

D-29013/22/2007-08 GA
Planning Commission
Government of India
General Administration (G-II)

Yojana Bhawan, Sansad Marg,
New Delhi-110001

Dated:/03/2008

TENDER NOTICE

Planning Commission invites sealed tenders under two bid systems from firms/agencies for the following work:-

1. Name of Work : **Empanelment of Printers for the publications of the Planning Commission.**
2. EMD Amount : Rs. 20,000/- (Rupees Twenty Thousand only) in the form of DD or Pay order drawn in favour of ***Pay and Accounts Officer, Planning Commission, New Delhi***
3. Last date of Acceptance of Bids : By 3.00 pm on 15/04/2008
4. Opening of Technical Bids : At 3.30 pm on 15/04/2008
5. The intending applicant should fulfil the following qualifications:
 - i. Printing firm should have valid empanelment as 'A' / 'B' Class printer with Directorate of Advertising and Visual Publicity (DAVP)/ Directorate of Printing (DoP) or both.
6. Technical bids will be opened first on the prescribed date and time and evaluated on the basis of pre-press, post-press facilities details of which have been sought from the printing firms vide **Annexure IV**. The quality of printing will be adjudged from the samples (at least 3 books) sought from the printing firms.
7. The technical bids will be evaluated by Consultancy Evaluation Committee (CEC) and the financial bids on only those participating firms will be opened which will be short listed by CEC. The date of opening of financial bids will be conveyed to the participants later. The financials bids will then be ranked in the ascending order on the basis of the cost of sample book sought from the printing firms vide Annexure III. The firms with lowest rate will be graded L-1 and others will be asked to adopt L-1 rates. Those who agree to do so will be recommended for empanelment.
8. The tender format containing detailed specifications and terms and conditions may be obtained from Soochana Dwar, Room No. GF-6B, Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi on any working day between 2.30 pm to 4.00 pm. The document can also be downloaded from www.planningcommission.gov.in.
9. The bids shall be sent in a sealed cover duly mentioning the **Name of work** and **Date of opening** of the tender. The tenders should reach the undersigned at Soochana Dwar, room No. GF-6B on or before the stipulated date and time.

(N K Raghunathan)
Under Secretary (G-II)

Instructions to Applicants

1. Preparation of Proposal

(A) Technical Bid

- (i) The Technical Bid of the applicant, complete in all respects, shall be made in the form specified in Annexure IV.
- (ii) The Technical Bid must not include any financial information.

(B) Financial Bid

- (i) The Financial Bid of the applicant complete in all respect, shall be made in the form specified in Annexure II.
- (ii) While submitting the Financial Bid the applicant shall ensure the following:
 - (a) All items indicated in Annexure are filled in.
 - (b) The total amount for printing of 1000 copies of book as per specification in Annexure III are correctly filled on the basis of the rates quoted in Annexure II.

2. Submission of Proposals

- i. The proposals will be sealed in a large envelope which will bear the address of Planning Commission, Tender notice for **EMPANELMENT OF PRINTERS FOR THE PUBLICATIONS OF THE PLANNING COMMISSION.**
- ii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Bid 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 Bid", the other clearly marked "Financial Bid" and the third containing the EMD.
- iv. The Technical Bid and Financial Bid must be prepared in indelible ink and must be signed by the Authorised Representative of the Applicant. All pages of the original Technical Bid and Financial Bid must be numbered and initialled by the authorised signatory.
- 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 authorised signatory.
- vi. The complete Proposal must be delivered on or before the specified time on the 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 should be quoted in Indian rupees and shall be firm throughout the period of empanelment.

3. Evaluation process

- i. Evaluation of Proposal - Planning Commission would open the proposal same day at 3.30 pm. The packets marked "Technical Bid" will be opened first in front of the representatives of the participating firms who wish to be present. The packets marked "Financial Bid" will be opened later.
- ii. The technical evaluation will be based on the parameters shown in point 5 of tender notice along with pre-press, post-press facilities details of which have been sought from the printing firms vide **Annexure IV** and the quality of printing adjudged from the samples (at least 3 books) sought from the printing firms.
- iii. After Technical Evaluation of the committee (CEC), 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 technically qualified applicants would be opened. The financial offers of the applicants will be ranked L-1, L-2,.... on the basis on the rates quoted by them for the sample in Annexure III. For empanelment of the applicants the other technically qualified applicants would be give an opportunity to match all the rates of the LI applicant which would thereafter form the basis for determining the approved rates.

Terms and Conditions for Empanelment of Printers

1. The empanelment of Printers is for the printing of Planning Commission documents. Specifications of paper and printing will vary from job to job and will be covered within the enclosed rate structure. All jobs will be in the offset process with high quality printing.
2. The empanelment will be initially for a period of two years subject to periodic review of performance, and may be extended further by mutual agreement and for such further period as may be agreed upon.
3. Rates once finalised will not be enhanced during the period of the empanelment. Quotation will be considered for the item for which rate have been quoted strictly according to the specification. The rate should be quoted in Indian Rupees.
4. The Printing agency/firms will be responsible for design, printing, binding and delivery of the job/s assigned to it, to be carried out [in workmanlike manner] and as per the specifications given by the Planning Commission. 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 firm/agency. The firms/agency might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time frame 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 job/s assigned to him, failing which the work can be withdrawn.
5. The empanelled printer will deposit as Security an amount of Rs.50,000/ (Rupees Fifty thousand only) either as bank guarantee or through Fixed Deposit Receipt (FDR) hypothecated to the Planning Commission. It should be in favour of "Pay and Accounts Officer, Planning Commission" which will be refunded after satisfactory completion of the empanelment period.
6. Planning Commission reserves the right to cancel the order or forfeit the Security Deposit in case of one or more of the following circumstances:
 - a. An empanelled agency/firm fails to adhere to prescribed time schedule.
 - b. If serious discrepancy is noticed between given workorder and printed copies
i.e. deficiency in respect of quality of paper, cover, printing or layout etc.,
 - c. Breach by the tenderer of any of the terms and conditions of the tender.

- 7 The printer will carry out all corrections/mistakes pointed out by the Planning Commission at any stage without any extra cost.
- 8 The Printer will deliver the printed copies at Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.
- 9 The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein. Empanelment does not guarantee any printing and Cover/Layout designing work. The Planning Commission reserves the right to give printing jobs to any of the empanelled printers on the basis of the approved rates solely at its discretion and the decision of the Planning Commission will be final and binding.
- 10 Planning Commission may terminate/cancel the empanelment of any or all the printers at any point of time without assigning any reason. The decision of Planning Commission is binding on the firm and no court shall take cognisance of any dispute.
- 11 The empanelment shall be effective from the date of formal acceptance of the terms and conditions and deposit of security money by the firm.
- 12 Every sheet of the Tender document should be signed and stamped by authorised signatory of the firm. Name/Address/Telephone/Mobile no. of the Contact person should be mentioned in document. Rates not quoted as per the Format provided will be rejected.
- 13 The competent authority in Planning Commission shall have the right to reject all or any of the offers without assigning any reason.
- 14 Payment Terms: 100% Payment shall be released on each completed publication only. No part payment for a publication shall be allowed.
- 15 The EMD of unsuccessful bidders shall be refunded within a period of one month from finalisation of the process.

(Signature of Officer with seal
on behalf of Planning Commission)
Place
Date

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

Financial Bid (Rates for Printing)

As on _____

S No.	Job Description	Rates (Rs.) A4	Rates (Rs.) B5	Rates (Rs.) A5
1.	Paper Size (in inches)	8.5 x 11"	7.25x 10"	5.5x 8.75"
2.	Pages per forme or part thereof	4 pages	4 pages	8 pages
3.	Cover design in four colors in Coreldraw / Photoshop/ Illustrator (Minimum charges) at least three designs			
4.	Layout designing and Formatting of text per page or part thereof (in Pagemaker/ QuarkXpress/ Indesign) #			
5.	Formatting of Tables, Charts and Graphs per page per colour #			
6.	Scanning, Planning, Formatting per page per colour (For Text, Charts, Graphs and Photographs etc.) *			
7.	Color proofs including coverpage per page per colour ***			
8.	Processing of negatives per forme or part thereof			
9.	Processing of positives per forme per colour or part thereof			
10.	Plate making from negatives per forme or part thereof			
11.	Plate making from positives (PS Plates) per forme per colour or part thereof			
12.	Printing - Normal	Printing per forme from negatives	First 1000 or part	
			Subsequent 1000 or part	
	Printing - Dust Jacket	Printing per forme from positive per colour	First 1000 or part	
			Subsequent 1000 or part	
13.	Paper per leaf (two pages) - TEXT **	Normal Paper	70 gsm super print	
			80 gsm super print	
			95 gsm super print	

S No.	Job Description			Rates (Rs.) A4	Rates (Rs.) B5	Rates (Rs.) A5
			120 gsm super print			
			140 gsm Maplitho			
			180 gsm super print			
		Art Paper	90 gsm	Indian	Imported	
			100 gsm	Indian	Imported	
			110 gsm	Indian	Imported	
			130 gsm	Indian	Imported	
			170 gsm	Indian	Imported	
14.	Paper per leaf (two pages) - COVER- Art Card		210 gsm	Indian	Imported	
			250 gsm	Indian	Imported	
			300 gsm	Indian	Imported	
			350 gsm	Indian	Imported	
15.	Golden Embossing (per page)					
16.	Foil Stamping per page					
17.	Spot UV charges per page					
18.	Lamination per copy	Cover (Front & Back)	Matte			
			Glossy			
	Dust Jacket	Matte				
		Glossy				
19.	Hard Binding per copy	Hard Binding: Plain (with good straw board + cover paster)	First 200 leaves			
			+ For Next 100 leaves			
		With: Rexine Plain	First 200 leaves			
			+ For Next 100 leaves			
		Rexine with colour embossing	First 200 leaves			
			+ For Next 100 leaves			
		Leather and colour embossing	First 200 leaves			

S No.	Job Description		Rates (Rs.) A4	Rates (Rs.) B5	Rates (Rs.) A5
			+ For Next 100 leaves		
20.	Binding per copy	Perfect Binding	First 200 leaves		
			+ For Next 100 leaves		
		Centre/Side Stitching	First 200 leaves		
			+ For Next 100 leaves		
		Spiral Binding	First 200 leaves		
+ For Next 100 leaves					
21.	Packaging	Shrink wrapped charges (per book)			
		Shrink wrapped charges (5 copies and its multiple)			
		Corrugated vermin proof boxes, (20 copies and its multiple)			
22.	Dismantling and Re-Binding per copy \$	Perfect Binding	First 200 leaves		
			+ For Next 100 leaves		
		Hard Binding	First 200 leaves		
			+ For Next 100 leaves		
23.	Estimated cost as quoted in Annexure III	Sample Book I		-----	-----
#	<i>Formatting for one page will be counted once only either for Text or Table, Charts, Graphs and Photographs etc.</i>				
*	<i>S.No.6 will apply only when hard copy is provided.</i>				
**	<i>Paper for Dust Jacket will be counted 3 leaves.</i>				
\$	<i>S.No. 19 is valid for Hard/ Perfect binding only.</i>				
***	<i>S.No.7 will be counted upto maximum 4 color .</i>				

NOTE:

1. No wastage will be allowed on paper.
2. All rates quoted should be inclusive of all taxes and other charges like delivery etc. No extra payment would be made beyond the quoted rates.
3. The firm will be expected to keep negatives and positives for a minimum of six months for possible re-prints without any additional cost.
4. The firm will submit two sets of soft copies of all designs and formatted text/layout (final printed version) in CD in specified format.
5. All fields are mandatory and Rates should be quoted as instructed.

Authorized Signatory,
(With full name and designation)
Seal

Sample Book Specifications

ESTIMATED COST:	In figures : Rs..... In words :
1. No. of Copies	1000
2. Printing Size	A4 (8.5 x 11 inches)
3. Total No. of pages	400 pages
4. Cover Page Design	3 samples (minimum)
4. TEXT:	
<i>Paper</i>	110gsm imported
<i>Text, Tables and Photographs</i>	250 / 100/ 50 pages
<i>Text</i>	Double Colour
6. COVER	
<i>Paper</i>	350gsm Indian art paper
<i>No. of Pages</i>	2 pages (Front, Back and Spine)
<i>No. of Colours</i>	Four Colours
<i>Embossing</i>	Golden Embossed Emblem
<i>SPOT UV (per page)</i>	On Cover page and Inner page of the book
7. BINDING	Perfect with section sewing
8. LAMINATION	Matte

NOTE: *Estimated Cost* should be calculated on the basis of the rates quoted in Annexure II and should be written in figure and words.

Signature

Authorized signatory

ANNEXURE IV

**Planning Commission
Government of India
General Administration (Gen II)**

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) Empanelment with DOP and /or DAVP **YES/NO**

f) Name of the Proprietor/ Partners

2 Annual Turnover (2006-07) Rs.

3 No. of samples Enclose at least 3 samples

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

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

5. Pre-Press facility

1. No. of DTP Operators :

2. No. of Computers for publishing Job :

3. No. of Scanners/Drum Scanners :

4. In-house Processing facility like developing Positives, Plates : YES / NO

5. In-house power-backup : YES / NO

6. No. of Printers Laser/Colour :

6. Post-Press facility

1. No. of Printing Machine : / /
4 Color / 2 Color / 1 Color

- 2. No. of cutting machines :
- 3. No. stitching machines :
- 4. No. folding machine :
- 5. No. binding machine :
- 6. No. Lamination machine :
- 7. No. Shrink wrapping machine :

7 Earnest money details bank draft :

DD/Bank draft no. Date for Rs.20,000.00

Name of drawee

Name of the bank

8. PAN NO. :

9. TIN No. :

The terms and conditions of the tender are acceptable to me/us.

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