



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
PM'S VISITS ABROAD AND
INCOMING VISITS OF HIS COUNTERPARTS:
OUTCOMES

Tender No: K/PMS/304/12/2018	Dated: 18.01.2019
IMPORTANT DATES	
Published dated	18.01.2019
Bid Document Download Start Date	18.01.2019
Clarification Start Date	18.01.2019
Clarification End Date	08.02.2019
Bid Submission Start Date(online)	18.01.2019
Bid Submission End Date(online)	08.02.2019
Pre-Bid Meeting Date	31.01.2019
Date of Technical Bid Opening(Online)	11.02.2019
Date of Financial Bid Opening(online)	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.

*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 (PMS)
XPD Division,
Room No. 255, A Wing, Shastri Bhawan
Tel No. 23381719
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REQUEST FOR PROPOSAL

1. Background

This Request for Proposal (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.

The Coffee-Table Book will pertain to the outcomes of the outgoing visits of the Prime Minister (PM) of India to the different nations of the world, since the commencement of his tenure in May 2014, and outcomes of the incoming visits to India, of the Heads of States of the various nations of the world, since May 2014, till date. This publication will focus on India's multi-pronged diplomatic outreach since May 2014 and the transformative impact and the concrete outcomes flowing out of the visits which have enabled India to shape the global agenda.

2. Scope of Work

Each visit pertaining to a particular nation will be exhibited in a Coffee-Table Book format through a one-leaf (two side-to-side pages) section. One leaf (two side-to-side facing pages), specific to a particular nation, will contain images pertaining to the visit, as well as, highlight the important outcomes of the visit in a bullet-point format. The important outcomes will be listed in 10 bullet points, with 20 words in each bullet-statement. Each image utilized on either of the pages will be supplemented by a suitable caption.

The Company will 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 – Content will be supplied by the Ministry, XPD Division
- (b) Editing of contents, preparing the design/layout

- (c) Organization of contents
- (d) Preparation of headings and captions
- (e) All the references which are 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 the 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 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 9). Online bidders fulfilling all the requirements under the Technical Bid Cover 1 (S. No. 1 to 9), as well as, 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 bids of only those bidders will

be opened who qualify the Technical bids, and the Lowest Bidder (L1) in the Financial bids will be considered for the award of work.

4. Technical Specifications:

(a) Name of Work: Designing, Creation, & Print Production of the 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: 12.5 inches x 10.5 inches (Close size – Horizontal); 26 inches x 10.5 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, will be provided by Ministry of External Affairs

(g) No. of pages: 100 leaves (i.e. folding into 200 pages of the Coffee-Table Book)

Note: There could be an addition/reduction in the number of leaves at a later stage of the tender; Bidders are advised to take into consideration

this particular aspect while submitting their Financial Bids, by indicating the cost per leaf [i.e. one leaf with two side-to-side pages] in the BoQ file of the Financial Bid. The Financial Bid submitted by the successful (L1) Bidder would change appropriately according to a change in the number of pages. For e.g. a reduction in the number of pages would require the Bidder to provide appropriate discount on the Financial Bid.

(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 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) Process of design, layout and offset printing: Proofing of the colours will be done by the agency/printer/firm and has to be 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 3 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 the Govt. of India.

(c) The bidder should provide 'User Satisfaction Certificates' from at least three different organisations serviced in the last 2 years, pertaining to the designing and printing of books and Coffee-Table Books.

(d) The bidder shall be required to submit copies of Income Tax Returns for the last 3 years year along with Turnover certificate (**minimum turnover Rs. 25 Lakh specifically pertaining to the line of business of commissioning books and Coffee-Table Book**) for each of the last two 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 the competent authority of Ministry of External Affairs regarding commissioning of the Coffee-Table Book. In the event the information submitted by the 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 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. Pre-Bid Meeting

A pre-bid meeting will be held (**ref. table 'Important Dates'**) to provide clarification(s) on the expected requirements pertaining to the commissioning of the Coffee-Table Book.

The pre-bid would be held at the Conference Room of the Ministry of External Affairs, 1st Floor, A-wing, Shastri Bhawan, New Delhi 110001. In addition to attending the pre-bid meeting, the prospective bidder may choose to reach-out to the XPD Division of the Ministry at the email: poip@mea.gov.in and/or popms@mea.gov.in, with the subject: 'Coffee-Table Book on PM Visits', and/or at the number: 011-23381719, upto the scheduled time & date for seeking clarifications (**ref. table 'Important Dates'**).

7. Earnest Money Deposit (EMD):

The Bidder shall furnish an EMD amount of Rs. 50,000/- together with the 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 50,000 /- in the form of a Demand Draft is also required to be submitted in a sealed envelope superscribed '***Tender for Coffee-Table Book on visits of PM and his counterparts and their outcomes***' 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 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) Successful Bidder on being satisfied about acceptance of his/her bid by the Ministry, fails to convey his/her acceptance within three (03) working days of such notification
- (c) Bidder does not respond to requests for clarification of its Proposal/ substandard works.
- (d) Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- (e) 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.

8. Performance Bank 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 60 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.

9. Disqualification: The Bidder shall be disqualified from participating in the Tendering process if the 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) Any criminal proceedings pending against him/her in any court of law in India and such proceedings culminate into conviction.

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

(d) Failed to submit EMD in the Technical bid envelope.

10. 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 and confirm by letter that the particular bid has been accepted. 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 the notification 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.

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.

(c) 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.

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

(e) 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.

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

12. Validity of the Contract: The validity period of the contract shall be 1 year from the date of signing of the Contract. Ministry of External Affairs may decide to extend the contract by one year, if required, on the same terms and conditions.

13. Monitoring the Contract: Before commencement of the services, the service provider shall submit a program showing the general methods, arrangements, order and timing for all the work activities.

14. Timeline for Completion of Publishing: The complete set of printed copies of the Coffee-Table Book is required to be delivered to the Ministry of External Affairs not beyond **three (03) weeks** from the date of signing of the Agreement.

15. Penalty Clause:

(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 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.

16. 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.

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

18. 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 agreement or subject matter thereof or the representative's 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 of Conciliation Act of 1996, as amended. The Arbitration proceedings will be held in New Delhi.

Annexure – A

Cover 1 – (Technical Bid)

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

S. No.	Document	Type
1	EMD of Rs. 50,000/- (Rs. Fifty Thousand only) (scanned copy) Note: Bidders exempted from submission of EMD 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
2	Name of the Company/Firm/Agency with the Year of Establishment along with detailed office address with telephone number and fax No. with Certificate of Incorporation 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 serviced in the last 2 years, specifically pertaining to the designing and printing of books and Coffee-Table Books	.pdf
4	Income Tax Returns for the last 3 years, PAN/TAN/ Service Tax/GST registration certificates, and Turnover Certificate (minimum turnover Rs. 25 Lakh specifically pertaining to the line of business of commissioning books and Coffee-Table Books) for each of the last 2 years (Attested copies)	.pdf
5	Signed declaration of Annexure D	.pdf
6	Undertaking that the bidder has not been de-registered/ 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 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
8	Affidavit regarding a Non-Disclosure of information to protect the data shared by the Ministry of External Affairs from unauthorised access/ sharing.	.pdf
9	Bidders must submit on the day of the Technical Bid opening , a physical dummy (at least 5-6 pages) of the actual proposed Coffee-Table Book based on the theme of the RFP.	Physical sample of actual design
	QUESTIONNAIRE (Each question carries a maximum of 10 marks)	Maximum Weightage -50 marks

(a)	Background or experience in creating a Coffee-Table Book. Coffee-Table Books previously published to be mentioned. Note: Books published on India's foreign policy will be preferred. Give brief details in about 100 words.	.pdf
(b)	Experience (publications) in working with the Ministry of External Affairs/ Governmental Organizations. Give brief details in about 100 words.	.pdf
(c)	Innovative ideas regarding latest printing innovations for Content/Generation and printing of pictures with text <u>for the proposal of commissioning this particular Coffee-Table Book</u> . Give brief details in about 100 words, with sample pages.	.pdf
(d)	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.	.pdf
(e)	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.	.pdf

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 Format

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

Print Quantity	Cost per leaf (i.e. one leaf with two side-to-side pages) in INR (inclusive of all taxes)	(a) Basic Rate per 100 leaves of printed Coffee-Table Book in INR. (Inclusive of all Levies, delivery charges, etc.)	(b) All taxes including GST amount charged in Rupees	Total price = (a) + (b)	
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 the Annexures.
2. Fulfil all the columns in Technical Bid format (from SL. No. 1 to 9).
3. Online bidders who fulfil all the requirements under the Technical Bid Cover 1 (S. No. 1 to 9), as well as, score 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 the bid: 90 days, Ministry of External Affairs reserves the right to reject a proposal valid for a shorter period as non-responsive.
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, at its discretion, may 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 without assigning any reason.
14. Duly filled and signed Declaration Certificate, attached as per the format (Annexure D), should be submitted along with the E-Tender.
15. **Late bids:** Late bids (i.e. bids received after the specified date and time for receipt of bids) shall 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 contract/agreement shall be constructed and governed by the laws of India, and the 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