

E-Tender document for
Designing, editing, printing & Supply of
Monthly Magazine
For
Dr. Ambedkar Foundation
(2019-20)
on
Combine Quality-cum-cost based selection
(CQCCBS)

E-Tender No. Date

Dr. Ambedkar Foundation
15, Janpath,
New Delhi, 110001
(Camp Office : Jeevan Prakash (,9th Floor), 25, K.G. Marg,
New Delhi - 110001

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 programs 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 programs identified during the Centenary Celebrations of Dr. B.R. Ambedkar.

The main objectives of the Foundation inter alia include implementation of programs 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 programs 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, 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 Designing, editing, printing & Supply/despatch of Monthly Magazine of Dr. Ambedkar Foundation
2.	Tender Forms Available at Website	DAF e-Tender website www.tenderwizard.com/TWEPROC or our website www.ambedkarfoundation.nic.in
3.	Price of Tender document	Rs. 1000/- (Rs. One Thousand Only) MSME/NSIC exemption regarding submission of Tender Fee is allowed, submit copy of valid registration certificate.
4.	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 Bidder)

5.	Last date & time for receipt of Tender	Till 3:00 pm on 16.09.2019 . Any bid received after the stipulated time of tender would be rejected.
6.	Time & date of opening of Tender	At 3:30 pm on 16.09.2019.
7.	Tender Validity	Validity of bid should be upto 31.03.2020. A bid valid for a shorter period shall be rejected.
8.	Earnest Money Deposit	<p>Rs.1,00,000/- (Rs.One lakh only) through online payment gateway provided in the e-procurement portal.</p> <p>a. In the Online mode, the bidder can make payment of EMD through payment Gateway by net banking, Debit Card, Credit Card from designated Bank or through NEFT / RTGS from any scheduled Bank to DAF Bank Account against challan generated by e procurement portal.</p> <p>b. The payment of EMD made through online mode must be received in DAF Account before the last date and time of submission of bid; otherwise the bidder shall be rejected from the tender. It is advised that the payment of EMD should be made at least 2 days prior to due date and time of submission of tender to avoid any complications in submitting online bid before the schedule last date and time of submission.</p> <p>c. Physical mode of payment i.e. Banker cheques or Demand drafts is not acceptable</p> <p>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.</p> <p>MSME/NSIC exemption regarding submission of EMD is allowed; submit copy of valid registration certificate.</p>
9.	Financial & Technical Standing of the bidder	<p>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.</p> <p>b) The agency should have completed satisfactorily at least 2 jobs of similar nature (i.e. printing and supply of Magazine/House Journals/Newsletter/ publicity/Awareness materials etc. for any Govt. Department/Foundation of State/Center/PSUs/ Autonomous Bodies (under Central or State Governments) each of minimum value of Rs.25 Lakhs from F.Y. 2010-11</p> <p>A copy of the work orders must be attached along with bid.</p>

10.	Place of opening of Tender	Dr. Ambedkar Foundation 9th Floor, Jeevan Prakash, 25, K.G. Marg, New Delhi – 110001.	
11.	Monthly Magazine Specifications	a.	Size A-4 size (8.27" × 11.69") Approx.
		b.	Pages 4 Cover + 60 Inside pages (final text will depend on the context of manuscript)
		c.	Paper Cover : 130 GSM Art Paper Inside : 90 GSM Art Paper
		d.	Printing 4 colour offset printing throughout
		e.	Composing Hand written/typed text will be provided
		f.	Designing Covers and inside text layout designing and setting to be done by the bidder and shall be got pre-approved by the Editorial Board, (DAF).
		g.	Colour Dummy/ Digital Copies Apart for B/W dummies, bidder has to provide min. 02 nos. of digital colour dummy for final approvals and corrections. After the finalization of the colour dummy, bidder has to provide 10 Digital colour copies of the monthly magazine for approvalsto Editorial Board, DAF before printing the bulk lot.
		h.	Binding Center stitch
		i.	Lamination Outer cover only
		j.	Envelop Suitable size envelope of 100 GSM Maplitho paper (laminated from Inside) in single colour printing
		k.	Language Bilingual (30 page Hindi &30 page English). However, the first issue may be in Hindi only(60 pages) The magazine can also be printed in regional languages (if required) which include complete regional translation, composing, proof reading, etc. of the magazine to be done by the bidder.
		l.	Periodicity Monthly
		m.	Inputs Hand written/typed text, articles, photos, etc., will be provided by the department

			(wherever necessary).														
		n.	<p>Schedule of work</p> <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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		o.	<p>Quantity approx.</p> <p>Minimum 3500 Nos. per issue (The number of copies may increase)</p>														
		p.	<p>Dispatch</p> <p>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.</p>														
12.	Designs/layouts/ Samples &		<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. 														

	dummies	<p>Designs/layouts which are not as per specified size will not be evaluated</p> <ul style="list-style-type: none"> • 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.
13.	Rates/Prices	<ul style="list-style-type: none"> • All inclusive rates/prices (inclusive of the prevailing rate of GST) should be quoted in FINANCIAL BID FORMAT (ANNEXURE – B) covering the cost of concept, designs, size, paper quality, printing, binding, packing, etc. as per para-10 above. • Rate should be quoted for 3500 copies per issue of the magazine. • Please quote rates for supply of additional 1000 Nos. per issue per language of the Magazine in Regional languages (if required). • All the Rates/Prices should only be quoted in the FINANCIAL BID FORMAT (ANNEXURE – B), and 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.

14.	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>
15.	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>
16.	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 Magazine 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>
17.	Dispatch & Delivery Charges	<ul style="list-style-type: none"> • The Magazine should be delivered /dispatched only through Department of Posts, Govt. of India. • Transportation charges for delivery of the Magazine 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.
18.	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>
19.	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 Bidder within 2 months from execution of the assigned job.</p>
20.	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>
21.	Submission of Bids	<p>The Bid shall be submitted online mode at DAF e-Tendering portal www.tenderwizard.com/TWEPROC within tender submission closing date & time.</p>

		No Bid shall be accepted after the specified date and time. However the Competent Authority of the Foundation reserves right to extend the date/time for submission of bids, before opening of the Technical Bids.
22.	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>
23.	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>
24.	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.	
25.	The Foundation reserves the right of rejecting any bid found deficient in respect of any formalities cited above without giving any reasons.	
26.	The Foundation reserves the right to extend the contract further for the next year i.e. for the year 2020-21 to the successful bidders, if bidder agrees on same rates and terms & conditions after successful & satisfactory completion of the work.	

27.	<ul style="list-style-type: none"> (i) The Production schedule and dispatch date for Samajik Nyay Sandesh will be fixed by DAF. (ii) The Bidder has to collect the material from the Director, Dr. Ambedkar Foundation, 9th Floor, Jeevan Prakash, 25, K.G. Marg, New Delhi- 110001. In case of change of address the same shall be informed in writing in advance. (iii) Advance printed copies of Samajik Nyay Sandesh will have to be delivered by the Bidderto Director, DAF, 9th Floor, Jeevan Prakash, 25, K.G. Marg, New Delhi- 110001and 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. (iv) Complete Designing, page lay-outing, artwork of all pages in 4 colour, composing of text in Hindi/English, proof reading, printing with paper, binding, supply etc. has to be done by the bidder. (v) The bidder 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 officeand other related govt. departments on behalf of the DAF Monthly Magazine Samajik Nyay Sandesh. (vi) The bidder has to provide 10 Digital colour copies of the monthly magazine for approval before printing the bulk lot. If there are any changes in the digital copies, the same shall be got corrected in the final bulk copies at bidders cost.
28.	<p><u>OTHER CONDITIONS :</u></p> <ul style="list-style-type: none"> a. The tenders have to submit documents along with the bids showing the proof in order to qualify. b. A neat and high class production with throughout uniformity is essential. c. All material will have to be collected and returned at bidder's cost. d. 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. e. All taxes (including GST etc.) should be excluded in your quoted rates. All taxes or charges will be paid separately on actual basis. f. 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 bidder. g. Dr. Ambedkar Foundation would have the discretion to either accept or reject any tender without assigning any reason. h. No increase in rates for production on for material will be entertained for any variation in market during the contract period. i. All disputes will be settled in the jurisdiction of Delhi. j. Tenders can send their representative at the time of opening of tender. k. The magazine will be dispatched by the bidder 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

