

**TENDER DOCUMENT FOR PRINTING PUBLICATION AND
DISTRIBUTION OF ‘DATA COMPENDIUM ON HIGHER EDUCATION’
PLANNING COMMISSION – HRD DIVISION**

Closing Date: 01/09/2014 (17:00 hrs.)

Date of Opening of Technical Bids: 02/09/2014 (15:00 hrs.)

1. Sealed quotations are invited in two bid format (Technical Bid and Financial Bid) for printing publication and distribution of ‘Data Compendium on Higher Education’ from qualified publishers having adequate experience of editing, formatting, designing and printing publication and distribution of documents of government agencies / international organizations. The publisher/firm should have nationwide distribution network. The objective of the hand book is to put together an independent, comprehensive and high quality data document on Higher Education in India. The proposal has to be submitted positively within twenty five (25) days from date of the uploading of the *Tender Notification* in the *Planning Commission Website*.

1.1 BACKGROUND:

1.2 The Planning Commission was set up by a Resolution of the Government of India in March 1950 and was entrusted with the responsibility of making assessment of all resources of the country, augmenting deficient resources, formulating plans for the most effective and balanced utilization of resources and determining priorities. Higher Education unit of HRD Division is looking after Higher and Technical Education.

1.3 The Publishing agency/firms will be responsible for editing, design, printing publication, distribution, binding and delivery of the job assigned to it as per the specifications given by the Planning Commission. The Planning Commission will be the sole judge of satisfactory execution of the job. 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 formatted soft copy (in the form MS Word and PDF) of the printed compendium may be provided on a DVD/CD along with PDF at no additional cost at the time of delivery of print document.

1.4 The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein.

1.5 Planning Commission may terminate/cancel the work of publication of compendium at any point of time without assigning any reason. The decision of Planning Commission shall be binding on the firm.

1.6 Sub-contracting of tender will be construed as violation of terms & condition and will not be permitted and may render for cancellation of Work Order and no compensation will be made for such breach of covenant.

1. PROCEDURE FOR SUBMISSION OF THE PROPOSAL:

2.1 The Proposal shall be typed or written in indelible ink and signed by the Head of agencies, who shall put initial at each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the proposal shall be signed by the authorised person(s).

2.2 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.3 The Planning Commission reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the tender notice. Failure of the Planning Commission to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the Planning Commission thereunder.

2.4 In case it is found during the evaluation or at any time before issue of Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the firm or the Team has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the publisher. If the firm has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this tender document, be liable to be terminated, by a communication in writing by the Planning Commission.

2.5 The Proposal will be sealed in an outer envelope, which will bear the address of the Planning Commission. Publishers name, and the address should be written on the back of the envelope and at the top the following:

“Do not open, except in presence of the Authorized Person”

If the envelope is not sealed and marked as instructed above, the Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.

2.6 The aforesaid outer envelope will contain two separate sealed envelopes; one clearly marked “**Technical Proposal**” and the other clearly marked “**Financial Proposal**”. The outer envelope should also contain forwarding letter that should provide clear and unambiguous information on the eligibility of the publisher for the work. The envelope marked “Technical Proposal” shall contain the Application in the prescribed format along with relevant Forms and supporting documents. The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format.

2.7 The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the firm. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the authorized signatory (on behalf of the firm) signing the Proposal. Proposals submitted without signature will be considered as incomplete and summarily rejected.

2.8 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.

2.9 The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the compendium by the Planning Commission and discharge of all obligations of the publisher under the Agreement.

Financial Proposal

2.10 Applicants shall submit the financial proposal in the Form at Annex II clearly indicating the total number of copies of ‘Data Compendium on Higher Education’ to be provided to Planning Commission free of cost. In the event of any difference between figures and words, the number indicated in words shall be taken into account.

