



GOVERNMENT OF KARNATAKA
DEPARTMENT OF PUBLIC INSTRUCTIONS
KARNATAKA TEXT BOOK SOCIETY®

2nd Re - Tender
(2-Bid System)
through e-procurement portal

For the Digitization and converting text books to EPUB3 format

Goods and services Contract Tender
2022-23

Managing Director ,
Karnataka Text Book Society ®
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Hosakerehalli, Banashankari 3rd Stage, Bengaluru-560 085
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SECTION-1



GOVERNMENT OF KARNATAKA
DEPARTMENT OF PUBLIC INSTRUCTION
KARNATAKA TEXT BOOK SOCIETY ®

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e-mail id : mdkpbs.tender@gmail.com

No:A8(3)/KTBS/epub3/ Tender/13/2021-22

Dated: 23.03.2022

Tender Notification

(e- Procurement portal)

Conversion of Digitized Text books published by Karnataka Text Book Society® Bengaluru, Karnataka to EPUB3 format

Karnataka Text Book Society is registered under the Societies Act 1960, functioning under the Department of public instruction, Karnataka Government invites bids under Two Bid System on Government of Karnataka, e-procurement platform from reputed agencies with proven competencies involved in providing solutions for conversion of digitized Text books in to EPUB3 format published by Karnataka Text Book Society®.

The agencies must be located within India and do comply with the terms and conditions mentioned in the tender document.

Detailed tender document is available in the e-procurement portal and also published for reference in the KTBS website : www.ktbs.kar.nic.in

E-procurement portal address : <https://eproc.karnataka.gov.in>

Portal Help line : 080- 46010000/ 22631200

The Bid has to be accompanied by a Bid security EMD(Refundable) and Tender processing fee should be paid through e-payments/ credit card/ direct debit (internet banking) or NEFT (National Electronic Fund Transfer).

Bids will be opened online through e-procurement portal. No separate intimation in this regard will be given individually. All the events will take place as per the bid Schedule.

Opening of bids will be on the following working day at the scheduled time in the event of the date specified for bid submission and opening being declared as a holiday for Karnataka Textbook Society.

The financial bids of only those bidders who satisfy pre-qualification criteria upon evaluation will be opened on specified date mentioned in tender document or on a date to be intimated later.

The opening of financial bid date mentioned above is only tentative actual bid will be opened only after finalization of technical evaluation. The date will be intimated on the e-procurement portal.

Tender accepting authority reserves all rights to accept or reject the tender in part or whole without assigning any reasons thereof.

Bid Schedule

- | | |
|---|------------------------------------|
| 1. Notification of the Tender | : 23.03.2022 |
| 2. Online availability of Bid document | : 23.03.2022 |
| 3. Last date of online availability of Bid document | : 30.03.2022 |
| 4. Pre-bid meeting | : 28.03.2022 03:00 PM, KTBS office |
| 5. Last date for the submission of Bids | : 30.03.2022 5:30 PM |
| 6. Technical Bid opening Date | : 01.04.2022 10:00 AM |
| 7. Financial Bid opening Date | : On or after 05.04.2022 |

Managing Director
Karnataka Textbook Society®
Bengaluru.

Brief Description

About Karnataka Text Book Society®

The Karnataka Textbook Society® herein after referred as `The Society`, which is registered under the Societies Act 1960, functioning under the Education Department, Government of Karnataka. The Society is wholly financed by the Government of Karnataka.

One of the objectives of the Society is to provide quality Textbooks, Work Books, Student Diaries, Note Books and other learning materials for the Students studying in classes from 1 to 12 across the state of Karnataka. Society is supplying materials in both sale and free category to the students as per the government policy.

Free textbooks are provided to classes 1 to 10 students of all government /Government aided schools as per the state policy. Text books are also provided to all students of Private unaided schools on payment basis.

This tender is for conversion of digitized Text books published by Karnataka Text Book Society® in to EPUB3 format, which is compatible to various eBook devices and platforms which intern helps all types of students specially to the child with special needs.

This tender contract is valid up to **28th February 2023** And extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis maximum by two more years.

Scope of Work

About 401 different text books available in different applications like PageMaker, In-Design, coral-draw, PDF format and also these books are available in hard copy. These books must be delivered in EPUB3 formats. It should be created as a generic EPUB, from the source provided by society. It is compatible to various eBook devices and platforms such as Amazon, iOS, Android, Kobo, Google play Books, Ingram Spark ,desktop etc.,

The Successful bidder shall extract text convert 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. Proof read each EPUB against the input text PDF/Print book for text accuracy. The EPUB has to be validated against the latest EPUB checker/as directed by society.

The entire work involved shall be implemented in a project mode. Every bidder is required to submit a detailed project Report/Methodology as to how they proposed to implement the project. The DPR should contain other things, the key milestones, activity schedule, monitoring mechanism etc.

The entire work shall be carried out under firm's custody and the firm should follow all safety regulations and take all measured to prevent damage/loss to the document.

The firm will keep the data related to the society, till the completion of the project. No data shall be removed without consent of the society. The firm should not keep any data after

completion of the project. All data related to the society must be handed over after expiry of contract.

The work will be open to periodical inspection by the officers of the society and the firm shall carry out any corrections/modifications suggested by the society.

The work involved in full or any part thereof, shall be carried out at the premises of the society if so desired. Space and electricity shall be provided by the society. 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 hard copies of books will have to be returned without damage to the office by the firm on its own expenses.

For ward of contract Lowest bid shall be decided on the overall cost to the society.

SECTION-2

Information to Bidders

Introduction

Contract validity

The contract period will initially shall be up to **28th February 2023** and it, is extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis maximum by two more years.

Contract Agreement

The successful bidder has to enter into an Agreement with the Managing Director, Karnataka Text book society®, Bengaluru, contract format is specified in **Appendix-11**

Schedule of requirement

Schedule of requirement is shown in **section-7**. Successful bidder is required to convert digitized textbooks in accordance with the quality specification mentioned in **section-6** and terms and conditions mentioned elsewhere in this document.

Payment

Upon satisfactory completion of the conversion of digitized Text books to EPUB format and successful upload of the same as per purchaser requirement, payments will be made to the contractor in accordance with the terms and conditions explained in this tender document.

Brief description of bidding process

The society is intended to follow a single stage, two bid processes for selection of the successful bidder for the notified project. The Bids to be submitted by the bidder shall comprise the following components i.e. Technical Bid and Financial Bid. Both shall have to be submitted online in the formats available in the e-procurement portal

Technical bid

Earnest money deposit (EMD) shall have to be paid package wise as prescribed. Wherever EMD paid is less than the prescribed amount and the financial bids are submitted for more number of packages, under such circumstances the financial bids of such number of packages will be considered for which the EMD paid is sufficient. Scanned images of all the Documents listed under **Secion-3** , **qualification criteria** of this document forms the technical bid

Financial Bid:

The Price Schedule which **forms** the Financial Bid shall be submitted online in the provided manner. **No additional document is to be uploaded in this regard.**

Tender notification and communication

Calendar of events are as shown in Tender Notification. The official communication from the society will be through e-mail. Official email id is mdktbs.tender@gmail.com should be considered for official communication.

General information

Bidders

The legal entity eligible for participating in this tender shall be 'The bidder', situated within India shall and shall have stipulated infrastructure mentioned in the document.

The bidder should have at least **1 year** of experience in providing Digitization services, developing journal and Book management system, Digital conversion and e-book creation. The form must have experience of creation of eBooks specially working with central/state or national level professional bodies or publishing houses in India providing similar services. At least **1 year** experience in similar field in reputed private/semi private firms also eligible for this tender.

The legal entity shall have valid license from authorities concerned/Govt. regulatory bodies to perform the related job, also shall have other legal and statutory registrations.

The tenderer shall have made annual turnover of at least **50%** of the value of the estimates of the packages for which bid is submitted in this tender, in the previous financial year i.e. **2020-21**. Turnover of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the Income tax authority or the Commercial Tax authority. The tenderer shall have positive Net worth in all the previous 1 financial year.

Any entity which has been debarred or blacklisted by Government, quasi government, PSU or Autonomous organisation or publishing house/corporate bodies and has not defaulted on any bank/financial institution loans in the past. There should not be any statutory dues or disputed liability would not be eligible to submit proposal. The bidder shall execute an undertaking to this office in this regard.

The bidder should be an individual entity and should submit their bids individually. More specifically, consortium of bidders is barred from participation in the tender.

Proposals and packages

There is provision to submit one proposal only by each bidder in the e-procurement portal and even if there is any opportunity for any bidder to submit more than one. It is not accepted by KTBS. Therefore, each Bidder shall submit only **one Proposal** in response to this Tender document. Any Bidder, who submits more than one Proposal, shall be disqualified and shall also cause disqualification of all the proposals in which such Bidder has participated.

A Bidder will be given an opportunity to bid in the order of his preference and they will be allotted packages as per his production capacity.

If any tenderer found to be L1 in packages more than their existing infrastructural capability shall be made eligible only to such number of packages whose load matches with the tenderer's production capacity. Such of the packages which are not awarded to the L1 tenderer shall be allotted to L2 tenderer/any other tenderer who has sufficient production capacity, after negotiating to match with the L1 rates. If L2 tenderer/any other tenderer do not

agree for the L1 rates, then the increase in the price shall have to be compensated by the defaulted L1 tenderer. So bidders are advised to quote as per the production capacity.

Right to accept or reject any of the proposals

The Purchaser reserves all the rights to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected bidder or bidders about the grounds for the said action.

If any information given by the bidder is found to be false / fictitious, the bidder will be debarred and will be blacklisted in such a situation the purchaser i.e. the society, may, invite the next lowest bidder or any other subsequent bidders. If no bidders of the particular package are available for entrustment any other bidder who is a participant of this tender will be considered to execute the contract at the same L1 rate; **OR,**

Take any such measure as may be deemed fit in its sole discretion including annulment of the bidding process.

Clarifications/amendments / addenda of tender document

Prospective Tenderer requiring any clarification on the tender documents may notify the Purchaser in writing or by e-mail to the Purchaser's mailing address, indicated in the Invitation for Tenders. The Purchaser will respond to any request for clarification of the tender documents which it receives in e-procurement portal or to purchaser official mail id not later than **3 days** prior to the deadline for submission of tenders prescribed by the Purchaser. Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be notified in the e-procurement portal.

At any time prior to the Proposal due date, the purchaser may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the Tender Document by the issuance of addenda, or corrigendum (or) both.

Any addendum or corrigendum (or) both thus issued will be hosted on the e-procurement portal. In order to provide the bidders a reasonable time to examine the addendum, (or) corrigendum (or) both for any other reason, KTBS may, at its own discretion, extend the Proposal due date.

