

Our Ref: Pub/4:5(AJ)

18 05 09

Subject: Designing & Printing of the Rajiv Gandhi National
Quality Award (RGNQA) Journal

Dear Sir,

Sealed quotations are invited for designing and multicolour quality printing of the Rajiv Gandhi National Quality Award (RGNQA) Journal. The Awards journal shall contain write-up on Rajiv Gandhi National Quality Awards by BIS, write-up on comparison of the criteria of Rajiv Gandhi National Quality Awards with other important National Quality Awards in other countries and strengths of Rajiv Gandhi National Quality Award in comparison to criteria for other quality awards and the Success stories from award winners and recipients of commendation certificates to be included highlighting quality strategies made by the winners for achieving these awards, including benefits of obtaining these awards. The material shall also contain photographs/graphics.

Quotations may kindly submitted in two bids: Technical Bid and Financial Bid as per the proforma enclosed along with rough layouts/designs in two separate envelopes, superscribed "Quotation for designing/printing the Rajiv Gandhi National Quality Award (RGNQA) Journal Technical/Financial bid should reach the undersigned on or before 1430 hrs on **1st June 2009** The technical quotations shall be accompanied with samples of both types of papers in absence of which it shall be summarily rejected. The quotations shall be opened the same day at 1500 hrs in the presence of such tenderers or their duly authorized representative, who may like to be present.

Thanking you,

Yours faithfully,

(Kala M. Variar)
Director(FnL&P)

Encl: as above

**BUREAU OF INDIAN STANDARDS
Publications Department**

**Manakalaya
9 Bahadur Shah Zafar Marg
New Delhi-110002**

Dated 18th May 2009

TENDER

**Sub : Designing and printing of the Rajiv Gandhi National
Quality Award (RGNQA) Journal
(Due on 1st June 2009 at 1430 hrs).**

RGNQA Journal shall contain write-up on Rajiv Gandhi National Quality Awards by BIS, write-up on comparison of the criteria of Rajiv Gandhi National Quality Awards with other important National Quality Awards in other countries and strengths of Rajiv Gandhi National Quality Award in comparison to criteria for other quality awards and the Success stories from award winners and recipients of commendation certificates to be included highlighting quality strategies made by the winners for achieving these awards, including benefits of obtaining these awards. The material shall also contain photographs/graphics.

INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria

Advertising agencies empanelled with the Public Relations Department of BIS.

2. Scope of Work

Subject to overall supervision and control by BIS, the scope of services to be provided will include designing and printing of Award journal. It is proposed that the successful agency will design and print 'Rajiv Gandhi National Quality Award (RGNQA) Journal' ensuring delivery of 5000 copies.

Printer shall submit proof minimum three times as indicated in the time schedule.

Pre-printing stage of the assignment, which includes copy editing, composing, proof reading, scanning of photographs and page designing etc. shall be performed locally by the Agency/Printer only as per the advise of the officers of the department.

It is essential that day-to-day interaction is required between the selected agency/printer and the officers of BIS for development and improvisation of work. For such essential day-to-day visits, BIS shall not pay any extra amount to the agency personnel for visiting BIS.

3. Earnest Money

An earnest money of Rs. 10000.00 has to be deposited in the form of Demand Draft/Banker's cheque/Pay Order in favour of BIS payable at New Delhi. This money would be adjusted against the security deposit of the party awarded the contract. It will be returned to the rest of the parties, after finalization of the contract. EMD is to be submitted in a separate envelope alongwith Part-I of the tender. EMD of the successful bidder/tenderer shall be converted into Security Deposit. EMD shall not bear any interest. EMD of the successful bidder/tenderer shall be refunded after awarding the contract to the bidder provided the EMD is not forfeited for any reason as contained hereinafter.

4. Specifications

1. Size - A4 (21.0x29.7 cm)
2. Quantity - 5000 copies
3. Process of Printing - Offset (using PS plates) _ UV Spot Coating
4. Pages - Cover (Outer + inner) + 70 pages of text (approx.)
5. Description - The cover pages shall depict the photographs of Rajiv Gandhi along with suitable designs in outer as well as inner cover pages.
The text pages combined with colour photograph shall be suitably designed and printed.
6. Materials to be provided - Photographs as well as text matter shall be provided by BIS. In case, certain photographs are required to be taken you will be asked to do so at separate cost.
7. Paper - 250 GSM Magno Art Card (Matt Finish) for Cover pages and 130 GSM Magno Art Paper (Matt Finish) for text pages.
8. Binding - Outer cover shall be laminated in matt over which UV Spot coating shall be done, centrally stitched and cut to finish size.

5. Requirement

In rendering the required services as per the Scope of Work, the agency /company will be required:

- a) On the basis of text materials provided, you will be required to copy edit, typeset text pages and submit a rough layout for cover pages and at least 3-4 text pages along with your quotation based on article provided. On the basis of approval of design and quotation, the job will be awarded to successful bidder. No payment shall be made, if the designs are not selected.
- b) To submit the journal to the Publications Department, Bureau of Indian Standards for approval.

6. Approval of Contents and Delivery

The printer shall submit a minimum of three proofs. The final approved proof shall be printed and 20 advance copies shall be submitted for final approval before bulk supply.

7. Guidelines for Submission of Bids

Interested Agency/ Printer may submit the required documents as detailed in the Guidelines given below.

The Bid should contain the following documents in two parts:

Part – 1 (Technical)

The Technical proposal should contain:

- i) Cover Letter
- ii) Printed specimen as mentioned at 5 a)
- iii) Sample of Art Card & Art Paper as per specification indicated
- iv) Relevant documents in support of eligibility criterion
- v) Earnest Money Deposit – details of the Draft etc.
- vi) Photocopy of PAN Card issued by Income-Tax Department
- vii) Photocopy of Service Tax Registration
- viii) Certificate of Press declaration where it will be printed
- ix) The bidder should declare unconditional and unequivocal acceptance of all terms and conditions laid down by BIS
- x) Any general information that the Bidders wish to provide, but is not specifically requested, should be attached separately.

Note: Please note that prices should not be indicated in the Technical Bid and should be quoted only in the Part II : Financial Bid (Cover -2)

Part – II Financial Bid (Cover-2)

Rates for various items of work may be quoted as per the enclosed **Financial Bid**. All rates quoted except rate of paper shall be subject to satisfactory performance of the contract. However, the validity of rates for printing papers may be indicated separately.

8. Time Schedule - The time schedule shall be strictly adhered to as given below:

- i) Submission of manuscript after copy editing - 15 days
- ii) Submission of first proof after receiving MSS - 7 days
- iii) Submission of second proof with corrections - 3 days
- iv) Submission of third proof with finalized corrections - 3 days
- v) 20 advance copies after print order - 7 days
- vi) Bulk supply after final O.K. - 3 days
- vii) The manuscript, proofs, etc have to be collected from our office and also delivered to BIS by the party who has been awarded the contract promptly on receipt of telephonic information from the department concerned of BIS.

9. Bid Validity

Bids shall remain valid for 90 days from the closing date for submission of the bids. A Bid valid for a shorter period shall be rejected as non-responsive. The tenderer/bidders shall be bound to extend the validity period of the bid in the event the company requests for this in writing.

10. Submission Procedure

Cover-1 (Technical Bid)

The sealed cover shall include all details/documents of technical bid along with all required enclosures. The sealed envelope will be marked **“Part-I : Technical Bid”** for Designing and Printing of Rajiv Gandhi National Quality Award (RGNQA) Journal.

Cover-2 (Financial Bid)

The sealed cover shall include the **Financial Bid** only format given in the tender document. The sealed envelope will be marked **“Part-II : Financial Bid”** for Designing and Printing of Rajiv Gandhi National Quality Award (RGNQA) Journal.

