



NATIONAL BIODIVERSITY AUTHORITY

5th Floor, TICEL Biopark, CSIR Road,

Taramani, Chennai – 600 113.

Tamilnadu.

Ph.: 044 – 22542777

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TENDER No. NBA/3/209/GENL/2016/

NOTICE INVITING TENDER FOR

RATE CONTRACT FOR THE PRINTING OF BROCHURES, BOOKS,

ANNUAL REPORT AND OTHER MISCELLANEOUS ITEMS

Name of the Work	: Rate Contract for the printing of Brochures, Books, Annual report and other miscellaneous items
Value of the Work	: Rs.20, 00,000/- (Rupees Twenty Lakhs only) per annum (Approximate)
Earnest Money Deposit Amount	: Rs. 40,000/- (Rupees Forty Thousand only)
Period of Contract	: 1 year
Last date and time for receipt of bids	: 5 th September 2016 upto 15:00 hours
Time and Date of opening of technical bids	: 5 th September 2016 at 16:00 hours
Address for submission of Bids	: The Secretary, National Biodiversity Authority, 5 th Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600 113.



NATIONAL BIODIVERSITY AUTHORITY
GOVERNMENT OF INDIA
Chennai – 600 113.

The National Biodiversity Authority (NBA), Chennai, an autonomous and statutory body under the Ministry of Environment, Forests & Climate Change, Govt. of India, established under the Biological Diversity Act, 2002, invites sealed Tenders under Two Bid system (Technical and Financial Bid) for Rate Contract for the printing of NBA Publications, Brochures, Books, Annual Report and other miscellaneous items.

1. Period of Contract:

NBA would like to enter into a rate contract for the printing works initially for a period of one year which is extendable for further periods on mutual consent with an enhancement of 2% – 5% from the existing rates.

2. Value of the Contract:

During the Agreement period, the expected volume of business is about Rs.20,00,000/- (Rupees Twenty Lakhs only). However the actual value of items to be printed during the period will depend upon the volume to be printed.

3. NBA reserves the right to modify, expand, restrict, scrap, refloat or cancel in whole/part, the tender process at any stage without assigning any reasons and the decision of NBA in this regard shall be final and binding.

4. Interested bidder(s) may fill in the tender forms and send in two separate covers – One cover superscribed as “Technical bid” containing Annexure I, II, III, IV & EMD and other supporting documents and the second cover superscribed as “Financial bid” containing Annexure V. The envelope containing both the covers should be superscribed as “Rate Contract for the Printing of NBA Publications, Brochures, Books, Annual Report and other miscellaneous items” and addressed to The Secretary, National Biodiversity Authority, 5th Floor, Tisel Biopark, CSIR Road, Taramani, Chennai – 600 113. The EMD Should not be put in the cover containing “Financial Bid Envelop B”.

5. The last date for receipt of the sealed tender's document shall be 5th September 2016 upto 15:00hours. The technical bids will be opened on 5th September 2016 at 16:00 hours in the presence of the bidders or their authorized agents who may choose to be present. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue. The opening of financial bids will be done at a later date.

Administrative Officer
National Biodiversity Authority
Chennai – 600 113.

ANNEXURE – 1

GENERAL CONDITIONS OF THE TENDER

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, invites sealed Tenders under Two Bid system (Technical and Financial Bid) for the Printing of NBA Publications, Brochures, Books, Annual Report and other miscellaneous items, under Rate Contract for a period of one year. The instructions, Eligibility Criteria for Technical Evaluation and other terms and conditions are given below:

1. INSTRUCTIONS TO BIDDERS

1.1 The tender document should be duly signed on every page including annexures and all other relevant documents such as photocopy of IT returns, PAN card, Work Orders, Registration certificate etc. to be submitted by the bidder (pages 1 to 21).

1.2 Bidders are required to quote their best rates for all types of printing, as provided in the enclosed Financial Bid Format (Annexure- V).