Preparation and submission of proposal

Language

The Bid and all related correspondence are in Kannada/English. The tender document should be written in English language. Supporting documents and printed literature furnished by the bidder with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in English/Kannada language. Supporting materials, which are not translated into English/Kannada, will not be considered for technical evaluation and their bid will be considered as invalid. For the purpose of

interpretation and evaluation of the Proposal, The English/Kannada language translation shall prevail.

Bid security (EMD)

Each Proposal should be accompanied by a Bid Security i.e., Earnest Money Deposit (EMD). The Bid Security shall be kept valid for **at least 90 days**. In addition to the Proposal Validity Period and would need to be extended, if so required, for any extension in Proposal Validity Period.

EMD (Bid Security) and Tender processing fee should be paid through **e-payments, credit card, direct debit (internet banking) or NEFT (National Electronic Fund Transfer)**.

The Bid Security shall be returned to the unsuccessful Bidders within a period of Four (4) weeks from the date of announcement of the Successful Bidder. The Bid Security submitted by the Successful Bidder shall be refunded only after getting the confirmation of performance security from the concerned authorities.

The Bid Security shall be forfeited in the following cases;

- a) If the Bidder modifies or withdraws Proposal.
- b) If the Bidder withdraws Proposal during the interval between the Proposal due date and expiration of the Proposal Validity Period before the finalization of successful bidder.
- c) If the Successful Bidder fails to provide the Performance Security within the stipulated time or the extended time thereof.
- d) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
- e) On refusal to enter into contract after the award of contract.

Technical bid documents

Technical Qualification Submissions shall consist of the documents are mentioned in **Appendix-10**. Non-submission of any of the documents may lead to disqualification of the bidder and is at the discretion of Purchaser i.e. with the society.

Price proposal

Price Proposal is required to be submitted online in the formats available in the e-Procurement portal. The bidders can quote their lowest price per page for each title, which shall include all the activities including maintenance throughout the contract period applicable taxes and price shall be in INR rounded off to the last 2 decimals. The rates quoted in the e-procurement portal only prevail. The rates quoted shall be firm during the contract period and shall not be varied for whatsoever reason.

However any increase in the statutory levies will be compensated by the purchaser and similarly any reduction shall be to the credit of the purchaser.

Validity of proposal

Tenders shall remain valid for a period not less than ninety days (**90 days**) after the last date of tender submission. A tender valid for a shorter period shall be rejected by the purchaser as non-responsive.

Extension of validity of proposal

In exceptional circumstances, prior to expiry of the original time limit, the purchaser may request the Tenderers to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by e-mail. A tenderer may refuse the request. A Tenderer agreeing to the request will not be required or permitted to modify his tender, but will be required to extend the validity of his earnest money deposit for a period of the extension and in compliance.

Method of submission of proposals

The proposals shall be submitted online in the e-procurement portal in the prescribed formats only. Scanned copies of the same shall be uploaded where ever sought. The e-procurement portal itself will disqualify the improper and delayed Bids and KTBS shall assume no responsibility for any such eventualities.

Proposal due date

Proposals should be submitted on-line only and through the notified Government of Karnataka e-procurement platform before **17.30 hrs.** on the Proposal due date mentioned in the Bidding Schedule in the manner and form as detailed in this Tender Document. Proposals submitted in any other mode shall not be acceptable. **Purchaser** may, in exceptional circumstances, and for reasons to be recorded in writing, extend the Proposal due date, by issuing an Addendum in e-procurement portal only.

Modifications/substitution/withdrawal of proposals

Any modification, Substitution, withdrawal of proposal can be made by the tenderer only through the said e-procurement portal in the form and manner as provided within the last day and time specified for submitting the bid.

Evaluation of proposal

Proposal opening

KTBS would open the bids online in the e-procurement platform only. **KTBS** would subsequently examine and evaluate Proposals in accordance with the criteria set out in this Tender document. To assist in the examination, evaluation, and comparison of Proposals, **KTBS may utilize** the consultant(s) or advisor(s)

Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person not officially concerned with the process. **Purchaser** will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence. **Purchaser** will not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

Tests of responsiveness

Society 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. The society 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 the society. The decision of the society in this regard will be final and binding.

Purchaser reserves all the rights to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by **Purchaser** in respect of such Proposals.

Clarifications

To facilitate evaluation of Proposals, **Purchaser** may, at its discretion, seek clarifications in writing from any Bidder regarding its Proposal. No new documents will be considered for the evaluation.

Qualification submissions

The qualification and Submissions of the Bidders would first be checked for responsiveness. All Proposals found to be substantially responsive shall be evaluated as per the Qualification Criteria set out in **in this document**. Bidders who meet the qualification criteria shall be short-listed “**Qualified Bidders**” for further financial evaluation. The Price Bid of the Bidders who do not meet the Qualification Criteria shall not be opened. The Purchaser either himself or through his representative may inspect the factory premises of the bidder regarding the availability of the infrastructure facilities as per qualification documents submitted.

Qualified bidders

Bidders who are found to be acceptable as “*Qualified Bidders*” would be considered for evaluation in the next stage i.e., financial evaluation.

Proposal evaluation: price bid

Price Proposal of only the technically *Qualified Bidders* would be opened, after uploading the technical evaluation bid proceedings in the e-procurement portal and evaluated as per the procedure set out in **Section-4** to identify an *Eligible Bidder*.

Declaration of successful bidder

Purchaser may either choose to accept the Proposal of an *Eligible Bidder* or invite him for negotiations. Upon acceptance of the Proposal of the *Eligible Bidder* with or without negotiations, **Purchaser** shall declare the *Eligible Bidder* as the *Successful Bidder*.

Notifications

Purchaser will notify the Successful Bidder through e-procurement platform / e-mail / Letter of Offer (LoO) that his Proposal has been accepted.

Right to accept or reject proposal

Purchaser reserves all the rights to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the

bidding process, at any time prior to award of the Project, without liability or any obligation for such acceptance, rejection or annulment.

Purchaser reserves all the rights to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason. **Purchaser** reserves the right to reject any Proposal at any time if:

- a) A material misrepresentation made at any stage in the bidding process is uncovered;
- b) Non fulfilment of qualification criteria including capacity to execute the contract;
- c) The Bidder does not respond promptly and thoroughly to the requests for supplemental information required for the evaluation of the Proposal; will lead to the disqualification of the bidder.

If such disqualification / rejection occurs after the Proposals have been opened and the Successful Bidder gets disqualified / rejected, then **Purchaser** reserves the right to: declare the Bidder with second lowest Price Proposal/ Modified Price Proposal as the eligible Bidder and where warranted, invite such Bidder for negotiations; or, take any such measure as may be deemed fit in the sole discretion of **KTBS**, including annulment of the bidding process.

Any tenderer found to be L1 in packages more than their existing infrastructural capability shall be made eligible only to such number of packages whose load matches with the tenderer's production capacity. Such of the packages which are not awarded to the L1 tenderer shall be allotted to L2 tenderer/Any other tenderer who has sufficient production capacity, after negotiating to match with the L1 rates. If L2 tenderer/Any other tenderer do not agree for the L1 rates, then the increase in the price shall have to be compensated by the defaulted L1 tenderer. (**Note : The tenderers are required to quote only in accordance with their production capacity**)

Submission of acceptance letter and execution of agreement

Within **3 days** of issue of LoO, the successful bidder shall accept the LoO and return the LoA to the society, The successful bidder shall furnish a security deposit of **5% of Package value and additional performance security** as mentioned in the LoO and will sign the agreement and submit it to the purchaser, **within 7 working days** from the issue of LoO or within such further time as **KTBS** may agree to at its discretion

The person who has been provided the Power of Attorney as per **Appendix-1** may sign the agreement and any other document required. **The society** will promptly notify other Bidders that their Proposal has not been accepted and their Bid Security shall be discharged /returned as promptly as possible, within a maximum period of Four (4) weeks from the date of announcement of the Successful Bidder

Performance security

The successful Bidder shall furnish Performance Security in the form of an Irrevocable **Bank Guarantee** issued by a Nationalized bank or a Public Sector Bank in India or an Accepted Scheduled Bank in favour of "The Managing Director, Karnataka Text Book Society, Bengaluru", in the format prescribed in the tender document, in the stamp paper of prescribed value. or

Fixed Deposit Receipt pledged to “The Managing Director, Karnataka Text Book Society, Bengaluru”, or

Demand Draft wherein “The Managing Director, Karnataka Text Book Society, Bengaluru”, will be the beneficiary, for a sum equivalent to **5%** of the Contract value **plus additional security for unbalanced/under quoted tenders in accordance with Clause 25.5 of ITT and Clause-44 of the conditions of contract of standard document designed by government of Karnataka for this tender value**, separately for all the packages which may be allotted to the successful bidder **within 07 working days** from issue of Letter of Offer (LoO). The successful should submit the Letter of Acceptance (LoA) along with the performance security deposits which shall be valid till **31st March 2023**.

Failure of the Successful Bidder to comply with the requirements of **above** shall constitute sufficient grounds for the annulment of the LoO and forfeiture of the Bid Security i.e EMD. In such an event, **the society** reserves all the rights to take any such measure as may be deemed fit in the sole discretion of the society to get the procurement done by offering to L-2 bidder or any other best bidders of this tender whoever has the capacity to execute the job. Any loss in this process shall have to be borne by the defaulted bidder.

SECTION-3

Qualification criteria

Evaluation parameters

The Bidder's competence and capability is proposed to be established by the following parameters based on the document provided by the bidder as per **Appendix-10** of this tender document.

