



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, 2018

Tender No: K/PMS/ 304/11/2018

DATED: 10.07.2018

*** Important Dates**

Date of publishing	:	10.07.2018 (1600 hrs)
Bid Document Download Start Date	:	10.07.2018 (1600 hrs)
Bid Submission Start Date (online)	:	10.07.2018 (1600 hrs)
Clarification Start Date	:	10.07.2018 (1600 hrs)
Clarification End Date	:	01.08.2018 (1000 hrs)
Bid Submission End Date (online)	:	01.08.2018 (1400 hrs)
Date of Technical Bid Opening (online)	:	02.08.2018 (1430 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 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** of premium quality to be published by the Ministry of External Affairs, XPD Division, pertaining to the 4th International Day of Yoga, 2018. 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-2018 (IDY-2018) celebrations attended by the President of India, Prime Minister, External Affairs Minister, Ministers of State for External Affairs followed by IDY-2018 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-2018 celebrations in India and across the globe.

(b) In pursuance of the above, 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
- (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: Least Cost system basis

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 S. No. 1 to 7). Online bidders scoring more than 80% and above marks in Questionnaire under the Heading: Technical Bid, in Annexure A, shall qualify the bid. In the second stage, financial evaluation will be carried out and the Lowest Bidder will be considered for Award of Work.

4. Technical Specifications:

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

(b) Quantity: 1500 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 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: **400-500 coloured photos** in 4 colours (High Resolution pictures will be provided by Ministry of External Affairs)

(g) **No. of pages: 160 pages**

: cost per page to be included in the financial bid for additional pages if decided to be included

(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) **PD 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.

(l) **IDY logo IDY logo to be embossed in gold colour provided by Ministry of External Affairs.**

(m) **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

(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

(q) Final delivery of the book would be 2 weeks post signing of the Agreement/ Contract, and the same is required to be delivered at 255, Shastri Bhawan, Dr.Radhakrishnan Marg, New Delhi.

5. Eligibility Criteria for Bidder

(a) The bidder should have minimum 3 years' experience in designing and printing of books.

(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 different organisations.

(d) Bidder shall be required to submit copies of Income Tax Returns for the last 3 years year along with Turnover certificate (minimum turnover Rs. 1 crore) for the last three years by a practising Chartered Accountant. The agency should be registered with Service Tax Dept. and carry a valid PAN/TAN/GST.

(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. 1,00,000/- 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 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 original hard copy of the EMD of Rs 1,00,000 /- 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, 2018*' 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.

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 a successful Bidder fails to sign the Agreement in time as per schedule; or furnish Performance Guarantee.

7. Performance Guarantee:

(a) 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.

(b) 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.

(c) 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) 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, 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 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) Any kind of delay in adhering to the time limit should be intimated to the concerned section in XPD Division of Ministry of External Affairs and may invite penalty of 0.5% of the total amount of the contract for every day of delay and multiples thereof.

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 and Financial Bid), Annexure B (Financial bid format), Annexure C (Terms and Conditions) and Annexure D (Declaration Certificate). All annexure are to be duly certified as accepted.

12. 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.

13. 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 i.e. the rate per unit for each item in both figures and words and other details (such as, name of the bidder, etc.). 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.

14. Both technical and financial bids are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.
15. 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.
16. Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.
17. **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, in the presence of Bidders or their authorized representatives who choose to attend the opening of Bids. 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 of technical bids.
18. The Ministry of External Affairs also reserves the right to call for additional information from the Bidders.

Annexure – A

Cover 1 – (Technical Bid)

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

S. No.	Document	Type
1	EMD of Rs. 1,00,000/- (Rs. One lakh 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, along with 'user satisfaction certificates' from at least 3 different organizations	.pdf
4	Income Tax Returns for the last 3 years, PAN/TAN/ Service Tax/GST and registration certificates, and Turnover Certificate (minimum turnover Rs. 1 crore) for the last 3 years (Attested copies)	.pdf
5	Details pertaining to the Photo Editor & the Assistant Editorial team	.pdf
6	Undertaking that the bidder has not been blacklisted by any Departments/ Ministries/ Organizations of the Govt. of India/Sate Govt.	.pdf
7	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.	.pdf
	Questionnaire (Each question carries a maximum of 10 marks)	Maximum Weightage - 50 marks
I	Content/Creative	
(a)	Experience in creating a Book/Coffee-Table Book. Give brief details in 100-200 words.	.pdf
(b)	Innovative ideas regarding latest printing innovations for Content/Generation and printing of pictures with text. Give brief details in 100-200 words, with sample pages and animation objects.	.pdf
II	Qualifications of Photographers	
(a)	Qualification and experience of Photo Editor and of the Assistant Editorial team.	.pdf
(b)	Experience and professional knowledge in latest photography software and hardware. Give brief details in 100-200 words.	.pdf

III	Experience in Editing and Proof Reading	
(a)	Number of the Proof Readers employed, their qualifications and their experience	.pdf

Annexure B

Financial Bid Format

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

Print Quantity	All Inclusive Rate per copy in Indian Rupees. (Inclusive of all Taxes, Levies, delivery charges, etc.)	
1500 copies in (English)		.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 the documents must be signed including Annexures.
2. Fulfil all the columns in Technical Bid format (from SL. No. 1 to 7).
3. Online bidders who Scores more than 80% and above marks in Questionnaire under the Heading Technical Bid will qualify for the financial bid.
4. Copy right of the 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. 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.
7. 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.
8. Bid Currency: Prices shall be expressed in Indian Rupees only.
9. For verification of information submitted by the Bidders, the Committee may visit Bidder's offices at its own cost.
10. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.
11. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.

12. The cost indicated in the Financial Bid shall be treated as final and reflecting all inclusive per Coffee-Table book.

13. Ministry of External Affairs reserves the right to accept or reject any or all the proposals assigning any reason.

14. Duly filled and signed Declaration Certificate Attached in the format, in Annexure D.

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

16. **Agreement deed:** The successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- non-judicial stamp paper within 14 days from the date of award of the contract. Agreement/ contract will be signed after the submission of the performance security. The incidental expenses of execution of Agreement/ contract shall be borne by the successful bidder.

17. **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”

18. **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.

19. **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.

20. The Ministry reserves the right to terminate the contract at any time. If the performance of the agency so selected is not to the satisfaction of the Ministry after giving fifteen (15) days' notice. In that case, the competent authority may forfeit the Performance Security deposit.

21. 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