1.3 The charges quoted in the tender shall be inclusive of all overhead charges like ink, paper, scanning, designing, text setting, proofreading, plate making, processing, negative, positive, binding (if any), but shall not include tax component.

1.4 The submission of tender will bind the bidder as to acceptance of all the conditions specified herein.

1.5 The bidder shall bear all costs associated with the preparation and submission of its tender, and NBA will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

1.6 Tenders received after the stipulated time period or those not in accordance with the specified format will be summarily rejected.

1.7 Bidders are requested to take note out of the possible increase / fluctuation in price of the raw materials used in printing such as paper, ink etc., for a period of one year and quote the price in Rupees accordingly. The rates quoted by the selected firms, and approved by this

Office shall remain valid throughout the period of contract of one year and request for any increase in the rates for any items(s), during the currency of contract, shall not be entertained.

1.8 A list of items to be printed is given in Annexure–V. Interested bidders will have to quote a price per unit against each item. The price has to be quoted for each item separately. Costs for all items must be quoted.

1.9 Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.

1.10 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will render the bid ineligible.

2. TECHNICAL CRITERIA

The following criteria should be fulfilled for qualifying in Technical bid:

2.1 The bidder should be a reputed printer preferably having experience (minimum 5 years) in printing for Central/State Govt. Ministries/Departments/ PSU/Autonomous/ Statutory bodies of GoI/ International agencies like World Bank, UNDP etc.

2.2 The bidder should have a valid PAN / TAN number/ Sales Tax / Service Tax Registration Numbers / and details thereof should be provided. (Photocopy of the certificate to be enclosed and self-attested).

2.3 Copy of IT returns filed and Turnover (Profit and Loss Account) for the two financial years i.e. 2014-15 & 2015-16 duly audited by chartered accountant should be furnished.

2.4 Copy of work orders/award letters showing the experience in printing in the last five years should be provided ie. 2011-12, 2012-13, 2013-14, 2014-15 & 2015-16.

2.5 The bidder should not have been blacklisted or debarred by any Government Organization/PSU etc. The bidder may furnish an undertaking to this effect on its letter head duly signed by the authorized person of the firm.

2.6 The bidder shall furnish an Earnest Money deposit (EMD) in the form of Demand Draft drawn in favour of “National Biodiversity Authority, Chennai” for an amount of Rs.40, 000/- (Rupees Forty thousand only) at the time of submission of bid.

2.7 The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial bid. The EMD of the selected firm will be refunded without interest after awarding of contract and on receipt of performance guarantee.

2.8 Any bid not accompanied by Earnest Money Deposit will be summarily rejected.

2.9 The EMD may be forfeited, if a bidder withdraws his bid during the period of bid validity, specified by the bidder in the Bid and/or on submission of false documents/ undertaking.

2.10 The Bidder should submit the following documents along with the technical bid

- i. Demand Draft for EMD amount.
- ii. Experience certificates or work orders in printing to Government organizations/ PSUs for a period of at least 5 years.
- iii. Copy of relevant registration documents certifying the bidder's entity as a proprietorship/ partnership/ company.
- iv. PAN/TAN number.
- v. Service tax registration number of the firm.
- vi. Copies of Turnover (Profit and Loss account)
- vii. Sample of printed material viz. Brochure & Books with good layout designing should be attached with the technical bid; failing which their offer will not be considered by the Institute. Preference will be given to the firm whose design lay outs are of quality.

Note: Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

3. OPENING OF TECHNICAL BID:

3.1. The bidders may prefer to be present at the time of opening of the bid. In case any of the authorized representatives of the bidder attends the tender opening he/she must bring a letter with identity card. The bidders/their representative present there, shall sign a register evidencing their attendance.

3.2. The technical bid will be opened first in the Office of National Biodiversity Authority (NBA), 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 at 16:00 hours on 5th September 2016. In case 5th September, 2016 is declared as a holiday, then the tender will be opened at the same time / place on the next working day. The opening of financial bids will be done at a later date.

4. TECHNICAL BID EVALUATION:

4.1 All the tenders received will be scrutinized and the technical bids will be evaluated based on the bidder's technical capabilities and experience in the field, awarding marks as illustrated in Annexure – VI.

4.2 Only qualified technical bids will be considered for opening of Financial Bid.

4.3 Notwithstanding anything stated above, NBA reserves the right to assess bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of NBA and decision of NBA in this regard shall be final.

5. OPENING & EVALUATION OF FINANCIAL BID:

5.1 The financial bids of only those bidders, who are found qualified on evaluation of the technical bids, shall be opened at a later date after intimation to technically qualified bidders. In case the date for opening of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day.

5.2 All the rates should be quoted in figure and also in words in Financial Bid (Annexure – V). Taxes, however, should be indicated separately. Any overwriting / Correction should be attested by the Bidder. In case, the rate quoted in figures differ from those quoted in words, the rates quoted in words will be taken for evaluation.

5.3 The evaluation methodology of financial bid is given in Annexure – VII.

6. FINAL EVALUATION

6.1 Final Evaluation will be made based on the Maximum scores obtained in technical and financial bids. For this purpose, 60 % weightage for technical bid and 40 % for financial bid will taken into consideration as shown in Annexure - VIII.

6.2 If more than one bidder scores the same as L1, the L1 will be considered based on the marks scored on technical bid.

7. Delivery:

7.1 Delivery schedule will be mentioned in individual work orders issued from time to time and time schedule should be strictly adhered to. If the supplier fails to deliver any or all of the

printing items conforming to the specifications within the period(s) specified in the Contract/Work Order, NBA shall, without prejudice to its other remedies under the contract, deduct as liquidated damages, a maximum of 10% of the value of individual work order for delay and NBA may get the work done through any other printer at the Contractor's risk and cost.

7.2 After the printed items are delivered, the bill for the supply in triplicate prepared on the basis of the accepted rates should be submitted to NBA for necessary action together with (i) Delivery vouchers for the supply made (ii) representative specimen of the work.

7.3 Free door delivery of the printing items have to be made at the O/o. National Biodiversity Authority (NBA), 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113.

8. PERFORMANCE GUARANTEE:

8.1 The Successful bidders will have to submit performance security to ensure due performance of printing works to an amount of Rs 1,00,000/- (Rupees One Lakh Only) in the form Demand Draft / Bank Guarantee from a commercial bank in favour of National Biodiversity Authority as per the text provided by the Authority.

9. PAYMENT:

9.1 The payment will be made within two weeks from the date of receipt of the bill which is complete in all aspects.

9.2 No advance payment in part or full shall be made by NBA to the contractor.

10. SCOPE OF WORK AND RELATED DETAILS ARE IN ANNEXURE – II.

11. OTHER TERMS & CONDITIONS:

11.1 After having a Rate Contract with the selected printing firm, the printing work of National Biodiversity Authority will be made on need basis during the period of Rate Contract and the rates quoted by the firm should be valid for an initial period of one year.

11.2 The rate contract may be extended for further period on mutual consent. The rates may be enhanced within 2% – 5% from the existing rates only on the extension of the contract period

and any such rate increase will be allowed only once during the extended contract period.

11.3 An agreement with detailed terms and conditions shall be made with the selected contractor.

11.4 Conditional quotations/tenders shall not be accepted. Bid once submitted shall not be allowed for withdrawal, failing which the Earnest Money Deposited shall be forfeited.

12. FORCE MAJEURE:

12.1 However, the contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

12.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Firm and not involving the contractor's fault or negligence and not foreseeable such as damages due to improper electrical power conditions. Such events may include, but are not limited to, acts of the NBA either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

12.3 If a Force Majeure situation arises, the contractor shall promptly notify the NBA in writing of such conditions and the cause thereof. Unless otherwise directed by the NBA in writing, the contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

13. ARBITRATION & JURISDICTION:

13.1 In the event of any dispute arising amongst parties, the parties agree to make use their best efforts to attempt to resolve all disputes with promptness, in equity and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English and the venue of arbitration shall be in Chennai. The sole arbitrator will be appointed by Chairman, NBA whose decision in this regard will be final & binding.

13.2 Except where otherwise provided in the agreement, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way

arising out of or relating to the contract, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitrator to be appointed by Chairman, NBA. The Arbitration shall be in accordance with the provisions of Arbitration and Conciliation act, 1996 and the language of Arbitration shall be English. The Arbitrator shall give the reasoned award. The cost of arbitration proceedings shall be shared equally between the parties. The venue of the proceedings and arbitration shall be Chennai, Tamilnadu.

13.3 The Courts at Chennai only will have sole jurisdiction in connection with any actions or proceedings arising out of or in relation to this TENDER.

14. NOTICES:

14.1 Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

ANNEXURE – II

15. SCOPE OF WORK /SPECIFICATION OF WORK TO BE DONE

15.1 Name of the Work: Printing of Booklet – 1

Size	:	A5
Wrapper	:	300 GSM art board– Multi color – Matt finish
Inner Paper	:	90 GSM Maplitho Paper - Single Color printing
Binding	:	Perfect Binding
No of pages	:	As per requirement
Quantity	:	200 copies / 500 copies / 1000 copies

15.2 Name of the Work: Printing of Booklet – 2

Size	:	A5
Wrapper	:	300 GSM art board– Multi color – Matt finish
Inner Paper	:	130 GSM art paper - Multi Color printing
Binding	:	Perfect Binding
No of pages	:	As per requirement
Quantity	:	200 copies / 500 copies / 1000 copies

15.3 Name of the Work: Printing of Booklet – 3

Size	:	A5
Wrapper	:	250 GSM Matt art board with Matt lamination –Multi color
Inner Paper	:	100 GSM Maplitho paper -Single Color printing
Binding	:	Centre Pinning
No of pages	:	As per requirement
Quantity	:	200 copies / 500 copies / 1000 copies

15.4 Name of the Work: Printing of Booklet – 4

Size	:	A4
Wrapper	:	300 GSM art board with matt lamination / spot UV – Multi color
Inner Paper	:	130 GSM Matt art paper - Multi color printing
Binding	:	Perfect Binding
No of pages	:	As per requirement
Quantity	:	200 copies / 500 copies / 1000 copies

15.5 Name of the Work: Printing of Booklet – 5

Size	:	A4
Wrapper	:	300 GSM art board with matt lamination – Multi color
Inner Paper	:	80 GSM Maplitho paper - Single Color printing
Binding	:	Perfect Binding
No of pages	:	As per requirement
Quantity	:	200 copies / 500 copies / 1000 copies

15.6 Name of the Work: Printing of Booklet – 6

Size	:	A4
Wrapper	:	300 GSM art board with matt lamination – Multi color
Inner Paper	:	80 GSM Maplitho paper - Single Color printing
Binding	:	Centre Pinning
No of pages	:	As per requirement
Quantity	:	200 copies / 500 copies / 1000 copies

15.7 Name of the Work: Printing of Brochure

Size	:	A3
Board	:	220 GSM Matt Lamination (Centre Crease)
Printing	:	Digital Printing – Double side multicolor
Border	:	3mm white space (four side) double side
Quantity	:	200 copies / 500 copies / 1000 copies

15.8 Name of the Work: Printing of Docket and fact Sheets

(i) Docket

Size	:	23 x 12.5 inch (open size)
Board	:	350 GSM with matt lamination & die cutting
Printing	:	Multi color Printing
Other specifications	:	Inside the docket on both sides 1/3rd should have self pouch (4.5 inches) with one side open with spine.
No. Of Copies	:	200 copies / 500 copies / 1000 copies

(ii) Printing of Fact Sheets:

Size	:	A4
Paper	:	250 GSM with matt finishing
Printing	:	Multi color Printing (Double side printing)
No. Of Copies	:	200 copies / 500 copies / 1000 copies

15.9 Designing for the booklets, brochures, etc. will have to be done by the contractor.

15.10 Designing & Planning in English (Hindi, if required) with three color proofs and final proofs should be on colored digital proofs in dummy format for Print-Order. Proof reading will be done by the contractor. No extra charge will be paid for this; corrections suggested may have to be made till the same is approved by NBA.

15.11 The soft copies of final version (in CDs) in editable pre-press soft copy (in Adobe / Corel draw) should be given.

Administrative Officer
National Biodiversity Authority, Chennai

ANNEXURE-III

TENDER FOR RATE CONTRACT OF PRINTERS FOR PRINTING OF NBA PUBLICATIONS, BROCHURES, BOOKS, ANNUAL REPORT AND OTHER MISCELLANEOUS ITEMS

Full Name and address of the Bidder in addition to address and other relevant information needed for the complete Address:-

From:-

To
The Secretary,
NBA, Chennai

Sir,

1. I /We have read all the particulars regarding the general information and other terms and conditions of the contract for printing and agree to print and supply the NBA Publications, Brochures, Books, Annual Report and other miscellaneous items as detailed or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure V to this TENDER.
2. I / We have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form part of this TENDER. The documents to accompany this TENDER are at page Nos.(eg. Copy of PAN card, registration no. etc.)
4. Every page so attached with this TENDER bears my signature and the official seal.

Signature & Seal of Bidder with date

Address:

Name & Signature of witness Address:

ANNEXURE –IV - TECHNICAL DETAILS

TENDER FOR EMPANELMENT OF PRINTERS FOR PRINTING OF NBA PUBLICATIONS, BROCHURES, BOOKS, ANNUAL REPORT AND OTHER MISCELLANEOUS ITEMS

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE AUTHORISED AGENCY)

1. Name of the Firm/Firm& Address :
(with telephone/fax/e-mail/website)
2. Registration Number of the firm :
3. Name and Full Address of the Bankers :
4. VAT /Service Tax/Sales Tax /Registration no. of the firm :
5. PAN / TAN Number :
6. Amount of D.D drawn towards EMD :
(Draft No. and the Bank on which drawn)
7. Experience in printing of Brochures, Books & Annual Report to Ministries/Depts/PSUs under Government of India, StateGovt. etc. :
(please furnish photocopies of orders)
8. Turnover (Profit & Loss account) of last 2 years :
ie. 2014-15 & 2015-16.
9. IT returns for the last two years :
ie. 2014-15, 2015-16

(All the above information must be accompanied with the certified copies of the documents, failing which the TENDER will be liable to be rejected.)

I/We hereby confirm that the information submitted herein are correct to the best of my/our knowledge & belief. My/Our firm has not been debarred by any Govt. department/PSUs from printing of Brochures, Books, Annual Report & other miscellaneous items to Ministries/Depts/PSUs under Government of India, State Government etc. In case of any information/documents being found to be false, fake or incorrect, NBA is free to take action against my/our firm as deemed fit by them. I/we do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of the Authorised person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.

ANNEXURE –V –FINANCIAL DETAILS

**RATE CONTRACT FOR THE PRINTING OF NBA PUBLICATIONS, BROCHURES,
BOOKS, ANNUAL REPORT AND OTHER MISCELLANEOUS ITEMS.**

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES
OF THE AUTHORISED AGENCY)

To
The Administrative Officer,
National Biodiversity Authority,
5th Floor, TICEL BioPark,
CSIR Road, Taramani,
Chennai – 600 113.

I / we wish to submit our Rate Contract for Printing of NBA publications, brochures, books, annual report and other miscellaneous items etc., on job contract basis for NBA at the following rates:

S. N.	Name of the Printing material	Description	No. of copies	Amount (per page rate (in Numbers & Words))
1	Booklet–1 (as in 15.1 of Scope of work)	Wrapper, Ink, Plate making, Proof reading, Processing, Negative, Positive	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
		Inner paper, Ink, Plate making, Proof reading, Processing, Negative, Positive, Binding on basis for each booklet per 8 pages	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
	Scanning, Designing, Text setting on per page rate basis for each booklet			
2	Booklet–2 (as in 15.2 of Scope of work)	Wrapper, Ink, Plate making, Proof reading, Processing, Negative, Positive	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
		Inner paper, Ink, Plate making, Proof reading, Processing, Negative, Positive, Binding on basis for each booklet per 8 pages	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
	Scanning, Designing, Text setting on per page rate basis for each booklet			
3	Booklet–3 (as in 15.3 of Scope of work)	Wrapper, Ink, Plate making, Proof reading, Processing, Negative, Positive	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
		Inner paper, Ink, Plate making, Proof reading, Processing, Negative,	(i) 200 books	
			(ii) 500 books	

		Positive, Binding on basis for each booklet per 8 pages	(iii) 1000 books	
		Scanning, Designing, Text setting on per page rate basis for each booklet		
4	Booklet-4 (as in 15.4 of Scope of work)	Wrapper, Ink, Plate making, Proof reading, Processing, Negative, Positive	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
		Inner paper, Ink, Plate making, Proof reading, Processing, Negative, Positive, Binding on basis for each booklet per 8 pages	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
	Scanning, Designing, Text setting on per page rate basis for each booklet			
5	Booklet-5 (as in 15.5 of Scope of work)	Wrapper, Ink, Plate making, Proof reading, Processing, Negative, Positive	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
		Inner paper, Ink, Plate making, Proof reading, Processing, Negative, Positive, Binding on basis for each booklet per 8 pages	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
	Scanning, Designing, Text setting on per page rate basis for each booklet			
6	Booklet-6 (as in 15.6 of Scope of work)	Wrapper, Ink, Plate making, Proof reading, Processing, Negative, Positive	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
		Inner paper, Ink, Plate making, Proof reading, Processing, Negative, Positive, Binding on basis for each booklet per 8 pages	(i) 200 books	
			(ii) 500 books	
			(iii) 1000 books	
	Scanning, Designing, Text setting on per page rate basis for each booklet			
7	Brochure (as in 15.7 of Scope of work)	Paper, Ink, Plate making, Proof reading, Processing, Negative, Positive, Centre Crease, Double side Multi Color for each piece of Brochure	(i) 200 copies	
			(ii) 500 copies	
			(iii) 1000 copies	
			Scanning, Designing, Text setting on per page rate basis for each piece of Brochure	
8	Docket & Fact sheets (as in 15.8 of Scope of work)	Board, Paper, Ink, Plate making, Multi color Printing Proof reading, Processing, Negative, Positive on per page rate basis for each piece of Docket & Factsheet	(i) 200 copies	

			(ii) 500 copies	
			(iii) 1000 copies	
		Scanning, Designing, Text setting on per page rate basis for each piece of Docket & Factsheet		

Note:

1. Rates should be quoted both in words & figures.
2. Financial bid should be submitted in separate sealed envelopes super scribing "Financial Bid".

