PRINT-PRODUCTION OF HARDBOUND BOOK

REQUEST FOR PROPOSAL

EXTERNAL PUBLICITY AND PUBLIC DIPLOMACY DIVISION (XPD DIVISION), MINISTRY OF EXTERNAL AFFAIRS
A WING, SHASTRI BHAWAN
NEW DELHI

TOTAL NO. OF PAGES (INCLUDING THIS PAGE) - 22-
On behalf of the President of India, E-Tenders are invited under "Two Bid System", i.e., Technical Bid (Pre-qualification) and Financial Bid from reputed agencies for print production of 2500 copies of Hardbound book- "What Gandhi Means to Me : An Anthology" as per the following schedule:

<table>
<thead>
<tr>
<th>Tender No: K/POR/551/51/2018</th>
<th>DATED: 26 August, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Dates</td>
<td></td>
</tr>
<tr>
<td>Date of Uploading on CPP Portal</td>
<td>26 Aug 2020 1200 hrs</td>
</tr>
<tr>
<td>Bid Document Download Start Date</td>
<td>26 Aug 2020 1200 hrs</td>
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<tr>
<td>Clarification Start Date</td>
<td>26 Aug 2020 1200 hrs</td>
</tr>
<tr>
<td>Clarification End Date</td>
<td>23 Aug 2020 1600 Hours</td>
</tr>
<tr>
<td>Bid Submission Start Date (online)</td>
<td>26 Aug 2020 1200 hrs</td>
</tr>
<tr>
<td>Bid Submission End Date (online)</td>
<td>16 September 2020 1200 hrs</td>
</tr>
<tr>
<td>Date of Technical Bid Opening (online)</td>
<td>18 September 2020 1130 hrs</td>
</tr>
<tr>
<td>Opening of Financial bids</td>
<td>To be notified Later</td>
</tr>
</tbody>
</table>

The bids shall be submitted online only at Central Public Procurement Portal Website: http://eprocure.gov.in/eprocure/app. Manual bids shall not be accepted in any circumstances.

Communications

Any queries relating to the proposal may be addressed to the undersigned:

B. Suman
PO(POR)
XPDDivision, Room No. 137, A Wing Shastri Bhawan
Tel No. 011-23383371
Email: popor@mea.gov.in
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<th>Page No.</th>
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<td>11-12</td>
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<td>Instruction for Online submission of bids (Annexure IV)</td>
<td>13 &amp; 19-22</td>
</tr>
</tbody>
</table>
PRINT PRODUCTION OF HARDBOUND BOOK

SECTION 1: Introduction and invitation for proposal

External Publicity and Public Diplomacy Division (XPD Division), Ministry of External Affairs, Government of India, invites online bids for engaging services of reputed companies/agencies/firms to take up the Print Production of a Hardbound Book.

In pursuance of the above, interested agencies are invited to submit proposals/bids for the project which must include the following:

(a) Technical Bid
(b) Financial Bid

During the selection process and execution of work, XPD Division, MEA reserves the right to cancel the contract without assigning any further reasons.

SECTION 2: Scope of Work

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

a. Organising of content and pictures
b. Editing of content and page setting
c. Complete Image retouching and colour correction (alongwith machine/colour proofing of all images)
d. Ensuring high quality of work (Production)
e. Design and Layout (as per the e-book uploaded at the link - http://mea.gov.in/GandhiAnthology/GandhiAnthology.html)

SECTION 3: Technical Specifications for the Hardbound Book:

<table>
<thead>
<tr>
<th>(a)</th>
<th>Name of Work</th>
<th>Print Production of Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Quantity</td>
<td>2500 copies</td>
</tr>
<tr>
<td>(c)</td>
<td>Size</td>
<td>9 inches x 9.5 inches; (Open size : 18 X 9.5 inches)</td>
</tr>
<tr>
<td>(d)</td>
<td>Colour Scheme</td>
<td>4 + 4 colour all through</td>
</tr>
</tbody>
</table>
**SECTION 4: Eligibility Criteria for Bidder**

(i) Name of the agency should be the same in all the documents submitted as a part of technical and financial bids.

(ii) The bidder shall have minimum ten years experience of designing and print production of books/newsletters/booklets/brochures etc. (Valid proof has to be attached) with Govt. of India.

(iii) The Bidder should have a minimum turnover of not less than Rs. 90 lakhs per year for the last three years.

(iv) Attested copies of audited balance sheets and Income Tax Returns of last three financial years must be submitted with the Technical bid.

(v) The bidder shall not have been blacklisted by any of the Departments/Ministries/organization of the Government of India. A duly signed undertaking to this effect must be submitted with the Technical bid.
(vi) The bidder shall not have any criminal proceedings pending/in progress in any Court of Law/Forum.

(vii) The bidder shall not have been expelled/terminated on a project for default by any Organisation/Govt. Deptt.

(viii) The bidder must be a registered Firm/Company, having appropriate licenses like PAN, TIN, TAN, VAT, Service Tax Number etc. in their own name. Attested copies of the same must be submitted with the technical bid.

(ix) The bidder should have the proven ability to deliver in a time bound manner.

(x) The quoted price should include all applicable taxes and duties inter alia GST, Octroi, labour, transportation etc.

SECTION 5: Earnest Money Deposit (EMD):

1) The original Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rs. One lakh only) by means of a Demand Draft / Pay Order in favour of ‘Pay & Account Officer, Ministry of External Affairs’ is to be submitted in a sealed envelope superscripted ‘Print-Production of Hardbound Book’, on or before the closing date and time of e-submission of online bids to Ms. B. Suman, Publicity Officer (POR) , Room No. 137, A-Wing, Shastri Bhawan, New Delhi- 110001, failing which the bids will not be considered.

2) The scanned copy of Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of ‘Pay and Accounts Officer, Ministry of External Affairs’ payable at New Delhi should be e-submitted as.pdf file.

3) Tender received without EMD or EMD for incorrect amount will be summarily rejected.

4) The submission of EMD is compulsory for all the bidders.

5) Bidders exempted from submission of Bid security Deposit based on registration with DGS&D/NSIC or registered as Micro or Small Enterprises shall attach a copy of valid registration certificate along with quotation.

6) The EMD shall be returned to the bidders(s) whose offer is not accepted by the Ministry within 30 days from the date of signing contract with the successful bidder. However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidders.

7) The EMD of the successful bidders(s) will be returned on receipt of Performance Guarantee. EMD of a bidder shall stand forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

8) The EMD shall remain valid for a period of 45 days beyond the final bid validity period.
SECTON 6: Performance Bank Guarantee (PBG):

1) Performance Bank Guarantee @ 10% of the total contract value shall be required to be submitted along with signing of the contract and will be refunded on successful completion of the project.

2) Performance Bank guarantee shall be made in favor of Pay & Accounts Officer, Ministry of External Affairs, New Delhi.

3) The performance guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.

4) The Performance Guarantee shall be refunded within 60 days of successful completion of the contract, provided there is no breach of contract agreement.

5) In the event of any defect in printing, binding and packaging of the material so delivered is found by XPD Division, MEA, Performance Guarantee will be deducted as penalty.

6) No interest shall be paid on the Performance Bank Guarantee.

7) The Performance Guarantee shall be forfeited and credited to procuring entity’s account in the event of breach of contract by the contractor.

SECTON 7: Preparation of proposal/bids:

1) The Ministry of External Affairs will adopt a two stage selection process in evaluating the E-Proposals comprising in Two Covers (Technical- Cover 1 and Financial bid- Cover 2) online through Central Public Procurement Portal Website: http://eprocure.gov.in/eprocure/app.

2) In the first stage, Technical Evaluation will be carried out.

3) The bidders must submit actual dummy as per technical specifications mentioned in Section 3 of the RFP with printed jacket, Front Cover and initial 16 inside pages (physically in person) Non submission of actual dummy of the book would deem the bid as incomplete.

4) The bidders are to submit the documents as under

   (a) Technical Bid (As per Annexure I)
   (b) Financial Bid (As per Annexure II)
SECTION 8 : Brief description of selection process (Quality and Cost Based System) (QCBS)

The bids 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. The online bids (complete in all respect) must be uploaded online in Two Covers (Technical and Financial bids) as explained below:

Cover-1 - (Technical Bid) : The bidders are required to submit documents as detailed in Annexure I. The documents are required to be uploaded online in .pdf format. These document is not to include any financial information.

In the first stage of technical evaluation, Bidders must fulfill all the requirements in Technical Bid format (sl. No. 1-10) of Annexure 1. Online bidders fulfilling all the requirements under the Technical Bid Cover 1 as well as, scoring 80 % and above 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) : \[ T = \frac{Tt}{Th} \times 100 \]

where T- Technical Score
Tt - Total Technical bid marks of the bidder under consideration
Th- Highest Total Technical bid marks amongst all evaluated bids

Calculation of the Financial Score(F):

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 \((\text{Financial bid of L1})/\text{Financial bid of the bidder})\times100\)

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 and S -Final Score

The bidder with the highest Final Score(S) will be awarded the contract for Printing the Coffee table book.
SECTION 9 : FORCE MAJEURE :

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any natural calamity or act of God, neither party shall due to such event be entitled to terminate this contract or shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event ceases to exist. The decision of the Ministry of External Affairs as to whether the performance of the services have been so resumed or not shall be final and conclusive.

SECTION 10 : Instructions to bidders

1) Bidders are advised to follow the instructions provided in the ‘Instruction to Bidders’ specified at Annexure-IV of this Tender document for e-submission of the bids online through Central Public Procurement Portal Website: http://eprocure.gov.in/eprocure/app before proceeding with the tender;

2) All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Websites: http://eprocure.gov.in/eprocure/app and further no documents will be accepted offline.

3) Bidders not submitting any of the required documents online will be summarily rejected.

4) Both technical and financial bids are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.

5) The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.

6) Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.

7) The original Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft / Pay Order in favour of “Pay & Account Officer, Ministry of External Affairs” is also required to be submitted in a sealed envelope superscripted ‘Print-Production of ‘Hardbound Book’, on or before the closing date and time of e-submission of online bids to Ms. B. Suman, Publicity Officer (POR), Room No. 137 A-Wing, Shastri Bhawan, New Delhi-110001. Failing which the bids will not be accepted.

8) The bidders must submit their financial bid in the prescribed format (BOQ XXXX File) – specified at Annexure II of this tender document and no other format is acceptable. Bidders are required to download the BCQ File, open it and complete the unprotected
cells with their respective financial quotes [the item wise rate per copy in both figures and words (including all taxes)] and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidders, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later.

SECTION 11 : Opening and Evaluation of Technical Bid & Financial Bid:

1) Online bids (complete in all respects) received along with demand draft of EMD (Physically) will be opened as per stipulated time and date as indicated in the schedule on page 2 of the tender document in presence of bidders or their representatives, by the panel/committee so constituted for the purpose at Room No. A Wing, Shastri Bhawan, Dr. Rajendra Road, New Delhi.

2) A duly constituted committee will evaluate eligibility criteria of bidders;

3) Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated;

4) It shall be noted that required documents submitted online along with the Technical bid will be perused/examined and in case of any deficiency, the Technical bid will be rejected and Financial bid will not be opened;

5) After scrutiny of Technical bids, the Ministry shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids preferably via email;

6) The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorization to this effect;

7) In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened at the same time on the next working day;

8) Bids shall be summarily rejected, if they are received other than via online through Central Public Procurement Portal, except for the actual dummy and previous work samples categorically specified to be submitted in person

SECTION 12 : Disqualification of bid:

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

1) Been convicted by any court of law for any of the offences, listed under the Indian Law

2) Any criminal proceeding(s) is/are pending in any court of law in India against any of the bidders

3) Made misleading or false representation in the forms, statements and attachments submitted.
4) The bidders who do not submit original EMD will be disqualified from the tendering process.

SECTION 13: Awarding of Contract:

1) The contract shall be awarded on the basis of quality and cost based system (QCBS).
2) Should there be two or more bidders offering the same rate, the Ministry reserves the right to select the bidder for award of the contract.
3) During the period, no request for change in quoted rates shall be accepted under any circumstances;
4) The contract shall be in force for a period of six months. However, if the circumstances warrant, the contract may be further extended for a period of another two months at the prevailing terms and conditions with mutual consent, subject to the approval by the competent authority in the Ministry and satisfactory performance by the contractor.
5) The final delivery of the books shall be provided within 15 days of approval of the final draft by the Ministry.

SECTION 14: Delivery & Penalty for delayed services:

In case the bidder withdraws or changes his/her quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidders to supply the finished product as per Technical Specifications 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 bidders from participating in future tenders.

For any kind of delay in adhering to the time schedule or substandard work, contractors, as indicated in Section 13 above, shall be liable to pay 2% of total amount of the bill (entire amount of bill) for every two days, of delay and multiples thereof.

SECTION 15: Corrupt or Fraudulent Practices:

1) It is expected that the bidders who wish to bid for this tender have highest standards of ethics.
2) XPD Division, MEA shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
3) XPD Division, MEA may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract

SECTION 16: Amendment of Bidding Document:

1) Online bids (complete in all respect) received along with demand draft of EMD (Physically) will be opened as per stipulated time and date indicated in page 2 of the tender document in presence of bidders representative, if available at room No. : Conference room, 1st Floor, A Wing, Shastri Bhawan, New Delhi - 110001. Bid received without EMD will be rejected straightaway.
2) At any time prior to the deadline for e-submission of bids, XPD Division, MEA may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document under intimation to all.

3) Any amendment in the biding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "Corrigendum" on http://eprocure.gov.in/eprocure/app and www.mea.gov.in. Such amendments/modifications shall be binding on all the prospective bidders.

4) XPD Division, MEA at its discretion may extend the deadline for the e-submission of bids, if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids.

5) XPD Division, MEA reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

6) Further Addendum/Corrigendum if any will be uploaded onto website of MEA only, besides the CPP portal. The decision of XPD Division, MEA in this regard, shall be final and binding.

7) The bids shall be valid for a period of 180 days from the date of opening of bids. A bid for a shorter period of validity shall stand rejected;

SECTION 17: Settlement of Disputes and arbitration

This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

1) All disputes, differences and questions arising out of or in any way touching or concerning this Request for Proposal (RFP) or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by her/him.

2) The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

3) The decision of the sole arbitrator shall be final and binding on the parties.

SECTION 18: General terms and conditions:

1) The bids shall be valid for a period of 180 days from the date of opening of bids. A bid for a shorter period of validity shall stand rejected;

2) This tender is non-transferable. Any incomplete and conditional tenders will be summarily rejected.
3) Prices shall be expressed in Indian Rupees only.

4) Payment against bill/invoice shall be released only after execution of the Supply Order and after the quality of the delivered items are found to the satisfaction of XPD Division, MEA.

5) Payment will be made direct to the supplier through NEFT/RTGS. No request for other mode of payment will be entertained.

6) The name of the agency should be the same in all the documents in all the documents submitted as a part of technical and financial bids.

7) No advance payment will be made in any case.

SECTION 19 : Bill of Quantity (Annexure II)

SECTION 20 : Undertaking (Annexure III)

SECTION 21 : Instructions for online bid submission (Annexure IV)

(B. Suman) ,
PQ(POR)
External Publicity and Public Diplomacy (XPD) Division
Ministry of External Affairs,
Room No. 137'A' Wing, Shastri Bhawan,
New Delhi - 110001
Tel No: 011- 2338 331
Email: popor@mea.gov.in
## Annexure I

### Cover-1 - (Technical Bid)

(Following documents to be uploaded online in .pdf format)

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Document</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EMD of Rs. 1,00,000/- (Rs. One lakh only) (scanned copy) and Bank Details (certified copies)</td>
<td>.pdf</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the Company/Firm/Agency with Year of Establishment along with Detailed office address with Telephone and Fax No. and Registration Details</td>
<td>.pdf</td>
</tr>
<tr>
<td>3.</td>
<td>Past Experience of the Company/Firm/Agency along with profile and past projects handled</td>
<td>.pdf</td>
</tr>
<tr>
<td>4.</td>
<td>Duly audited balance sheets and Income Tax Returns for the last three years and PAN/TAN/ Service Tax registration certificates (Attested copies)</td>
<td>.pdf</td>
</tr>
<tr>
<td>5.</td>
<td>Details of staff Strength of the Company</td>
<td>.pdf</td>
</tr>
<tr>
<td>6.</td>
<td>Submit Samples of projects (not less than three) done under organisation of Govt. of India in the past.</td>
<td>.pdf also hard copy of samples to be submitted in person</td>
</tr>
<tr>
<td>7.</td>
<td>Submit actual dummy of the book as per technical specifications mentioned in Section 3 of the RFP with printed jacket, Front Cover and initial 16 inside pages (submitted physically in person)</td>
<td>Actual Dummy</td>
</tr>
<tr>
<td>8.</td>
<td>Supporting documents regarding minimum turnover of not less than Rs. 90 lakhs per year for the last three years</td>
<td>Pdf.</td>
</tr>
<tr>
<td>9.</td>
<td>A duly signed undertaking stating that the bidder has not been blacklisted by any of the Deptt./Ministry/Organisation of Government of India</td>
<td>Pdf.</td>
</tr>
<tr>
<td>10.</td>
<td>A duly signed undertaking stating that the bidder does not have any criminal proceedings pending/in progress in any Court of Law/Forum and has not been expelled/terminated on a project for default by any Organisation/Govt. Deptt</td>
<td>Pdf.</td>
</tr>
</tbody>
</table>

With reference to Cover-1 (Technical Bid) Sl. No. 7 in Type Column .pdf please read actual
size print out to be submitted in physically in person.

<table>
<thead>
<tr>
<th>QUESTIONNAIRE</th>
<th>Format of submission</th>
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<tbody>
<tr>
<td><strong>Total Weightage = 50 marks</strong></td>
<td></td>
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</tbody>
</table>
| **a)** Background or past experience in designing and printing of Coffee Table Book(s), previously published: Give brief details in about 100 words.  
  - Past experience in designing and printing of Coffee table books for Government organization, especially those for the Ministry of External Affairs, will be preferred.  
  **Max. weightage = 05 marks**                                               | .pdf to be uploaded online.     |
| **b)** Bidders must submit on the day of the Technical bid opening, a actual physical dummy of the coffee table book with the title and as per technical specifications mentioned in Section 3 of the RFP with printed jacket, Front Cover and initial 16 inside pages.  
  **Max. weightage = 30 marks**                                               | Physical dummy                  |
| **c)** Bidders must submit on the day of the Technical bid opening, samples of projects (not less than three) done under organisation of Govt. of India in the past.  
  **Max. weightage =10 marks**                                                | Physical dummy                  |
| **d)** Experience, qualification and professional knowledge of the proof readers and of the Photo Editorial team in latest photography software and hardware implemented in commissioning books/coffee table books . Give brief detail in about 100 words  
  **Max. weightage =05 marks**                                                | .pdf to be uploaded online.     |
Annexure - II

(Financial Bid)

Tender Inviting Authority: Ministry Of External Affairs XPD Division

Name of Work: Design and Print-Production of Hardbound Book

Contract No:

Bidder Name:

PRICE SCHEDULE
(DOMESTIC TENDER - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Item Code</th>
<th>Quantity</th>
<th>Units</th>
<th>Estimated Rate in Figure 4</th>
<th>To be entered by the Bidder Rs. P</th>
<th>BASIC RATE</th>
<th>TOTAL AMOUNT Without Taxes col (13) = (4) x (7)</th>
<th>TOTAL AMOUNT With Taxes col (14) = sum (8) to (13)</th>
<th>TOTAL AMOUNT In Words</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Printing Items:</td>
<td></td>
<td>2500.00</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>1.01</td>
<td>Organising of content and pictures</td>
<td></td>
<td>2500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.02</td>
<td>Editing of content and page setting</td>
<td></td>
<td>2500.00</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.03</td>
<td>Complete image retouching</td>
<td></td>
<td>2500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
**Item Wise BoQ**

**Cover 2 – (Financial Bid)**
(to be submitted in BOQ format online)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>.xls</td>
</tr>
</tbody>
</table>

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

Declaration Certificate I

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

Declaration Certificate II

This is to certify that I/We have no close relative as an employee of the Ministry of External Affairs (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/director and like.

Signature
Name:
Stamp:
INSTRUCTION FOR ONLINE BID SUBMISSION:-

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at https://eprocure.gov.in/eprocure/app.

REGISTRATION:-

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online bidders Enrollment” on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique user-name and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificates (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidders then logs in to the site through the secured log-in by entering their user ID/ pass-word and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:-

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of
advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS:**

Bidders should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents.

These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be upload-ed again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS:**

Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.

The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

Bidders should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidders). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidders, the bid will be rejected.