Both sealed envelopes, that is, **Cover-1** containing **“Part –I: Technical Bid”** and **Cover-2** containing **“Part-II : Financial Bid”** should be placed in one outer envelope, sealed and marked as for Designing and Printing of Rajiv Gandhi National Quality Award (RGNQA) Journal.

Both the sealed Parts (I & II) should be put in a big cover (outer cover) sealed and superscribed as **“Technical & Financial Bid for Rajiv Gandhi National Quality Award (RGNQA) Journal”** and the outer cover should carry the tender number, due date for submission along with the name, address, telephone number, email address of the agency.

The outer cover containing the Bids should be addressed to the Publications Department (Room No. 350), Bureau of Indian Standards, Manakalaya, 9 Bahadur Shah Zafar Marg, New Delhi – 110 002.

11. Deadline for Submission of Bid

Bids shall be delivered to BIS at the address specified above on or before 1430 hrs. on 1st June 2009. In the event of the specified date for the submission of bids being declared a holiday for BIS, the Bids will be received upto appointed time on the next working day.

BIS may extend the deadline for submission of Bids by issuing an amendment in accordance with Instruction to Bidders, in which case all rights and obligations of the BIS and the Bidders previously subject to the original deadline will then be subject to the new deadline.

Any Bid received by the BIS after the deadline prescribed in 11 para 1 due to any reason whatsoever will not be accepted.

12. Bid Opening

Technical Bid, that is, Part I of the Tender shall be opened on 1st June 2009 at 1500 hrs. Technical Bid-Part I of the tender will be opened in the presence of the bidders or their representatives who choose to attend at the time and place specified.

After examination and evaluation of Part I, Part II of the bids (that is, Financial Bid), which are technically and commercially at par and substantially responsive in accordance with scope, terms and conditions and fulfilling the requirements of the instructions to the bidders, shall be opened. Date of opening of the part II of the bid shall be communicated to the qualified tenderer/bidder so that the authorized representative of such bidders could attend at the time of opening of Financial Bid.

13. **BIS Right to Accept any Bid and to Reject any or all Bids.** The BIS does not bind itself to accept the lowest tender and reserves the right to accept or reject any

Bid, and to cancel the bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the BIS's action.

- 14.** Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.
- 15.** If a Tenderer deliberately provides wrong information or submits false credentials in support of his qualifications, the BIS reserves the right to terminate/rescind the contract forfeit the EMD and other dues of the contractor and to take any other action as may be deemed fit.
- 16.** This detailed Tender Notice shall be deemed to be part of the Contract Agreement/Work Order.

GENERAL TERMS AND CONDITIONS

1. Definitions

- a. “Company” means the BIS who will engage the contractor represented by the appropriate authority.
- b. The word “Agency” or “Printer” wherever occurs means the successful tenderer/bidder who has been given written intimation about the acceptance of tender and shall include legal representative of such individual or persons composing a firm or a company or the successors and permitted assignees of such individual, firm or Company, as the case may be.
- c. **“Letter of Acceptance of Tender”** means letter giving intimation to the tenderer that his tender has been accepted in accordance with the provisions contained in that letter.
- d. **“Department”** means the Foreign Languages & Publications Department of BIS
- e. The words indicating the singular only also include the plural and vice-versa where the context so requires.

2. PERFORMANCE SECURITY

- 2.1 The successful bidder shall deposit a sum of Rs 25 000.00 as security for the entire period of the contract after adjusting the Earnest Money and should be submitted within 28 days of receipt of LOA by the successful bidders in the form given below:

Payment made by Demand Draft/Cheque payable to Bureau of Indian Standards at New Delhi

The performance security deposit shall bear no interest.

- 2.2 The performance security is intended to secure the performance of the entire contract.
- 2.3 The performance security will be returned to the agency without any interest at the end of the Contract Period after setting off such amount as may be due or recoverable from the agency.
- 2.4 The company reserves the right to recover and/or set off the liquidated damage of penalty or any other due payable by the agency from the Performance Security Deposit or from any payment to be made to the agency.

3. LIQUIDATED DAMAGES/PENALTY

- 3.1 In case of delay in composing/printing, a suitable penalty, proportionate to the loss suffered by BIS, may be imposed and the amount deducted from the bills.
- 3.2 In case the quality of the printing is not found to be acceptable or errors are left, the entire journal shall be reprinted of the concerned parts at the cost of the party

who has been awarded the contract. In case the quality of the printing is unsatisfactory but acceptable, a penalty of up to 10% of the printing charges may be imposed.

- 3.3 The company may at its sole discretion, waive the payment of liquidated damage/penalty on request received from the contractor if the entire work is completed within the date as specified in the contract or as validity extended without stipulating any liquidated damages.

4. TERMS OF PAYMENTS

4.1 No advance shall be paid for the work.

4.2 The company shall make payment only after the completion of printing and delivery to the entire satisfaction of the company on submission of bills in triplicate and pre receipted (alongwith supporting documents of complete delivery).

4.3 The agency/printer should submit the complete publication and all scanned photographs copies in CD alongwith the bill.

5. SETTLEMENT OF DISPUTES

It is incumbent upon the agency to avoid litigation and disputes during the course of assignment. However, if such dispute takes place between the agency and the department, effort shall be made first to settle the disputes at the company level.

The agency should make request in writing to the department for settlement of such disputes within 30(thirty) days of arising of the cause of dispute failing which no disputes of the agency shall be entertained by the company.

6. BIS reserves the right to reject any or all of the quotations without assigning any reason thereof.
7. **“Arbitration Clause”** – In case of any dispute or differences arising terms this contract, the same shall settled by reference to arbitration by a sole arbitrator to be appointed by the Director General, Bureau of Indian Standards. The provisions of Arbitration and Conciliation Act, 1996, shall be applicable.
8. **“Jurisdiction Clause”** – In case of any dispute arising out of this business or interpretation of any clause of the contract, the Courts of Delhi shall have the jurisdiction to try and decide.
9. **Termination by Default** : BIS reserves the right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.
10. **Force Majeure** : Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

FINANCIAL BID

Designing and quality printing (in multicolours) of the Rajiv Gandhi National Quality Award (RGNQA) Journal in A4 size comprising cover (outer + inner) and 8 pages of text for 5000 copies including cost of designing, printing, lamination, UV Spot Coating and Cost of 250 GSM Magno Art Card (Matt) for cover and 130 GSM Magno Art Paper (Matt) for text pages:

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|--|---|
| 1. Cost of rough layouting & Final Designing of the Journal comprising cover pages (outer + inner) and 8 pages of text | Rs for Cover + 8 pages
Rs..... per page for additional text page |
| 2. Cost of Printing Cover pages (outer + inner) including processing, printing, matt lamination UV Spot Coating and cost of art card | Rs..... for 5000 copies |
| 3. Cost of printing 8 pages of text including Processing, printing and cost of art paper | Rs for 8 pages of
of 5000 copies |
| 4. Cost of printing for additional text pages In case of increase | Rs for 2 pages of
of 5000 copies |
| 5. Cost of photography session on per day Basis, if required. | Rs for 20 shots |
| 6. Paper | |
| Magno Art Card 25"x36"/250 GSM | Rs..... per ream |
| Magno Art Paper 25"x36"/130 GSM | Rs..... Per ream |
| 7. | VAT% extra |

Note:

1. All papers shall be inclusive of all wastages.
2. All processing shall be the property of BIS and returnable, if asked for.
3. On completion of the job, the soft copy including a pdf file shall be provided to BIS for their use.
4. No additional charges are payable on account of packing & forwarding.

Party's Signature & Stamp

Date:

Place: