



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  
'India-Bhutan bilateral relations and friendship'

**Tender No: K/PMS/304/4/2018**

**DATED:04.04.2018**

**\* Important Dates**

<b>Date of publishing</b>	<b>:</b>	<b>04.04.2018 (1800 hrs)</b>
<b>Bid Document Download Start Date</b>	<b>:</b>	<b>04.04.2018 (1800 hrs)</b>
<b>Bid Submission Start Date (online)</b>	<b>:</b>	<b>05.04.2018 (1000 hrs)</b>
<b>Clarification Start Date</b>	<b>:</b>	<b>09.04.2018 (1000 hrs)</b>
<b>Clarification End Date</b>	<b>:</b>	<b>14.04.2018 (1500 hrs)</b>
<b>Bid Submission End Date (online)</b>	<b>:</b>	<b>25.04.2018 (1200 hrs)</b>
<b>Date of Technical Bid Opening (online)</b>	<b>:</b>	<b>27.04.2018 (1430 hrs)</b>
<b>Opening of Financial bids</b>	<b>:</b>	<b>to be notified later</b>

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

\*Manual bids shall not be accepted.

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

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## REQUEST FOR PROPOSAL

### 1. Background

This RFP is for engaging services of a Company/Firm/Agency to design and publish a **Coffee Table Book titled 'India-Bhutan bilateral relations and friendship'** in the past 50 years, but also contain reflections, musings and anecdotes that aim to capture the essence of the special bond between India and Bhutan of premium quality to be published by Ministry of External Affairs, XPD Division. The Book should have **150 pages**. The Coffee Table Book will be of a very high standard, an innovative and creative compilation of pictures and text.

(b) In pursuance of the above, the Ministry of External Affairs has decided to commission a Coffee Table Book titled '**India-Bhutan bilateral relations and friendship**' 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 the JS (XP), Ministry of External Affairs, New Delhi, and the scope of work shall include the following:

- (a) Content (it will be provided by Ministry of External Affairs).
- (b) Preparing the design/layout.
- (c) Organization of contents.
- (d) Preparation of Headings.
- (e) All the references to be edited in consistent format.
- (f) Type Setting of the book.
- (g) Ensuring illustrations and captions are correct.
- (h) Appropriately placing 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** and the Schedule of selection process given in Para 6 is to be strictly adhered to.

***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-cum-Cost Basis Selection Process:**

The Ministry of External Affairs will adopt a two stage selection process (collectively the "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 are required to fulfil all the columns in Technical Bid format (from SL. No. 1 to 5). Online bidders scoring more than 80% and above marks in Questionnaire (as given in the Heading "Technical Bid") shall only qualify the bid. In the second stage, financial evaluation will be carried out and the lowest bidder fulfilling criteria as mentioned in NOTE mentioned in Para 2 in bold and italic form will be considered for Award of Work.

**4. Technical Specifications:**

**(a) Name of Work:** Creation (Designing) & Printing of Coffee Table Book.

**(b) Quantity:** 1000 copies in (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. L-1]**

**(c) Size :** 23.5 cms (height) and 27.5 cms (breadth)

**(d) Paper & Pages:**

(i) Inner Pages : 130 GSM Magno star art paper

(ii) Cover (PLC) : 150 GSM Magno star art paper (to be pasted) on Imported hard book binding card board (2.5 mm).

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

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

**(e) Colour Scheme:**

(i) Inner Pages :4 colours front & Back

(ii) Title and Jacket : 4 Colours (Gold) leaf printing and UV coating on cover as well as Jacket.

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

**(f) Offset Printing of Photographs, Charts & Drawings:**

(i) Anywhere and in any size as per requirement /design Photos

**(g) Photographs : 50 photographs in 4 colours**

**(h) No. of pages : 150 pages**

**(i) Language : English**

**(j) Lamination/Varnishing : PLC/OUT side of Book Jacket (04 colours).**

**(k) 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.

**(l) Publicity Diplomacy Logo: PD Logo is to be put on the (Top) spine and PD credit are to be placed on cover.** PD Logo will be provided by Ministry of External Affairs.