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Over-all, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Sub-mission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
ASSISTANCE TO BIDDERS:-

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidders can get help at +91-7878007972, +91-7878007973.
AGREEMENT

THIS AGREEMENT is executed at New Delhi on this __________ between ______________________, registered under Companies Act 1956 (Regn No ____________) having its work premises at ______________________, hereinafter referred to as ‘Vendor’ (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assignees) of the ONE PART and THE PRESIDENT OF INDIA represented by Director (XPD), External Publicity and Public Diplomacy Division (XPD), Ministry of External Affairs, Government of India, hereinafter, referred to as ‘MEA’, of the OTHER PART.

WHEREAS

1. The Vendor is printer of the book hereinafter referred to as the ‘HARDBOUND BOOK’ and is desirous to engage for the purpose of Print production and supply of the HARDBOUND BOOK to MEA at its office at Shastri Bhawan, New Delhi, and this agreement entered into pursuant to the Request For Proposal (RFP) uploaded on MEA’s website (mea.gov.in) and on CPP portal on 26/08/2020.

2. Both the parties agree to the terms as under:

   (a) The Vendor agrees to take up and complete the Hardbound book in accordance with Section 2 & 3 of RFP (reproduced as under) of RFP No. K/POR/551/51/2018 dated 26/08/2020

Section 2 & 3 of RFP No. K/POR/551/51/2018 dated 26/08/2020

SECTION 2: Scope of Work

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

a. Organising of contents and pictures
b. Editing of content and page setting
c. Complete Image retouching and colour correction (alongwith machine /colour proofing of all images)
d. Ensuring high quality of work (Production)
e. Design and Layout (as per the e-book uploaded at the link- http://mea.gov.in/GandhiAnthology/GandhiAnthology.html)
### SECTION 3: Technical Specifications for the Hardbound Book:

<table>
<thead>
<tr>
<th>(a)</th>
<th>Name of Work</th>
<th>Printing of Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Quantity</td>
<td>2500 copies</td>
</tr>
<tr>
<td>(c)</td>
<td>Size</td>
<td>9 inches x 9.5 inches; (Open size: 18 X 9.5 inches)</td>
</tr>
<tr>
<td>(d)</td>
<td>Colour Scheme</td>
<td>4 + 4 colour all through</td>
</tr>
<tr>
<td>(e)</td>
<td>No. of pages</td>
<td>396 : Jacket (4 pages), pasted (4 pages) end pages (8) and main body of the book (380)</td>
</tr>
<tr>
<td>(f)</td>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>(g)</td>
<td>Binding:</td>
<td>Hardbound, Perfect Bound with Section sewn with head and tail bands.</td>
</tr>
<tr>
<td>(h)</td>
<td>PD Logo</td>
<td>PD Logo is to be put on the back cover and spine (as per MEA specifications)</td>
</tr>
<tr>
<td>(i)</td>
<td>Proof Reading</td>
<td>It will be the sole responsibility of the Agency/Firm/Printer</td>
</tr>
<tr>
<td>(j)</td>
<td>Packing</td>
<td>Each book in polypack; 10/15 books in one corrugated box.</td>
</tr>
<tr>
<td>(l)</td>
<td>Hardbound Covering</td>
<td>120 gsm imp colour paper pasted on imp hard cardboard (2mm) with gold leaf printing of text on front Hardbound Cover</td>
</tr>
<tr>
<td>(m)</td>
<td>Jacket Finishing</td>
<td>Lamination on front and back cover with gold leaf printing of State Emblem of India , as well as text</td>
</tr>
<tr>
<td>(n)</td>
<td>Delivery</td>
<td>Room No 137, 1st Floor, POR Section, XPD Division, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001</td>
</tr>
</tbody>
</table>

*The first proof of the book has to be submitted within 5-7 days of awarding of the contract.*
The final delivery of the book shall be provided within 15 days of approval of the final draft by the ministry.

3. The Vendor shall ensure that the delivery of all finished printed copies of the Hardbound book (i.e. Qty -2500) would be done within 15 days of final approval (of the dummy submitted by the vendor, after duly incorporating corrections/changes).

4. For any kind of delay in adhering to the time schedule or substandard work, contractors, as indicated in para 3 above, shall be liable to pay 2% of total amount of the bill (entire amount of bill) for every two days, of delay and multiples thereof.

5. Vendor shall bear all expenses connected with production of the HARDBOUND BOOK including all taxes, duties, packaging, transportation and other overheads.

6. Vendor shall not sub contract or sublet, transfer or assign the contract/agreement or any other part thereof. In the event of the vendor contravening this condition, the Division/MEA shall be entitled to place the contract elsewhere on the vendor’s risk and cost and the vendor shall be liable for any loss or damage, which the Division/MEA may sustain in consequence or arising out of such replacement of the contract/agreement.

7. Changes to any terms of this agreement shall be with written consent of both the parties.

8. In the event of defect in the finished product (hardbound book) so delivered to MEA, the performance guarantee of the vendor will be liable to be forfeited and MEA shall be entitled to make other arrangements (towards getting the finished product) at the risk, cost and expense of the vendor.

9. The copyrights of the HARDBOUND BOOK and its entire content layout design thereof will be held by MEA. The vendor is to ensure that he delivers the Open file (Open Package) of the book along with the delivery of 2500 finished (printed) copies.

10. No advance or interim payment shall be made. However payments shall be made in full after receipt of bills from the Vendor.

11. The vendor shall so submit the bills after successful completion of work and delivery so ordered copies of books to MEA.

12. This Agreement shall come into effect the day it is signed and shall remain in force for 180 days from the date it is signed. However, if the circumstances warrant, the contract may be further extended for a period of another two months at the prevailing terms and conditions with mutual consent, subject to the approval by the competent authority in the Ministry and satisfactory performance by the contractor. And should there be a repeat order; the rate (cost per copy) of the book shall remain the same.
13. First order shall be for 2500 (Two thousand five hundred only) copies of the HARD BOUND BOOK at the agreed rate of Rs. ----/- (Rupees ---- only) per book. The rate shall remain same for any subsequent order within the contractual period as and when placed on the vendor.

14. The vendor shall pay Performance Guarantee @ 10% of the project cost which works out to be Rs. ----/- (Rupees ---- only) by Banker's Cheque drawn in favour of Pay & Accounts officer, Ministry of External Affairs, New Delhi at the time of signing of the contract.

15. In case of breach, non-observance or negligence of any terms of the agreement or in the event of non-fulfilling the statutory requirements, the performance guarantee of the vendor will be liable to be forfeited by the MEA besides annulment of the contract/agreement.

16. Successor/ heir of the vendor if under certain circumstances has to step in, shall have to sign fresh agreement with the MEA.

TERMINATION/ANNULMENT OF THE AGREEMENT

(a) The Agreement may be terminated, by consent of both parties to the contract/agreement.
(b) MEA may terminate the contract/agreement if the Vendor fails to fulfil the terms of this agreement.
(c) MEA reserves the right to terminate the contract by giving seven days notice, without assigning reasons and in this event shall pay for the cost of books supplied till then only and not for the complete order.
(d) MEA shall terminate the contract/agreement if it determines that the vendor recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
(e) MEA may declare a vendor ineligible, either indefinitely or for a stated duration, if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract.

FORCE MAJEURE

a) MEA may consider relaxing the penalty and delivery requirements, if and to the extent the delay in performance or failure to perform its obligations under the contract/agreement is the result of a Force Majeure.

b) 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 or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.
SETTLEMENT OF DISPUTES

(a) If any dispute arises out of the contract with regard to interpretation, meaning and breach of the terms of the contract, the matter shall be resolved in accordance with the ICADR (International Centre for Alternative Dispute Resolution) Arbitration Rules, 1996. The authority to appoint the arbitrators shall be ICADR. The ICADR will provide administrative services in accordance with the ICADR Arbitration Rules, 1996. The seat of Arbitration proceedings shall be New Delhi.

(b) This Agreement shall be executed (pursuant to RFP No. K/POR/551/51/2018 dated 26/08/2020, submission of bids and selection of present vendor) in duplicate. The original shall be retained by MEA while duplicate shall be retained by the Vendor, for any official or subsequent use.

IN WITNESS WHEREOF, the undersigned being duly authorized by the Parties have signed this Agreement at NEW DELHI on the ____________ day of ______, 2020.

Vendor

Witnesses:

1__________________________

2__________________________

FOR AND ON BEHALF OF PRESIDENT OF INDIA

Director (XPD)
Ministry of External Affairs
NEW DELHI

THE ABOVE DOCUMENT HAS BEEN SIGNED BY BOTH THE PARTIES IN THE PRESENCE OF THE FOLLOWING WITNESSES:

1__________________________

2__________________________