned in the tender document, it should be carried out according to the directions provided by the NCPUL or its authorized representative.
12. **Payment Terms:** Payment will be made after the satisfactory completion of the assigned work. The bidder should raise an invoice after verification and acceptance of the converted EPUB books by the NCPUL. No advance payment will be released by the NCPUL.
13. **Final Submission:** If the created eBook created does not meet the specifications mentioned in the work order/ agreement the work will need to be done again. No extra payment will be made for this. Not more than 10 errors will be acceptable in 100-page books.
14. **Office Location:** The bidder should have a registered Branch office in Delhi/NCR.
15. **Right to Accept or Reject Bids:** The Director (NCPUL) reserves the right to accept or reject any bid without assigning any reason.

- 16. Agreement Cancellation:** In case of non-adherence to the terms and conditions by the bidder, the NCPUL reserves the right to cancel the agreement without assigning any reason.
- 17. Contract Duration:** The contract shall be valid initially for a period of one year from the date of the signing of the agreement, which may be extended at the discretion of the NCPUL in consultation with the bidder.
- 18. Submission of Bids:** Quotations must be submitted in two separate sealed envelopes. The first envelope, labeled "TECHNICAL BID," should contain the technical specifications in the prescribed format (**Annexure "A"**) and related solutions offered, along with experience in related field literature, pamphlets, drawings, etc. The second envelope, labeled "**FINANCIAL BID**," should provide only the price in the prescribed format (**Annexure "B"**).
- 19. Envelope Submission:**
Both envelopes should be sealed separately and placed in a single sealed larger envelope. The larger envelope should be prominently labeled with the heading "**Quotation for Typesetting and ePuB Conversion**" should be addressed to:

**Director,
National Council for Promotion of Urdu Language (NCPUL)
Ministry of Education,
Government of India
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area,
Jasola, New Delhi – 110025**

- 20. Validity of the bid:**
The tender shall be valid for a period of 90 days from opening of the Technical Bid.
- 21. Force Majeure:**
All disputes, differences and questions arising out of the contract, in any way touching or concerning between NCPUL and Tenderer will be referred to the committee nominated by the Director, NCPUL or any person appointed by him. In failure, the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try the dispute.
- 22. Compliance with Terms and Conditions:** The bidder will have to strictly follow all the terms and conditions mentioned in the Biddocument.

Technical Bid Form

(To be submitted separately in a sealed envelope with acceptance of Term and conditions and scope of work)

It is essential to fill all columns of the application. Each page of the application form is to be signed and stamped by the authorized signatory. Attach separate sheets required.

S.no		
1.	Name of the Company/ Agency	
2.	Registration	
3.	PAN/GST/ TIN	
4.	Registered Address: Contact details: Email:	
5.	Experience in Urdu/ Arabic typesetting work/ conversion of Urdu/ Arabic ePub work (Attached documentary evidence)	
6.	No. of available qualified supervisory staff, technical staff, typesetters, and proofreaders. (Please attached separate sheet having details of available staff)	
7.	No. of Original Inpage Software indicating version available with the Company/Agency	

**Signature of the Authorized Signatory
(With stamp)**

FINANCIAL BID FORM

(To be submitted separately in a sealed envelope)

Financial Quotation for Council's Composed Books Typesetting & ePub Conversion Services

Dear Sir,

I/We have understood and agreed the instructions and the terms and conditions mentioned in the tender Document and have thoroughly examined and are fully aware of the scope of work required. We are hereby submitting our "Financial Quotations" as per the prescribed format.

S.no	Category	Rate per word (in Figures) inclusive of all taxes	Quoted Rate (in words)
1	Rate for typesetting and conversion of the composed books from InPage to EPUB format, as per the instructions in the Document.	Rs _____ Per word	

For and on behalf of:

Signature:

(Authorized Signatory)

Name of the Person:

Designation:

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

UNDERTAKING REGARDING BLACKLISTING / NON-DEBARMENT

Director
National Council for Promotion of Urdu Language (NCPUL)
Ministry of Education
Government of India
Farogh-e-Urdu Bhawan, FC-33/9,
Institutional Area, Jasola
New Delhi – 110025

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For -----

Authorized Signatory

Date: