



Government of India
Ministry of External Affairs
XPD Division
Room No. 255, A Wing, Shastri Bhawan,
New Delhi-110001, INDIA

**E-NOTICE INVITING TENDER FOR
COFFEE-TABLE BOOK ON INTERNATIONAL DAY OF YOGA, 2019**

Tender No: K/PMS/ 304/01/2019

DATED: 03.04.2019

*** Important Dates**

Date of publishing	:	03.04.2019 (1830 hrs)
Bid Document Download Start Date	:	03.04.2019 (1830 hrs)
Bid Submission Start Date (online)	:	03.04.2019 (1830 hrs)
Clarification Start Date	:	03.04.2019 (1830 hrs)
Clarification End Date	:	24.04.2019 (1000 hrs)
Bid Submission End Date (online)	:	24.04.2019 (1100 hrs)
Date of Technical Bid Opening (online)	:	25.04.2019 (1100 hrs)
Opening of Financial bids	:	TBD

The bid shall be submitted online only at the Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app>

*Manual bids shall not be accepted.

*The dates can be changed at the discretion of Ministry of External Affairs.

*Each submitted .pdf document (as requested under Annexure A) must clearly mention the S. No. and title from the tabular requirements under Annexure A to identify corresponding to which point the document has been submitted.

Publicity Officer,
IP/PMS Section, XPD Division,
Room No. 255, A Wing, Shastri Bhawan
Tel No. 23381719
Email : poip@mea.gov.in

REQUEST FOR PROPOSAL

1. Background

This RFP is for engaging services of a Company/Firm/Agency to design and publish a **Coffee-Table Book** of premium quality to be published by the Ministry of External Affairs, XPD Division, pertaining to the **International Day of Yoga (IDY), 2019**. The Book should be of 160 pages. The book will include initial messages by the Prime Minister and the External Affairs Minister with photographs of International Day of Yoga-2019 celebrations attended by the President of India, Prime Minister, External Affairs Minister, Minister of State for External Affairs followed by IDY-2019 celebrations the world over.

The Coffee-Table Book will be of a very high standard, and include innovative and creative compilations of pictures and text pertaining to IDY-2019 celebrations in India and across the globe. In this pursuance, the Ministry of External Affairs has decided to commission a Coffee-Table Book in accordance with the Scope of Work and deliverables mentioned in this Tender document.

2. Scope of Work

The Company/Firm/Agency would work under the instructions and overall supervision of JS (XP), Ministry of External Affairs, New Delhi, and the scope of work shall include the following:

- (a) Creation/Generation of content
- (b) Editing of contents, preparing the design/layout
- (c) Organization of contents
- (d) Preparation of Headings and captions
- (e) All the references to be edited should be in a consistent format
- (f) Layout of the book
- (g) Ensuring illustrations/ Infographics and captions of pictures are correct
- (h) Appropriate placement of Photos
- (i) Ensuring high quality of work (editorial and production)

(j) Effective coordination with content and reference material photos and design

(k) Preparing Bibliography

(l) Constant/daily feedback is to be given to Ministry of External Affairs

NOTE: Creativity, innovation and high standard of work will be considered for selection. The capacity to complete the job within the given time frame and with desired quality will be of essence for this RFP.

3. Brief description of the Selection Process: Quality and Cost Based System (QCBS)

The Ministry of External Affairs will adopt a two-stage selection process in evaluating the e-Proposals comprising in Two Covers (Technical and Financial bids) online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>

In the first stage, a technical evaluation will be carried out. Bidders must fulfil all the requirements in Technical Bid format (from S. No. 1 to 8). Online bidders fulfilling all the requirements under the Technical Bid Cover 1 (S. No. 1 to 8), as well as, scoring more than 80% and above marks in Questionnaire under the Heading: Technical Bid, in Annexure A, shall qualify the Technical bid. In the second stage, Financial bids of only those bidders will be opened who qualify the Technical bids.

For the final evaluation, 80% weightage will be given to the Technical Score (T) and 20% weightage will be given to the Financial Score (F).

