

Tender document for
Designing, editing, printing & Supply of
Monthly Magazine
For
Dr. Ambedkar Foundation
(2018-19)
on
Combine Quality-cum-cost based selection
(CQCCBS)

Dr. Ambedkar Foundation
15, Janpath,
New Delhi, 110001
(Camp Office at West Block-8, Wing-II, Floor-II, Sector-1, R.K.Puram, New Delhi-110066)

About the Dr. Ambedkar Foundation:

The Centenary Celebration Committee of Babasaheb Dr. B.R.Ambedkar headed by the then Prime Minister of India decided to set up Dr. Ambedkar Foundation to carry out the programmes and activities for furthering of Dr Ambedkar's ideology and spread his message of social justice to the masses not only in the country but also abroad.

Dr. Ambedkar Foundation was established by the Government of India under the aegis of the Foundation of Welfare (now Foundation of Social Justice and Empowerment) on March 24, 1992 as a registered society under the Societies Registration Act, 1860.

The Foundation has been entrusted with the responsibility of managing administering and carrying on the important and long-term schemes and programmes identified during the Centenary Celebrations of Dr. B.R. Ambedkar.

The main objectives of the Foundation inter alia include implementation of programmes and activities for furthering the ideology and message of Babasaheb Dr. B. R. Ambedkar among the masses in India as well as abroad. The Foundation has been entrusted with the responsibility of managing, administering and carrying on the important and long term schemes and programmes identified during the Centenary Celebrations of Dr. B. R. Ambedkar.

Objective :

Dr. Ambedkar Foundation intend to spread the ideology, works and message of Babasaheb Dr. B.R. Ambedkar amongst the masses, NGO's, Stake holders, School, University, etc. spread across India and Missions abroad through Monthly Magazine.

Scope of Work :

The bidder will be responsible for Conceptualizing, Designing, editing and production of Monthly Magazine which includes : Creative/content editing, photographs sourcing, photo editing, graphic/illustration, Language Translation, composing, proof reading, printing, binding, Updating of mailing list (as provided by Dr Ambedkar Foundation), labeling, packing, Dispatch (through Department of Posts, Govt. of India only) on the basis of specifications mentioned hereunder:

1.	Name of work	Tender for Monthly Magazine of Dr. Ambedkar Foundation
2.	Price of Tender document	Rs. 1000/- (Rs. One Thousand Only)
3.	Period of work order	Two years (which may be extended further on same terms and conditions on mutual consent basis subject to satisfactory performance of the Printer)
4.	Tentative Cost of work	Rs.35,00,000/- Approx.
5.	Last date & time for receipt of Tender	Till 3:00 pm on 31/08/2018. Any bid received after the stipulated time of tender would be rejected.

6.	Time & date of opening of Tender	At 3:30 pm on 31/08/2018.															
7.	Tender Validity	Validity of bid should be up to 31.12.2018. A bid valid for a shorter period shall be rejected.															
8.	Pre-bid Conference	Prospective bidders may attend a pre-bid conference if held, at the Foundation.															
9.	Earnest Money Deposit	A Bank Guarantee/FDR/Pay Order/DD from a scheduled Bank of Rs.1,00,000/- (Rs.One lakh only) drawn in favour of Dr. Ambedkar Foundation, New Delhi to be submitted in the technical bid valid for a period of six months from the date of opening of bid. A Bid which is not accompanied with Earnest Money Deposit will be construed as non compliant bid and shall be summarily rejected. This amount is refundable.															
10.	Financial & Technical Standing of the bidder	a) The bidder with a minimum annual turnover of Rs.1 Crore (Rupees One crore), copy of Balance sheet/Turnover certificate issued by CA for F.Y. 2017-18 to be provided. b) The agency should have completed satisfactorily at least 5 jobs of similar nature (i.e. printing and supply of Magazine/House Journals/News letter/ publicity / Awareness materials etc out of which should have published at least One Magazine in any Govt. Department / Foundation of State/Center/PSUs/ Autonomous Bodies (under Central or State Governments) each of minimum value of Rs.10 Lakhs from F.Y. 2013-14. A copy of the work order and relevant certificates showing the satisfactory completion of the same work must be attached along with bid.															
11.	Place of opening of Tender	Dr. Ambedkar Foundation West Block-8, Wing-II, Floor-II, Sector-1, R.K.Puram, New Delhi-110066															
12.	Monthly Magazine Specifications	<table border="1"> <tr> <td>i.</td> <td>Size</td> <td>A-4 size (8.27" × 11.69") Approx.</td> </tr> <tr> <td>ii.</td> <td>Pages</td> <td>4 Cover + 80 (+/-4) Inside pages (final text will depend on the context of manuscript)</td> </tr> <tr> <td>iii.</td> <td>Paper</td> <td>Cover : 130 GSM Gloss Art Paper Inside : 90 GSM Gloss Art Paper</td> </tr> <tr> <td>iv.</td> <td>Printing</td> <td>Text page in 1/2 colours with photographs in 4 colours Outer & Inner Covers: 4 Process Colours (4 pages cover as one unit only)</td> </tr> <tr> <td>v.</td> <td>Composing</td> <td>Hand written/typed text will be provided</td> </tr> </table>	i.	Size	A-4 size (8.27" × 11.69") Approx.	ii.	Pages	4 Cover + 80 (+/-4) Inside pages (final text will depend on the context of manuscript)	iii.	Paper	Cover : 130 GSM Gloss Art Paper Inside : 90 GSM Gloss Art Paper	iv.	Printing	Text page in 1/2 colours with photographs in 4 colours Outer & Inner Covers: 4 Process Colours (4 pages cover as one unit only)	v.	Composing	Hand written/typed text will be provided
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		vi.	Designing	Covers and inside text layout designing and setting shall be got pre approved by the Editorial Board, DAF
		vii.	Proofing	Printer has to provide 20 Copies by machine proofing before printing the Bulk Lot for approval of Editorial Board, DAF after rectification of errors.
		viii.	Binding	Center stitch
		ix.	Lamination	Covers only
		x.	Envelop	Poly Envelops(50 Micron- Transparent) in single colour
		xi.	Language	Bilingual (40 page Hindi & 40 page English). However, the first issue may be in Hindi only(80 pages)
		xii.	Periodicity	Monthly
		xiii.	Inputs	Text, articles, photos, etc., will be provided by the department (wherever necessary).

		xiv.	Schedule of work	<p>The strict time schedule as mentioned below has to be followed :</p> <table border="1"> <tr> <td>By 15th of every month</td> <td>All the inputs for newsletter will be handed over by the department to the bidder</td> </tr> <tr> <td>By 18th of every month</td> <td>1st draft/dummy of newsletter to be submitted by bidder to the department for approval</td> </tr> <tr> <td>By 21st of every month</td> <td>Vetted draft/dummy handed over by the department to the bidder</td> </tr> <tr> <td>By 23rd of every month</td> <td>Final draft/dummy newsletter to be submitted by bidder to the department for final approval</td> </tr> <tr> <td>By 25th of every month</td> <td>Final vetted draft/dummy handed over by the department to the bidder</td> </tr> <tr> <td>By 30th of every month</td> <td>Printing, binding and dispatch of Monthly Magazine with supply of Advance copies complete in all respect.</td> </tr> <tr> <td>By 5th of every next month</td> <td>Complete dispatch of Monthly Magazine and report submitted to the Foundation.</td> </tr> </table>	By 15 th of every month	All the inputs for newsletter will be handed over by the department to the bidder	By 18 th of every month	1 st draft/dummy of newsletter to be submitted by bidder to the department for approval	By 21 st of every month	Vetted draft/dummy handed over by the department to the bidder	By 23 rd of every month	Final draft/dummy newsletter to be submitted by bidder to the department for final approval	By 25 th of every month	Final vetted draft/dummy handed over by the department to the bidder	By 30 th of every month	Printing, binding and dispatch of Monthly Magazine with supply of Advance copies complete in all respect.	By 5 th of every next month	Complete dispatch of Monthly Magazine and report submitted to the Foundation.
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By 30 th of every month	Printing, binding and dispatch of Monthly Magazine with supply of Advance copies complete in all respect.																	
By 5 th of every next month	Complete dispatch of Monthly Magazine and report submitted to the Foundation.																	
		xv.	Quantity approx.	Minimum 3000 Nos. per issue (The number of copies may increase)														
		xvi	Dispatch	All the dispatch to the consignee has to be done by the bidder through Department of Posts, Government of India (BOOK POST) only, and proof to be retained/ provided to the Foundation.														
13.	Participation in Bid	Interested firms can apply for all items or any one item from the above mentioned list of items.																