General, Statutory and Financial Qualification parameters

Purchaser will consider only documents uploaded by the bidders. If any certificates/Documents is in any other language provided that they are accompanied by appropriate translations of the pertinent passages in English/Kannada language. Supporting materials, which are not translated into English/Kannada, will not be considered for technical evaluation and their bid will be considered as invalid

SI No.	Qualification Criteria	Document to be Uploaded
1	The Bidder shall possess a valid GST registration as statutory requirement	GST registration Certificate
2	The bidder should have a permanent Account number (PAN) in the Income Tax Department which is a statutory requirement. It should be in the firm name for Private/Public Limited Company and it can be in the owner's name if it is Ownership Company.	Self-attested copy of PAN certificate.
3	The firm should have to submit Valid licence from the authorities concerned Govt./regulatory bodies to perform the related job	Self-attested copies of certificate to be uploaded.
4	The bidder should have ISO 9001:2008 or similar other nationally or internationally recognized quality certification in the relevant field	Submit Self attested certificate
5	The tenderer should have filed the GST returns as per law at least for the immediate preceding financial year	Annual GST returns filed for the financial years i.e. 2020-21 (GSTR-9)
6	The tenderer is required to be in business at the time of submission of the tender	Latest GST returns filed (GSTR-3B)
7	The tenderer is required to have filed the IT returns as per law at least for the preceding one Assessment years.	Acknowledgement of IT returns filed for the preceding three Assessment year i.e. 2021-22
8	The tenderer is required to have his own	Copy of Katha Certificate / Katha Extract

	office (Land and Building) either by ownership or on lease	with Latest Tax paid receipt /Sale Deed if the property is owned /Lease agreement: if it is taken on lease basis. The lease agreement shall be valid at least up to the contract validity period. Sale deed or Lease/ Rent agreement and other documents should be in the name of firm only ; weather it is proprietorship/ Private/Public Limited Company /Partnership. In support of ownership / Tenancy of infrastructure facilities like building shall be situated in India.
9	Details of machineries and licenses with respect to software and applications required for this project	Self-attested Appendix-8
10	Undertaking that the agency has not been blacklisted. Appendix-4	An affidavit on Rs.100/- stamp paper duly signed and stamped by notary stating that “ The firm has not been debarred or blacklisted by Government, quasi government, PSU or Autonomous organisation or publishing house/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 ”.
11	The tenderer shall have made annual turnover of at least 50% of the value of the estimates of the packages for which bid is submitted in this tender, in the previous financial year i.e. 2020-21 Turnover of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the Income tax authority or the Commercial Tax authority. The tenderer shall have positive Net worth in all the previous financial year.	Appendix-7 Along with Audited profit & loss account and Balance sheet financial statements of previous financial year ie. 2020-21
12	It is required to have clarity on the amount	Declaration for having paid the Bid security

	of EMD paid by the tenderer and the number of packages for which it would be sufficient It is essential for the purchaser to know the rate of GST included in the Price quoted to accommodate the tender in case of any changes in the rates of GST or if there is any change in the Govt. Policy	(EMD) package wise and Declaration about the rate of GST included in the rate quoted as per Appendix-9
13	Statement of experience: Declared by the tenderer himself to establish the main business of the Tenderer in the immediately preceding 1 year.	Appendix-6 certificate from the head of the unit where services were provided or work order and completion certificate should be enclosed.
14	Letter of proposal Appendix-2	To establish proposal validity period
15	Bidders details	On letter head are required to be uploaded as per Appendix-3

Infrastructure capability requirements

The bidder should have the required infrastructure such as Desktop/Laptops, UPS, Scanners, Printers and other hardware equipment's to carry out the work without interruptions. All software which is using to create eBook should be licensed. **Provide documentary proof**

Bidder shall have at least 2 high speed, high performance, high definition/resolution page scanners of its own capable of scanning 1/4th crown, A4,A5 and other size pages. **Provide documentary proof.**

Bidder must have sufficient and qualified supervisory staff, technical staff and proof readers to ensure these satisfactory e-book creation services to the society. If required the society may visit the bidder office for further verification to finalize the technical bids before opening of the financial bids.

SECTION – 4

Evaluation process

Technical evaluation

The evaluation of the Proposals would be carried out as follows:-

Test-of- responsiveness:

Society 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. The society 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 the society. The decision of the society in this regard will be final and binding.

Classification of Bids:

To assist in the scrutiny, evaluation and comparison of bids, the society 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.

Technical inspection and performance evaluation:

The society reserves its right to carry out a technical inspection and performance evaluation of short listed/all contractors. This may also include site visit of the current engagements of the contractors if necessary to establish to its satisfaction about the vendor's capacity to perform the tendered job.

Capability Evaluation: In this Stage the information of the Bidders relating to their experience, financial and infrastructural capability would be evaluated. Bidders meeting the experience, financial and infrastructure capability criteria as set out in this document shall be short-listed as “**Qualified Bidders**”.

Presentations and its evaluation: The bidder qualifying at technical stage would be invited for a presentation/interview for execution of work as required by the society as per the time slot allotted to the bidders. The presentation would be seen with respect to the requirement of the organization and layout plan.

Selection of design/presentation:

Approved committee of the society or the agency appointed by the society will select final design/presentation among the all technically qualified bidders as per requirements of the society. It is binding on the bidder/s to use same design/presentation.

Financial Evaluation:

This stage is called “*Eligibility*”. In this stage the Price Bid of the “*Qualified Bidders*” would be evaluated based on the evaluation criteria. For the Price bid. The L1 price bidder shall be declared as the “*Eligible Bidder.*”

Evaluation parameters

The Price Bids of ‘qualified bidders’ alone will be evaluated on the basis of ; Price proposals; Experience certificates issued by the administrative head of the unit where services were provided or work order and completion certificates issued in similar works.

Evaluation methodology

The financial bid evaluation will be done package wise;

The rates shall be quoted per page. Unit cost includes; the cost of conversion and other operations like maintenance till the validity period of contract and taxes applicable.

The conversion cost of each title in a Package will be calculated based on the number of pages of text books required to be converted and number of pages present in a title and the rate quoted per page for each title. Lowest Rate (L1 Rate) will be determined based on the lowest total cost of conversion of all the titles in that package. The Bidders shall be ranked based on the lowest quoted price proposal determined as above and the bidder with the lowest package value shall be ranked L1 and other proposals ranked in ascending order.

In case, the Price Bid of any Bidder does not comply with the aforesaid condition, the Purchaser may, at its, own discretion; reject such Proposal as non-responsive. In the event that two or more Bidders have been ranked L1, **the purchaser** may; Invite fresh Price Bids from such Bidders within time schedule as notified by the Purchaser. **OR** Consider technical evaluation report and the bidder who has higher technical capacity as assessed by the Purchaser. **OR** Take any such measure as may be deemed fit in its discretion.

Under the circumstances that any tenderer becomes eligible in more packages than their Capacity to execute the contract within the time fixed to complete the project, only such number of packages will be awarded as per their technical capacity. Such of the packages which are not awarded to the L1 tenderer shall be allotted to L2 tenderer/any other tenderer who has sufficient technical capacity, after negotiating to match with the L1 rates. If L2 tenderer/any other tenderer do not agree for the L1 rates, then the increase in the price shall have to be compensated by the defaulted L1 tenderer. So bidders are requested to quote as per their capacity.

If any of the packages are left unquoted, then Purchaser may, invite fresh Price Bids from qualified Bidders within time schedule as notified by Purchaser, **OR** Invite fresh open tenders or take any such measure as may be deemed fit in its discretion. The **successful Bidder** and **KTBS** shall proceed with finalizing the agreement.

SECTION – 5

General conditions of contract

Application

These General Conditions shall apply to the extent that they are not superseded by any provisions in other parts of the Contract.

Use of contract documents and information

The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof or any specification, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The Supplier shall not, without the Purchaser's prior written consent, make use of any document, source files or information's except for purposes of performing the Contract.

Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (in all titles) to the Purchaser on completion of the Supplier's performance under the Contract.

The supplier shall permit the purchaser to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the purchaser if so required.

Copyright

The firm shall be required to undertake full responsibility of the safe custody, proper care of the documents, data supplied by the society. The books are properties of the society. The firm will be responsible for the safe custody of the original documents/files and the digital version of the documents. So that they are not shared with any unauthorized person or firm. All rights to the work shall be reserved with the society. No part of the work may be reproduced, stored in retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of the society.

Performance security

Within **07 working days** from the issue of LoO, the Supplier shall furnish performance security and additional performance security. The performance security /additional performance security should be valid covering a period of up to **31st March 2023** and enter into an MOU with the society as per the contract form specified in **Appendix-5** of this tender document.

The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete any one of its obligations under the Contract.

The Performance Security/ additional performance security will be discharged by the Purchaser and returned to the Supplier after one month of the completion of Contract Validity, subject to the fulfilment of all performance obligations under the contract.

If in case the contract is extended, the performance security shall be submitted for the entrusted quantity of work.

In the event of any contract amendment, the Supplier shall, within 20 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract.

Failure to submit the performance Security/ additional performance security for the period specified above will constitute sufficient ground for cancellation of the contract and forfeiture of the Bid security deposit.

Payment

No advance payment will be released by the society.

The payment will be made after satisfactory completion of work. The invoice shall be raised at once by the firm.

List of Documents submitted along with the Bill/invoice which are mandatory to settle the Payment

1. Invoice bill in triplicate having bidders and KTBS GSTIN duly mentioned
2. Page approval by the society.
3. Copy of the Work order issued by the Purchaser
4. Copy of the Contract form.
5. Copy of the performance security/additional security if applicable
6. Title wise proof reading certificate submitted by contractor.
7. Acknowledgement of source materials returned to the society.

Change orders

The Purchaser may at any time, by written order given to the Supplier to make changes within the general scope of the Contract like designs or specifications, where books to be furnished under the Contract are to be specifically created for the Purchaser

Period of contract validity of tender

This tender contract validity is up to **28th February 2023** . It can be extended on satisfactory performance and mutual consent on same terms and conditions on yearly basis maximum by two more year. Rates quoted or accepted rates are valid for tender validity period.

Interpretation

If any question / doubt arise with reference to the interpretation of any provisions of the Tender Document, the interpretation /decision of the Managing Director of the Karnataka textbook society shall be final and binding.

Contract amendments

Subject to **change orders clause**, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

Assignment

The Supplier shall not assign to any other firms in whole or in part of its obligations to perform under the Contract, except with the Purchaser's prior written consent. Subcontract of work is strictly prohibited.

Delays in the supplier's performance

Delivery of the work shall be made by the firm is in accordance with the time Schedule specified by the purchaser, failure to do so will attract penalty. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery, the Supplier shall promptly notify the Purchaser in writing regarding the cause(s) and as soon as the receipt of the Supplier's request, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in such case the extension shall be effected by amendment of the Contract.

Except as provided under Resolution of disputes clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of Penalty/liquidated damages pursuant to Time schedule clause, unless an extension of time is agreed upon pursuant to revision in contract without the application of liquidated damages.

Penalty for the Delay in Supplies :

If the supplier does not execute the work as per the implementation schedule, penalty will be imposed at the rate of 2% per week for the first 2 weeks, 5% per week for the next 2 weeks and 8% per week thereafter for the delivered price of the delayed service or unperformed services until completion of the work, **if the purchaser decides to accept the services**. In any event the penalty will be limited up to a maximum deduction of **10% of the Contract Price**. However the purchaser reserves the right to cancel the contract at any time after completion of the execution period, after duly assessing the situation. This will not deprive the purchaser from initiating action as per tender **clauses**. **Part of the week will be considered as one week**.

Returning of source and other materials issued to the firm:

The bidder should safely return all the original materials in good condition before submission of final bill. The final bill will not be processed until the acknowledgement is produced for returning the materials.

Penalty for defective materials and quality deviations.

In case the digitization/eBook carried out is not according to the specification mentioned elsewhere in the document /work order, the work will have to be redone. If any defect is found or any report in this regard is received from the viewers, such defective pages/books , the agency shall have to rework on such defective files/pages **within 15 days** and will have to upload in the society website. No extra payment shall be made for such works.

However if this time exceeds the purchaser reserves the right to impose the penalty for such delay.