Calculation of the Technical Score (T):

$$T = (T_t / T_h) \times 100$$

Where,

T – Technical Score

T_t – Total Technical Bid marks of the bidder under consideration

T_h – Highest Total Technical bid marks amongst all evaluated bids

Calculation of the Financial Score (T):

The bidder with the lowest financial bid (L1) shall be awarded F = 100 and for the rest of the Bidders, F will be calculated as:

$$[(\text{Financial bid of L1}) / (\text{Financial bid of the bidder}) \times 100]$$

Finally, the formula to be used to evaluate the **Final Score (S)** of the bidders after the Technical and Financial evaluation is:

$$S = (T) \times 0.8 + (F) \times 0.2$$

Where, T – Technical Score; F – Financial Score

The bidder with the highest Final Score (S) will be awarded the contract for commissioning the Coffee-Table Book.

4. Technical Specifications:

(a) Name of Work: Designing, Creation, & Print Production of Coffee-Table Book

(b) Quantity: **1500 copies (English)**

[Additional copies, if required, will be paid on pro-rata basis, on the total cost quoted by the selected Company/Firm/Agency i.e. L1]

(c) Size: 13.5 inches x 10 inches (Close size – Horizontal);

27 inches x 10 inches (Open size)

(d) Paper & Pages

(i) Inside Pages: 130 GSM Magno matt art paper

(ii) Cover (PLC): 170 GSM Magno matt paper (to be pasted) on Imported hard book binding card board (2.5 mm)

(iii) Jacket: 250 GSM Magno art paper with 4" inside fold on front & Back each.

(iv) End leaves: 130 GSM Magno matt art paper

(e) Colour Scheme:

(i) Inside Pages colours (front & back): 4+4

(ii) Title and Jacket: 4+0 Colours (Gold) leaf printing and UV coating on cover as well as Jacket as per the design requirements

(iii) Inside pages required Aqueous Varnishing Inner tiles: 4 colours

(f) Photographs: High resolution coloured photos, in 4 colours (To be provided by the Ministry of External Affairs)

(g) No. of pages: 160 pages

(h) Language: English

(i) Lamination/Varnishing PLC/OUT side of Book Jacket (4 colours)

(j) Binding: Section sewn with good quality library book style with head and tail bands, flat spine bound with hard case binding machine i.e. perfect binding with hard case. Book mark both side printing 4/c on 250 GSM Magno star art paper

(k) Logo: PD Logo to be put on the (Top) spine and PD credit are to be placed on cover. The Logo will be provided by Ministry of External Affairs.

(l) Process of design, layout and offset printing: Proofing of the colours will be done by the agency/printer/firm & get approved from the Ministry of External Affairs before final printing

(m) Proof Reading: It will be the sole responsibility of the agency/ firm/ printer

(n) Liaison: It will be the responsibility of the Agency/firm/Printing to collect & deliver the proofs, and each & every related job.

(o) Packing Packed in corrugated boxes 5 ply of 10 copies each

5. Eligibility Criteria for Bidder

(a) The bidder should have minimum 02 years' experience in designing and printing of books, especially Coffee-Table Books. Bidders with prior experience in similar work will be preferred.

(b) The bidder should have experience in providing services in security sensitive organisations of Govt. of India.

(c) The bidder should provide 'User Satisfaction Certificates' from at least three (03) different Organizations (**preferably Governmental Organisations**) serviced during the last 02 years, pertaining to the designing and printing of Coffee-Table Books.

(d) Bidder shall be required to submit copies of Income Tax Returns for the last 03 years along with Turnover certificate (**minimum turnover Rs. 25 Lakhs**) for each of the last two (02) years by a practising Chartered Accountant. The agency should be registered with Service Tax Dept. and carry a valid PAN/TAN/GST.

(e) The Bidder will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of Ministry of External Affairs regarding Commissioning of books and Coffee-Table Books. In the event the information submitted by bidder is found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of Ministry of External Affairs and the Earnest Money Deposited (EMD) by the Bidder will be encashed by the Ministry of External Affairs.