14.	Designs/layouts/ Samples & dummies	<ul style="list-style-type: none"> • All designs have to be submitted in actual size as mentioned in the specifications by the bidder for technical evaluation. Designs/layouts which are not as per specified size will not be evaluated • At least one exact dummy (blank) in actual size, paper quality, GSM, binding, etc. mentioned in the specifications has to be submitted by the bidder for technical evaluation. Any alteration in specifications should invite rejection of tendered item. • Firm can submit one or more designs, but it is necessary that designs are in exact size as mentioned in the specifications for technical evaluation. • Foundation reserves the right to alter or add some changes in selected designs. • The design/dummies submitted by the firm shall be property of the Foundation and will not be returned. • All designs/dummies of every firm will be scrutinized by the Official Committee. The methodology of evaluation is annexed. If committee finds that any Designs/dummies are not appropriate or at par with its specification, the Committee may reject that particular design/dummy and the same will not be considered in technical evaluation. In that case, the decision of the Committee will be firm and final and bound to all the bidders.
15.	Rates/Prices	<ul style="list-style-type: none"> • All inclusive rates/prices (inclusive of the prevailing rate of GST) should be quoted covering the cost of concept, designs, size, paper quality, printing, binding, packing, etc. as per para 11 above. • Rate should be quoted for 3000 copies per issue of the magazine. • Please quote rate separately for additional quantity in multiple of 500 Nos. per issue. • Please quote inclusive of +/- 4 pages per issue. • All the Rates/Prices should only be quoted in the financial bid, to be submitted in a separate sealed packet. Any mention of Rates/Prices in the technical bid is liable to rejection. • OPTIONAL : Rates for translation, proof reading, printing & supply of Awareness Material/Schemes of DAF etc in regional languages may also be quoted, if the agency wish to, which will be evaluated separately.

16.	Supplies and Consignee	<p>The supplies of the above materials is meant for various consignees i.e. Secretaries/DG's/CMD/CEO's of Ministries/ Department/PSU's/Boards of Center/States/UTs, DMs/DCs, Schools, Colleges, Universities Indian Missions abroad, NGO's, etc. spread across the country and to any other consignees as directed by the Foundation from time to time.</p> <p>The complete list of consignee with address and quantity to be dispatched will be provided by the Foundation.</p>
17.	Packing	<p>Consignment should be packed in such a manner that the material should withstand transit jerks and adequate safety to the goods is provided at the cost of the firm. It should be ensured that consignments reach the destination in safe and sound condition.</p>
18.	Transportation Charges	<p>The Magazine should be sent / dispatched only through Department of Posts, Govt. of India.</p> <p>Transportation charges for delivery of the publicity materials to various consignees will be paid to the firm on actual basis. Booking receipts/bills/certificate issued by Department of Posts to be submitted as proof of delivery.</p>
19.	Dispatch & Delivery Charges	<ul style="list-style-type: none"> • The publicity material should be delivered / dispatched only through Department of Posts, Govt. of India. • Transportation charges for delivery of the publicity materials to various consignees will be paid to the firm (as actual) as per certified copy of the booking receipts/bills/certificate of Department of Posts.
20.	Estimated value of work	<p>Estimated value of work will depend on availability of Budget. Dr. Ambedkar Foundation reserves the right to split the components /items of work, if required.</p>
21.	Payment Schedule/Terms	<p>Payment will be released within 30 days of submission of bills, supported by Booking receipts/certificate/bills issued by Department of Posts. Bills will be submitted to DAF by the Printer within 2 months from execution of the assigned job.</p>
22.	Performance Security	<p>5% of the total value of the order to be deposited as security deposit in form of Bank Guarantee/FDR from a scheduled Bank drawn in favour of Dr. Ambedkar Foundation, New Delhi, within 15 days after placing the order and valid up to six months after complete execution of the order.</p>
23.	Submission of Bids	<ul style="list-style-type: none"> • Bids to be submitted in two separate sealed envelopes i.e. Technical Bid & Financial Bid. Each packet should be clearly super-scribed "Technical Bid" or "Financial Bid", as case may be, with the Tender Number, Tender Name and Name of the bidder.

		<ul style="list-style-type: none"> • Technical Bid should contain fee for download tender (if downloaded from website), Earnest Money Deposit, Balance Sheet/CA's Certificate of last 3 years, proven track record, company's profile, experience, credentials, brief concepts, details of designs/layouts/dummy, proof of past experience, check list duly filled up and confirmation of other terms and conditions as contained in Tender Enquiry Schedule. • The bidders are requested to quote their rates neatly and clearly in the Financial Bid. Any cutting and over-writing will not be accepted. • Each pages of the bid should be properly numbered.
24.	Evaluation of Bids	A Combined Quality Cum Cost Based System (CQCCBS) evaluation method will be followed, wherein a weighted composite success score will be calculated based on separate evaluations of the <u>Technical Bid (70% weightage) and the Financial Bid (30% weightage)</u> , <i>as mentioned in Annexure 'A'</i>
25.	Force Majeure	<p>a) Neither party (department or bidder) shall be liable for any claim on account of any loss, damage or compensation, whatsoever, arising out of any failure to carry out the terms of this Contract where such failure is caused due to war, rebellion, mutiny, civil commotion, fire, riot, earthquake, drought, floods, crop failure, strike, lock-out, major break-down of the plant, or act of God, or due to any restraint or regulation of the State or Central Government, or a local authority/ authorities provided a notice of such occurrence is given to the other party in writing within 10 days from the date of the occurrence of the force-majeure condition, furnishing there with a documentary evidence supporting the invoking of the force-majeure clause.</p> <p>b) On cessation of the force-majeure, the party invoking force-majeure shall inform the other party of the period for which the force-majeure condition continued and shall also give documentary evidence thereof to this effect.</p>
26.	Incomplete bid in any respect or bid mentioning that relevant documents/data will be submitted later on and not agreeing to any of the terms & conditions contained in Tender Enquiry shall not be considered and no representation in this regard at a later date shall be entertained.	
27.	The Foundation reserves the right of rejecting any bid found deficient in respect of any formalities cited above without giving any reasons.	
28.	The Foundation reserves the right to extend the contract further for the next year i.e. for the year 2019-20 to the successful bidders, if bidder agrees on same rates and terms & conditions after successful & satisfactory completion of the work awarded to them for the year 2018-19.	

