

No. A-12011/6/2011-NRCD-IV

**National Mission for Clean Ganga
Ministry of Water Resources, River development & Ganga Rejuvenation
Government of India**

1st Floor, Major Dhyan Chand National Stadium,
India Gate, New Delhi-110002.

Dated: October 27, 2017

Short-term Limited Tender for Designing and Printing the Quarterly Newsletter

National Mission for Clean Ganga (NMCG), Ministry of Water Resources, River Development and Ganga Rejuvenation, intends to print 1500 Wall Calendars for 2017. Proposals are invited from the DAVP empanelled multimedia and print media agencies in the enclosed format of Annexure I & II for "Designing and Printing the Quarterly Newsletter". Proposals must be submitted at NMCG office, envelope marked as Designing and Printing the Quarterly Newsletters. The sealed envelopes should reach on or before **November 6, 2017 by 15.00 Hrs.** addressed to:

Dr.I.K.Sawhney
Procurement Specialist
National Mission for Clean Ganga
1st Floor, Major Dhyan Chand National Stadium,
India Gate, New Delhi-110002.
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Proposals will be opened on **November 6, 2017 by 15.30 Hrs.** and the bidders are expected to be present during the bid opening process.

NMCG reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.

Dr.I.K.Sawhney
Procurement Specialist
National Mission for Clean Ganga

Request for Proposal
For
Designing, Printing and Delivery of Newsletter 'Namami Gange'

Subject: Selection of Agency for designing, printing and delivery of monthly Newsletter of National Mission for Clean Ganga

National Mission for Clean Ganga (NMCG) was registered as a society on 12 August 2011 under the Society Registration Act, 1860. Consequent to the constitution of National Council for Rejuvenation, Protection and Management of River Ganga vide notification no S.O. 31879(E) dated 07 October 2016, National Mission for Clean Ganga has been designated as Authority for the nation implementation of the projects for prevention, control and abatement of environmental pollution in river Ganga and to ensure continuous adequate flow of water so as to rejuvenate the river Ganga.

In order to showcase National Mission for Clean Ganga's achievement and to enhance visibility, brand value, National Mission for Clean Ganga publishes its organizational Newsletter-Namami Gange. The Newsletter is published at monthly interval and distributed internally amongst staff as well as to various Government Ministries/ Departments /Corporate/Academicians and other stakeholders.

National Mission for Clean Ganga invites Request for Proposal (RFP) through Limited Tender for developing, designing, printing and delivery of monthly Newsletter of National Mission for Clean Ganga for 12 issues in one year. The Specifications / terms and conditions of the assignment i.e. designing, printing and delivery of monthly Newsletter of National Mission for Clean Ganga are as under:

I. SCOPE OF WORK

Designing and Printing the Quarterly magazine / newsletter with the following specifications:

| S.No. | Particulars | Details |
|--------------|---------------------|--|
| 1 | Description of Work | Developing, Designing, Printing and Delivery of Quarterly magazine/newsletter to showcase NMCG efforts, achievements for the rejuvenation of river Ganga on a monthly basis. |
| 2 | Size | A4 (8.27" x 11.69") |
| 3 | Orientation | Portrait |
| 4 | Paper Type | Cover : 170 GSM Imported Art Paper Inside : 100/130 GSM Imported Art Paper (Paper samples to be attached) |
| 5 | Number of pages | 16 pages including self-cover. (The numbers may vary from month to month) |

| S.No. | Particulars | Details |
|-------|--|---|
| 6 | Printing | Multi-colour |
| 7 | Language | Bi-Lingual (Hindi +English) |
| 8 | Colour | All pages will be printed in multi-color. |
| 9 | Designing | Designing of cover page, content and material /text would be done by the agency to the satisfaction of the Editorial Board of NMCG. |
| 10 | Language translation & proof reading | Language translations and proof reading has to be done by the agency |
| 11 | Photographs, tables etc. | As approved by the committee |
| 12 | Issue | Monthly (12 Issues annually) |
| 13 | Binding | Centre Staple / binding |
| 14 | Number of copies (Monthly) (Approximately) | 1000 copies (One Thousand copies monthly) |
| 15 | Fabrication | Cut to size, folded and saddle stitched |
| 16 | Delivery Period | Five (5) days on receipt of final proof approval |
| 17 | Packing & Delivery | Appropriate packing in A4 size envelopes with NMCG logo and address printed on it and to be delivered to NMCG. Any other Design of the envelop, if required, will be provided by NMCG |
| 18 | Additional Copies | Additional copies, if required, for which pro-rata rate may be furnished. |

Note:

- The price to be quoted for Newsletter, which would comprise of 16 pages or as would be decided by National Mission for Clean Ganga. There may be occasions when number of pages may increase.
- For additional copies of newsletter, as on required basis, rates shall be quoted by vendor.
- The order of additional copies will be in a lot of 100 copies, for which order will be placed separately.
- For additional number of pages rates shall be quoted by vendor. The order shall be given in multiple of 4 pages.

II. Eligibility and Qualification Criteria:

- a) The bidder shall be a proprietary firm / partnership firm / Limited Liability Company/ Company incorporated under Companies Act 1956 or 2013.
- b) The bidder must be empanelled with DAVP as offset printing or multimedia agency.
- c) The bidder should have experience of minimum 3 years for developing, printing designing and delivery of Newsletter / other publications of the Ministries /

Departments of Government of India or any other State Government/ Public Sector undertaking. Proof to this effect to be attached with the Technical bid.

- d) The bidder will have PAN and GST Registration Number.
 - e) The bidder should be located in the NCT of Delhi.
 - f) The bidder should have an average annual turnover of Rs.30 lakhs during the last three financial years i.e. Financial Year (FY) 2014-15, 2015-16 and 2016-17. The bidder must submit self-attested photocopies of Balance Sheet and Profit & Loss Account / Chartered Accountants certificate, with Technical bid, as proof the turnover.
- III. The assignment of job for developing, printing, designing and delivery of the Newsletter will be for a period of one year from the date of award of work. The successful bidder shall enter into an agreement with National Mission for Clean Ganga. NMCG reserves the right to terminate the agreement within this period after giving a notice of one month.
- IV. NMCG reserves the right to accept / reject / select more than one agency and to annual the bidding process any or all bids at any time prior to award contract without thereby incurring any liability to the effected bidders.
- V. Submission of bids
The bidder needs to submit the filled 'Technical bid' and 'Financial bid' separately in sealed envelopes by superscribing as 'Technical proposal for newsletter designing and printing' and 'Financial proposal for newsletter designing and printing' respectively. The above two envelopes containing Technical bid and Financial bid should be placed in one covering envelop and sealed superscribed as 'Request for Proposal for designing and printing of Newsletter'. The bidder must enclose the copies of all documents specified in this RFP.
- VI. Opening of bids
The Technical bid will be opened first, by a designated committee, constituted for opening and evaluation of technical bids.
- VII. Final selection procedure
The selection process will be divided into two levels:
(i) Level I: A Technical Evaluation Committee will examine the technical proposals and do the shortlisting on the basis of eligibility criteria. (Technical bid format and Financial bid format are enclosed as Annexure-I and Annexure-II)
(ii) Level II: The price bid will be opened of only those bidders which are successful in the technical bid stage.
- VIII. Selection Criteria
Evaluation of proposal shall be done on the basis of total lowest rate quoted.
- IX. Performance Guarantee
The successful bidder will execute a Performance Guarantee for 5% of total value of the contract in the form of Bank Guarantee from a Scheduled Commercial Bank in an acceptable form as guarantee for due performance of the contract. The Performance Guarantee should remain valid for a period of 60 days beyond the completion of all contractual obligation.

X. Liquidated Damages for Delay
1% liquidated damages per day on the total value of order, subject to a maximum of 10% of the total value of order.

XI. Terms of payment
Payment shall be on a per monthly issue basis against invoice to be raised by the selected bidder. Payment will be made within 15 days of submission of bill after satisfactory completion of work by the bidder. The bidder may submit pre-receipted bill in duplicate. Payment will be made by-way of RTGS / NEFT. Payment will be subject to deduction of TDS as per Income Tax Act, 1961.

XII. Delivery
The printed Newsletter shall be delivered at the below mentioned location, within five (5) days on receipt of final proof approval, failing which liquidated damages would be levied.
National Mission for Clean Ganga
1st Floor, Major Dhyan Chand National Stadium
India Gate, New Delhi-110002.

XIII. Arbitration & Jurisdiction
Venue of the arbitration will be New Delhi and Director General, National Mission for Clean Ganga will be the appropriate authority to appoint the sole arbitrator. The Courts in New Delhi will have exclusive jurisdiction to entertain any litigation between parties with regard to this RFP.

XIV. Schedule of Bid-Process

| S.No. | Particulars | Details |
|-------|---|--------------------------------|
| 1. | Date of publication of RFP | 27 October 2017 |
| 2. | Last date and time for submission of bids | 06 November 2017 (15:00 hours) |
| 3. | Date and time for opening of Technical bids | 06 November 2017 (15:30 hours) |
| 4. | Date and time for opening of Financial bids | To be informed later |
| 5. | Declaration of successful bidder | To be informed later |
| 6. | Award of work order | To be informed later |

XV. The bidder must submit the following documents along-with the Technical bid:
(i) Documentary evidence of publishing newsletter / newsmagazine
(ii) Sample paper for 100 GSM, 130 GSM and 170 GSM
(iii) Photocopies of Balance Sheet / Chartered Accountant certificate as proof of the annual turnover as specified in RFP

XVI. Other Terms and Conditions
• The rates quoted by the bidder needs to be valid for a period of one year from the date of financial bids.

- NMCG reserves the right to accept or reject any and / or all the proposals without assigning any reasons thereof.
- The Technical bid should not contain any indication of price offered, else the entire bid will be rejected.
- The successful tenderer has to shred all wastes before disposal and ensure that the NMCG's logo and materials is not misused.
- The successful tenderer shall indemnify NMCG from misuse of NMCG's logo.
- Defects Liability Period: The successful tenderer shall make good any defects observed and pointed out by NMCG within the defect liability period of 3 months. For major defects that would affect the image of the NMCG / that would defeat the purpose of the job, the product shall be replaced at suppliers cost and means.
- Incomplete or conditional bids would be liable for rejection.
- The selected artwork of the agency will be the sole property of NMCG.
- NMCG reserves the right to amend, modify, add or delete, accept or reject in part or full or any terms and conditions of tender without assigning any reason thereof. The decision of NMCG will be final.
- Successful bidder would not be allowed to further subcontract, partial / full of the work will be assigned to them.

Annexure I

TECHNICAL BID FORMAT

| | | |
|----|--|--|
| 1 | Name of the Bidder a) Full Postal address b) Website, if any c) Telephone Number d) Fax Number e) E-mail address | |
| 2 | Status of the bidder | |
| 3 | Name, designation and address including phone/mobile number and email if of the contact person | |
| 4. | Annual Turnover: F.Y. 2014-15 F.Y.2015-16 F.Y. 2016-17 (Attach self-attested photocopies of Balance Sheet and Profit & Loss Account / Chartered Accountants Certificate) | |
| 5. | PAN Number (Photocopy to be enclosed) | |
| 6. | GST Registration Number | |
| 7. | Details of printing assignment or printing, designing of magazine/newsletter undertaken for other Central Ministries / State Government/Department / PSUs / Major corporations. Information to be furnished in the following format: (i) Name & Address (ii) Nature of assignment (iii) Annual value of contract (iv) Period (v) Detail of supporting documents provided | |
| 8 | Copy of work order and completion certificate to be furnished for the above referred work experience. | |

Declaration:

- I. It is certified that the information furnished above are correct.
- II. We have gone through the terms and conditions stipulated in RFP and confirm to abide by the same. A copy of RFP with its each page signed, in token of acceptance of the terms and conditions is enclosed.
- III. The signatory to this bid is authorized to sign such bid on behalf of the organization.

Date:

Signature:

Place:

Name:

Designation:

Seal of the organization

Annexure II

FINANCIAL BID FORMAT

Bidders are required to submit the financial bid along with bid submission covering letter in sealed envelope superscribed 'Proposal for Developing, Designing and Printing of Newsletter'

A. Cost for Design, Development and Printing of Newsletter

| Item | Qty | Authorized Unit | Rate (Rs.) |
|--|-----------------------------|-----------------|------------|
| Developing, Designing, Printing and delivery of Newsletter of NMCG having 16 pages (inclusive of all taxes) | 12,000 (1,000 per month) | Nos. | |
| Total Cost of the proposal | | | |
| Total Cost of the Proposal: Rupees including all applicable taxes | | | |

*the specifications as mentioned above

B. Additional rates for Design, Development and Printing of Newsletter-Additional Copies / Additional pages

| Item | Qty | Authorized Unit | Rate (Rs.) |
|--|-----|-----------------|------------|
| 1. Developing, Designing, Printing and delivery of Newsletter of NMCG. (Order shall be placed in multiple of 100 copies) (inclusive of all taxes) | 100 | Nos. | |
| 2. Add cost for additional pages (in multiple of 4) (inclusive of all taxes) | 4 | Each page | |

*the specifications as mentioned above

C. Cost for envelope (in case printed envelope required)

| Item | Qty | Rate (Rs.) |
|---|-------|------------|
| Envelope for the newsletter of A4 size (Printed) (1000 in each month) (inclusive of all taxes) | 12000 | |

NOTE:

- **For Financial Evaluation, the total cost of design and printing (A) will be considered.**
- *The quoted rates should be inclusive of cost of designing, artwork, planning, system work, cost of paper, printing, binding, packing, delivery etc. and inclusive of all applicable taxes.*
- *Rates should be quoted both in words and figures.*
- *Applicable taxes if any, to be indicated separately.*