In maintenance period agency shall attend if any changes made to any title or page within 15 days from the date of information provided by the society.

While Calculating any penalty in case of default, or violation of any conditions of this tender total cost of a particular package including tax will be taken into consideration and penalty will be imposed.

Time Schedule

Conversion and related work should be completed within **Forty five days** from the next date of **issue of the Source file** and the agency shall submit the progress every week and as required by the Purchaser. Herein, non-compliance shall be construed as breach of contract terms.

Sl. no.	Timeline	Progress
1	Within 7th days from the handover of the source file	2%
2	Within 14th days from the handover of the source file	25%
3	Within 21st days from the handover of the source file	45%
4	Within 28th days from the handover of the source file	60%
8	Within 30th days from the handover of the source file	75%
9	Within 45th days from the handover of the source file	100 %

On 45th day files are completely tested and handed over to the society and shall be made available in the society website with 100% testing. Progress indicates completion of the titles. The eBooks must be delivered as and when ready in.

Tender inviting authority may extend the execution time based on the the progress made by the bidder after verifying the request submitted by the bidder.

The eBooks /scanned PDF shall be the property of the society and the firm will have to supply final data in hard drive to the society.

Scanned images should be created up to a quality level that will facilitate OR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index

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 society without damaging the content and without delay by the firm

Termination for default

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

1. if the Supplier fails to deliver any or all of the tendered materials within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser, or,
2. if the Supplier fails to perform any other obligation(s) under the Contract, or,
3. if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition.

In the event the Purchaser terminates the Contract in whole or in part, pursuant to clause termination for convenience, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, books or similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar books. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

Force majeure

Notwithstanding the provisions of delay in supply, time schedule, termination for default clauses, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For the purposes of this Clause, **"Force Majeure"** means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, Strikes and freight embargoes, sudden system breakdowns etc.

If a **Force Majeure** situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof through e-mail **within 24 hours of such events. The email communication shall be followed by report with documentary evidence to be sent to the Managing director KTBS within 3 days** from the date of occurrence of such event. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical

extent and shall seek all reasonable alternative means for effective performance of the contract in time. Not prevented by the *Force Majeure* event.

The price quoted by the bidder and accepted by the purchaser shall remain fixed and firm during the delay in performance or extended period during which Force Majeure was in existence. Force Majeure shall not have any bearing on the price quoted by the supplier in the tender.

Termination for insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

Termination for convenience

The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

The books that are complete within **15** days after the Supplier's receipt notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining tendered materials, the Purchaser may elect:

1. to have any portion completed and delivered at the Contract terms and prices; and/or
2. to cancel the remainder and pay to the Supplier an agreed amount for partially completed books by the Supplier.

Resolution of disputes

The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after **thirty (30) days** the parties fail to resolve their dispute or difference by such consultations, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the tendered materials under the contract.

Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in tender document.

Notwithstanding to any reference to arbitration herein;

1. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree, and,
2. The purchaser shall pay the supplier any money due, to their supply.

Limitation of liability

Except in case of criminal negligence or wilful misconduct, and in the case of infringement pursuant to clause copyright.

1. The supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay liquidated damage to the purchaser; and this exclusion shall not apply to any obligation of the supplier to pay liquidated damages to the Purchaser; and,
2. The aggregate liability of the supplier to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price.

Governing language

The contract shall be written in English/Kannada language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English/Kannada language.

Applicable law

The Contract shall be interpreted in accordance with the laws of the State of Karnataka. And any disputes shall only be addressed at the jurisdictional courts located in Bengaluru.

Notices

Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by facsimile or email and confirmed in writing to the other Party's address specified in Tender document. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

Taxes and duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, Octroi, road permits, etc., incurred until delivery of the contracted materials/goods to the Purchaser and the rate quoted in the e procurement portal shall include all the above costs.

Implementation of the contract

The Supplier, immediately after receiving the purchase order should begin the process for implementation of the Contract. Purchaser should collect source materials from KTBS or authorized officials by KTBS, arrangement of manpower, machinery, softwares/applications or any other requirements for the speedy execution of the work at his own cost and bearing entire investment from collection of source and other materials from the society to submission of converted files to the society. The Supplier further agrees to get proof reading of the content and other cross check procedures. Supplier shall adhere to the time schedule.

The purchaser may at his discretion extend the above time schedule if he desires so. However, supplier cannot claim this as matter of right.

The successful bidders should give Execution schedule in the agreement. The entire work should be completed *within Thirty days* from the next date **of issue of the source/ available files**.

Assigning of tender in whole or part

The Supplier shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any persons or body corporate for the execution of the contract or any other part thereof is permitted, without the written consent of the Managing Director, Karnataka Textbook Society® .

General points to be observed

The Commissioner for Public Instruction and chairman of Executive committee the Karnataka Textbook Society(R) and being a tender accepting authority, reserves the right to award the contract to more than one bidder and fix the number of packages to different bidders based on the financial, technical and service/production capability of the bidder.

Settlement of disputes

In case of Dispute or difference arising between the Purchaser and Supplier relating to any matter arising out of or connected with this agreement, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996, by a Sole Arbitrator. The Sole Arbitrator shall be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration/President of the Institution of Engineers (India)/The International Centre for Alternative Dispute Resolution (India). A certified copy of the appointment Order shall be supplied to each of the Parties.

Arbitration proceedings shall be held at Bengaluru, Karnataka, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

The decision of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be as determined by the Arbitrator and paid equally by the parties to the arbitration. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party themselves

SECTION – 6

Quality specifications

Standards

The digitized Text books supplied under this contract shall conform to the standards mentioned in the Technical Specifications and where no applicable standard is mentioned, the authoritative standard appropriate to the said work will apply.

Format

The eBook must be delivered in EPUB3 formats. File naming of the images, cover pages, preliminary pages, chapters and other matters etc. should be same as they are appeared in print PDF/ Text book. The file extension of HTML should be .xhtml. In the CSS and XHTML, Styles of the chapter titles, headings, lists, paragraphs, floating elements etc. should be same throughout the eBook.

EPUB files must be compliant with the EPUB3 format specifications: Types of EPUB files requested could be:

1. EPUB file with reflow able layout
2. EPUB file with fixed layout
3. 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.

File name

File format which is compatible to all the languages, various eBook devices and platforms must be delivered.

Body Text

The alignment of the body text must be as per the print PDF/ Text 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.
12. And any other relevant specification found necessary to enhance the good screen looks and compatibility.

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 e-pub container will be compliant to size limits so as to allow optimal reading on different devices.

Structure

The e-pub file must be created as per the print PDF/Text book and should be matched with the print PDF/Text 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 society 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 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 must be added as an individual item on the navigation panel.

The first item on the navigation panel must be in order – Cover page, Preliminary pages, Text pages and so on as per print PDF/Text book. Add “page” as suffix in NCX after the cover, Half titles, Title, and copyright. For ex. “Cover page”, “Half title page” etc.

Metadata

The EPUB file must include all required descriptive metadata and properties according to the latest version and requirements which are compatible to any platform.

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 [.....].jpg. It should be sized 1600 pixels wide on the shortest side, resolution as per standards applicable to this work.

Back cover

Back cover page should be embedded as image at the end of the eBook and added in navigation file with the name 'Back cover page'. In the case if back cover contains information, 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", other information 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 start from the title page.

Copyright page

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

Government of Karnataka Logo

Government of Karnataka logo should be legible and aligned as per the print PDF/book.

Preliminary pages including Index section

Indexes are set in body text, using indents to show hierarchy as per print PDF/book. Page references in index section should contain one-way links. Insert a line space between letter headings in index, where applicable.

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 "Back cover page". It should be added in navigation panel as the title "Plate section". Ask KTBS if needed.

Scan pages

In the case of hard copy, all scan pages should be return to KTBS as print – ready scanned PDF including printer marks/trim marks with the e-pub. 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 colour as they are appeared in the printed 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 colour identity, the chapter number and chapter header will be placed as text in the closest colour to the input colour.

In case of chapter title with strong graphical identity, an image representing the graphical identity will be placed in the centre just after the chapter number and chapter header, as KTBS 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 society, 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 society for the same.

Fonts

If needed, only licensed fonts are used to be embedded in the EPUB, ask Society for the same. Since many books are available in Hindi and other Indian Regional languages which may not typeset in Unicode font, for those books the text should be converted as Unicode text and then EPUB should be created form the Unicode text so that it can be open on any device, reader and platforms without embedding any fonts in the EPUB. Proof read 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 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, heading and sub headings, captions, list, 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 society 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.

Colours

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

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 society 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 society 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 colours 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 society. 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 , 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 (2em means 2 times the size of the current font) 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 society. 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. Anchoring shall be in Indian accent.

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 society by the contractor.

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

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

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 EPUB checker 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;

Payments will be cleared only after the submission of files and verification reports to the society. The society is free to impose penalty for the delay as well as quality deviations.

SECTION - 7

Schedule of requirement

Details of Packages

Sl. no	Package No	Language	Titles count	Approximate pages	Unit rate per page in INR	Estimated package value in INR	EMD
1	1	English	39	6422	50	321100	8028
2	2	Hindi	39	6384	50	319200	7980
3	3	Kannada	65	9936	50	496800	12420
4	4	Urdu	63	9038	50	451900	11298
5	5	Marathi	57	9872	50	493600	12340
6	6	Telugu	57	9568	50	478400	11960
7	7	Tamil	57	10058	50	502900	12573
8	8	Others	24	3487	50	174350	4359
Total			401	64765		3238250	80956

Bidder will be given an opportunity to quote maximum of 8 packages in the order of his preference. However the packages will be allotted as per their assessed production capacity. Capacity will be assessed based on the available machineries, availability of trained manpower and page conversion capacity per day.

List of titles needs to be converted to EPUB3 Language wise

(This is for bidder understanding only)

Package - 1 – English

Sl.no	Class	Title Name	Application	Pages
1	1	ENGLISH_READER	Indesign file	172
2	1	ENGLISH_READER_ACTIVITY_BOOK	Coreldraw	192
3	1	ENGLISH_PARISARA_ADHYAYANA	Indesign file	116
4	1	ENGLISH_EVS_BILINGUAL(ENGLISH AND KANNADA)	Indesign file	84
5	1	ENGLISH_MATHS	Indesign file	220
6	1	NALIKALI_ENGLISH WORKBOOK-1	Indesign file	108
7	1	NALIKALI_ENGLISH WORKBOOK-2	Indesign file	100
8	1	ENGLISH_EVS_BILINGUAL(ENGLISH AND URDU)	pdf	84
9	2	ENGLISH_READER	Indesign file	148
10	2	ENGLISH_PARISARA_ADHYAYANA	Indesign file	172
11	2	ENGLISH_EVS_BILINGUAL(ENGLISH AND KANNADA)	Indesign file	140
12	2	ENGLISH_MATHS	Indesign file	264
13	2	NALIKALI_ENGLISH WORKBOOK-1	pdf	196
14	2	ENGLISH_EVS_BILINGUAL(ENGLISH AND URDU)	Indesign file	140
15	3	ENGLISH_PARISARA_ADHYAYANA	Indesign file	248

16	3	ENGLISH_EVS_BILINGUAL(ENGLISH AND KANNADA)	Indesign file	250
17	3	ENGLISH_MATHS PART 1	Indesign file	164
18	3	ENGLISH_MATHS PART 2	Indesign file	148
19	4	ENGLISH_PARISARA_ADHYAYANA	Indesign file	248
20	4	ENGLISH_MATHS PART 1	Indesign file	172
21	4	ENGLISH_MATHS PART 2	Indesign file	140
22	5	ENGLISH_PARISARA_ADHYAYANA	Indesign file	260
23	5	ENGLISH_MATHS PART 1	Indesign file	164
24	5	ENGLISH_MATHS PART 2	Indesign file	140
25	6	ENGLISH_PHY_EDU	Coreldraw	132
26	6	ENGLISH_SOCIAL SCIENCE PART 1	Indesign file	188
27	6	ENGLISH_SOCIAL SCIENCE PART 2	Indesign file	196
28	7	ENGLISH_PHY_EDU	Indesign file	136
29	8	ENGLISH_PHY_EDU	Indesign file	136
30	8	ENGLISH_SOCIAL SCIENCE	pdf	284
31	8	ENG_ECONOMICS	Indesign file	120
32	8	ENG_SOCIOLOGY	Coreldraw	112
33	9	ENGLISH_PHY_EDU	Indesign file	144
34	9	ENGLISH_SOCIAL SCIENCE PART 1	Indesign file	156
35	9	ENGLISH_SOCIAL SCIENCE PART 2	Indesign file	164
36	9	ENGLISH_TL	Indesign file	116
37	10	ENGLISH_FL PART 1	Indesign file	156
38	10	ENGLISH_FL PART 2	Indesign file	156
39	10	ENGLISH_PHY_EDU	Indesign file	156
Total Pages				6422

Package – 2 – Hindi

Sl.no	Class	Title Name	Application	Pages
1	1	HINDI_PARISARA_ADHYAYANA	Indesign file	116
2	1	HINDI_READER	Indesign file	152
3	1	HINDI_MATHS	Indesign file	220
4	2	HINDI_PARISARA_ADHYAYANA	Indesign file	172
5	2	HINDI_READER	Pagemaker	124
6	2	HINDI_MATHS	Indesign file	264
7	3	HINDI_PARISARA_ADHYAYANA	Pagemaker	168
8	3	HINDI_READER	Pagemaker	104
9	3	HINDI_MATHS PART 1	Indesign file	164
10	3	HINDI_MATHS PART 2	Indesign file	148
11	4	HINDI_PARISARA_ADHYAYANA	Indesign file	248
12	4	HINDI_READER	Indesign file	112
13	4	HINDI_MATHS PART 1	Indesign file	172
14	4	HINDI_MATHS PART 2	Indesign file	140
15	5	HINDI_PARISARA_ADHYAYANA	Indesign file	260
16	5	HINDI_FL(SUMAN)	Indesign file	140
17	5	HINDI_MATHS PART 1	Indesign file/ pagemaker	164
18	5	HINDI_MATHS PART 2	Indesign file/ pagemaker	140
19	6	HINDI_FL(SUMAN)	Indesign file	148
20	6	HINDI_PHY_EDU	pdf	138

21	6	HINDI_SOCIAL SCIENCE PART 1	Indesign file	164
22	6	HINDI_SOCIAL SCIENCE PART 2	Indesign file	172
23	7	HINDI_FL(SUMAN)	Indesign file	132
24	7	HINDI_PHY_EDU	pdf	138
25	7	HINDI_SCIENCE	Indesign file	248
26	7	HINDI_SOCIAL SCIENCE PART 1	Indesign file	148
27	7	HINDI_SOCIAL SCIENCE PART 2	Indesign file	140
28	8	HINDI_FL(SUMAN)	Indesign file	132
29	8	HINDI_PHY_EDU	pdf	136
30	8	HINDI_SOCIAL SCIENCE PART 1	pdf	144
31	8	HINDI_SOCIAL SCIENCE PART 2	pdf	140
32	9	HINDI_FL(SUMAN)	Indesign file	244
33	9	HINDI_PHY_EDU	pdf	152
34	9	HINDI_SOCIAL SCIENCE PART 1	pdf	152
35	9	HINDI_SOCIAL SCIENCE PART 2	pdf	152
36	10	HINDI_FL(SUMAN)	Indesign file	252
37	10	HINDI_PHY_EDU	pdf	156
38	10	HINDI_SOCIAL SCIENCE PART 1	pdf	148
39	10	HINDI_SOCIAL SCIENCE PART 2	pdf	140
Total Pages				6384

Package – 3 – Kannada

Sl.no	Class	Title Name	Application	Pages
1	1	KANNADA_PARISARA_ADHYAYANA	Indesign file	116
2	1	KALI KAN (PARICHAYA_BHASHE)	Corel draw	84
3	1	KANNADA_MATHS	Indesign file	220
4	1	NALIKALI_KANNADA_GANITHA	Indesign file	116
5	1	NALIKALI_KANNADA	pdf	92
6	1	NALIKALI_KANNADA_PARISARA_ADHYAYANA	pdf	92
7	1	SAVI KANNADA	Indesign file	164
8	2	KANNADA_PARISARA_ADHYAYANA	Indesign file	172
9	2	KALI KAN (PARICHAYA_BHASHE)	pdf	108
10	2	KANNADA_MATHS	Pagemaker file	264
11	2	NALIKALI_KANNADA_GANITHA	Indesign file	168
12	2	NALIKALI_KANNADA	pdf	84
13	2	NALIKALI_KANNADA_PARISARA_ADHYAYANA	pdf	100
14	2	SAVI KANNADA	Indesign file	116
15	3	KANNADA_PARISARA_ADHYAYANA	Indesign file	216
16	3	KALI KAN (PARICHAYA_BHASHE)	Pagemaker file	100
17	3	KANNADA_MATHS PART 1	Indesign file	164
18	3	KANNADA_MATHS PART 2	Indesign file	148
19	3	NALIKALI_KANNADA_GANITHA	pdf	156
20	3	NALIKALI_KANNADA	pdf	132
21	3	NALIKALI_KANNADA_PARISARA_ADHYAYANA	pdf	156
22	3	SAVI KANNADA	Indesign file	132
23	4	KALI KAN (PARICHAYA_BHASHE)	Pagemaker file	132
24	4	KANNADA_MATHS PART 1	Indesign file	172

25	4	KANNADA_MATHS PART 2	Indesign file	140
26	4	SAVI KANNADA	Indesign file	148
27	5	KANNADA_PARISARA_ADHYAYANA	Indesign file	260
28	5	KANNADA_FL	Indesign File	140
29	5	KANNADA_SL	Indesign File	148
30	5	KANNADA_MATHS PART 1	Indesign file/pagemaker	164
31	5	KANNADA_MATHS PART 2	Indesign file/pagemaker	140
32	6	KANNADA_SL	Indesign file	140
33	6	KANNADA_TL	Indesign file	156
34	6	KANNADA_MATHS PART 1	Indesign file/pagemaker	164
35	6	KANNADA_MATHS PART 2	Indesign file/pagemaker	140
36	6	KANNADA_SCIENCE	Indesign file	252
37	6	KON_(KAN)_TL	pdf	92
38	7	KANNADA_SL	Indesign file	132
39	7	KANNADA_TL	Indesign file	140
40	7	KANNADA_MATHS PART 1	Indesign file	176
41	7	KANNADA_MATHS PART 2	Indesign file	204
42	7	KON_(KAN)_TL	pdf	108
43	8	KANNADA_SL	Indesign file	124
44	8	KANNADA_TL	Indesign file	116
45	8	KANNADA_MATHS PART 1	Indesign file	176
46	8	KANNADA_MATHS PART 2	Indesign file	204
47	8	KANNADA_SCIENCE PART 1	Indesign file	176
48	8	KANNADA_SCIENCE PART 2	Indesign file	180
49	8	KON_(KAN)_TL	pdf	108
50	9	KANNADA_SL	Indesign file	132
51	9	KANNADA_TL	Indesign file	124
52	9	KANNADA_MATHS PART 1	Indesign file	180
53	9	KANNADA_MATHS PART 2	Indesign file	180
54	9	KANNADA_SCIENCE PART 1	Indesign file	188
55	9	KANNADA_SCIENCE PART 2	Indesign file	164
56	9	KON_(KAN)_TL	pdf	108
57	10	KANNADA_SL	Indesign file	132
58	10	KANNADA_TL	Indesign file	116
59	10	KANNADA_MATHS PART 1	Indesign file	204
60	10	KANNADA_MATHS PART 2	Indesign file	216
61	10	KANNADA_SCIENCE PART 1	Indesign file	196
62	10	KANNADA_SCIENCE PART 2	Indesign file	180
63	10	KANNADA_SOCIAL SCIENCE PART 1	Indesign file	196
64	10	KANNADA_SOCIAL SCIENCE PART 2	Indesign file	180
65	10	KON_(KAN)_TL	pdf	108
Total Pages				9936

Package – 4 – Urdu

Sl.no	Class	Title Name	Application	Pages
1	1	URDU_PARISARA_ADHYAYANA	Indesign file	116
2	1	URDU_MATHS	Inpage	220
3	1	NALIKALI_URDU_GANITHA	pdf	116
4	1	NALIKALI_URDU_PARISARA_ADHYAYANA	pdf	92
5	1	NALIKALI_URDU	pdf	162
6	1	URDU PARICHAYA BHASHE	pdf	84
7	1	URDU_READER	Inpage	140
8	2	URDU_PARISARA_ADHYAYANA	Indesign file	172
9	2	URDU_MATHS	Inpage	264
10	2	NALIKALI_URDU_GANITHA	pdf	172
11	2	NALIKALI_URDU_PARISARA_ADHYAYANA	pdf	108
12	2	NALIKALI_URDU	pdf	140
13	2	URDU PARICHAYA BHASHE	pdf	120
14	2	URDU_READER	pdf	100
15	3	URDU_PARISARA_ADHYAYANA	Inpage	216
16	3	URDU_MATHS PART 1	Inpage	164
17	3	URDU_MATHS PART 2	Inpage	148
18	3	URDU_READER	pdf	132
19	4	URDU_PARISARA_ADHYAYANA	Inpage	248
20	4	URDU_MATHS PART 1	Inpage	172
21	4	URDU_MATHS PART 2	Inpage	140
22	4	URDU_READER	pdf	132
23	5	URDU_PARISARA_ADHYAYANA	Inpage	260
24	5	URDU_MATHS PART 1	Inpage	164
25	5	URDU_MATHS PART 2	Inpage	144
26	5	URDU_FL	pdf	156
27	6	ARABIC_TL	pdf	76
28	6	PERSIAN_TL	pdf	68
29	6	URDU_PHY_EDU	pdf	132
30	6	URDU_SOCIAL SCIENCE PART 1	pdf	178
31	6	URDU_SOCIAL SCIENCE PART 2	pdf	184
32	6	URDU_FL	pdf	204
33	6	URDU_TL	pdf	124
34	7	ARABIC_TL	pdf	84
35	7	PERSIAN_TL	pdf	60
36	7	URDU_MATHS PART 1	Inpage	182
37	7	URDU_MATHS PART 2	Inpage	172
38	7	URDU_PHY_EDU	pdf	144
39	7	URDU_SOCIAL SCIENCE PART 1	pdf	164
40	7	URDU_SOCIAL SCIENCE PART 2	pdf	148
41	7	URDU_FL	pdf	196
42	7	URDU_TL	pdf	100
43	8	ARABIC_TL	pdf	84
44	8	PERSIAN_TL	pdf	72
45	8	URDU_PHY_EDU	pdf	140
46	8	URDU_SOCIAL SCIENCE PART 1	pdf	164