**(m) Process of Composing & Printing Laser typesetting and offset printing.** Proofing of the colours will be done by the agency/printer/firm & got approved from the Ministry of External Affairs before final printing.

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

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

**(p) Packing : Packed in corrugated boxes 5 ply of 10 copies each**

## **5. Eligibility Criteria for Bidder**

(a) The bidder should have minimum 03 years experience in designing and printing of books, specially coffee table books.

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

(c) The bidder should provide 'user satisfaction certificates' from at least three organisations.

(d) Bidder shall be required to submit copies of Income Tax Returns of the previous year along with Turnover certificate (minimum turnover Rs. 3 lakhs and above) for last three years by a practising Chartered Accountant.

(e) The Jurisdiction in case of any dispute shall be of the courts in Delhi only.

(f) 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 Coffee Table Book. In the event of 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.

(g) 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.

(h) The bidder should have a background in providing service in time.

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

**6. Earnest Money Deposit (EMD):**

The Bidder shall furnish an Earnest Money Deposit (EMD) amounting of **Rs.75,000/-** 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 "Pay and Accounts Officer, Ministry of External Affairs, New Delhi payable at New Delhi". The earnest money of unsuccessful Bidders shall be refunded after final award of Contract. EMD of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Guarantee. The EMD shall not carry any interest. 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) In case of a successful Bidder, fails to sign the Agreement in time as per schedule; or furnish Performance Guarantee.

**7. Performance Guarantee:** Performance Guarantee shall be submitted by 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 30 days after the completion of the tenure of contract period. The value of the Performance Guarantee will be an amount equal to 10% of the total amount of the project.

- (a) This Performance 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.
- (b) No Interest shall be paid on the Performance Guarantee.

**8. Disqualification:** Even though the Bidders meet the above criteria, they are subject to be disqualified if any Bidder has:

- 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) Make misleading or false representation in the forms, statements and attachments submitted.
- d) The bidder who do 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, Ministry of External Affairs will notify the successful bidder by fax/e-mail and confirm by letter that the particular bid has been accepted (“Notification of Award of Contract”). This notification of award shall name the sum which Ministry of External Affairs will pay to the bidder in consideration of the performance of the scope of work by the bidder as prescribed by the contract. The successful bidder on receipt of “Notification of Award” shall convey his/her acceptance by return e-mail or fax and to be confirmed through speed post within three (3) working days through a letter. The acceptance is to be accompanied by a signed contract in favour of ‘The Joint Secretary (XP), Ministry of External Affairs’. The Notification of Award of Contract and the letter of acceptance shall constitute the formation of the contract.

## **10. Penalty**

(a) In case 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 forfeiture 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 5 % of total amount of the bill.

## **11. Settlement of Laws and Arbitration:-**

a) All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representatives rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration Act 1966 or any other law that takes place in this regard.

b) The Arbitration proceedings will be held in New Delhi.

## **12. 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 in Annexure A (Details of covers of Technical and Financial Bid), Annexure B (Financial bid format), Annexure C (Terms and Conditions) and Annexure D (Declaration Certificate). All annexures are to be duly certified as accepted.

13. All documents as per e-tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further no documents will be accepted offline.

14. **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 [the rate per unit for each item in both figures and words and other details (such as name of the bidder). 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 by quoting unrealistic prices, at which they may not make supplies later;

15. Both technical and financial bid are to be submitted simultaneously duly digitally signed on the Central Public Procurement Portal;

16. 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 tenderer;

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

**18. OPENING OF E-TENDER:** Technical Proposals shall be opened as per Schedule mentioned in table (Important dates) at Ministry of External Affairs's Office in the presence of Bidders or their authorized representatives who choose to attend the opening of Bids. Authorized representative with authority letter on the letter head of tendering company/firm/agency etc duly signed by the tenderer will only be allowed to attend the meeting of the Tender Committee to be held on **27.04.2018** at **1430 hrs** in Room No. 255, A wing , External Publicity & Public Diplomacy Division, Ministry of External Affairs, 2<sup>nd</sup> Floor, A-Wing, Shastri Bhawan New Delhi - 110001 for opening of technical bids.