	<p>after dispatch of the magazine, by bidder.</p> <p>l. The mailing list will be provided by the Subscription Incharge (Samajik Nyay Sandesh) of the Foundation.</p> <p>m. The cost of envelopes, labels, sorting, dispatch, liaison etc. has to be included in the rates quoted.</p> <p>n. The quantity and number of pages may vary from issue to issue.</p> <p>The HTML version in E-book format will be provided by the bidder for uploading in the official website.</p>
30	<p><u>Penalty Clause</u> In case of delay at the Bidder'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>

E-TENDER RELATED IMPORTANT NOTES:

This Tender will follow e-Tendering process [e-bids] as under which will be conducted by DAF's authorized e-Tendering Service Provider M/s ITI Ltd. through Website <https://www.tenderwizard.com/TWEPROC> .

Following activities will be conducted online through above website:

- a) Submission of Technical Bid & Commercial Bid by the Vendor
- b) Opening of Technical Bid & Commercial Bid by the DAF.
- c) Clarification, if any, sought by the DAF.
- d) On-line evaluation by the DAF.

Representatives of bidders will be online supported for e- Tendering by the Service Provider, M/s ITI Ltd.

Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/TWEPROC>) through the "Registration" link provided on the home page.

Bidder will create login id & password on their own in registration process.

Following facilities shall be provided to registered bidders/ vendors by the service provider M/s ITI Ltd.

- a) Support to the Bidders for participating in the bids through e-tendering Website.
- b) Call centre support/ email/ phone/ fax/ chat / mobile etc. in all possible medium.
- c) Registration with the e-tendering website.
- d) User Manual / Training Kit to the Bidder.
- e) Any no. of users of Vendor/ Contractor organization can take support on the e-tendering system.
- f) Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s. ITI Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact

MR. SACHIN :- 9555926408, E-mail: helpline4tenderwizard@gmail.com

MR MR. PUSHRAJ :- 7503347659, helpline14tenderwizard@gmail.com

MR. MR. PRAVES MANI :- 9044314492, helpline18tenderwizard@gmail.com

HELPDESK NO. 9073677150/151/152, E-mail: bose.kushal2012@gmail.com

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 2 works each of minimum value of Rs. 25 lakhs in single work order from F.Y.2010-11 of printing and supply of magazine/ IEC/ publicity / awareness/ information materials/ News letter, House Journal, Folders, Magazines, Brochure, etc.) for any Central or State Ministries/ Departments/ PSUs /Autonomous Bodies etc.	10 marks for each work (maximum 20 marks) For every additional work, 5 mark (maximum 10 marks)	Work orders / work completion certificates	30
3.	Concepts/designs: Parameters - Creativity, Innovativeness, and relevance of concepts/designs/layouts/ samples. Quality of Paper, Binding, etc. as submitted (in blank dummy).			70
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.

Financial Bid (Format)
(For Designing, editing, printing & Supply of Monthly Magazine of
Dr. Ambedkar Foundation as per specifications mentioned in the
Point No.10 of the tender document)

I. Main Rates :

S.No.	Item	Quantity	Amount in (Rs.)	Tax rate and amount in Rs.	Total amount in Rs.
1	Designing, editing, printing & Supply of Monthly Magazine of Dr. Ambedkar Foundation (as per specifications mentioned in the Point No.10 of the tender document)	3,500 Nos. Per issue Per Issue 3500 Nos. (before tax) Per Issue 3500 Nos. (after tax) All Inclusive

II. Additional Rate (if required) :

S.No.	Item	Quantity	Amount in (Rs.)	Tax rate and amount in Rs.	Total amount in Rs.
1	Printing & supply of Regional Language version of the Monthly Magazine of Dr. Ambedkar Foundation (as per specifications mentioned in the Point No.10 of the tender document)	1000 Nos. Per issue Per Regional Language Per Issue Per Regional Language 1,000 Nos. (before tax) Per Issue Per Regional Language 1,000 Nos. (after tax) All Inclusive

Note :

1. For evaluation, only rates quoted in the point No. I (Main Rates) will be considered.

Bidder's authorized signatory :

Signatory Name & Designation :

Bidder Stamp :

Bidder Address :

Date :

(Bidder can re-type the above format on their own letter head)