47	8	URDU_SOCIAL SCIENCE PART 2	pdf	164
48	8	URDU_FL	pdf	116
49	8	URDU_TL	pdf	100
50	9	ARABIC_TL	pdf	100
51	9	PERSIAN_TL	pdf	84
52	9	URDU_PHY_EDU	pdf	148
53	9	URDU_SOCIAL SCIENCE PART 1	pdf	164
54	9	URDU_SOCIAL SCIENCE PART 2	pdf	172
55	9	URDU_FL	pdf	132
56	9	URDU_TL	pdf	100
57	10	ARABIC_TL	pdf	100
58	10	PERSIAN_TL	pdf	76
59	10	URDU_PHY_EDU	pdf	164
60	10	URDU_SOCIAL SCIENCE PART 1	pdf	200
61	10	URDU_SOCIAL SCIENCE PART 2	pdf	180
62	10	URDU_FL	pdf	156
63	10	URDU_TL	pdf	124
Total Pages				9038

Package – 5 - Marathi

Sl.no	Class	Title Name	Application	Pages
1	1	MARATI_PARISARA_ADHYAYANA	Indesign file	116
2	1	MARATI_MATHS	Indesign file	220
3	1	MAYA MARATI	Indesign file	108
4	2	MARATI_PARISARA_ADHYAYANA	Corel draw file	172
5	2	MARATI_MATHS	Corel draw file	264
6	2	MAYA MARATI	Indesign file	108
7	3	MARATI_PARISARA_ADHYAYANA	Pagemaker	216
8	3	MARATI_MATHS PART 1	Indesign file	164
9	3	MARATI_MATHS PART 2	Indesign file	148
10	3	MAYA MARATI	Indesign file	108
11	4	MARATI_PARISARA_ADHYAYANA	Indesign file	248
12	4	MARATI_MATHS PART 1	Indesign file	172
13	4	MARATI_MATHS PART 2	Indesign file	140
14	4	HASATH KELATH MARATI	Indesign file	100
15	5	MARATI_PARISARA_ADHYAYANA	Indesign file	260
16	5	MARATI_MATHS PART 1	Indesign file	164
17	5	MARATI_MATHS PART 2	Indesign file	140
18	5	MAYA MARATI_ (FL)	Indesign file	148
19	6	MARATI_MATHS PART 1	Indesign file	164
20	6	MARATI_MATHS PART 2	Indesign file	200
21	6	MAYA MARATI_ (FL)	Pagemaker	172
22	6	MARATI_TL	Indesign file	172
23	6	MARATI_PHY_EDU	pdf	132
24	6	MARATI_SCIENCE	Indesign file	252
25	6	MARATI_SOCIAL SCIENCE PART 1	Indesign file	172
26	6	MARATI_SOCIAL SCIENCE PART 2	Indesign file	172

27	7	MARATI_MATHS PART 1	Indesign file	172
28	7	MARATI_MATHS PART 2	Indesign file	196
29	7	MAYA MARATI_ (FL)	Pagemaker	172
30	7	MARATI_PHY_EDU	pdf	172
31	7	MARATI_SCIENCE PART 1	Indesign file	164
32	7	MARATI_SCIENCE PART 2	Indesign file	156
33	7	MARATI_SOCIAL SCIENCE PART 1	Indesign file	164
34	7	MARATI_SOCIAL SCIENCE PART 2	Indesign file	156
35	8	MARATI_MATHS PART 1	Indesign file	172
36	8	MARATI_MATHS PART 2	Indesign file	196
37	8	MAYA MARATI_ (FL)	Indesign file	164
38	8	MARATI_PHY_EDU	pdf	172
39	8	MARATI_SCIENCE PART 1	Pagemaker	164
40	8	MARATI_SCIENCE PART 2	Pagemaker	180
41	8	MARATI_SOCIAL SCIENCE	Pagemaker file/	272
42	9	MARATI_MATHS PART 1	Indesign file	188
43	9	MARATI_MATHS PART 2	Indesign file	208
44	9	MAYA MARATI_ (FL)	Indesign file	164
45	9	MARATI_PHY_EDU	pdf	172
46	9	MARATI_SCIENCE PART 1	Indesign file	164
47	9	MARATI_SCIENCE PART 2	Indesign file	160
48	9	MARATI_SOCIAL SCIENCE PART 1	Indesign file	150
49	9	MARATI_SOCIAL SCIENCE PART 2	Pagemaker /pdf file	154
50	10	MARATI_MATHS PART 1	Indesign file	188
51	10	MARATI_MATHS PART 2	Indesign file	204
52	10	MAYA MARATI_ (FL)	Indesign file	164
53	10	MARATI_PHY_EDU	pdf	172
54	10	MARATI_SCIENCE PART 1	Corel draw file	164
55	10	MARATI_SCIENCE PART 2	Corel draw file	172
56	10	MARATI_SOCIAL SCIENCE PART 1	pdf	180
57	10	MARATI_SOCIAL SCIENCE PART 2	pdf	164
Total Pages				9872

Package – 6 – Telugu

Sl.no	Class	Title Name	Application	Pages
1	1	TELUGU_PARISARA_ADHYAYANA	Indesign file	116
2	1	TELUGU_MATHS	Indesign file	220
3	1	PASIDI TELUGU	Indesign file	100
4	2	TELUGU_PARISARA_ADHYAYANA	Indesign file	172
5	2	TELUGU_MATHS	Indesign file	264
6	2	PASIDI TELUGU	Indesign file	100
7	3	TELUGU_PARISARA_ADHYAYANA	Indesign file	216
8	3	TELUGU_MATHS PART 1	Indesign file	164
9	3	TELUGU_MATHS PART 2	Indesign file	148
10	3	PASIDI TELUGU	Indesign file	116
11	4	TELUGU_PARISARA_ADHYAYANA	Indesign file	248

12	4	TELUGU_MATHS PART 1	Indesign file	172
13	4	TELUGU_MATHS PART 2	Indesign file	140
14	4	PASIDI TELUGU	Indesign file	108
15	5	TELUGU_PARISARA_ADHYAYANA	Indesign file	260
16	5	TELUGU_MATHS PART 1	Pagemaker file	164
17	5	TELUGU_MATHS PART 2	Pagemaker file	140
18	5	TELUGU MANJARI_(FL)	Indesign file	116
19	6	TELUGU_MATHS PART 1	Indesign file	180
20	6	TELUGU_MATHS PART 2	Indesign file	204
21	6	TELUGU_PHY_EDU	Indesign file	136
22	6	TELUGU_SCIENCE	Indesign file	252
23	6	TELUGU_SOCIAL SCIENCE PART 1	Indesign file	172
24	6	TELUGU_SOCIAL SCIENCE PART 2	Indesign file	172
25	6	TELUGU MANJARI_(FL)	Indesign file	148
26	7	TELUGU_MATHS PART 1	Indesign file	212
27	7	TELUGU_MATHS PART 2	Indesign file	188
28	7	TELUGU_PHY_EDU	Pagemaker file	132
29	7	TELUGU_SCIENCE PART 1	Indesign file	164
30	7	TELUGU_SCIENCE PART 2	Indesign file	156
31	7	TELUGU_SOCIAL SCIENCE PART 1	Indesign file	148
32	7	TELUGU_SOCIAL SCIENCE PART 2	Indesign file	140
33	7	TELUGU MANJARI_(FL)	Indesign file	124
34	8	TELUGU_MATHS PART 1	Indesign file	176
35	8	TELUGU_MATHS PART 2	Indesign file	204
36	8	TELUGU_PHY_EDU	Indesign file	136
37	8	TELUGU_SCIENCE PART 1	Indesign file	176
38	8	TELUGU_SCIENCE PART 2	Indesign file	180
39	8	TELUGU_SOCIAL SCIENCE PART 1	Indesign/pdf file	140
40	8	TELUGU_SOCIAL SCIENCE PART 2	Indesign/pdf file	140
41	8	TELUGU MANJARI_(FL)	Indesign file	140
42	9	TELUGU_MATHS PART 1	Indesign file	176
43	9	TELUGU_MATHS PART 2	Indesign file	220
44	9	TELUGU_PHY_EDU	Corel draw	140
45	9	TELUGU_SCIENCE PART 1	Corel draw	188
46	9	TELUGU_SCIENCE PART 2	Corel draw	160
47	9	TELUGU_SOCIAL SCIENCE PART 1	Indesign file	148
48	9	TELUGU_SOCIAL SCIENCE PART 2	Indesign file	148
49	9	TELUGU MANJARI_(FL)	Indesign file	172
50	10	TELUGU_MATHS PART 1	Indesign file	176
51	10	TELUGU_MATHS PART 2	Indesign file	204
52	10	TELUGU_PHY_EDU	pdf	160
53	10	TELUGU_SCIENCE PART 1	Indesign file	196
54	10	TELUGU_SCIENCE PART 2	Indesign file	180
55	10	TELUGU_SOCIAL SCIENCE PART 1	Indesign file	180
56	10	TELUGU_SOCIAL SCIENCE PART 2	Indesign file	164
57	10	TELUGU MANJARI_(FL)	Indesign file	172
Total Pages				9568

