

NOTICE INVITING TENDER (NIT)

**TENDER DOCUMENT FOR PUBLICATION OF
A BOOK ON**

“ENTREPRENEURIAL INNOVATION”

INDIAN INSTITUTE OF CORPORATE AFFAIRS
MINISTRY OF CORPORATE AFFAIRS
PLOT NO.6, 7 & 8, SECTOR-5, IMT MANESAR, GURGAON

Background

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The state-of-the-art campus of IICA is located at Manesar, Haryana. IICA offers capacity building and advisory solutions to the Government, Statutory Authorities, Private Sector and other stakeholders through its various Schools, Centres and Foundations. It creates tailor made programmes for ministries, departments, companies or other stakeholders that provide training as per their requirement. Apart from specialized training, the institute continues to play an important role in education and awareness through creation of focused and highly specialized content/material for public dissemination as well as seminars and workshops on topics that are of current relevance.

Indian Institute of Corporate Affairs (IICA) invites sealed tenders from well established, experienced, reputed and professionally run printing/publishing houses in India possessing requisite technical capabilities, the state of art facilities and fulfilling other eligibility criteria for publication of a book on "Entrepreneurial Innovation" on a turnkey basis.

The interested bidders will have to apply on prescribed format for both technical and financial bids. The interested bidders have to pay an earnest money deposit (EMD) of Rs. 15000/- by Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi.

The time schedule for submission and opening of bid is as under:-

1. Last date for submission of Bid:10th March 2015
2. Date of opening of Technical bid:12th March 2015
3. Date of opening of Financial bid:13th March 2015

The interested parties will have to submit tender document in two parts. First part will be 'Technical bid' consisting earnest money deposit of Rs. 15, 000 (Rs. Fifteen thousand only) in the form of Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi, proof of eligibility qualification with broad details about the publisher and also signed copy of terms & conditions as given in tender document complete in all respects. The second part of bid will be 'Financial bid' containing all the details as required in 'Financial bid' document given in tender document.

The envelopes containing 'Technical bid' & 'Financial bid' be super scribed as under:-

- 1- "Technical bid" for publication of a book on 'Entrepreneurial Innovation'
- 2- 'Financial bid' for publication of a book on 'Entrepreneurial Innovation'

Both the above envelopes containing Technical bid & financial bid shall be together placed in a third sealed envelope with the superscription "Technical & Financial Bid for publication of a book on 'Entrepreneurial Innovation'". All the envelopes should contain the detailed address of the bidders.

The bid document, complete in all respects and sealed properly shall be submitted at Indian Institute of Corporate Affairs (plot no.6, 7 & 8, sector-5, IMT Manesar, Gurgaon) till the above mentioned date upto 4:00 PM. The financial bid of the bidders who do not conform to requisite specification & fulfil other conditions in their technical bid shall not be opened. One authorized representative of each of the vendor/supplier may be present at the time of opening of bid.

TERMS AND CONDITIONS

Eligibility Criteria:

- a) The bidder should have minimum two years experience in printing of publications like books, newsletters, brochures, magazines, handbooks etc.
- b) The Agency should be registered with sales tax/ VAT department, copy of certificate to be submitted along with bid.
- c) The Agency/ firm/ individual must submit a list of firms/Government departments/ Ministries/ institutions of repute for which they have done this type of work.
- d) Copy of the PAN card.

e) An Earnest Money deposit of Rs.15000/- by Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi may be kept in the envelope for technical bid. The bids without Earnest Money will not be entertained.

INTELLECTUAL PROPERTY RIGHT:

. IICA will hold the copyright and it will give permission if it deems necessary to the author to use it for further research and teaching purpose.

The publisher shall undertake to indemnify the IICA about any injury or loss or damaged caused to IICA on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the book.

Governing Law:

The NIT in all respects shall be governed under the laws of India and shall be subject to the jurisdiction of Delhi Courts.

Size & Design:

- i. IICA and the selected publisher will decide on the size and design for the Handbook
- ii. The Publication will be a hardbound/hard back, friendly and attractive book.
- iii. The handbook could be a voluminous book or in the form of set of books depending upon the volume, content, marketability, and printing technicalities.
- iv. From such proposals the best Size and Design will be selected that will be suited for a publication and the related technical specification mentioned in PART A.
- v. Publishers can suggest newer technologies that may result in more cost effective, yet high quality book print.

Indicative Timelines:

Subject to final approval of IICA the broad time lines will be as under:

Finalization of modules to be included in the publication ó March 2015

Release of publication ó Quarter 1 of FY 2015-16

3. Scope of the NIT:

- A. Finalizing the publication (including contents, design and copyrighting/proof reading) version of the text/ reference book on “**ENTREPRENEURIAL INNOVATION**” with IICA;
- B. Ascertaining market intelligence on pricing of similar publications and recommending the appropriate reasonable pricing for third party sales by the publisher/distributor;
- C. Publishing the Publication in both soft copy and physical forms with an aim to maximize distribution for spreading awareness and education on the matters covered under the Publication;
- D. Assisting IICA in any matter connected therewith.