2.11 Total number of copies indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected.

2.12 The Tender Documents are also uploaded on the Planning Commission Website; <http://planningcommission.nic.in/>

2.13 The two sealed covers containing Technical and Financial Bid sealed in a single cover superscripted with “**Proposal for Printing publication and distribution of Data Compendium on Higher Education**” and addressed to **Dr. Pitam Singh, Joint Adviser (HRD)**, Planning Commission, R No.301, Yojana Bhawan, Sansad Marg, New Delhi- 110001, must reach the addressee latest by the date and time indicated on the top of this document. For any further queries please contact: pitam@nic.in

3. SCOPE OF WORK:

3.1 The compendium shall be of following specifications:-

[i] Size : 11.6 inches (h) x 8.2 inches (w) International A4

[ii] Colour : Cover - 4 colours, inside pages may be different combinations of 2 and 4 colours to be decided at the time of printing.

[iii] Pages : Cover + 300 pages [approx.] subject to change.

[iv] Paper : **Cover** – 250 gsm Imported Matt Finish Art Card. **Inside pages** 170 gsm Imported Matt Finish Art Paper. (Paper sample to be attached)

[v] Finish : Cover page Gloss Matt and inside pages matt finish.

[vi] Lamination : Outer cover lamination + UV on cover pictures

[vii] Binding : Perfect Binding with 5mm spine

[viii] Quantity : As per requirement, about 1000 copies in English.

3.2 The other terms and conditions will be as under: -

3.2.1 The publisher will publish the Data Compendium that means publisher will bear the complete cost of production and marketing the work world wide. The publisher may print about 1000 copies (however this may change depending upon the other conditions including the market, and the demand for the publication).

3.2.2 The copy right will be with the Planning Commission as the Compendium has been prepared on the cost of Planning Commission.

3.2.3 The Compendium would also be available on the website of the Planning Commission.

3.2.4 Planning Commission will not charge any royalty and the publisher will provide Planning Commission a certain number of copies of the Compendium in lieu of the royalty. The number of copies proposed to be supplied as per financial bid will have higher weightage for selection of agency.

3.2.5 The pricing will be dependent on the product specification (text, charts and graphs should be in two colour). The publisher should be able to price the compendium between Rs. 450 – 500 depending on the colours of text /charts / graphs.

3.2.6 Since the assignment to be undertaken under this contract would be of utmost importance, the quality shall be maintained under all circumstances and if the quality does not meet with the one ordered the consignment would be summarily rejected.

3.2.7 **Planning Commission** shall finalize the design of cover as well as the inside pages and provide the material in Cover Proof Form/CRC Form to the printer for printing.

4. ELIGIBILITY:

4.1 The agency should have an experience in the business for at least five years.

4.2 The printer should have appropriate Registration/Licence/Permission/Authority for handling such activities.

4.3 The printer should have PAN, VAT and Service Tax Registrations.

4.4 The publishing firm /organization should have an annual turnover of at least Rs. 1 (one) crore.

4.5 The publishing firm / organization should have at least two hundred (200) publications to its credit.

4.6 The publishing firm / organization should have at least five editors as its regular employee.

4.7 The publishing firm/ organization having exposure in dealing with Government sponsored assignment/ work shall be preferred.

4.8 Copies of the proofs of all the above may be submitted in the envelope marked technical bid.

5. Deliverables

5.1 The publisher would provide the following deliverables as per the time-line specified:

5.2 Five hard copies of the initial edited version of the compendium along with soft copy in Word and PDF format both (stage one).

5.3 Soft copy of the subsequent/second edited version of the document in Word and PDF format both, incorporating changes suggested by the Planning Commission before the compendium is placed before second stage of approval (stage two).

5.4 Number of final version of the publication as per financial bid.

6. BID EVALUATION CRITERIA: Brief Description of the Selection Process

6.1 A two stage selection process will be adopted in evaluating the Proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The bidders who do not meet the eligibility criteria would not be considered for Technical and Financial evaluation. The first ranked publisher shall be selected while the second ranked publisher will be kept in reserve. The technical bids will have higher weightage.

6.2 In the first instance, the Technical Bids shall be opened by the authorized representatives of **Planning Commission**.

6.3 The date and time for opening of the Technical Bids is given on the top of this document.

6.4 The bidders may depute their representatives for the Technical Bids opening event.

6.5 The Technical Bids will then be evaluated by **Planning Commission**, internally.

6.6 Once the Technical Bids are accepted, the Financial Bids of the printers [whose Technical Bids have been accepted] shall be opened the date for which shall be communicated to the printers through e-mail/SMS/phone. If any printer so desires, they may depute their representative for Financial Bids opening event also.