Package – 7 – Tamil

Sl.no	Class	Title Name	Application	Pages
1	1	TAMIL_PARISARA_ADHYAYANA	Indesign file	100
2	1	TAMIL_MATHS	Indesign file	100
3	1	TAMIL_KARPAVA_MAGALOM	pdf	100
4	2	TAMIL_PARISARA_ADHYAYANA	Indesign file	100
5	2	TAMIL_MATHS	Indesign file	100
6	2	TAMIL_KARPAVA_MAGALOM	Pagemaker file	100
7	3	TAMIL_PARISARA_ADHYAYANA	Pagemaker file	100
8	3	TAMIL_MATHS PART 1	Pagemaker file	100
9	3	TAMIL_MATHS PART 2	Pagemaker file	100
10	3	TAMIL_KARPAVA_MAGALOM	Pagemaker file	148
11	4	TAMIL_PARISARA_ADHYAYANA	Indesign file	248
12	4	TAMIL_MATHS PART 1	Indesign file	172
13	4	TAMIL_MATHS PART 2	Indesign file	138
14	4	TAMIL_KARPAVA_MAGALOM	Pagemaker file	172
15	5	TAMIL_PARISARA_ADHYAYANA	Indesign file	260
16	5	TAMIL_MATHS PART 1	Pagemaker file	164
17	5	TAMIL_MATHS PART 2	Pagemaker file	144
18	5	TAMIL_FL	Pagemaker file	168
19	6	TAMIL_MATHS PART 1	Indesign file	208
20	6	TAMIL_MATHS PART 2	Indesign file	248
21	6	TAMIL_PHY_EDU	Pagemaker file	144
22	6	TAMIL_SCIENCE	Indesign file	268
23	6	TAMIL_SOCIAL SCIENCE PART 1	Pagemaker/	168
24	6	TAMIL_SOCIAL SCIENCE PART 2	Pagemaker/	180
25	6	TAMIL_FL	Pagemaker file	180
26	7	TAMIL_MATHS PART 1	Indesign file	232
27	7	TAMIL_MATHS PART 2	Indesign file	208
28	7	TAMIL_PHY_EDU	Pagemaker file	144
29	7	TAMIL_SCIENCE PART 1	Indesign file	180
30	7	TAMIL_SCIENCE PART 2	Indesign file	172
31	7	TAMIL_SOCIAL SCIENCE PART 1	Indesign file	152
32	7	TAMIL_SOCIAL SCIENCE PART 2	Indesign file	144
33	7	TAMIL_FL	Indesign file	172
34	8	TAMIL_MATHS PART 1	Indesign file	212
35	8	TAMIL_MATHS PART 2	Indesign file	236
36	8	TAMIL_PHY_EDU	Indesign file	136
37	8	TAMIL_SCIENCE PART 1	Indesign file	228
38	8	TAMIL_SCIENCE PART 2	Indesign file	236
39	8	TAMIL_SOCIAL SCIENCE PART 1	Pagemaker/	148
40	8	TAMIL_SOCIAL SCIENCE PART 2	Pagemaker/	148
41	8	TAMIL_FL	Pagemaker file	156
42	9	TAMIL_MATHS PART 1	Indesign file	224
43	9	TAMIL_MATHS PART 2	Indesign file	256
44	9	TAMIL_PHY_EDU	Pagemaker file	140
45	9	TAMIL_SCIENCE PART 1	Indesign file	228

46	9	TAMIL_SCIENCE PART 2	Indesign file	204
47	9	TAMIL_SOCIAL SCIENCE PART 1	Pagemaker file	192
48	9	TAMIL_SOCIAL SCIENCE PART 2	Pagemaker file	192
49	9	TAMIL_FL	Pagemaker file	200
50	10	TAMIL_MATHS PART 1	Indesign file	228
51	10	TAMIL_MATHS PART 2	Indesign file	244
52	10	TAMIL_PHY_EDU	Indesign file	164
53	10	TAMIL_SCIENCE PART 1	Indesign file	216
54	10	TAMIL_SCIENCE PART 2	Indesign file	212
55	10	TAMIL_SOCIAL SCIENCE PART 1	pdf	176
56	10	TAMIL_SOCIAL SCIENCE PART 2	pdf	168
57	10	TAMIL_FL	pdf	200
Total Pages				10058

Package – 8 – Others

Sl.no	Class	Title Name	Application	Pages
1	1	MATHEMATICS_NCERT_BILINGUAL(ENGLISH AND KANNADA)	Coral	172
2	1	MATHEMATICS_NCERT_BILINGUAL(ENGLISH AND URDU)	pdf	172
3	2	MATHEMATICS_NCERT_BILINGUAL(ENGLISH AND KANNADA)	Coral	204
4	2	MATHEMATICS_NCERT_BILINGUAL(ENGLISH AND URDU)	pdf	204
5	3	MATHEMATICS_NCERT_BILINGUAL PART 1(ENGLISH AND KANNADA)	Coral	132
6	3	MATHEMATICS_NCERT_BILINGUAL PART 2(ENGLISH AND KANNADA)	Coral	168
7	6	KON_(DEV)_TL	Pagemaker	128
8	6	SANSKRIT_TL	In design file	156
9	6	TULU_TL	In design file	108
10	7	KON_(DEV)_TL	Pagemaker	115
11	7	SANSKRIT_TL	In design file	116
12	7	TULU_TL	In design file	124
13	8	KON_(DEV)_TL	Pagemaker	100
14	8	SANSKRIT_FL	In design file	172
15	8	SANSKRIT_TL	In design file	140
16	8	TULU_TL	In design file	140
17	9	KON_(DEV)_TL	Pagemaker	116
18	9	SANSKRIT_FL	In design file	188
19	9	SANSKRIT_TL	In design file	116
20	9	TULU_TL	In design file	140
21	10	KON_(DEV)_TL	Pagemaker	116
22	10	SANSKRIT_FL	In design file	188
23	10	SANSKRIT_TL	In design file	140
24	10	TULU_TL	In design file	132
Total Pages				3487

APPENDIX - 1

Format for Power of Attorney for Signing of Proposal (On stamp paper of appropriate value)

POWER OF ATTORNEY

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr/Ms (name and residential address) who is presently employed with us and holding the position of

..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the project envisaging **digitization/converting of about 401 titles of textbooks published by KTBS to EPUB3**, including signing and submission of all documents and providing information / responses to Karnataka Text Book Society®, representing us in all matters before Karnataka Text Book Society®, and generally dealing with Karnataka Text Book Society® in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall be deemed to have been done by us.

For

.....
(Signature)

.....
(Name, Title and Address)

Accepted

.....
(Signature)

.....
(Name, Title and Address of the Attorney)

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same be affixed under common seal in accordance with the required procedure. The Power of Attorney should be on a stamp paper of appropriate value.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

APPENDIX - 2

**Format for Letter of Proposal
(On the Letter head of the Bidder)**

Date

To,

The Managing Director,
Karnataka Textbook Society®,
No.4, DSERT Building, 100 Ft ring Road,
BSK III Stage,
Bengaluru - 560 085.

Sir,

Subject :Digitization and converting textbooks to EPUB3 published by KTBS.
Reference : Tender notification No..... Dated.....

&&&&&

Being duly authorized to represent and act on behalf of (here in after referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided, the undersigned hereby submits the Proposal for the project referred above.

We confirm that our Proposal is valid for a period of **90 days** from Proposal Due Date as mentioned in tender notification or addenda/corrigendum issued in this regard.

Yours faithfully,

(Signature of the Authorized Signatory of Bidder)

(Name and designation of the Authorized Signatory of Bidder.

APPENDIX - 3

Details of Bidder

1. Name :
2. Address of the office For Correspondence :
3. Address of Place of production) :
4. Date of incorporation and/or commencement of business :
5. VAT Registration No :
6. GST Registration No :
7. Service Tax Registration No :
8. License Number :
9. ESI Account Number (if any) :
10. EPF Account Number (if any) :
11. PAN Number :
12. Brief description of the Legal Entity including details of its main lines of business.
13. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
 - a. Name :
 - b. Designation :
 - c. Legal Entity :
 - d. Address :
 - e. Telephone Number :
 - f. Fax Number :
 - g. Mobile Number :
 - h. E-Mail Address :
14. Details of individual (s) who will serve as the point of contact / communication with The Karnataka Textbook Society® :
 - a. Name :
 - b. Designation :
 - c. Legal Entity :
 - d. Address :
 - e. Telephone Number:
 - f. Fax Number :
 - g. Mobile Number :
 - h. E-Mail Address :

APPENDIX - 4

Format for Anti-Collusion & Eligibility Certificate

(An affidavit on Rs.100 by notary)

We hereby certify and confirm that in the preparation and submission of our Proposal for the Implementation of Tendered work, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal.

We further confirm that we have not been debarred or blacklisted by Government, quasi government, PSU or Autonomous organisation or publishing house/corporate bodies and not defaulted on any bank/financial institution loans in the past. There should not be any statutory dues or disputed liability and thereby have not been proven ineligible to bid.

Dated this Day of, 2022

.....
(Name of the Bidder)

(Signature of the Authorized Person)

(Name and designation of the Authorized Person)

APPENDIX - 5

Format for Performance Bank Guarantee

(To be issued by a Nationalized / Scheduled Bank in India)

B.G. No. datedThis Deed of Guarantee executed at by (Name of Bank) having its Head/Registered office at (herein after referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns;

In favour of, The Managing Director, The Karnataka Textbook Society(R), (hereinafter referred to as “The Karnataka Textbook Society(R)”) having its office at No.4, DSERT Building,100 Ft Ring Road, Hosakerehalli cross, BSK III Stage, Bengaluru - 560 085, Karnataka State, India, which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns;

WHEREAS

A. M/s. a Legal Entity having its registered office at (hereinafter called “the Bidder”) which expression shall unless it be repugnant to the subject or context thereof include its / their executors administrators, successors and assigns, intends to bid for the digitization/ converting existing 1 to 10th class text books(401 titles), published by KTBS.

B. In terms of **Performance security** of the Tender Document datedissued in respect of the Project, the Bidder is required to furnish to The Karnataka Text book Society(R) an unconditional and irrevocable Bank Guarantee for an amount of Rs. (Rupees only) as Performance Security for the Package Number/s.....

The Guarantor has at the request of the Bidder and for valid consideration agreed to provide such Bank Guarantee being these presents:

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

- A. The Guarantor, as primary obligor shall, without demur, pay to The Karnataka Text book Society(R) Bengaluru an amount not exceeding Rs.(Rupees.....only), within 5 days of receipt of a written demand from The Karnataka Text book Society(R) calling upon the Guarantor to pay the said amount.
- B. Any such demand made on the Guarantor by The Karnataka Text book Society(R) Bengaluru shall be conclusive and absolute as regards the forfeiture of Bid security and the amount due and payable by the Guarantor under this Guarantee.
- C. The above payment shall be made without any reference to the Bidder or any other person and irrespective of whether the claim of The Karnataka Text book Society(R) Bengaluru is disputed by the Bidder or not.
- D. This Guarantee shall be irrevocable and remain in full force up to **31st March 2023** or for such extended period as may be mutually agreed between The Karnataka Text book

Society(R), Bengaluru and the bidder and shall continue to be enforceable till all amounts under this Guarantee are paid.

- E. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder/the Guarantor or any absorption, merger or amalgamation of the Bidder/the Guarantor with any other person.
- F. In order to give full effect to this Guarantee, The Karnataka Text book Society(R), Bengaluru, shall be entitled to treat the Guarantor as Principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Tender document or other documents or by extension of time of performance of any obligations granted to the Bidder or postponement /non exercise/delayed exercise of any of its rights by The Karnataka Text book Society(R), Bengaluru to the Bidder and the Guarantor shall not be relieved from the its obligation under this Bank Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise or omission on the part of The Karnataka Text book Society(R) to the bidder to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving the Guarantor.
- G. The Guarantor has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.....
- H. The Guarantor is obliged to liquidate the bank guarantee and remit the same to the guarantee 's bank account immediately with a written communication from the guarantee even on the e-mail communication.

Note:- Bank contact such as contact person, contact number and banks official e-mail ID should be provided.

In witness thereof the Guarantor has set its hands hereunto on the day, month and year first herein above written.

Signed and delivered by..... bank

By the hand of Mr/Mrs.....

Its and authorized official.

APPENDIX - 6

FORMAT FOR PAST EXPERIENCE IN HANDLING DIGITIZATION, DATA CONVERSION AND EBOOK CREATION

Name of the Firm.....

Activities of the organization

From To

Since when engaged in scanning and image processing/OCR

eBook creation

Digitization of books/documents data conversion

Financial Year of previous year.

Sl. No	Year	Name of the organization	Contact person(phone and email)	Technology used for the job	Nature of application	Duration of the job	Completion of the job	Value of the job

We declare that we have been in this business since-----years.

Signature and Seal of the bidder

Note: The above statement shall be supported by the certificate from the head of the unit where services were provided **or** work order and completion certificate should be enclosed.

APPENDIX - 7

Format for Statutory Auditor's Certificate for Financial Capability of the bidder

Date :

We have verified the Annual Accounts and other relevant records of M/s (Name of the bidder) and certify the following

Rs. In lakhs

SI No	Particulars	2020-21 (In lakhs)
1	Annual Turnover	
2	Net Worth	

Signature and seal of Statutory Auditor

Name

Membership No

Address

Instructions:

For the purpose of this Certification:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non responsive.
3. A certificate from the Statutory Auditor should be provided as supporting document certifying the Qualification Statement submitted by the Bidder.
4. For the purpose of this Tender document, Net Worth shall mean:
Net Worth = Assets – Liabilities.
5. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.
6. Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

APPENDIX –8

Format for Infrastructural Capabilities

(On bidders letter head)

Bidder submit the necessary machinery and other applications, soft wares ,manpower necessary for this project

Machinery	Nos.
Laptops/Desktops	
Scanners/Printers	
Applications/ software Licenses	
Trained manpower	Per day capacity per person
Proof checkers	Per day capacity
Specify other requirements	

Signature and seal of authorized person of the firm

APPENDIX – 9

(Bidder declaration in bidder's letter head)

Details of Packages quoted ,GST included and EMD paid

No:

DATE:

TO WHOM SO EVER IT MAY CONCERN

I/We.....hereby declare that I/We have fully read the tender document dated.....and have understood the contents and the meaning of all the terms and conditions.

I/We hereby declare that we have applied for the following packages as per our production capability.

Sl.No	Quoted Package Nos.,	Package Value	% of GST included in the quote	EMD Prescribed	EMD Paid
1					
2					
3					
4					
5					
6					
7					
8					

Declaration

- 1 I have quoted ----- packages as per my production capacity.
- 2 If our bid is accepted, we will abide by the stipulated Terms and Conditions set out in the document.
- 3 If our bid is accepted we will furnish Performance Bank Guarantee and other security deposits applicable as per tender conditions separately for each package as per terms.
- 4 We agree to abide for bid validity of 90 days from the due date fixed for the bid submission..
- 5 We understand that in competing for and if the award is made to us, in executing the above contract we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of corruption act 1988".
- 6 We understand that you are not bound to accept a lowest offer that you may receive.

Dated this day of 2022

Signature

(Name and address of the Tenderer with seal)

(In the capacity of duly authorized to sign the Tender for and on behalf of)

APPENDIX – 10

TECHNICAL BID DOCUMENTS

It is compulsory that, all the documents needs to upload in the place provided in portal. If any certificates /documents is in any language other than English/Kannada then translated English/Kannada version should be uploaded. Documents to establish the Ownership /Tenancy of premises shall and shall be in the name of the firm irrespective of the type of firm i.e., proprietorship/partnership/public/private limited etc., Otherwise such bids will be disqualified.

List of technical bid documents needs to upload in the e procurement portal

SI No.	Qualification Criteria	Document to be Uploaded
1	The Bidder shall possess a valid GST registration as statutory requirement	GST registration Certificate
2	The bidder should have a permanent Account number (PAN) in the Income Tax Department which is a statutory requirement. It should be in the firm name for Private/Public Limited Company and it can be in the owner's name if it is Ownership Company.	Self-attested copy of PAN certificate.
3	The firm should have to submit Valid licence from the authorities concerned Govt./regulatory bodies to perform the related job	Self-attested copies of certificate to be uploaded.
4	The bidder should have ISO 9001:2008 or similar other nationally or internationally recognized quality certification in the relevant field	Submit Self attested certificate
5	The tenderer should have filed the GST returns as per law at least for the immediate preceding financial year	Annual GST returns filed for the financial year i.e. 2020-21 (GSTR-9)
6	The tenderer is required to be in business at the time of submission of the tender	Latest GST returns filed (GSTR-3B)
7	The tenderer is required to have filed the IT returns as per law at least for the preceding Assessment years.	Acknowledgement of IT returns filed for the preceding three Assessment year i.e. 2021-22
8	The tenderer is required to have his own office (Land and Building) either by ownership or on lease	Copy of Katha Certificate / Katha Extract with Latest Tax paid receipt /Sale Deed if the property is owned /Lease agreement: if it is

		<p>taken on lease basis. The lease agreement shall be valid at least up to the contract validity period.</p> <p>Sale deed or Lease/ Rent agreement and other documents should be in the name of firm only ; weather it is proprietorship/ Private/Public Limited Company /Partnership.</p> <p>In support of ownership / Tenancy of infrastructure facilities like building shall be situated in India.</p>
9	Details of machineries and licenses with respect to software and applications required for this project	Self-attested Appendix - 8
10	Undertaking that the agency has not been blacklisted. Appendix-4	<p>An affidavit on Rs.100/- stamp paper duly signed and stamped by notary stating that “ The firm has not been debarred or blacklisted by Government, quasi government, PSU or Autonomous organisation or publishing house/corporate bodies” and</p> <p>“Bidder has not defaulted on any bank/financial institution loans in the past. There should not be any statutory dues or disputed liability”.</p>
11	<p>The tenderer shall have made an average annual turnover of at least 50% of the value of the estimates of the packages for which bid is submitted in this tender, in the previous financial year i.e. 2020-21</p> <p>Turnover of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the Income tax authority or the Commercial Tax authority.</p> <p>The tenderer shall have positive Net worth in the previous financial year.</p>	<p>Appendix-7 Along with Audited profit & loss account and Balance sheet financial statements of previous financial year ie. 2020-21</p>
12	<p>It is required to have clarity on the amount of EMD paid by the tenderer and the number of packages for which it would be sufficient</p> <p>It is essential for the purchaser to know the</p>	<p>Declaration for having paid the Bid security (EMD) package wise and Declaration about the rate of GST included in the rate quoted as per Appendix-9</p>

	rate of GST included in the Price quoted to accommodate the tender in case of any changes in the rates of GST or if there is any change in the Govt. Policy	
13	Statement of experience: Declared by the tenderer himself to establish the main business of the Tenderer in the immediately preceding 1 year	Appendix-6 certificate from the head of the unit where services were provided or work order and completion certificate should be enclosed.
14	Letter of proposal	To establish proposal validity period Appendix-2
15	Bidders details	On letter head are required to be uploaded as per Appendix-3
16	Appendix - 1	Power of Attorney
17	Audited Financial Statements	Audited annual financial statements of the Bidder for the last completed financial year i.e., 2020-21.
18	Acceptance	Appendix-5 , Bank guarantee and Appendix-11 , contract form

APPENDIX - 11

CONTRACT FORM

(To be executed on Rs. 500/- Stamp Paper in duplicate)

THIS AGREEMENT entered into on this the ____ day of _____ (Month), Two Thousand and ____ in Bengaluru,

BETWEEN

The Managing Director, The Karnataka Textbook Society®, Government of Karnataka, (“KTBS”), having its office at No.4, DSERT Building,100 Ft ring Road, BSK III Stage, Bengaluru - 560 085, Karnataka State, India (hereinafter referred to as “**PURCHASER**”) which expression shall unless repugnant to the context include the successors and assigns), on the one part,

AND

_____ (name and address), a Legal Entity having its registered office at _____ (hereinafter referred to as “**SUPPLIER**”) which expression shall unless repugnant to the context include its successors and permitted assigns, on the other part,

WHEREAS,

Karnataka Text book society®, floated a Tender for the digitization/ conversion of existing class 1 to 10th text books to EPUB3 format. And has accepted the Tender submitted by the Supplier for the same for a sum of Rs.____ (.....Rupees only) hereinafter called “The Contract Price”.

After evaluating the proposals, Karnataka Text book society®, has accepted the proposal submitted by M/s. _____ and issued to such **Successful Bidder** vide Letter of Offer No. _____ dated _____.

The Parties hereto are required to enter into an Agreement, being these presents, to record the terms & conditions and covenants set forth hereunder.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.,
 - a) The Price Schedule submitted by the Tenderer,
 - b) The Schedule of requirements,
 - c) The Technical Specifications,
 - d) The Conditions of Contract,
 - e) The Purchase Order

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to convert existing textbook files to EPUB3 format and to remedy defects therein in conformity in all respects with the provisions of contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the converted textbook files to EPUB3 format remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the **packages and titles grouped under this package** are as follows:

Package No	Title	Page Nos.	Agreed Price

Total Value: Rs. _____ (Rupees _____ only)

Time Schedule : 45 days from the next date of source file issued.

Performance Security: 5% of the package value/ additional performance security if applicable

5. Assigning of Contract Agreement in whole or part

The Supplier shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any persons or body corporate for the execution of the contract or any other part thereof is permitted, without the written consent of the Purchaser.

6. Supplier agrees to submit all the files, to the Karnataka Text book society ® and no files and formats designed shall be sold or any portion reproduced in any other platform. He further agrees that failing to adhere to this clause shall attract penal provisions and invite blacklisting of Supplier.

IN WITNESS whereof, the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Purchaser)

In the presence of : _____

Signed, Sealed and Delivered by the

Said _____ (For the Supplier)

In the presence of : _____