

संख्या/No. 15-10/2014-15-प्रकाशन

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सत्यमेव जयते

## वैज्ञानिक तथा तकनीकी शब्दावली आयोग

मानव संसाधन विकास मंत्रालय

(उच्चतर शिक्षा विभाग)

GOVERNMENT OF INDIA

COMMISSION FOR SCIENTIFIC & TECHNICAL TERMINOLOGY

Ministry of Human Resource Development

(Department of Higher Education)

पश्चिमी खंड VII, रामकृष्णपुरम सेक्टर-1,  
West Block VII, R.K. Puram, Sector-I,  
नई दिल्ली / New Delhi, 110066  
दिनांक: 15.06.2018

सेवा में,

अवर सचिव

(एस. एण्ड एस.)

मानव संसाधन विकास मंत्रालय,

शास्त्री भवन, नई दिल्ली

विषय: वै.त.श. आयोग (CSTT) के सी.आर.सी. संबंधित टेंडर मंत्रालय की वेबसाइट पर डालने के संबंध में।

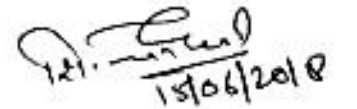
महोदय,

वैज्ञानिक तथा तकनीकी शब्दावली आयोग, मानव संसाधन विकास मंत्रालय, उच्चतर शिक्षा विभाग का अधीनस्थ कार्यालय है। आयोग के विभिन्न प्रकाशनों आदि की सी.आर.सी./डाटा टाइपसेटिंग से संबंधित तैयार किए गए Tender Document का विज्ञापन मंत्रालय की संबंधित वेबसाइट पर किए जाने का अनुरोध है। सामग्री का प्रिंटआउट संलग्न है।

कृपया उपर्युक्त के संबंध में आवश्यक कार्रवाई कराने की व्यवस्था हेतु देखें।

सधन्यावाद,

भवदीय,

  
15/06/2018

(शिव कुमार चौधरी)

सहायक निदेशक (प्रकाशन)

संलग्न: यथोपरि

**Quotation for Typesetting**  
**(English-Hindi), (English-Regional Language) & (English-Hindi-Regional Language)**

**Background**

The Commission for Scientific and Technical Terminology (CSTT), is a subordinate office functioning under the Department of Higher Education, Ministry of Human Resource Development, Govt. of India. The CSTT is engaged in developing and promoting scientific and technical terms in Hindi and other regional languages (as listed in the VIIIth Schedule of the Constitution of India).

The activities of the CSTT towards its objectives include publishing glossaries, dictionaries, definitional dictionaries, periodicals, encyclopaedias, monographs, etc. on various subjects for its publications in various Indian languages.

**Proposal**

The CSTT brings out its publications in different languages (as listed in the VIIIth Schedule of the Constitution of India) like English-Hindi, English-Regional language (Bilingual), English-Hindi-Regional Language (Trilingual glossaries). Hence, the typesetters should be capable enough to undertake jobs in various languages. The publications are time-bound and hence the typesetters need to finish the job within stipulated time schedules.

**Scope of Works**

The sizes of the publications range from Demy Octavo (1/8 Demy), Crown Quarto (1/4 crown) and Demy Quarto (1/4 Demy). Those who want to know more about the nature of the publications may visit the Commission office in any working day and see the books published so far.

Jobs will be given for printing purpose and online publication that may be required in a format suitable for uploading on the website. (Refer Terms & Conditions)

First level proof reading may be done and mistakes be corrected before giving the first proof to CSTT.

Typesetters who are interested and capable of fulfilling the needs of CSTT are requested to duly fill the Quotation and other documents in the Tender.

**The sealed quotations may be addressed to the Controlling Officer, Commission for Scientific and Technical Terminology, West Block 7, Ramakrishna Puram, New Delhi - 110066 superscribed on the envelope "Quotation for Typesetting in English-Hindi, English-Regional Language (Bilingual) and English-Hindi-Regional Language (Trilingual)". The Quotations should be submitted latest by 13.07.2018 by 2:30 P.M. and the technical bids shall be opened on the same day at 03:00 P.M. in the committee room of CSTT.**

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

Please read the Terms & Conditions given in the last page of the Tender.

**Eligibility**

The Firm should have at least five years experience in the concerned field.

The Firm should have PAN / GST / TIN and a copy of the same should be enclosed.

The desired information should be duly filled and submitted according to the Annexure – A, i.e.