29.	<p>(i) The Production schedule and dispatch date for Samajik Nyay Sandesh will be fixed by DAF.</p> <p>(ii) The Printer has to collect the material from the Director, Dr. Ambedkar Foundation, West Block-8, Wing-II, Floor-II, Sector-1, R.K.Puram, New Delhi-110066. In case of change of address the same shall be informed in writing in advance.</p> <p>(iii) Advance printed copies of Samajik Nyay Sandesh will have to be delivered by the Printer to Director, DAF, West Block-8, Wing-II, Floor-II, Sector-1, R.K.Puram, New Delhi-110066 and Bulk supplies of printed copies of Samajik Nyay Sandesh duly wrapped in bundles of 50 copies to our store or any other place in Delhi/ New Delhi as required/indicated by the DAF.</p> <p>(iv) Vignettes, special effects etc. where required on the Text Pages will have to be created by the printer on Computer.</p> <p>(v) For printing on inside text colour pages, rates should be including the creation of flat/vignette colour grounds and headings, mixing/blending of colour photos, planning and processing of upto 4 to 6 photos per forms of 4 pages.</p> <p>(vi) The printer has to design, maintain the Mailing list, dispatch, make the envelopes and labels and manage the liaison and incidental work with post office, DCP licensing office and other related govt. departments on behalf of the DAF Monthly Magazine Samajik Nyay Sandesh. Paper and any other raw material to be procured by the printer</p> <p>(vii) The printer will also have to arrange a Designer to be deputed at Dr Ambedkar Foundation to design the magazine along with necessary equipment such as printers and laptop with latest software for every month.</p> <p>(viii) The printer has to provide 20 copies by machine proofing before printing the bulk lot for approval to Editorial Board after approval of ferro. The 20 advance copies should be printed on final paper. If there are any changes in the copies, the same shall be got corrected in the final bulk copies at printers cost. Old plates used in machine proofing may not be used in final printing.</p>
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29	<p><u>OTHER CONDITION:</u></p> <ul style="list-style-type: none"> (i) The printer should be empanelled/ registered with DAVP/ Directorate of Printing, Govt. of India and/or have work experience of similar nature i.e. printing and supply of Magazine/House Journals/News letter/ publicity / Awareness materials etc out of which should have published at least One Magazine in any Govt. Department / Foundation of State/Center/PSUs/ Autonomous Bodies (under Central or State Governments) during last 5 years. (ii) The tenders have to submit documents along with the bids showing the proof in order to qualify. (iii) A neat and high class production with throughout uniformity is essential. (iv) All material will have to be collected and returned at printer's cost. (v) Rates should be quoted both in words and figures and preferably typed. Tenders with overwriting or use of white fluid on quoted rates will not be considered. (vi) All taxes (including Sales Tax/Vat/GST etc.) should be excluded in your quoted rates. All taxes or charges will be paid separately on actual basis. (vii) In case of poor performance of regular delays or use of inferior quality/less grammage paper, the contract may be cancelled, Security Deposit forfeited and liquidated damages (penalty) imposed which will be recovered from the printer. (viii) Dr. Ambedkar Foundation would have the discretion to either accept or reject any tender without assigning any reason. (ix) No increase in rates for production on for material will be entertained for any variation in market during the contract period. (x) All disputes will be settled in the jurisdiction of Delhi. (xi) Tenders can send their representative at the time of opening of tender. (xii) The magazine will be dispatched by the printer through post office and the cost of postage will be paid by DAF on actual basis. The payment will be made as per the postal certificate which will be provided to Dr. Ambedkar Foundation after dispatch of the magazine, by printer. (xiii) The mailing list will be provided by the Subscription Incharge (Samajik Nyay Sandesh) of the Foundation. (xiv) The cost of waterproof envelopes, labels, sorting, dispatch, liaison etc. has to be included in the rates quoted. (xv) The quantity and number of pages may vary from issue to issue. (xvi) At least one Govt. monthly magazine samples undertaken by the printer during last 5 years must be submitted along with the tender for quality assurance. (xvii) The HTML version in E-book format will be provided by the printer for uploading in the official website.
30	<p><u>Penalty Clause</u> In case of delay at the Printer's end in completion of printing of the Magazine and dispatch of the same as per the mailing list as per the assigned schedule, a penalty of Rs 1.00 per copy per day of delay will be imposed.</p>

Annexure 'A'

1. Evaluation of bids

Preliminary scrutiny of the tender document will be done by an Committee to determine whether the documents have been properly signed, Earnest Money Deposit (EMD), pre-qualification, and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.

For evaluation, a Combined Quality Cum Cost Based System (CQCCBS) evaluation method will be followed, wherein a weighted composite success score will be calculated based on separate evaluations of the Technical Bid (70% weightage) and the Financial Bid (30% weightage). The Committee will oversee the evaluation process.

1.1 Technical Bid Criterion & Weightage – 70% (marks between 0-100 will be assigned and 70% weightage will be accorded for calculating the technical marks). The technical marks will be calculated on following parameters as indicated below, based on the weightages indicated against each parameter:

S.N.	Criteria	Guidelines for scoring/ evaluation	Proof to be submitted	Max. Marks
1.	Experience : The bidder must have executed 5 works each of minimum value of Rs. 10 lakhs in single work order from F.Y. 2013-14 of printing and supply of magazine/ IEC/ publicity / awareness/ information materials/ Newsletter, Folders, Magazines, Brochure, Posters, etc.) for Central or State Ministries/ Departments/ PSUs /Autonomous Bodies etc.	5 marks for 1 work (maximum 25 marks) For every additional work, 2.5 mark (maximum 5 marks)	Work orders / work completion certificates	30

2.	Printing Infrastructure : The above mentioned work has to be executed at a quality offset printing unit must be situated in Delhi(NCR) having minimum following machines : One 4 colour CPC offset machines of 28"x40" size, one 4 colour CPC offset machine of 20"x29" size, one program cutting machine, 1 automatic folding machine, 1 flow line saddle stitcher, 1 thermal lamination machine, power backup, etc.	20 marks for printing infrastructure as mentioned is owned by the bidder	If ownership then, Copy of Press Declaration Certificate, Factory license, list of Machinery/ equipment, proof of ownership etc be certified by the CA and attached with the quotation..	20
		5 marks for outsourced infrastructure as mentioned from only one (1) printer/ firm.	If outsourced then, copy of agreement/consent between bidder and the printing Press owner indicating their willingness to execute the work for Dr. Ambedkar Foundation, along with printing press owner's Copy of Press Declaration Certificate, Factory license, List of Machinery/ equipment.	
3.	Concepts/designs : Parameters - Creativity, Innovativeness, and relevance of concepts/ designs/ layouts/ samples. Quality of Paper, Binding, etc. as submitted (in blank dummy).			50
Total Marks				100

Note:

1. The marks/scores will be calculated up to 2 decimal places
2. Bidders are requested to provide detailed documents for each of the above technical parameters along with the bid.

1.2 Financial Bid Criterion & Weightage – 30%

For evaluation of the financial bid, the lowest bidder will be given marks of 100. The marks of other bidders will be proportionately scaled down as per the following:-

(Lowest bidder price / Quoted price of the bidder) x 100

For example, if the lowest bid price is Rs. 100, the lowest bidder will get a score of 100. If the second lowest bid is Rs. 150, the bidder will get a score of $(100 / 150) \times 100 = 66.66$. The scores will be calculated up to 2 decimal places.

1.3 Calculating the composite final Marks

The composite final marks will be calculated from the technical and financial scores as shown in the illustrative example below. The short-listed firms will be ranked as L1, L2 etc. (marks calculated up to 2 decimal points), based on decreasing order of composite final marks and L1 (highest composite final marks) will be declared as the Lowest Bidder.

1.4 In case the highest composite mark is the same for more than one bidder, the bidder whose marks are the highest mark in financial bid will be awarded the contract.

Illustrative Example (for any 1 item):

Bidders A, B and C with technical bid marks of 80, 85 and 90 respectively, The financial bids of the 3 bidder are as follows: A= Rs. 5 lakh, B= Rs. 7.5 lakh and C= Rs. 10 lakh. The composite final marks for A, B and C will be calculated in the following manner:

1	2	3	4	5	6	7
Bidder	Technical marks	Weighted technical marks (column 2 x 70%)	Financial Bid quote (in Rs. Lakhs)	Proportionate financial marks (lowest quote/bidder's quote) x 100	Weighted financial marks (column 5 x 30%)	Final composite marks =column3+column6)
A	80	56.00	5	100.00	30	86.00
B	85	59.50	7.5	66.67	20	79.50
C	90	63.00	10	50.00	15	78.00

Since bidder A has the highest composite final marks (S=86.00), they will be declared as L1 i.e. Lowest Bidder as per CQCCBS.