

**Tender document for Designing, Printing
& Supply of Wall & Table Calendar and
Laminated Display Blowups**

For

Dr. Ambedkar Foundation

on

Quality-cum-cost based selection

(QCBS)

Last Date to bid for the Tender: 27.12.2018 (15.00 hrs)

Dr. Ambedkar Foundation

15, Janpath,
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 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/message/schemes/initiatives amongst the masses specially, rural masses, Gram Panchayats, School Principals/Teachers/Children, Stake holders, etc. spread across India through Wall & Table Calendar and Laminated Display Blowups.

Scope of Work :

The bidder will be responsible for Conceptualizing, Designing and production of Wall & Table Calendar and Laminated Display Blowups on various schemes and initiatives of the ministry/foundation which includes : Creative/content writing, editing, photographs sourcing, photo editing, graphic/illustration, Language Translation, composing, proof reading, printing, binding, Updating of mailing list (as provided by the department), labeling, packing, Dispatch (through Department of Posts only) to the President, Vice-president, Prime Minister, all council of ministers, MP's, Secretaries/DG's/ Chairman's/ CEO's of ministries/ departments/commissions of center/state, Indian Missions Abroad, DM offices, Gram Panchayats, Govt./Private Schools, etc. on the basis of specifications mentioned hereunder or any other office as decided by the Foundation:

1.	Name of work	Tender for Designing, Printing & Supply of Wall & Table Calendar and Laminated Display Blowups of Dr. Ambedkar Foundation
2.	Last date & time for receipt of Tender	Till 3:00 pm on 2018. Any bid received after the stipulated time of tender would be rejected.
3.	Tender Validity	Validity of bid should be up to 31.03.2019. A bid valid for a shorter period shall be rejected.

4.	Earnest Money Deposit	<p>A Bank Guarantee/FDR/Pay Order/DD from a scheduled Bank of Rs.1,00,000/- (Rs. One lakh only) drawn in favour of Pay & Accounts Officer, 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.</p> <p>Bidder seeking exemption for submission of EMD, must have to submit valid MSME/NSIC registration certificate.</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 is refundable.</p>																		
5.	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 from f.y. 2015-16, 2016-17 & 2017-18.</p> <p>b) Bidder should be registered/empaneled/or worked with DAVP/Directorate of Printing, Govt. of India/Any other govt. Ministries/department. The bidder should have to submit the proof of ownership of printing press along with copy of press declaration certificate, factory license and list of machinery duly certified by the chartered accountant.</p> <p>c) The bidder should have completed satisfactorily at least 1 jobs of similar nature (i.e. printing and supply of wall/table calendars) for any Center/State Govt. Ministries/ Department /PSUs/ Autonomous Bodies of minimum value of Rs. 1 crore in the last Ten Years (i.e. from 01.04.2008 till date). Copy of the work order to be attached.</p>																		
6.	Place of opening of Tender	<p>Room of the Director, Dr. Ambedkar Foundation, Jeevan Prakash Building, 9th Floor. 25, K.G. Marg. New Delhi-110001</p>																		
7.	Items with Specifications	<p>I. Wall Calendar 2019 :</p> <table border="1" data-bbox="592 1503 1406 1995"> <tr> <td data-bbox="592 1503 647 1559">1.</td> <td data-bbox="647 1503 799 1559">Size</td> <td data-bbox="799 1503 1406 1559">17" x 24" (finished)</td> </tr> <tr> <td data-bbox="592 1559 647 1648">2.</td> <td data-bbox="647 1559 799 1648">Pages</td> <td data-bbox="799 1559 1406 1648">6 Leaves (1 months on each side) + 1 Fly leaf</td> </tr> <tr> <td data-bbox="592 1648 647 1738">3.</td> <td data-bbox="647 1648 799 1738">Paper</td> <td data-bbox="799 1648 1406 1738">90 GSM Indian Art Paper (Fly leaf) 150 GSM Indian Art Paper (Main leafs)</td> </tr> <tr> <td data-bbox="592 1738 647 1794">4.</td> <td data-bbox="647 1738 799 1794">Printing</td> <td data-bbox="799 1738 1406 1794">4 colour both sides</td> </tr> <tr> <td data-bbox="592 1794 647 1883">5.</td> <td data-bbox="647 1794 799 1883">Binding</td> <td data-bbox="799 1794 1406 1883">Wiro on 17" side with 16" metal hanger and 2" card board strip at the back.</td> </tr> <tr> <td data-bbox="592 1883 647 1995">6.</td> <td data-bbox="647 1883 799 1995">Packing</td> <td data-bbox="799 1883 1406 1995">Flat packing of 100/200 wall calendars in suitable size corrugated box made up of 7 Ply tied with 4 nos. of PVC strips and roll</td> </tr> </table>	1.	Size	17" x 24" (finished)	2.	Pages	6 Leaves (1 months on each side) + 1 Fly leaf	3.	Paper	90 GSM Indian Art Paper (Fly leaf) 150 GSM Indian Art Paper (Main leafs)	4.	Printing	4 colour both sides	5.	Binding	Wiro on 17" side with 16" metal hanger and 2" card board strip at the back.	6.	Packing	Flat packing of 100/200 wall calendars in suitable size corrugated box made up of 7 Ply tied with 4 nos. of PVC strips and roll
1.	Size	17" x 24" (finished)																		
2.	Pages	6 Leaves (1 months on each side) + 1 Fly leaf																		
3.	Paper	90 GSM Indian Art Paper (Fly leaf) 150 GSM Indian Art Paper (Main leafs)																		
4.	Printing	4 colour both sides																		
5.	Binding	Wiro on 17" side with 16" metal hanger and 2" card board strip at the back.																		
6.	Packing	Flat packing of 100/200 wall calendars in suitable size corrugated box made up of 7 Ply tied with 4 nos. of PVC strips and roll																		

		packing of 1/2/5/10 wall calendars in suitable size box/PVC pouch.
7.	Dispatch	All the dispatch to the consignee has to be done by the bidder through Department of Posts, Government of India only.
II. Table Calendar 2019:		
1.	Size	Width 8.5" & Height 7" (Finished) 8.5" x 16" (open)
2.	Pages	26 pages (13 leaves)
3.	Paper	200 GSM Indian art card
4.	Printing	4 colour both sides
5.	Stand	32 ounce Mill board, 100 GSM Indian art paper Laminated to be pasted on outer side and 80 GSM maplitho paper to be pasted inside.
6.	Binding	Wiro on 8.5" side (on Top)
7.	Packing	Each Table Calendar to be shrink wrap and then 50 Table calendar to packed in suitable corrugated box made up of 7 Ply tied with 4 nos. of PVC strips
8.	Dispatch	All the dispatch to the consignee has to be done by the bidder through Department of Posts, Government of India only.
III. Laminated Display Blowups		
1.	Size	17" x 24"
2.	Paper	300 GSM Art Card duly thermal laminated gloss (60 micron each on front and back sides)
3.	Colour	4+0
4.	Nos. of Blow-ups	Set of 5 different Laminated Blow-ups on Foundation/Ministry schemes/initiatives
5.	Language	Hindi, English, Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Tamil, Telugu, Urdu. Translation, proof reading & composing in languages to be done by the bidder.

8.	Participation in Bid	Interested firms can apply for all items or any one item from the above mentioned list of items.
9.	Designs/layouts/Samples & dummies	<ul style="list-style-type: none"> • All the proposed designs/layouts have to be submitted in actual size as mentioned in the specifications for each item 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, binding, etc. mentioned in the specifications of every quoted item 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 design of every item 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 items. • The design/dummies submitted by the firm shall be property of the Foundation and will not be returned. • All submitted items of every firm will be scrutinized by the Official Committee. The methodology of evaluation is annexed. If committee finds that any particular item is not appropriate or at par with its specification, the Committee can reject that particular item 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.
10.	Quantity	Quantity of the items will depend on the availability of the budget, however bidders are requested to quote their per piece rate for each item in the financial bid format attached in Annexure – B.
11.	Rates/Prices	<ul style="list-style-type: none"> • All inclusive rates/prices (except taxes) should be quoted covering the cost of concept, designs, size, paper quality, printing, binding, packing, etc. as mentioned in the para 7 above. • Bidders are requested to quote their rates in the financial bid format attached in Annexure – B, duly signed and stamped to be submitted in a separate sealed envelope super scribed as ‘Financial Bid’. Any mention of Rates/Prices in the technical bid is liable to rejection.
12.	Supplies and	The supplies of the above materials is meant for various

	Consignee	<p>consignees i.e. Secretaries/DG's/CMD/CEO's of Ministries/ Department/PSU's/Boards of Center/States/UTs, Indian Missions abroad, NGO's, DM offices, Gram Panchayats, schools, etc. spread across the country and/or 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>
13.	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>
14.	Transportation Charges	<p>The material 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>
15.	Delivery Period & Pre-dispatch Inspection of the Material	<ul style="list-style-type: none"> • Bidder has to take approvals/clearance for the Quality & Quantity of material before the commencement of bulk dispatch/delivery. • The publicity material should be deliver/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.
16.	Estimated value of work	<p>Estimated value of work will depend on availability of Budget. Government reserves the right to split the components /items of work, if required.</p>
17.	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.</p>
18.	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 Pay & Accounts Officer, 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>
19.	Liquidated Damages	<p>The applicable rate is 0.1% per week and the maximum deduction is 2% of the contract price.</p>
20.	Submission of	<ul style="list-style-type: none"> • Bids to be submitted in two separate sealed envelopes i.e.