(f) The bidder is to confirm in writing the acceptance of all the terms and conditions given in this RFP for consideration of his application for commissioning of Coffee-Table Book in the declaration as shown in **Annexure D**.

(g) The bidder should not have been de-registered/blacklisted, previously by any government organisation.

(h) The bidder should provide an affidavit concerning 'Non-disclosure' of information supplied by the Ministry of External Affairs to prevent any unauthorised access/ sharing.

6. Earnest Money Deposit (EMD):

The Bidder shall furnish an Earnest Money Deposit (EMD) amounting of **Rs. 60,000/-** together with Technical Bid Cover. The EMD shall be in Indian Rupees and shall be in the form of Demand Draft from any of the Nationalized / Scheduled Bank in favour of the '**Pay and Accounts Officer, Ministry of External**

Affairs, New Delhi, payable at New Delhi’. The unsuccessful Bidders will be promptly notified and their respective EMD will be returned without interest within 30 days of notice of award of contract. EMD of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Bank Guarantee. However, EMD of a bidder shall stand forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any manner within the period of validity of its tender. The EMD shall not carry any interest.

The original hard copy of the EMD of Rs 60,000 /- in the form of a Demand Draft is also required to be submitted in a sealed envelope superscribed ‘*Tender for Coffee-Table Book on International Day of Yoga, 2019*’ on or before the closing date and time of e-submission of online bids (**refer table: Important Dates**) to **Publicity Officer, PMS Section, Room No. 255, A Wing, XPD Division, Ministry of External Affairs, New Delhi**, failing which the bids will not be considered.

Bidders exempted from submission of EMD, specifically pertaining to the commissioning of Books and/or Coffee-Table Books, based on registration with DGS&D/NSIC or registered Micro or Small Enterprises shall attach a copy of valid registration certificate along with quotation while submitting their documents for the Technical bid, as per the requirement under Annexure A.

The Earnest Money will be forfeited on account of one or more of the following reasons:

- (a) Bidder withdraws the Proposal during the validity period specified in E-Tender document.
- (b) Bidder does not respond to requests for clarification of its Proposal/ substandard works.
- (c) Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- (d) On being successful in the bids, the Bidder fails to sign the Agreement in time as per schedule or furnish Performance Guarantee within the stipulated period of the contract. Such a Bidder shall also be barred from participating in future tenders of the Ministry.

7. Performance Guarantee:

(a) The value of the Performance Bank Guarantee will be an amount equal to 10% of the total amount of the contract.

(b) The Performance Bank Guarantee shall be made in favour of '**Pay & Accounts Officer, Ministry of External Affairs, New Delhi, payable at New Delhi**'.

(c) The Performance Bank Guarantee shall be submitted by the bidder through a nationalized bank before the commencement/print out order is given at the time of signing the final agreement with the successful bidder and **it shall remain valid upto 180 days after the completion of the tenure of contract period.**

(d) This Performance Bank Guarantee shall be encashed by the Ministry of External Affairs in case the contractor fails to adhere to the terms and conditions of the RFP.

(e) No Interest shall be paid on the Performance Bank Guarantee.

8. Disqualification:

Even though the Bidders meet the above criteria, they are subject to be disqualified, if any Bidder has any of the following:

(a) A criminal history or has been convicted by any court of law for any of the offences under any Indian laws.

(b) If any criminal proceedings is/are pending in any court of law in India against any of the Bidder and if any such proceeding culminates into conviction.

(c) Made misleading or false representation in the forms, statements and attachments submitted.

(d) The bidder who does not submit EMD in the Technical bid envelope will be disqualified from the tendering process.

9. Notification of Award of Contract:

Within the validity of the period of bid prescribed by Ministry of External Affairs, the Ministry will notify the successful bidder by e-mail. The successful bidder on receipt of the notification shall convey his/her acceptance by return e-

mail or fax. The acceptance is to be accompanied by a signed contract in favour of **'The Joint Secretary (XP), Ministry of External Affairs'**.

10. Penalty Clause

(a) In case a bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverable as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of EMD/Performance Guarantee as well as disqualification of the bidder from participating in future tenders.

(b) For any kind of delay in adhering to the time schedule or substandard work, bidder shall be liable to pay 0.5% of the total amount of the contract for each day of delay and multiples thereof from the decided date of the final submissions.

11. Submission of online bids:

(a) The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Manual bids will not be accepted under any circumstances.

(b) The online bids (complete in all respect) must be uploaded online in Two Covers (Technical and Financial bids) as explained below in Annexure A (Details of covers of Technical Bid), Annexure B (Financial bid format), Annexure C (Terms and Conditions) and Annexure D (Declaration Certificate).

12. Financial Bid: The bidder must submit their financial bid in the prescribed format (BOQ.XXXX File) – specified at Annexure B of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes. No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later.

- 13. OPENING OF E-TENDER:** Technical Proposals shall be opened as per Schedule mentioned in table (**Refer table: Important dates**) at the office of the Ministry of External Affairs. Only authorized representative(s) with authority letter on the letter head of tendering company/firm/agency, etc. duly signed by the tenderer will be allowed to attend the meeting of the Tender Committee to be held at **Room No. 255 A wing, External Publicity & Public Diplomacy Division, Ministry of External Affairs, 2nd Floor, A-Wing, Shastri Bhawan, New Delhi – 110001** for opening the technical bids.
- 14. Settlement of Laws and Arbitration:** The Jurisdiction in case of any dispute shall be of the courts in Delhi only. All disputes, differences and questions arising out of or in any way related to this RFP or subject matter thereof or the representative's rights, duties or liability of the parties shall be referred to the arbitration. The arbitration shall be in accordance with the Arbitration and Conciliation Act of 1996, as amended. The Arbitration proceedings will be held in New Delhi.

Annexure – A
Cover 1 – (Technical Bid)

S. No.	Document	Format of submission
1	EMD of Rs. 60,000/- (Rs. Sixty Thousand only) (scanned copy) Note: Bidders exempted from submission of EMD, <u>specifically pertaining to the commissioning of Books and/or Coffee-Table Books</u> , based on registration with DGS&D/NSIC or registered Micro or Small Enterprises shall attach a copy of valid registration certificate along with quotation.	.pdf to be uploaded online
2	Name of the Company/Firm/Agency with the Year of Establishment along with detailed office address with telephone number, with Certificate of Incorporation details.	.pdf to be uploaded online
3	<u>'User Satisfaction Certificates'</u> from at least 3 different Organizations (preferably Governmental Organizations) serviced during the last 2 years, specifically pertaining to the designing and printing of Books & Coffee-Table Books.	.pdf to be uploaded online
4	Income Tax Returns for the last 3 years, PAN/TAN/ Service Tax/GST registration certificates, and Turnover Certificate (minimum turnover Rs. 25 Lakhs) for each of the last 02 years (Attested copies).	.pdf to be uploaded online
5	Signed declaration of Annexure D	.pdf to be uploaded online
6	Undertaking that the bidder has not been de-registered/ blacklisted by any Departments/ Ministries/ Organizations of the Govt. of India/Sate Govt.	.pdf to be uploaded online
7	Affidavit/Certificate to the effect that the information submitted by the Bidder is correct and will abide by the decision of competent authority of Ministry of External Affairs regarding Commissioning of Coffee-Table Book.	.pdf to be uploaded online
8	Affidavit regarding a Non-Disclosure of information to protect the data shared by the Ministry of External Affairs from unauthorised access/ sharing.	.pdf to be uploaded online

	<p style="text-align: center;">QUESTIONNAIRE</p> <p style="text-align: center;">Total Weightage = 50 Marks</p> <p>* Relative grading will performed for each item below</p>	<p style="text-align: center;">Format of submission</p>
(a)	<p>Background or past experience in creating Coffee-Table Book(s). Coffee-Table Books previously published to be mentioned. Give brief details in about 100 words.</p> <p>Past experience in commissioning Coffee-Table Books for Governmental Organizations, especially those for the Ministry of External Affairs, will be preferred.</p> <p>Max. Weightage = 10 Marks</p>	<p>.pdf to be uploaded online</p>
(b)	<p>Bidders must submit on the day of the Technical Bid opening, a physical dummy of the Coffee-Table Book with the proposed title, cover design and inner pages (at least 5 – 6 pages) exhibiting innovative ideas for the layout of the content i.e. text & images, for the theme of this Coffee-Table Book.</p> <p>Max. Weightage = 20 Marks</p>	<p>Physical sample of proposed design</p>
(c)	<p>Experience, qualification and professional knowledge of the Photo Editorial team in latest photography software and hardware implemented in commissioning Books/ Coffee-Table Books. Give brief details in about 100 words.</p> <p>Max. Weightage = 10 Marks</p>	<p>.pdf to be uploaded online</p>
(d)	<p>Experience, qualification and professional knowledge of the Content Editorial team and the Proof Readers in commissioning Books/ Coffee-Table Books. Give brief details in about 100 words.</p> <p>Max. Weightage = 10 Marks</p>	<p>.pdf to be uploaded online</p>

NOTE: Each submitted .pdf document must clearly mention the S. No. and the title from the above table to identify corresponding to which point the document has been submitted.

Annexure B

Financial Bid (.xls) Format

Please quote rate (all Inclusive) in the following format.

Print Quantity	(a) Per Copy Basic Rate of 160 pages of printed Coffee- Table Book In INR. (Inclusive of all Levies, delivery charges, etc.)	(b) GST amount charged per copy in INR	GST Percentage charged (%)	Total price (INR) for 1500 copies of the printed Coffee-Table Book $= [(a) + (b)] * 1500$
1500 copies (English)				

Note: Bidders are requested to read the eligibility criteria and terms & conditions specified in the tender document while submitting online bids.

Annexure C

Terms & Conditions

1. Fulfil all the columns in Technical Bid format (from S. No. 1 to 8).
2. Copy right of the book will be held by Ministry of External Affairs.
3. Validity of Proposal: 90 days, Ministry of External Affairs reserves the right to reject a proposal valid for a shorter period as nonresponsive.
4. Right to Accept or Reject any Proposal: Ministry of External Affairs reserves the right to annul the E-Tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder (s) of the grounds for such decision.
5. Clarifications & amendments of E-Tender Notice: During the process of evaluation of Proposals, Ministry of External Affairs may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time-frame. Ministry of External Affairs may for any reason, modify the E-Tender document before the date of submission of proposal. The amendment(s) to the E-Tender document would be clearly spelt out and the Bidders will be given sufficient time to amend their proposal due to such modifications.
6. Bid Currency: Prices shall be expressed in Indian Rupees only.
7. For verification of information submitted by the Bidders, the Committee may visit Bidder's offices at its own cost.
8. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.
9. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.
10. The total cost indicated in the Financial Bid shall be treated as final and reflecting all inclusive price.
11. **Late bids:** Late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

12. **Agreement deed:** The successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- non-judicial stamp paper. The incidental expenses of execution of Agreement/ contract shall be borne by the successful bidder.

13. **Force Majeure:** Ministry may consider relaxing the penalty and delivery requirements, as specified in the tender documents, if and to the extent the delay in performance or failure to perform its obligation under the contract is the result of a Force Majeure.

“Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared/ undeclared), hostilities, national emergencies, civil commotion and strikes as successful bidder premises”

14. **Arbitration:** Any dispute shall be referred for arbitration by a sole arbitrator in accordance with the provision of Arbitration and Conciliation Act, 1966. The place of arbitration will be Delhi.

15. **Governing Laws and Disputes:** This shall be constructed and governed by the laws of India and parties hereby submit to exclusive jurisdiction of the Delhi Courts of Law.

16. In case of material breach of any of the terms and conditions mentioned in the Tender document, the Competent Authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Ministry in that event and the Performance Security deposit may also be forfeited.

Annexure D

Declaration Certificate

This is to certify that I/We before signing this E-Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature

Name:

Stamp