Other Terms

- A. The engagement of the selected party responding to the NIT shall be without any remuneration, fees, payment and the like for the entire scope of work set out hereunder. No payment of whatsoever nature will be made to the party.
- B. Copyright and any other intellectual property in the Publication shall vest with IICA only. The party selected under this NIT shall have a non-assignable and non-transferable marketing right, from the date of execution of the contract or the extension thereof.
- C. The publisher expressing Expression of Interest need to indicate clearly in their proposal the following items:
 - i. Number of complementary copies to be provided to IICA
 - ii. Percentage of Royalty to be paid to IICA
 - iii. Percentage of discount offered on additional copies to be purchased by IICA
- D. All items related to timelines, content, presentation and mode/manner thereof within the Publication shall be subject to final approval and inputs from the DG & CEO, IICA or any other officer of IICA specifically authorized by IICA in this behalf. The selected party shall agree to the said inputs from time to time.
- E. IICA reserves a right to appoint any other party who has responded to NIT in the event of delayed or unresponsive behaviour of the selected party, at its sole discretion, to complete the work and in such eventuality all content/work undertaken by the selected party responding to the NIT till the said date shall stand transferred to the other party so appointed by IICA.
- F. IICA reserves the right to, defer or cancel the NIT at any time without assigning any reasons.

Selection Criteria

A. The selection shall be through a two-part bid (Part A and Part B, respectively).

Selection will be on the basis of both qualification under the General/Technical (Part A) conditions and the response which scores the highest points under the Financial bid (Part B).

B. At the first stage, the qualification for General/Technical (Part A) conditions shall be considered by opening the responses/bids for the General/Technical criterion (which shall be in a separate and clearly marked envelope). The General/Technical conditions required to be met by every party responding to this NIT have been set out in Part A herein below. Parties not meeting the General/Technical (Part A) conditions shall not be considered and their Financial bid (Part B) will be returned unopened.

C. Financial bid (which shall be in a separate and clearly marked envelope) shall be opened and evaluated only for firms/agencies found eligible under Part A that submit the NIT Form within the stipulated date/time. Broadly, these Financial bids would be evaluated on the basis of:

- a. Their relevant experience and expertise of providing similar publications;
- b. Ability to distribute the Publications to the greatest extent in both online and physical forms;
- c. The amount of royalty that the organisation is willing to provide to IICA.

Performa for submission of Technical bid (Part A)

Refer to Annexure A2

Performa for submission of Financial bid (Part B)

Refer to Annexure B

- All tenders strictly in the prescribed form should be submitted before the Date & Time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and conditions of this tender.
- The IICA shall have the right to accept or reject any or all tenders without assigning any reason thereof.

Security Money: The bidders shall have to deposit EMD of Rs. 15,000 in the form of bank draft. The EMD shall be released within one month of successful award of work. No interest will be payable on EMD.

Annexure A1

APPLICATION LETTER

(On the letter head of the Bidder)

Date:

To

Head of Centre of Business Innovation

Indian Institute of Corporate Affairs

Plot No. 6, 7 & 8,

Sector-5,

IMT Manesar,

Gurgaon (Haryana)-122050

SUB: Bid for publication of a book on Entrepreneurial Innovation; on a turnkey basis.

Dear Sir,

Being duly authorized to represent and act on behalf of.....

(Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the requirements of the department, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- (i) Earnest Money of Rs. 15,000.00 (Rs. Fifteen thousand only) (Vide Demand Draft no., of <.....Name of Bank.....> dated drawn in favour of Indian Institute of Corporate Affairs, payable at New Delhi.
- (ii) All other document/information's relating to Technical Bid (Part A) and financial bid (Part B) with supporting documents wherever necessary.

I/We understand that concerned authorities of Indian Institute of Corporate Affairs reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature

Name (Authorized Signatory)

<Company/Consortium Name>

Date:

Encl:

Annexure A2

TECHNICAL BID

(A) General Information

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number,
E-mail address
4. Annual turnover in last 2 years
5. Vat/Trade tax registration no. & place
6. PAN no. & place (Documents be attached)
7. Details/Panel of Printing Press
8. Detail profile of Bidder
9. Any other information you feel necessary
10. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date
Drawn on (Bank))

(B) Eligibility Criteria Details

1. Proof of Experience of at least two years in publishing work.
2. Proof owning well established Printing Press or proof of support of a panel of printing press.

Annexure B
FINANCIAL BID

Please specify your prices of the below particulars.

S.No	WORK DESCRIPTION	TOTAL AMOUNT (in Rupees)
	<ul style="list-style-type: none">▪ No. of copies -▪ Copies to IICA -▪ Size -▪ Language-English▪ No. of Photographs - Approx.▪ (To be sourced by the publisher),▪ Pages Approx. ó 550-600▪ Paper - GSM Art Card for▪ Cover, GSM Art Paper for inner pages▪ Colour-▪ Binding-▪ Editorial content of book-The copy editing has to be done by some professional experts (Name and details)	
	TOTAL	

Date:

[Signature of authorized signatory]
with Seal of the Firm

Name:

Designation: