

No.N-14070/10/2010-Infra  
Government of India  
Planning Commission  
(*Secretariat for Infrastructure*)

Yojana Bhawan, Sansad Marg, New  
Delhi-110001

Dated: 6<sup>th</sup> May, 2010

### **REQUEST FOR PROPOSAL**

The Secretariat for Infrastructure, Planning Commission invites sealed proposal under two packet system from reputed printers meeting the eligibility criteria set forth in the proposal for the following work: -

1. Name of Work : **Printing of 1000 copies each of Guidelines as per Specification in Annexure-1**
2. Earnest Money Deposit (EMD) : Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of DD or Pay order drawn in favour of ***Pay and Accounts Officer, Planning Commission, New Delhi***
3. Proposal Due Date (PDD) : By 3.00 pm on 28/05/2010
4. Opening of Technical Bids : At 3.30 pm on 28/05/2010
5. Eligibility Criteria, and Instructions to Applicants, are enclosed in Annex – 2 and 3 respectively. Sealed offers may be sent as per enclosed format in **Appendices 1, 2 and 3**. The envelope containing the offer (the Technical Bid, Financial Bid and the EMD in separate covers) should be super scribed as **‘Printing of Guidelines for Secretariat for Infrastructure, Planning Commission’**. The applicant should submit the Annexure 1, 2 and 3 duly signed and accepted in the sealed cover containing the Technical Bid along with Appendix – 1 & 2 duly signed and filled in. The Financial Bid in the format prescribed in Appendix 3 duly filled in & signed should be sealed in a separate cover. The EMD should be put in a separate cover.

6. Technical bids will be opened first on the prescribed date and time and evaluated on the basis of meeting all the eligibility criteria prescribed in Annex-2.
7. The financial bids of only those Applicants who meet all the technical eligibility would be considered for evaluation.
8. The sealed offer along with EMD must reach the **Section Officer (Infra) in Room No. 224, Yojana Bhavan, Sansad Marg, New Delhi or may be dropped in the tender box placed near the Reception of Yojana Bhavan by 3.00 pm of 28<sup>th</sup> May, 2010.**
9. The Competent Authority reserves the right to cancel any or all of the offers without assigning any reason thereof.

(C.K. Sharma)

Section Officer (Infra)

Tel. No. 23313791



## **Annexures**

**SPECIFICATION FOR PRINTING OF GUIDELINES**

<b>Job</b>	: <b>Printing of Six Guidelines.</b>
<b>Size</b>	: 8.25”X11.75” (approx)
<b>Quantity</b>	: 1000 copies each
<b>Colour</b>	: Cover 4+0 & Inside 2 colour throughout
<b>Binding</b>	: Centre Stitching..
<b>Paper</b>	: Text -135 GSM Imported Matt (Austrian) : Cover- 300 GSM Imported Matt Art Card
<b>Inputs</b>	: Microsoft Word files would be provided. Formatting of text and cover design to be done by the printer. Cost of formatting to be indicated separately. Matter to be got cleared from Secretariat for Infrastructure before printing. The printer would be required to provide to the Planning Commission in a CD the word file(provided by Planning Commission), formatted open file, the pdf file of the text as well the cover for each of the reports on completion of printing.
<b>Delivery</b>	: 15 days from the date of delivery of the MS Word file
<b>Packaging</b>	: All reports are to be Packed and delivered in corrugated vermin proof boxes of 20 books each.
<b>Forwarding</b>	: To be delivered at Yojana Bhavan, Sansad Marg, New Delhi
<b>Sample</b>	: Can be seen during office hours in the office of Section Officer (Infra), Room no-224, Planning Commission, Yojana Bhawan, New Delhi



**ELIGIBILITY CRITERIA**

The firm should meet the following technical eligibility criteria and provide documentary evidence for each of the following items.

- i) Should be a DAVP registered 'A' category printer (certificate to be submitted).
- ii) The firm should have an annual turnover of Rs. 20 crore (Rupees twenty crore) in the financial years 2007-08 and 2008-09. (Relevant certificates to be submitted)
- iii) The firm should have executed at least 3 jobs each costing over Rs.10 lakhs (Rupees ten lakh) in the last three years preferably from Government agencies. (Relevant document to be submitted)
- (iv) The firm should possess the following minimum machinery and ancillary equipments under one roof: (Availability of such machines should be clearly stated and certified).
  - One Drum scanner having resolution of 8000 DPI or above along with system for planning facilities.
  - Two CTP Machines and Complete plate making equipment including automatic plate processor.
  - CPC four colour machines in size 28"x40" and 19"x25".
  - Power driven wire stitching machines and Auto Section sewing machine.
  - Automatic folding machine.
  - Perfect binding machine.
  - Lamination machine
  - Shrink wrapping machine.
  - DTP with atleast two terminal along with A-3 size, color Ink-jet/color laser printer of 600 DPI or above.