Company Profile (Tender Form-I) Annexure – B, C & D ( Quotation in the Tender Form-II, III & IV) and Terms and Conditions as given in Annexure-E .

**Note:** It is required that company profile/technical bid and financial bids are submitted in separate envelopes duly superscribed as mentioned above.

For any query, relating to tender, following persons may be contacted:-

1. Sh. Shiv Kumar Chaudhary, Assistant Director (Publication), Ph. No.-011-26172334, Mob. No.-9821028979
2. Sh. Rajeshwar Mehato, Assistant., Ph. No.011-26105211/269, Mob.- 9958363327

## TENDER FORM-I

Annexure - A

### Company Profile

1. Name of the Company :
2. Year of establishment :
3. a) Address :
- \* b) Phone No. :
- c) Mobile No. :
- d) E-mail :
4. No. of branches, if any, and address :
5. Technical Facilities available (with details) :
  - a) No. of Computers / laptops :
  - b) Scanner :
  - c) Printer :
  - d) UPS :
  - e) Internet Connection & speed :
  - f) Languages Available :
  - g) Original Softwares
  - h) Font details/Unicode fonts
6. Manpower available (with details) :
7. Similar projects undertaken :
8. List of Important Clients (Govt. & Others) :
9. Latest financial turnover :
10. Any other relevant information viz. Registration / PAN/GST etc. :

## TENDER FORM-II

Annexure - B

### Quotation (English-Hindi)

	Details	Rate for different sizes of books (per page)		
		5.5 x 8.5 1/8 Demy	7.25 x 9.5 1/4 Crown	8.5 x 11 1/4 Demy
	Nature of works			
1.	Typesetting of books in Single Language – English – running text			
2.	Typesetting of books in Single Language – Hindi – running text			
3.	Typesetting of bilingual books in (two languages) – English & Hindi – running text			
4.	Typesetting of bilingual dictionaries – English & Hindi			
5.	Typesetting of dictionaries – English & Hindi – with subject code			
6.	Typesetting of definitional dictionaries – English & Hindi (English entry with its Hindi equivalent and a few line explanation in Hindi)			

- a) Additional charges for images scanning and placing ..... per image  
b) Additional charges for extra printouts over and above 3 prints ..... per page  
c) Additional charges for mathematical fonts and tabular matter ..... per page  
d) Charges for providing the completed work in CD/DVD/  
Pen Drive / External HDD ..... per CD/PD/HDD

#### UNDERTAKING

I/We have gone through the Terms and Conditions and hereby agree to abide by them and to execute the work on the above rates. I/We also agree that the decision of the Chairman, CSTT will be final and binding in all matters pertaining to the Tender and execution of the job.

Signature  
(with Seal)

**TENDER FORM-III**

Annexure - C

**Quotation (English-Regional Languages)**

	Details	Rate for different sizes of books (per page)		
		5.5 x 8.5 1/8 Demy	7.25 x 9.5 1/4 Crown	8.5 x 11 1/4 Demy
	Nature of works			
1.	Typesetting of bilingual dictionaries – English & any Regional Language (if there are different rates for different languages/scripts like Bangla, Telugu, Malayalam etc., the same may be clearly indicated)			
2.	Typesetting of bilingual dictionaries – English & any Regional Language – with subject code (if there are different rates for different languages/scripts like Bangla, Telugu, Malayalam etc., the same may be clearly indicated)			
3.	Typesetting of definitional dictionaries – English & Regional Language (English entry with its regional language equivalent and a few line explanation in the regional language)			

- a) Additional charges for extra printouts over and above 3 prints ..... per page
- b) Charges for providing the completed work in CD/DVD/  
Pen Drive / External HDD ..... per CD/PD/HDD

**UNDERTAKING**

I/We have gone through the Terms and Conditions and hereby agree to abide by them and to execute the work on the above rates. I/We also agree that the decision of the Chairman, CSTT will be final and binding in all matters pertaining to the Tender and execution of the job.