6.7 The printer would be selected on the basis of rates quoted and the other details furnished in Technical Bid. The lowest per copy rate would be calculated assuming that one copy of the Report would consist of 300 pages + Covers.

6.8 The decision of the **Secretary, Planning Commission** shall be final and binding.

7. The Planning Commission shall open the Proposals at 15.00 hours on the due date given on the top of this document and in the presence of the Applicants who choose to attend. The forwarding letter providing information on eligibility of the bidder shall be considered first. The envelopes marked "Technical Proposal" of only those bidders shall be opened who are found to be eligible as per the information provided in the forwarding letter. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

8. Prior to evaluation of Proposals, the Planning Commission will determine whether each Proposal is responsive to the requirements of the tender document. A Proposal shall be considered responsive only if:

- a) it is received in the specified format;
- b) it is received by the due date including any extension thereof;
- c) it is signed, sealed and marked as stipulated;
- d) it contains all the information as requested in the tender document;
- e) it does not contain any condition or qualification; and

9. The technical evaluation will be based on the quality of editing and printing of the sample provided to bidder along with editing, printing and distribution facilities including editing, pre-press, post-press facilities details of which have been sought from the publishing firms vide Annexure I. Higher weightage will be given to the distribution network i.e. the number of outlets, branch offices and marketing network national and international-wide. While adjudging the quality, the quality of printing of the samples (at least 3 books) sought from the publishing firms will also be considered.

10. After opening of envelope in the presence of bidders or their representatives, the Consultancy Evaluation Committee (CEC), Planning Commission would prepare a list of pre-qualified applicants for opening of their technical proposals. A date, time and venue will be notified to all applicants for announcing the result of evaluation and opening of financial proposals

Late Proposals

11. Proposals received by the Planning Commission after the specified time on the due date shall not be eligible for consideration and shall be summarily rejected.

12. Any alteration / modification in the Proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by the Planning Commission, shall be disregarded.

The Technical Evaluation will be in the following format

Details	Marks	Criteria
Relevant past experience of the publisher	20	Whether undertake such similar task in the past? Nature of work. More weightage will be given for exposure/ experience in dealing with publication of documents of government and its agencies / international organisations particularly those dealing with economic issues.
Printing facility and/or access there to	20	In-house state-of art printing facility Existing and valid contract with reputed printer with state-of art printing facility
Distribution network	15	Number of outlets, branch offices, marketing network and strategy etc.
Quality of printing / formatting / design	25	Quality of printing and formatting of the published document In-house design team or operational and valid contract with reputed designing agency.
Presentation before CEC	20	
Total	100	

13. After the technical evaluation, the Planning Commission would prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The opening of Financial Proposals shall be done in presence of applicants who choose to be present. The Planning Commission will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.

Evaluation of Technical Proposals

14. In the first stage, the Technical Proposal will be evaluated on the basis of the experience of the firm. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST).

15. The scoring criteria to be used for evaluation shall be based past experience and its relevance to the proposed scope of work; personnel / team proposed for the

job; Quality of printing / formatting / design of the existing mass of work committed access to state-of-art printing facility and distribution network.

Evaluation of Financial Proposal

16. In the second stage, the financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF).

17. The Planning Commission will determine whether the Financial Proposals are complete, qualified and unconditional. The financial scores of proposals will be computed based on number of free copies and proposed selling price of compendium.

18. The Selected publisher shall be the ranked first (having the highest combined score). The second ranked publisher shall be kept in reserve in case the first ranked publisher withdraws, or fails to comply with the requirements as the case may be.

Award of the work

19. After selection, a Letter of Award shall be issued, in duplicate, by the Planning Commission to the Selected publisher and the Selected publisher shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this publishing assignment.

Proprietary data

20. All documents and other information provided by the Planning Commission shall remain or become the property of the Planning Commission. Publisher is to treat all information as strictly confidential till the official release of the Final document.

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 (2013-14)	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	:
	8. No. of Branch offices/Marketing outlets	:

Financial Bid

No.	Description	
1.	No. of copies in lieu of royalty proposed to be supplied.	
2.	Proposed selling price of the publication	

