



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/WSD/03/2022-23/T399

Date: 24.03.2023

TENDER NOTICE

FOR THE CONVERSION OF MALAYALAM UNICODE FONTS

C-DIT invites sealed tenders from qualified individuals/firms for conversion of Malayalam Unicode fonts to the new lipi as approved by the Government bearing the GO No G.O. (P) No 4/2022/P&ARD .

The sealed envelopes containing the tender should bear the superscription "Tender for the Conversion of Malayalam Unicode fonts" and should be addressed to "The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027". Intending tenderer may submit the tenders on their own papers by post/hand.

The last date for receipt of tenders is 03-04-2023, 3:00 PM.

Bids will be opened at 3.30 PM same day, at C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Details of the requirements and other conditions governing to the work and requirements can be downloaded from our website www.cditi.org

Sd/-

REGISTRAR

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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The offers must be submitted in two separate covers duly sealed as technical bid and financial bid, failing which the documents would not be accepted. The technical bid should be submitted in the format given in Annexure I and financial bid in the format given in Annexure II.

Selection of agencies will be based on a two-stage process. First the C-DIT will short list the individuals/firms based on meeting mandatory eligibility criteria. Financial bid of technically qualified individuals/firms will be opened in the second stage. The final selection of individuals/firms would be done on the basis their capability and lowest rate offered by the technically qualified individuals/firms in the sealed cover.

Eligibility Criteria

1. The individual/firm should have an experience of 5 or more years in the field design of Malayalam Unicode fonts.
2. The individual/firm should have experience in undertaking similar work earlier. Documentary evidence to this effect should be enclosed.
3. The individual/firm should have experience in design of fonts in Linux, Windows, Mac and Android platforms.

List of documents / information to be enclosed with technical bid

- a) Profile of the individual/firm including contact address, telephone number, fax numbers, e-mail, Mobile Numbers, educational qualifications, work experience, details of Malayalam fonts designed, etc.
- b) List of Clients with address and telephone numbers to whom the individual/firm has been rendering similar services for the last five years.

- c) Copies of PAN Card, AADHAAR card or Voter's Id card or Driving License or firm registration certificate etc.
- d) Copies of certificates as proof of educational qualifications.

Terms & Conditions

1. The enlisted Individuals/firms are required to convert Malayalam fonts as per the new lipi from time to time as and when required by C-DIT at short notice.
2. The venue for executing the work will be decided by C-DIT and the enlisted individuals/firms will have no right to choose the venue.
3. The enlisted Individuals/firms should transfer copy of source file developed as part of the project to C-DIT.
4. The enlisted Individuals/firms should submit copy of fonts that they have designed.
5. The fonts should be designed as per the approved new malaylam lipi bearing GO No G.O.(P) No 4/2022/P&ARD
6. The developer should design the Malayalam fonts and changes suggested shall be incorporated until the same is approved by the committee constituted by C-DIT.
7. The designer will have no rights over the fonts once approved by the committee.
8. Credits shall not be given to the font designer.
9. The enlisted Individuals/firms should also ensure that content/information provided by the C-DIT remains secured and shall not be subjected to any amendment by any unauthorized persons whether through physical or logical means by incorporating standard security measures.
10. C-DIT reserves its right to alter, modify or cancel the work order bilaterally in the event of non-performance of enlisted Individual/firm. Non-performance shall also include any inordinate delay in submitting the deliverables and all related services beyond the stipulated period.

11. The validity of the tender will be for a period of ONE year and can be extended further for a period of 12 months on such terms and conditions that are mutually agreed by and between the C-DIT and selected individuals/firms.
12. The selection of the individuals/firms will be based on the eligibility criteria and the maximum lowest rate offered
13. C-DIT will release the payment for the individual/firm within thirty days from the date of submission of bills after completion of work
14. If any individual/firm refuses to accept or fail to undertake the work as per the accepted rate/norms without reasonable and sufficient justification, the name of such individual/firm would be blacklisted.
15. All payment shall be subject to TDS (if applicable), as applicable from time to time.
16. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation Act(Amended), 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
17. C-DIT reserves the right to cancel the service of the individuals/ firms at any time by giving one month notice. C-DIT reserves the right to disqualify / black list the individuals/firms in case of fraudulent acts/ misbehavior or any acts discourteous to C-DIT immediately on noticing the act.
18. The individual/firm has to enter in to an agreement with C-DIT to ensure prompt and effective service during the contract period.
19. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.

20. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall

be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

21. **The last date for submission of tender 03.04.2023 3.00 PM.**

The tender will be opened on the same day at 3.30.

22. **In case of doubt:** If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact wsd@cdit.org

Sd/-

REGISTRAR,C-DIT

Dated 24.03.2023

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Annexure 1 - Technical Bid

Part A - Bidder Profile

| SI No | Particulars | Details of the Bidder |
|---|---|------------------------------|
| 1 | Name | |
| 2 | Address | |
| 3 | Mobile/ Telephone No | |
| 4 | e- mail id | |
| 5 | Website | |
| Details of the Authorized Person (in case of firm) | | |
| 7 | Name | |
| 8 | Address | |
| 9 | Mobile | |
| 10 | e- mail | |
| Information about the firm | | |
| 11 | Details of Registration | |
| 12 | Number of professionals working in the firm | |
| 13 | PAN No | |
| 14 | Registration No | |

Signature of Bidder with seal

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Annexure 1 - Technical Bid

Part B - Technical Bid Letter

To,
The Registrar
Centre for Development of Imaging Technology (C-DIT)
Chitranjali Hills, Thiruvallom PO,
Thiruvananthapuram 695027

Ref Tender no: _____

Dear Sir,

I/We hereby declare

1. I/We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid at Annexure II.
2. We do hereby undertake, that, in the event of acceptance of our bid, Malayalam Unicode Fonts shall be designed and handed over to C-DIT in time.
3. We enclose herewith the complete Technical Bid as required by you. This includes:
 - a) This Bid Letter
 - b) Bidder profile
 - c) Citations

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and we do hereby undertake to provide services as per these terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this _____ Day of _____ 20____

Signature
(In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of:
(Name and Address)

Seal/Stamp of bidder

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Annexure II - Financial Bid

| SI No | Description | Amount (per font) In INR |
|--------------|---|-------------------------------------|
| 1 | Conversion of Malayalam Unicode fonts as per the new lipi (5 nos) | |

*Rate quoted should be inclusive of GST

Name of the Bidder/Firm/Agency:

Address:

Phone No:

e-mail id:

Authorized Signature:

Office Seal Date: