

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

**Tender Notice for inviting sealed bids for designing, printing and dispatch of
IICA Quarterly Newsletter
"CORPORATE ODYSSEY"**

Indian Institute of Corporate Affairs invites reputed agencies engaged in designing and printing of publications like Newsletter, brochures, magazines, etc and dispatch of the same for the Government offices, Ministries/ Departments/ Institutions.

Schedule

Last Date/Time for receipt of Bids :	23 rd June, 2014/3:00 PM.
Date/Time of Opening of Tech Bids:	24 th June, 2014/3:30 PM.
Place of Opening of Bids :	Indian Institute of Corporate Affairs Plot No - 6, 7 & 8, Sector - 5, IMT, Manesar, Gurgaon.
Address for Communication :	Indian Institute of Corporate Affairs Plot No - 6, 7 & 8, Sector - 5, IMT, Manesar, Gurgaon.

- The Agency would satisfy the eligibility criteria may apply. Sealed tenders be addressed to:
Ms. Catherine John,
Programme Executive,
Indian Institute of Corporate Affairs,
Plot No - 6, 7 & 8, Sector - 5, IMT Manesar,
Gurgaon (Haryana)
Mob.: 0124-2640137.

Eligibility Criteria:

- a) The Agency should have minimum two years experience in the field of designing, graphic lay out and printing/ publishing of publications like newsletters, brochures, magazines etc. (proof to be submitted in support of their experience).

- b) The Agency should have an annual turnover of Rs.25-50 lakh in each year for the last two years.
- c) The Agency should submit a copy of the work order for atleast two Government departments/ institutions where he has carried out the work.
- d) The Agency should be registered with sales tax/ VAT department, copy of certificate to be submitted alongwith bid.
- e) The Agency should give an undertaking that they have not been black-listed by any Government department and no criminal case/ complaint is pending against they anywhere in India, copy of the undertaking may be attached with the bid.
- f) The Agency/ firm/ individual must submit a list of firms/Government departments/ Ministries for whom they have done this type of work.
- g) Agencies must submit samples of the Newsletters/ Brochures/ Magazines/ Reports printed by them.
- h) The Agencies must have an experience of despatch of minimum 2000 number of copies of similar publications.
- i) Copy of the PAN card, Service Tax Registration Number and TIN to be attached with the bids.
- j) An Earnest Money deposit of Rs.10, 000/- by Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi. The pay order/ demand draft of Rs 10,000 may be kept in the envelop for technical bid. The bids without Earnest Money will not be entertained.

Specifications for printing:

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|--------------------|---|---------------|
| a) Size | : | A4 |
| b) Paper thickness | : | 300 gsm outer |
| | : | 170 gsm inner |
| c) Printing | : | Matte Finish |
| | : | Gloss Finish |
| d) Binding | : | Centre stitch |

Terms & Conditions:

- The contract would be valid for the period of two years in form of contract from the date of issue of work order.
- Technical bids and financial bids should be submitted in separately sealed cover and both the sealed covers should be enclosed in one bigger cover. Outer cover should clearly indicate "Tender for designing, printing and despatch of IICA Quarterly Newsletter"

- The Agency should sign at the bottom space of all pages of document. The tender bid will be opened at IICA, Manesar.
- Earnest Money Deposit of successful bidder shall be forfeited in the event of withdrawal of his bids before the bid validity period of 60 days or non-completion of the task.
- Earnest Money Deposit of unsuccessful bidder shall be returned after decision on the tender is taken. No interest will be paid by IICA on the EMD.
- No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
- Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- The notification of award will constitute the formation of the contract/ work order.
- The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
- Any postal delay or loss in transit will not be binding on IICA.
- Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
- No request for increase in the rates will be entertained during the period of contract items. No advance payment will be made. Also, no interest will be paid on delayed payment.
- The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
- In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
- The successful bidder will have to deposit a performance security of Rs.50,000/- in the form of bank guarantee. The same will be refunded after three months after the contract is over.

Opening of Technical bid

The Technical Bids shall be opened on (23rd June)by (3:30 pm) at Indian Institute of Corporate Affairs, Manesar in the presence of the bidders who wish to remain present. The representatives of bidders, who wish to attend the tender opening meeting, shall carry a letter of authority from their firm/agency.

Opening of Financial bid

The date of opening of Financial Bids shall be communicated later on to technically qualified parties.

Selection process

After opening Technical Bids, the Tender Evaluation Committee (TEC) of IICA shall scrutinize all the bids received on the criteria enumerated in Technical Qualification above. The Committee may also verify the credentials of firms with the organization where they had provided such services in designing and printing.

The Agency must also submit a power point presentation stating details of the work done by them.

Evaluation shall be done on all parameters mentioned in the Technical Bids. It is mandatory for all bidders to qualify the criteria's mentioned in the technical bid for moving on to the 2nd round of Financial Bid. Financial Bid shall be opened to only those parties who have qualified in the technical bid. If TEC finds that less than 3 parties have qualified for Financial Bid opening round then they reserve right either to cancel the entire tendering process and float fresh tender or consider only those (1 or 2 tenders) who have qualified the technical parameters for opening.

Guidelines for Submission

Interested / eligible Agency / Firm / Individual may submit required documents as detailed in the Guidelines for Submission given below.

The Bid should contain the following documents in two packets:-

Packet – I (Technical bid Packet)

- a. Profile & Track Record of the company.
- b. Proof in regard to points pertaining to eligibility specified above.
- c. Details of Technical Man Power and Printing/Publishing facilities available in the company.
- d. Audited Financial Statements for last 2 financial years.
- e. Photocopy of PAN Card issued by Income – Tax Department.
- f. Photocopy of Service Tax Registration. eg. Details of job of similar nature undertaken earlier with samples of newsletters / magazines / Publications printed / published

- g. The EMD/ NSC is refundable to the unsuccessful Tenderers after finalisation of the Tenders and to successful Tenderer on completion of the work satisfactorily.
- h. Dummy design for the proposed newsletter containing a few pages of text in English and images in the layout design. The dummy design should carry name of the Publishing House.
- i. The Agency must also submit a power point presentation stating details of the work done by them.
- j. Sample of Papers which will be used.

Packet – II (Financial bid Packet):

Packet II should contain details of financial quote of the bidder.

Packet-I should be super scribed as Packet I – Technical Bid for IICA QUARTERLY NEWSLETTER and the packet should carry the due date for submission along with the name, address, telephone no., e-mail address of the agency.

Packet-II should be super scribed as Packet II – Financial Bid for IICA QUARTERLY NEWSLETTER and the packet should carry the due date for submission along with the name, address, telephone no., e-mail address of the agency.

Both the sealed Packets (I & II) should be put in a big cover (outer cover) sealed and superscribed as "Technical & Financial Bid for IICA QUARTERLY NEWSLETTER and the outer cover should carry due date for submission along with the name, address, telephone number, e-mail address of the agency.

The outer cover containing the Bids should be addressed to:

Indian Institute of Corporate Affairs
Plot No - 6, 7 & 8,
Sector - 5, IMT, Manesar, Gurgaon.

The following documents should be attached:-

- a) Experience certificate in the field of designing.
- b) List of firms for whom similar nature of work has been done.
- c) 2-3 samples of the newsletter, brochures magazines etc.
- d) Pay order of Rs.10, 000 drawn in favour of Indian Institute of Corporate Affairs, New Delhi as EMD.
- e) Income Tax Return (ITR) for two years which may indicate the turnover for each year.
- f) Copy of PAN card.
- g) Copy of registration certificate.
- h) An undertaking/certificate that the Agency/ Firm/ Individual is not blacklisted.
- i) Sample of papers which will be used.
- j) Dummy design for the proposed newsletter containing a few pages of text in English and images in the layout design. The Dummy design should carry name of the Publishing House.
- k) Audited Financial Statement for last two financial years.

Performa for submission of the Financial Bid

Part A-Designing (Layout, use of graphics) and Printing

S.No	No of pages	Rates	Remarks
1	30+ 4 cover page		
2	40+ 4 cover page		
3	50+ 4 cover page		
4	Above 50 pages+ 4 cover page		

- Service Tax, Sale Tax, VAT should be mentioned separately.

Signature of the Tenderer

Part B- Printing (Cover page 300 gsm Inner pages 170 gsm)

S.No.	No. of pages	1000 No. of copies	500 Additional copies	1500 No. of copies	500 Additional copies	Remarks
1	30					
2	40					
3	50					
4	Above 50 pages					

- Service Tax, Sale Tax, VAT should be mentioned separately.

Signature of the Tenderer

Part C- Dispatch

S.No	No of copies	Rates	Remarks
1	1000		
2	1500		
3	2000		

- Service Tax, Sale Tax, VAT should be mentioned separately.

Signature of the Tenderer