19. Ministry of External Affairs also reserves the right to call for additional information from the Bidders.

**Annexure – A**

**Cover 1 – (Technical Bid)**

**(following documents to be uploaded online in .pdf format)**

<b><u>Ser. No.</u></b>	<b><u>Document</u></b>	<b><u>Format</u></b>
1	EMD of Rs. 75,000/-(Rupees Seventy Five only) (scanned copy).	.pdf
2	Name of the Company/Firm/Agency with Year of Establishment along with detailed office address with telephone and fax No. with registration details.	.pdf
3	Past Experience of the Company/Firm/Agency along with profile and past projects handled.	.pdf
4	Income Tax Returns for last 3 years and PAN/TAN/ Service Tax/GST and registration certificates (Attested copies).	.pdf
5	Details of staff strength.	.pdf
6	The bidder should have minimum 03 years experience in designing and printing of books, specially coffee table books.	.pdf
7	The bidder should provide 'user satisfaction certificates' from at least three organisations.	.pdf
8	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.	.pdf
	<b><u>Questionnaire</u></b>	<b>Maximum Weightage - 90 marks</b>
<b>I</b>	<b>Content/Creative.</b>	.pdf
(a)	Experience in creating a bilateral Book/Coffee Table Book. Give brief details in 200 – 400 words.	.pdf
(b)	Innovative ideas regarding latest printing innovations regarding Content/Generation. Give brief details in 200 – 400 words.	.pdf
(c)	How innovatively bidder will print the pictures with text. Please indicate with sample pages and animation objects.	.pdf



<b>II</b>	<b>Qualifications of Photographers</b>	
(a)	Qualification and experience of Photo Editor.	.pdf
(b)	Qualification and experience of Assistant Editorial Team.	.pdf
(c)	Experience and professional knowledge in latest photography software (eg: Coral Draw). Give brief details in 200 – 400 words.	.pdf
(d)	Expertise in Photographic Hardware & Software. Give brief details in 200 – 400 words.	.pdf
<b>III</b>	<b>Experience in Editing and Proof Reading</b>	
(a)	Numbers of Proof Readers employed and their experience	.pdf
(b)	Details of qualifications of Proof Readers.	.pdf

### Annexure B

#### Financial Bid Format

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

<b>Print Quantity</b>	<b>All Inclusive Rate per copy in Indian Rs. (Inclusive of GST , Levies, delivery charges etc)</b>	
<b>1000 copies in (English)</b>		.xls format

**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. Each page of documents must be signed including Annexures.
2. Fulfil all the columns in Technical Bid format (from SL. No. 1 to 8).
3. Online bidders who Scores 80% and above marks in Questionnaire under the Heading Technical Bid will qualify for the financial bid.
4. Copy right of the Published book will be held by Ministry of External Affairs.
5. **Validity of Proposal**: 60 days, Ministry of External Affairs reserves the right to reject a proposal valid for a shorter period as nonresponsive.
6. No bidder will be allowed to withdraw after e-submission of bids/opening of the tender; otherwise the EMD submitted by the firm will be forfeited.
7. **Right to Accept or Reject any Proposal**:
  - a) 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.
  - b) In case of any material breach of any of 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.
8. **a) 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.
- b) Withdrawal, Substitution and Modification of Tenders**: The bidder, after submitting the bids, is permitted to withdraw, substitute or modify the bids in writing without forfeiture of EMD, provided these are received duly sealed and marked like the original tender, up to date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD) and other sanctions.

9. If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitably between them, if required to do so.

10. **Late Bids:** Late Bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

11. **Bid Currency:** Prices shall be expressed in Indian Rupees only.

12. For verification of information submitted by the Bidders, the Committee may visit Bidder's offices at its own cost.

13. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.

14. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.

15. The cost indicated in the Financial Bid shall be treated as final and will reflect all inclusive per Coffee table book.

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

17. Duly filled and signed the Declaration Certificate Attached in Annexure D.

**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