Signature of Bidder
With Seal

Date:

Place:

ANNEXURE – VI

TECHNICAL BID EVALUATION

Experience in Government Sector with proof (Minimum Two years in printing)				Sample of printed material with good layout designing. (one each Booklets & Brochures)	Copy of work orders/award letters showing the experience other than column 1 in any of the last 5 years ie. 2011-12, 2012-13, 2013-14, 2014-15 & 2015-16		Average of Turnover of following two years ie., 2014-15, 2015-16	TOTAL SCORE
Central/ State Govt. Ministries	International agencies such as World Bank / UNDP etc.	PSU/Govt. undertaking	Autonomous/ statutory bodies		Yes/ No	Details		
Max. Marks : 25 marks ■ Each work order - 5 marks.				Max Marks: 10 marks Each sample: 5 marks	Max. Marks : 40 marks ■ Each work order - 10 marks.*	Max. Marks : 25 Marks ■ above 15 lakhs – Less than 20 lakhs – 10 marks ■ Above 20 lakhs – Less than 50 lakhs – 15 marks ■ Above 50 lakhs - 25 marks	100	

* Minimum Qualifying Marks: 50 marks.

* Turnover will be taken from profit and loss account.

ANNEXURE – VII

FINANCIAL BID EVALUATION

Bid evaluation Criteria and selection procedure

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 60% weightage would be given to the Technical evaluation and 40% weightage would be given to the financial bid.

Evaluation Criteria for Financial Proposal

The price bids of only those Firm/Agencies who qualify technically will be opened. The proposal with the lowest cost bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids.

For e.g assuming that out of technically qualified bids a firm “A” who has quoted the lowest in the overall calculation (i.e Rs. 100000/-) is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above L1 will be given the financial score as worked out in the following examples.

<u>Firms</u>	<u>Bid Rate</u>	<u>Financial Score</u>
Firm” B” -	120000	$100000/120000 \times 100 = 83.33333 = \text{Round off} = 83 \text{ scores}$
Firm “C” -	145000	$100000/145000 \times 100 = 68.96552 = \text{Round off} = 69 \text{ scores}$
Firm “D” -	165000	$100000/165000 \times 100 = 60.60606 = \text{Round Off} = 61 \text{ Scores}$

For working out the combined score, the NBA will use the following formula:

Total points = [T (w) x T (s)] + [F (w) x F (s)] where

T (w) stands for weight of the technical proposal

T(s) stands for technical score

F(w) stands for weight of the financial proposal

F(s) stands for financial score as worked out above

For e.g if a firm scores 50 marks in Technical bid and 83 marks in Financial bid the total points will be worked out as follows:-

$$[T (W) \times T (S)] + [F (W) \times F (S)]$$

$$[60/100 \times 50] + [40/100 \times 83]$$

$$\text{Total} = 30 + 33.2 = 63.2 \text{ points.}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total Points (H-1) will be considered for award of contract.

ANNEXURE –VIII

FINAL EVALUATION

Sl.No (1)	Name of the Firm/Agency (2)	Weightage of Technical Bid (60% of technical scores) (3)	Weightage of financial Bid (40% of financial scores) (4)	Total Points (5)
		T(W) X T(S)	F(W) X F (S)	Col(3) + Col(4)
1				
2				
3				
4				
5				
6				

- (i) Evaluation will be done by clubbing the weightage assigned for both technical and financial bids and the highest mark scorer (H1) will be awarded the contract.
- (ii) If more than one bidder score the same as H1, the winning bidder will be considered based on the marks scored on technical bid.

ANNEXURE – IX

CHECKLIST

Sl. No.	Item Description	To be submitted with	Declaration
1	ANNEXURE – I, II, III & IV	Technical Bid cover	Yes
2	Earnest Money Deposit	Technical Bid cover	Yes
3	Signed copy of Tender document (each page)	Technical Bid cover	Yes
4	Experience certificates (i) (ii) (iii) (iv) (v)	Technical Bid cover	Yes
5	Registration of the firm	Technical Bid cover	Yes
6	PAN / TAN document	Technical Bid cover	Yes
7	Service tax registration	Technical Bid cover	Yes
8	Profit & Loss Account (2014-15, 2015-16)	Technical Bid cover	Yes
9	IT returns (2014-15 & 2015-16)	Technical Bid cover	Yes
10	Financial Bid (i) ANNEXURE –V (sealed cover)	Financial Bid cover	Yes