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**Instructions to Applicants**

**1. Preparation of proposal**

(A) Technical Proposal

- (i) The Technical Proposal of the applicant, complete in all respects, shall be made in the form of specified in Appendix 1. While submitting the Technical Proposal, the applicant shall in particular ensure that all the details in the prescribed format are duly filled in. The Technical Proposal along with Appendix 2 and Annex 1, 2 & 3 duly signed must be sealed in the proposal containing the “Technical Bid”.
- (ii) The Technical Proposal must not include any financial information.

(B) Financial Proposal

- (i) The Financial Proposal of the applicant complete in all respect, shall be made in the form specified in Appendix 3.
- (ii) While submitting the Financial Proposal the applicant shall ensure the following:-
  - (a) All items indicated in Appendix 3 are filled in.
  - (b) The total amount for formatting and printing of 1000 copies each of 6 Guidelines as per specification in Annex-1 are correctly filled in Appendix 3.

**2. Submission of proposal**

- i. The proposal will be sealed in a large envelope which will bear the address of Planning Commission, RFP No., and name of the work i.e. **‘Printing of Guidelines for Secretariat for Infrastructure, Planning Commission’**.
- ii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted in case the envelope is not sealed and marked as instructed above,
- iii. This outer envelope will contain three separate sealed envelopes, one clearly marked ‘Technical Proposal’, the other clearly marked ‘Financial Proposal’ and the third containing the EMD marked as “EMD”.



- iv. The Technical proposal and Financial Proposal must be prepared in indelible ink and must be signed by the Authorised Representative of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialled by the person or persons signing the Proposal.
- v. The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialled by the person or persons signing the Proposal.
- vi. The complete Proposal must be delivered on or before the specified time on the Proposal Due Date.
- vii. The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- viii. Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
- ix. The rates quoted shall be firm throughout the period of execution of the work.

### **3. Evaluation process**

- i. Evaluation of Proposals – Planning Commission would open the proposal within half an hour of the designated timeline for receiving proposals. The packets marked “Technical Proposal” will be opened in front of the representatives of the applicants who choose to be present. The packets marked “Financial Proposal” shall be sealed for opening at a later date.
- ii. To facilitate evaluation of Applications, the Planning Commission may, at its sole discretion, seek clarifications from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by the Planning Commission for this purpose. Any request for clarification(s) and all clarification(s) in response there to shall be in writing. If an Applicant does not provide clarifications sought within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the Planning

Commission may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Planning Commission.

- iii. After Technical Evaluation, Planning Commission would prepare a list of pre-qualified applicants for opening of their financial proposals. A date, time and venue will be notified to all applicants for announcing the result of evaluation and opening of financial proposals.
- iv. The financial bids of only the technically qualified applicants would be opened. The financial offers of the applicants will be arranged in accordance with the total rates quoted for the Item A (1) in the format specified in Appendix-3 of the Financial Bid.

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## **Appendices**

Planning Commission  
Government of India  
(Secretariat for Infrastructure)

**TECHNICAL BID**

**1. FIRMS DETAILS :**

a) Name of the firm

b) Address

c) Telephone No:  
Mobile No.:

d) Type of firm: **Proprietary/Private/Private Ltd./  
MNC/Co-operative/Govt.  
Undertaking.**

e) Name of the Proprietor/ Partners

f) Empanelment with DAVP as YES/NO  
(Enclose copy of Certificate)

2. Annual Turnover (2007-08) Rs. ....  
(2008-09) Rs. ....

(Enclose copy of Audited Certificate or Balance Sheets)

3. No. of jobs costing over Rs. 10 lakhs completed in the last 3 years  
(provide details of the job including the Name of the agency and the cost of work) (copies of work order to be enclosed)

4. **Has the firm ever been debarred/ Black Listed by any Organization? If `yes` the details thereof.** YES/NO

5. **Details of Award/Certificate of Merit etc. received from any Organization, if any. (Please attach the copy )** YES/NO

6. Pre-Press facility

- 1. No. of DTP Operators : .....
- 2. No. of Computers for publishing Job : .....
- 3. No. of Drum Scanners with resolution of at least 8000 DPI : .....
- 4. In-house Processing facility like developing Positives, Plates : YES / NO
- 5. In-house power-backup : .....
- 6. No. of Printers Laser/Colour : YES / NO
- : .....

7. Post-Press facility

- 1. No. of Printing Machine : ..... / ..... / .....  
4 Color / 2 Color / 1 Color
- 2. No. of cutting machines : .....
- 3. No. of power driven stitching machines : .....
- 4. No. of automatic folding machine : .....
- 5. No. of binding machine : .....
- 6. No. of Lamination machine : .....
- 7. No. of Shrink wrapping machine : .....

8. **Earnest money details bank draft :**

**DD/Bank draft no. .... Date ..... for Rs. 15,000.00**

**Name of drawee.....**

**Name of the bank.....**

9. **PAN NO. : .....**

10. TIN No. : .....

**The terms and conditions of the tender as prescribed in Appendix – 2 are acceptable to me/us. All information provided above is true to the best of my/our knowledge.**

**Authorized Signatory,  
(With full name and designation)**

**Seal:**

**TERMS AND CONDITIONS FOR PRINTING OF REPORTS**

1. The Printer will be responsible for printing, binding and delivery of the jobs assigned to it, to be carried out in workmanlike manner and as per the specifications given at Annex-1. The Planning Commission will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation to the Printer. The Printer might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time fixed by the Planning Commission. The Planning Commission will have no liability whatsoever for rejected supply. The Printer shall give all assistance and information to the Planning Commission as may be required in connection with jobs assigned to him, failing which the work can be withdrawn.
2. The Printer will carry out all corrections/mistakes pointed out by the Planning Commission at any stage without any extra cost.
3. The Applicant will deposit an amount of Rs.15,000/- (Rupees Fifteen Thousand only) (refundable) either as account payee bank draft or banker's cheque, drawn in favour of Pay and Accounts Officer, Planning Commission payable at New Delhi as Earnest Money Deposit (EMD). In case, the successful Applicant shows inability at any stage, after the contract is finalised and awarded, for whatsoever reason(s), to honour the contract, the performance security deposited would be forfeited. The EMD of the unsuccessful Applicant would be refunded after finalisation of the tender. The EMD of the successful Applicant may be adjusted against the performance security.
4. The successful Applicant shall be required to deposit a sum equivalent to 5% of the accepted value of the contract as Performance Security in the form of account payee bank draft or banker's cheque, drawn in favour of Pay and Accounts Officer, Planning Commission. The same would be refunded after successful completion of the term of the contract. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of

- paper, cover, printing or layout etc., the Performance Security is liable to be forfeited.
5. Payment Terms: 100% Payment shall be released on completion of work for each items indicated in the Financial Proposal. No part payment for an item shall be allowed.
  6. Planning Commission may terminate/cancel the agreement at any point of time without assigning any reason. The decision of Planning Commission is binding on the firm.
  7. Correction or overwriting in the tender documents is not permissible. Every sheet of the Tender document should be signed and stamped by authorized signatory of the firm.
  8. The competent authority in Planning Commission shall have the right to reject all or any of the offers without assigning reason.

(Signature of the Printer with seal of acceptance of the terms and conditions)

Place

Date



**Appendix – 3**

Planning Commission  
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**FINANCIAL BID**

S.No.	Description		Quantity
<b>A</b>	<b>Rates for Formatting and Printing</b>		
1	Guidelines/Reports as per specification at Annex-1 of <b><u>44 pages</u></b> + cover	<u>Formatting</u> <u>Printing</u>	<u>Lump sum</u> <u>1000 copies</u>
2	Guidelines/Reports as per specification at Annex-1 of <b><u>32 pages</u></b> + cover	<u>Formatting</u> <u>Printing</u>	<u>Lump sum</u> <u>1000 copies</u>
3	Guidelines/Reports as per specification at Annex-1 of <b><u>12 pages</u></b> + cover	<u>Formatting</u> <u>Printing</u>	<u>Lump sum</u> <u>1000 copies</u>
4	Guidelines/Reports as per specification at Annex-1 of <b><u>24 pages</u></b> + cover	<u>Formatting</u> <u>Printing</u>	<u>Lump sum</u> <u>1000 copies</u>
5	Guidelines/Reports as per specification at Annex-1 of <b><u>48 pages</u></b> + cover	<u>Formatting</u> <u>Printing</u>	<u>Lump sum</u> <u>1000 copies</u>
6	Guidelines/Reports as per specification at Annex-1 of <b><u>20 pages</u></b> + cover	<u>Formatting</u> <u>Printing</u>	<u>Lump sum</u> <u>1000 copies</u>
	<b>Total for Items 1-6</b>	-	-
<b>B</b>	<b>Rates for printing Additional Pages</b>		
1	Printing of additional four pages or reduction of four pages per 1000 above/below as indicated in items 1-6.	-	-

Total for items A (1-6) in words – (Rupees

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Note

1. Rates should be inclusive of all taxes, packaging and delivery charges as specified.
2. The applicants would be evaluated on the basis of the Total quoted for Items A (1-6).
3. Planning Commission reserves the right to add or subtract pages from the above guidelines/reports. The addition/ reduction will be in multiple of 4 pages. The total additional/ reduction will be restricted to 50 pages.
4. Planning Commission may also adjust additional/ reduced pages between guidelines/ reports.

**Authorized Signatory,  
(With full name and designation)  
Seal:**