



INVEST INDIA

World's most awarded IPA

RFP No – INV/IND/SIRU/RFP- 18-19/03

Date: 12 December 2018

Tender Document for Printing of the Invest India Magazine

Important Information :-

Date of Pre-bid Meeting	17 December 2018
EMD Amount	Rs.5000/-
Deadline for Submission of Bids	3 January 2019

Invest India Magazine is a quarterly publication. This bid is for a period of one year and four issues of the magazine will be covered under this.

Invest India, invites bids from printers/ printing agencies (hence forth would be called bidder) to undertake printing of "Invest India Magazine", as per the specifications detailed under Scope of Work.

Scope of Work:

1.The scope of work primarily includes the following jobs :

Printing – 500 copies of the magazine for every quarter (there are four quarters). This also includes the packaging (shrink wrapping of a few copies separately) and the delivery of the books to our office.

2. Specifications of the Magazine

Size	8.25" x 10.5"
Color	4+4 col.
No. of Pags	100 pgs + Cover (The number of pages might vary with every issue)
Paper	100 gsm Magno Matt Paper (For Text) & 300 gsm Magno Matt (For Cover)
Fabrication	Thermal Matt Lamination on outer Cover, Perfect Binding.
Qty	500 (Please note that the quantity might vary depending upon the requirement)

3. The art work for printing of the maps will be handed over by a separate design agency with which the bidder is expected to work in close association.

4. The sample of the paper quality for printing will be shown during pre-bid meeting in order to offer a basis to the bidders for submitting their bids.

Eligibility Criteria:

1. The printer must be a registered entity and have been in operation for a minimum period of 3 years (as on the closing date of bid) and engaged in printing/ production of magazines, posters, calendars, carry bags, folders ,similar collateral/ publicity material etc.(Supporting Documentary proof should be submitted in the form of Registration/ Incorporation Certification in the name of the agency. In case of change in name of the company, the copy of the relevant document must also be submitted.)

2. The bidder should submit the following, as proof of being in active business of printing: Copies of two work orders issued by client(s) for printing work undertaken during the last three financial year period (i.e. 2015-16, 2016-17, 2017-18)

3. The agency should have valid TIN/GST no. IPAN no. The printing agency/ printer should submit a self-declaration in this respect confirming that they are paying taxes as per the government rules and are presently not defaulter on this account.

4. The agency must have its office and press located in National Capital Region (NCR). A self-declaration to this respect must be enclosed.

5. The agency should have in-house, state of art facilities for printing and should be in the position to print the Magazines as per the requirements of the Invest India detailed in this document. A self-declaration to this effect is required to be submitted.

6. The agency should be able to provide dedicated staff for **timely production** and supply of the material tendered for. A self-declaration to this effect must be submitted.

7. The bidder should not be blacklisted by any Ministry / Department of Govt. of India as on the closing date of this bid. Self-declaration to this effect should be submitted, in the enclosed format.

8. The bidder must be an independent business entity involved in the printing activities and is not allowed to form consortium in order to become eligible for participating in this bid. Thus, bidding for the said job is not allowed through consortiums.

THE BIDDER MUST SUBMIT THE DOCUMENTS AS PER REQUIREMENTS MENTIONED IN THIS DOCUMENT AND SUBMIT THE DECLARATION AS PER THE FORMAT ENCLOSED.

Guidelines for submission of Bids:

Bidders are required to submit documents in a sealed packet, Financial Bid, as detailed below, to be considered for selection: -

Packet - Financial Bid

The Financial Bid should contain the financial quote for undertaking the printing work and supplying the printed material to Invest India. The financial quotations for the Maps must be submitted in the following **format on the official letter head of the printer and signed by the authorized signatory of the bidder.**

Item	Total Net Cost (in INR) (Net cost includes all costs except for tax)
Printing and supplying (including packaging, transportation, delivery etc.) of magazines	
Net cost of printing and supplying of One copy	

The tax shall be payable as per actuals. Taxes will not be considered for evaluating the Financial Bids. The total cost of printing and supplying of 1 unit exclusive of taxes, only will be considered for awarding the bid.

The Financial packet should be sealed and super scribed as **Packet -1Financial Bid for Printing of Invest India Magazine:**

The name of the agency, Contact person, Address, Telephone no. and e-mail id should be printed on the cover. The bottom left corner of the outer cover must carry the full name, agency name, address, telephone numbers, e-mail ID and the name of the contact person of the bidders.

The outer envelope containing the sealed Financial Bids should be addressed to:-

**Ankita Sharma
Invest India
First Floor,
Vigyan Bhavan Annexe,
Maulana Azad Road,
New Delhi-110001**

The technical bids submitted by the bidders would be opened on 1600 hrs. on 4 January 2019. Only those bids would be considered for opening which are submitted on or before the due date/time. Invest India will not be responsible for any courier/ postal delays / non-receipts.