Signature  
(with Seal)

**TENDER FORM-IV**

Annexure - D

**Quotation (English-Hindi & Regional Languages)**

Details	Rate per page		
	5.5 x 8.5 1/8 Demy	7.25 x 9.5 1/4 Crown	8.5 x 11 1/4 Demy
Nature of works			
Typesetting of trilingual dictionaries – English-Hindi & any Regional Language (if there are different rates for different languages/scripts like Bangla, Telugu, Malayalam etc., the same may be clearly indicated).			
	Assamese		
	Bangla		
	Bodo		
	Dogri		
	Gujarati		
	Hindi		
	Kannad		
	Kashmiri		
	Konkani		
	Maithili		
	Malayalam		
	Manipuri		
	Marathi		
	Nepali		
	Odiya		
	Punjabi		
	Santhali		
	Sanskrit		
	Sindhi		
Tamil			
Telugu			
Urdu			

- a) Additional charges for extra printouts over and above 3 prints ..... per page  
b) Charges for providing the completed work in CD/PD/Extant HDD ..per CD/PD/HDD

**UNDERTAKING**

I/We have gone through the Terms and Conditions and hereby agree to abide by them and to execute the work on the above rates. I/We also agree that the decision of the Chairman, CSTT will be final and binding in all matters pertaining to the Tender and execution of the job.

Signature  
(with Seal)

**Terms and Conditions**

1. The Quotations should be submitted along with the enclosures in the prescribed format and manner only. Technical bids shall be opened first and thereafter financial bids shall be opened only of those firms who are found eligible in their technical bids.
2. Submission of Quotation does not automatically qualify the firm. CSTT will scrutinize the profiles and, if necessary, may also visit the firm's premises.
3. The successful firm would be decided on the basis of L-1 among the quotations received as a whole.
4. The CSTT may also make a panel of typesetters taking into consideration the lowest rates and agreeability of typesetters for working on such rates.
5. The successful typesetter is required to submit an amount of Rs. 10,000/- as Performance Guarantee in the form of Banker's Cheque/DD/Pay Order in favour of Chairman, Commission for Scientific and Technical Terminology, payable at New Delhi.
6. The successful firm will have to sign an agreement with the CSTT.
7. The contract shall be valid for a period of two years from the date of signing the agreement, which may be extended at the discretion of the CSTT in consultation with the firm.
8. Manuscript supplied by the CSTT may be in handwritten / type written format. In dictionaries, the CSTT will provide the matter in alphabetical order and there may be minor shifting of entries according to alphabetical order. Images/photos, if any, would be provided by the Commission. All the original material will have to be returned to the CSTT alongwith completed job.
9. Two prints should be given as proofs and third print will be considered final. Laser printouts should be provided printed in reasonably quality paper. All corrections marked by CSTT will have to be carried out by the typesetter. Additional charges for any extra prints beyond the three printouts may be mentioned in Point (b) of the Quotations.
10. Some of the jobs may require mathematical/scientific/diacritical fonts and additional charges for such jobs be mentioned in Point (a & c) of the Quotation.
11. The font size to be used may vary according to the nature of the publication as well as the language. For quoting purpose, typesetters may note that the normal font size should be equivalent to 11 pt Times Roman with default spacing in between lines / words. Typesetters should not use extra spacing to increase the page numbers. On getting an order, a page sample printout is to be provided to the concerned officer and the font size/spacing/layout etc should be followed according to the instruction.
12. On completion of the job, the typesetter should provide the soft copy (Open file and PDF) of the work in a CD/DVD/PD/HDD along with the fonts used for the book. The CD/PD/HDD should be mistake-free.
13. The typesetter shall complete assigned work in all respects within stipulated time period. Failure to abide may attract forfeiture of the Performance Guarantee paid.
14. As most of the jobs will be given for the printing purpose and online, jobs will be given for printing purpose and online publication that may be required in a format suitable for uploading on the website. Also with the CRC, the soft copy may have to be supplied in a format suitable for preparation of e-version (e-book). The data entry is to be done using the Unicode font and the Commission may ask the data in Excel format.
15. The data entry to be done in the Excel format and Unicode font may be used.
16. First level proof reading may be done and mistakes be corrected before handing over the first proof to the CSTT.
17. The CSTT reserves the right to refuse to accept unsatisfactory jobs.
18. In case of non-adherence of the said terms and conditions by the typesetter, the CSTT reserves the right to cancel the agreement without assigning any reason.
19. The decision of the Chairman, CSTT is final in all matters. In case of any dispute, the opinion of the Government may be sought for and such decisions will be final.
20. The Chairman, CSTT reserves the right to alter, delete, or amend any conditions of the Tender without assigning any reason.
21. The Quotations may be cancelled without assigning any reason.
22. The jurisdiction of all judicial disputes shall be in Delhi.