	Bids	<p>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.</p> <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. • Financial Bid should contain only rates/price of the quoted items as per Para No.7 above. The bidders are requested to quote their rates neatly and clearly in the given format in Annexure - B. Any cutting and over-writing will not be accepted. • <i>Incomplete proposal or those received without hard bound will summarily be rejected.</i>
21.	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), as mentioned in Annexure ‘A’</u>
22.	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>
23.	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 at a later date shall be entertained.	

24.	The Foundation reserves the right of rejecting any bid found deficient in respect of any formalities cited above without giving any reasons.
25.	The Foundation reserves the right to extend the contract further for the next year i.e. for the year 2019-2020 to the successful bidders, if bidder agrees on same rates and terms & conditions after successful & satisfactory completion of the work.
26.	The short listed firms (who technically qualify) will be deemed to have been empanelled for limited tendering for the jobs arising in the Foundation till the period new tenders are finalized but not beyond March 2020.

1. Evaluation of bids

Preliminary scrutiny of the tender document will be done by an Official 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 Official Committee will oversee the evaluation process.

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 should have completed satisfactorily at least 1 jobs of similar nature (i.e. printing and supply of wall/table calendars) for any Center/State Govt. Ministries/Department /PSUs/ Autonomous Bodies of minimum value of Rs. 1 crore in the last Ten Years (i.e. from 01.04.2008 till date).	20 marks for 1 work 5 additional mark for every additional work of minimum value of Rs.1 crore, (maximum 20 marks)	Work orders	40
3.	Concepts/designs : Creativity of Proposed Concept/design/layout, Quality of Paper, Binding, etc. as submitted (in blank dummy).			60
Total Marks				100

Note: The marks/scores will be calculated up to 2 decimal places

1.2 Financial Bid Criterion & Weightage – 30%

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

$$(\text{Lowest bidder price} / \text{Quoted price of the bidder}) \times 100$$

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.

Check List

S. No.	Documents	Page No.
1.	Earnest Money Deposit in form of Bank Guarantee from a nationalized Bank of Rs. 2,00,000/- (Rupees Two lakh only) drawn in favour of Pay & Accounts Officer Dr. Ambedkar Foundation, New Delhi, valid for a period of six months from the date of opening of bid. Or, Bidder seeking exemption for submitting EMD, then attach valid MSME/NSIC registration certificate.	BG No. Issue Date: (iii)Expiry date: Or
2.	Tender document duly signed & stamped on each pages.	
3.	The bidder with a minimum annual turnover of Rs.1 Crore (Rupees One crore), copy of Balance sheet/Turnover certificate issued by CA f.y. 2015-16, 2016-17 & 2017-18.	
4.	Bidder should be registered/empaneled/or worked with DAVP/Directorate of Printing, Govt. of India/Any other govt. Ministries/department. The bidder should have to submit the proof of ownership of printing press along with copy of press declaration certificate, factory license and list of machinery duly certified by the chartered accountant.	
5.	The bidder should have completed satisfactorily at least 1 jobs of similar nature (i.e. printing and supply of wall/table calendars) for any Center/State Govt. Ministries/Department /PSUs/ Autonomous Bodies of minimum value of Rs. 1 crore in the last Ten Years (i.e. from 01.04.2008 till date). Attach Copies of the work order.	
6.	Proposed Design/layout for Wall- Calendar in actual size as mentioned in the specifications with blank dummy (If Quoted).	
7.	Proposed Design/layout for Table- Calendar in actual size as mentioned in the specifications with blank dummy (If Quoted).	
8.	Proposed Design/layout for Set of 5 Laminated Display Blowups in actual size as mentioned in the specifications with blank dummy (If Quoted).	
9.	Financial Bid in separate sealed envelope superscribed as 'Financial Bid', name of Bidder and tender No, etc.	

Note : The bidders are required to submit only those documents which are specified in the check list/tender document. Extra/unspecified document will not be evaluated.

Financial Bid (Format)
(For Designing, Printing & Supply of Wall & Table Calendar and Laminated Display Blowups of Dr. Ambedkar Foundation)

I. Main Rates :

S.No.	Item	Quantity	Rate in (Rs.) per piece before tax	Tax rate and amount in Rs.	Rate in (Rs.) per piece (All Inclusive)
1	Wall Calendar	1,00,000 Nos.			
2	Table Calendar	1,00,000 Nos.			
3	Set of 5 Laminated Display Blowups	1,00,000 Nos. of Sets			

II. Additional Rates (if required) :

S.No.	Item	Quantity	Rate in (Rs.) per piece before tax	Tax rate and amount in Rs.	Rate in (Rs.) per piece (All Inclusive)
1	Wall Calendar	Additional in multiples of 1,00,000 Nos.			
2	Table Calendar	Additional in multiples of 1,00,000 Nos.			
3	Set of 5 Laminated Display Blowups	Additional in multiples of 1,00,000 Nos. of Sets			

Note :

- 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)