Opening and Evaluation of Bids:

The financial bids shall be opened by a Constituted Committee. The bidders are requested to be present for opening of financial bids, date and time for which will be conveyed separately.

The eligible bidder submitting the lowest quote (all inclusive, exclusive of taxes) as per the details mentioned above, for printing and supply of Magazine would be considered for printing and supplying of 'Invest India Magazine' (four issues).

Pre-Bid Meeting: A pre-bid meeting will be held in the Conference Room, Invest India Annexe, New Delhi -110001 at 1100 hrs. on, 17 December 2018 for any clarifications required on any aspect pertaining to the Tender Document. Interested agencies / printers can also inspect the dummy magazine during the pre-bid meeting, so as to ascertain the scope of work and printing specifications before submitting financial quotes for the same.

Delivery period:

The bidder selected for undertaking the job of printing and delivery of the magazines will be required to submit the first proof of the magazine within a period of 5 working days of receipt of the contract. The remaining quantity of the magazines are to be delivered over a two week period after the delivery of the first lot of copies.

The printer would have to use the best of the digital proofing machines to ensure that the digital proofs are as identical to the final offset print as possible.

Terms of Payment:

No advance payment will be considered. Payment for work awarded will be made to the printing agency, after completion of the work to the satisfaction of the Invest India. The agency awarded the printing job, will submit pre-receipted bills in triplicate to Invest India for settlement.

Other Important Information:

- (i) Period of validity of this tender shall be 60 days from the last date of submission of bids.
- (ii) The tender may be submitted in English language only.
- (iii) Conditional bids will be rejected outright.
- (iv) Invest India has the right to withdraw/ cancel the bid document at any state.

(v) Invest India reserves the right to place an order in full or part for the items of work detailed under the scope of work.

(vi) Agency(ies) should take utmost care while submitting their bids and should go through all the clauses carefully. In case of any doubts, the same may be clarified during the pre-bid meeting.

(vii) Invest India may take action against the bidder who are found submitting erroneous bids or bids misleading to Invest India.

(viii) After the printer for executing the job is selected, the EMDs submitted by all the unsuccessful bidders shall be returned.

Penalty:

The selected printing agency should adhere to the time schedule. If lethargy from the side of the printer is observed in delivery of the requisite material, penalty would be imposed.

If the printer, fails on account of delayed delivery as well as under delivery, penalty on both counts would be imposed.

Penalty on account of use of substandard material: - If it is found that the printer has not made the delivery as per the specifications mentioned in the work order and/or has used substandard paper, other material etc.in the entire delivered material, the Performance Bank Guarantee submitted by the printer would be forfeited and payment will not be made to the contractor. Invest India will also debar the printer for a period of next 3 years from participating in the tenders of Invest India and can consider other penalties including blacklisting of the agency.

Termination by Default:

Invest India reserves the right to terminate the contract of any agency/ agencies in case of change in the case of change in the Government procedures or unsatisfactory services.

Invest India may also decide to drop the project all together, if Invest India finds that the selected printer is not able to provide the delivery as per the satisfaction of the Invest India.

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, Government 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.

Dispute and Arbitration:

(i) In event of any dispute or differences between the Invest India and the Agency, such disputes or differences shall be resolved amicably by mutual consultation.

Encl.:- Format for self-declaration.

To be submitted on the company letterhead

Ankita Sharma
Invest India
First Floor,
Vigyan Bhavan Annexe,
Maulana Azad Road,
New Delhi – 110001

Subject:- Self declaration in respect of printing of Invest India Magazine

I, (Name of the person signing the declaration),
(Designation), of (complete name of the bidding agency) do hereby declare the following: -

- (i) That we are a registered printing agency and are in operation in last 5 years.
- (ii) That we are engaged in printing / production of magazines, posters, calendars, carry bags, folders, similar collateral / publicity material etc. and have completed such jobs successfully. We are enclosing copy of 3 work orders related to such printing jobs received by us during last three financial period i.e. 2015-16, 2016-17, 2017-18
- (iii) That we are paying taxes as per the government rules and are presently not defaulter on this account.
- (iv) That we have an office and press located in National Capital Region (NCR). Our office address is and location of printing press is
- (v) That we have in-house, state of art facilities for printing and should be in the position to print the magazines as per the requirement of Invest India.
- (vi) That we should be able to provide dedicated staff for timely production and supply of the material tendered for.
- (vii) That we are submitting the EMD as per the tender requirement / are exempted from submission of EMD and the enclosing document to prove the same.
- (viii) That we are not blacklisted by any Ministry / Department of Govt. of India as on the closing date of this bid.
- (x) As a bidder, we, agree to abide with all the clauses and conditions stipulated in the bid document and shall keep the interest of Invest India paramount.

Signature .
Name of the signatory .
Name of the bidder .
Address .
Tel. no .
E-mail id .
Encl.: As above.