NOTICE FOR EXTENSION OF TENDER SUBMISSION DATE FOR DESIGNING AND 
PRINTING OF COFFEE TABLE BOOK

Dated: 28th August, 2019

With reference to the NEC’s notice No NEC/IPR/455/Coffee Table/2016, dated 9th July 2019 inviting sealed tenders from printers/ publishers for Creation (Designing) & Printing of Coffee Table Book, the last date for submission of bids has been further extended till 05.00 PM of 13th September 2019 (Friday). All the terms and conditions of the tender remains the same as vide notice NEC/IPR/455/Coffee Table/2016, dated 9th July 019 and is available in the NEC website at www.necouncil.gov.in. Interested parties may submit the sealed tender to the undersigned during working hours in Room No. 319, NEC Secretariat, Nongrim Hills, Shillong – 793003.

L/o Director (IPR)
North Eastern Council Secretariat,
Nongrim Hills,
Shillong: 793003
NOTICE FOR INVITING TENDERS FOR DESIGNING & PRINTING OF THE COFFEE TABLE BOOK OF NORTH EASTERN COUNCIL, SHILLONG

<table>
<thead>
<tr>
<th>Tender No:</th>
<th>NEC/IPR/455/Coffee Table Book/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important Dates</strong></td>
<td></td>
</tr>
<tr>
<td>Date of Publishing of the Tender</td>
<td>09-07-2019</td>
</tr>
<tr>
<td>Bid Document Download Start Date</td>
<td>09-07-2019</td>
</tr>
<tr>
<td>Tender Closing date/time</td>
<td>13-09-2019</td>
</tr>
<tr>
<td>Date &amp; Time of Technical Bid Opening</td>
<td>16-09-2019 at 3.00 PM (subject to change*)</td>
</tr>
<tr>
<td>Date &amp; Time of Presentation by successful bidders</td>
<td>To be decided later.</td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Financial Bid</td>
<td>23/09/2019(subject to change*)</td>
</tr>
<tr>
<td>Submission of Dummy Coffee Table Book by Agency</td>
<td>After 30 days from date of job order</td>
</tr>
<tr>
<td>Coffee Table Books to be delivered at NEC</td>
<td>To be specified in the Work Order</td>
</tr>
<tr>
<td>Digital adaptation of the e-Coffee Table Book</td>
<td>10 days after the delivery of the Coffee Table Book</td>
</tr>
</tbody>
</table>

Note: * Bidders are requested to check the NEC website for any changes.

L/o Director (IPR)
North Eastern Council Secretariat,
Nongrim Hills,
Shillong : 793003
Email:-iprsector@gmail.com
NOTICE FOR INVITING TENDERS FOR DESIGNING AND PRINTING OF COFFEE TABLE BOOK

Sealed tenders are invited from printers / publishers with ISO 9001: 2015 Certification for Creation (Designing) & Printing of Coffee Table Book. The tender document is available in the NEC website at www.necouncil.gov.in. Interested parties may submit the sealed tender to the undersigned on or before 1st August, 2019 during working hours in Room No. 319, NEC Secretariat, Nongrim Hills, Shillong – 793003.

L/o Director (IPR)
North Eastern Council Secretariat,
Nongrim Hills,
Shillong : 793003
NOTICE FOR INVITING TENDERS

1. BACKGROUND

The North Eastern Council is the agency for the economic and social development of the North Eastern Region which consists of the eight States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. The North Eastern Council was constituted in 1971 by an Act of Parliament. The constitution of the Council has marked the beginning of a new chapter of concerted and planned endeavour for the rapid development of the Region. NEC has been instrumental in setting in motion a new economic endeavour aimed at removing the basic handicaps that stood in the way of normal development of the region and has ushered in an era of new hope in this backward area full of great potentialities. The main objective of the Council is to ensure the balanced and integrated economic development of the North Eastern parts of the country. To achieve this objective, the NEC has funded the projects of vital sectors like transport and communication, water resources, power, health and FW, agriculture, industries & commerce, animal husbandry & veterinary etc. of the NE states with funding pattern of 90% grants and 10% loan to be borne by the State Governments of the Region. The NEC also funded the projects executed through Central/State agencies (other than state governments) providing 100% grants.

This NIT is for engaging services of a Company/Firm/Agency to design and publish Coffee Table Book on the theme "North Eastern Council – Glorious 48 Years" to be published on behalf of the North Eastern Council, Secretariat, Shillong. The Book will be of approximately 200 pages with innovations and will also have a digital adaptation (E-book) for the NEC website. The book will be of a very high standard.

In pursuance of the above, the North Eastern Council has decided to commission a Coffee Table Book in accordance with the scope of work and deliverables mentioned in this Tender Document. The scope of Coffee Table Book would include pictorial depiction and use of charts, graphs etc. alongwith text matter.

2. SCOPE OF WORK

   (a) Creation/Generation & Organization of content without violation of the Copyright Act and any other applicable Central and State Acts;
   (b) Editing of contents, preparing the design/layout;
   (c) Preparation of Headings;
   (d) Type setting of the book;
   (e) Ensuring illustrations and captions are correct;
   (f) Procuring of relevant photographs;
   (g) Appropriately placing of photographs;
   (h) Ensuring high quality of work (editorial, design and production);
   (i) Effective coordination for collating content and reference material, photos and design;
   (j) Preparing bibliography;
   (k) Digital adaptation of the coffee table book as E-version for the NEC Secretariat website;
   (l) It would involve visit by two to three personnel of the selected Agency to locations and subsequent photoshoot at shortlisted places

3. PREPARATION OF BID

All the bidders are requested to follow the instructions given below while submitting the bids. Proposal should be submitted in two bid basis – separate technical and financial bids under the
separate sealed covers. Outer envelope should be clearly marked as “Technical and Financial bid for Designing & Printing of the Coffee Table Book for the North Eastern Council Secretariat”. Each envelope should indicate whether it contains technical bid or financial bid.

4. TECHNICAL AND FINANCIAL BID

Technical bid should be prepared on standard A4 size paper. Foldouts containing charts, spreadsheets and oversize, if any, are permissible. Manuals and other reference documentation, if any, should be bound separately. All responses, as well as any reference materials presented must be written in English.

5. EVALUATION OF BIDS

From the time the bids are opened to the time the contract is awarded, the agencies should not contact the North Eastern Council Secretariat, Shillong on any matter related to its Technical and/or Financial bid, except as desired by NEC. Any effort by the agencies to influence the North Eastern Council Secretariat, Shillong in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency’s bid.

6. ELIGIBILITY CRITERIA FOR BIDDER

(a) The bidder should have a minimum turnover of Rs. 70 lakh per year in printing/designing/publishing in the last three years. Bidders shall be required to submit copies of Income Tax Returns of the last 3 years along with Turnover certificates attested by a Chartered Accountant.

(b) The bidder should be an advertising/publishing/printing house with an experience of minimum of 3 years in content generation/designing/publishing magazines/coffee table books and should have at least printed/designed/published two (2) coffee table books for Govt Deptt./PSUs/autonomous organizations of Union of India/States/International organizations like WHO, UNICEF, UNFPA, UNDP.

(c) The bidder should have an in-house team of editors, writers, proof readers, designers, image correctors, digital & production and any other personnel and equipment/machinery necessary for carrying out the work. Bidder to submit resumes, Employer's Form 16 and experience of the team members who will be working on this book behalf of the North Eastern Council, Shillong.

(d) The bidder should provide user satisfaction certificates from 2 clients on successful completion of publishing of coffee table book published/printed by them.

(e) The Bidder will submit a certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of North Eastern Council, Shillong regarding commissioning of Coffee Table Book. In the event of the information submitted by bidder is found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of North Eastern Council, Shillong.

(f) The bidder should have a background in providing digital services to client like application for website (E-Book), etc. Bidder to indicate his experience in digital services provided to clients with examples and details.
7. CRITERIA FOR EVALUATION OF TECHNICAL BID

The Evaluation Committee to be constituted by NEC shall evaluate the Technical and Financial bids on the basis of their responsiveness to the qualification/eligibility criteria. The qualification of the agency and the evaluation criteria for the technical bid shall be as defined below.

The criteria defined in Annexure C would be followed for evaluation of technical bids. Only Agencies obtaining a total score of 60% (on a maximum of 100%) or more on the basis of criteria for evaluation given below would be declared technically qualified. Every technical bid shall be awarded an absolute technical score of "T" marks out of as a total of 100 marks.

8. CRITERIA FOR EVALUATION OF FINANCIAL BID

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below:

- The lowest evaluated Financial bid \((Fm)\) will be given the maximum financial score of 100 points. The financial scores \((F)\) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

\[
F = 100 \times \left( \frac{Fm}{Fb} \right)
\]

Where,

\[
Fb = \text{Evaluated amount of financial quote by the particular bidder.}
\]

\[
FM = \text{Lowest evaluated amount of financial quote by the bidder.}
\]

Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives bidders who choose to attend.

{Note: The evaluation of financial bids will be based on the rate per copy inclusive of tax, GST, duties, any other charges, etc}

9. METHOD OF SELECTION:

In deciding the final selection of the Agency, the technically qualified bid will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those Agencies who qualify technically will be opened. The bids with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 30%. For working out the combined score, the North Eastern Council Secretariat, Shillong will use the following formula:

\[
\text{Total points: } (0.7 \times T(s)) + (0.3 \times 100 \times \frac{Fm}{Fb})
\]

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

Example: If three bids, A, B & C were received and the Evaluation Committee awarded them 75, 80 and 90 marks on technical bid respectively, all the three bids would be technically suitable. Further, if the quoted price of bids A, B & C were Rs. 120, 100 & 110 respectively, then the following points for financial bids may be given:

- \(A\): \(\frac{100}{120} \times 100 = 83\) points
- \(B\): \(\frac{100}{100} \times 100 = 100\) points
- \(C\): \(\frac{100}{110} \times 100 = 91\) points
For combined evaluated points, the process would be as follows:
Bid A: \[ 75 \times 0.7 + 83 \times 0.3 = 77.5 \]
Bid B: \[ 80 \times 0.7 + 100 \times 0.3 = 86 \]
Bid C: \[ 90 \times 0.7 + 91 \times 0.3 = 90.3 \]
Bid C, in this case would be considered as H1 (Highest total points)

### 10. TECHNICAL SPECIFICATIONS

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Specifications for 1500 copies</th>
<th>Specifications for 500 copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Work</td>
<td>Creation (Designing) &amp; Printing of Coffee Table Book</td>
<td>Creation (Designing) &amp; Printing of Coffee Table Book</td>
</tr>
<tr>
<td>Quantity</td>
<td>1500 copies Approx. 27.5cm X 27.8cm</td>
<td>500 copies Approx. 27.5cm X 27.8cm</td>
</tr>
<tr>
<td>Size in inches</td>
<td>200 pages including cover</td>
<td>200 pages including cover</td>
</tr>
<tr>
<td>No. of Pages</td>
<td>170 GSM Art Paper</td>
<td>220 GSM Art Paper</td>
</tr>
<tr>
<td>Paper Quality</td>
<td>Hard Bound with Multi Color Jacket Cover</td>
<td>Hard Bound with Multi Color Jacket Cover</td>
</tr>
<tr>
<td>Binding &amp; Colour Schemes</td>
<td>Anywhere and in any size as per requirement/design Photos. The Book must consist of a minimum of 60% pictorial illustrations</td>
<td>Anywhere and in any size as per requirement/design Photos. The Book must consist of a minimum of 60% pictorial illustrations</td>
</tr>
<tr>
<td>Offset Printing of Photographs and illustrations</td>
<td>As per DAVP norms and actual.</td>
<td>As per DAVP norms and actual.</td>
</tr>
<tr>
<td>Cost of Photographs</td>
<td>An e-version for the NEC website, content featuring the contents of the coffee table book.</td>
<td>An e-version for the NEC website, content featuring the contents of the coffee table book.</td>
</tr>
<tr>
<td>Digital</td>
<td>Section sewn with good quality library book style with head and tail bands, flat spine bound with hard case binding machine i.e. perfect binding with hard case. Book mark both side printing 4/c on 300 GSM super white rendezvous or similar grade.</td>
<td>Section sewn with good quality library book style with head and tail bands, flat spine bound with hard case binding machine i.e. perfect binding with hard case. Book mark both side printing 4/c on 300 GSM super white rendezvous or similar grade.</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>NEC logo and India’s National Emblem/Gandhi ji’s Commemorations’ Logo</td>
<td>NEC Logo is to be put on the (Top left) and logo on (top right) spine along with the credit are to be placed on back cover. NEC’s Logo &amp; National Emblem/Gandhi ji’s Commemorations’ Logo will be provided by NEC.</td>
<td>NEC Logo is to be put on the (Top left) and logo on (top right) spine along with the credit are to be placed on back cover. NEC’s Logo &amp; National Emblem/Gandhi ji’s Commemorations’ Logo will be provided by NEC.</td>
</tr>
<tr>
<td>Process of Composing &amp; Printing</td>
<td>Laser typesetting and offset printing. Proofing of the colors will be done by the agency/firm &amp; get approved from NEC before final printing.</td>
<td>Laser typesetting and offset printing. Proofing of the colors will be done by the agency/firm &amp; get approved from NEC before final printing.</td>
</tr>
<tr>
<td>Proof Reading</td>
<td>It will be the sole responsibility of the agency/firm in coordination with NEC.</td>
<td>It will be the sole responsibility of the agency/firm in coordination with NEC.</td>
</tr>
<tr>
<td>Liaison</td>
<td>It will be the responsibility of the Agency/firm to collect &amp; deliver the proofs and each &amp; every related job.</td>
<td>It will be the responsibility of the Agency/firm to collect &amp; deliver the proofs and each &amp; every related job.</td>
</tr>
<tr>
<td>Packing</td>
<td>Each book to be put in 200 GSM paper board envelop to be packed in corrugated boxes 5 ply of 20 copies each.</td>
<td>Each book to be put in 200 GSM paper board envelop to be packed in corrugated boxes 5 ply of 20 copies each.</td>
</tr>
</tbody>
</table>
### Delivery Period

<table>
<thead>
<tr>
<th>Delivery</th>
<th>200 nos. after 30 days from date of job order and balance 45 days from the date of Job Order.</th>
<th>200 nos. after 30 days from date of job order and balance 45 days from the date of Job Order.</th>
</tr>
</thead>
</table>

The Agency will, at her/his own cost, deliver the consignment at the given addresses as and when directed by NEC:

1. L/o Director (IPR), North Eastern Council Secretariat, Nongrim Hills, Shillong – 793003
2. I/C NEC Guest House and Liaison Officer, NEC Guest House, 28, Chanakyapuri, Opposite Tamil Nadu House, New Delhi-110025

### 11. GENERAL TERMS & CONDITIONS

a) The NEC invites Two Envelop tenders for printing of Coffee Table Book;
b) Tenders received after closing date & time shall be rejected;
c) Corrections, if any, in the documents submitted should be duly authenticated with full signature of the authorized signatory, failing which such Bids are liable to be rejected;
d) The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned Bids are liable to be rejected;
e) Each page of documents must be signed including Annexures;
f) All the columns in Technical Bid format needs to fill by the bidders;
g) Bidders who Score more than 60% and above marks in technical bid assessment will qualify for the financial bid;
h) In the event of default in supply, the NEC Sectt reserves the right to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder;
i) The Technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in this regard;
j) Amendments and clarifications, if any, to this tender will be hosted on the website of the NEC at http://necouncil.gov.in/and the NEC Sectt shall not intimate the bidders individually of the same. The bidders, are therefore, advised to visit the NEC’s website regularly till the date of closing of the tender;
k) All material, art work, photographs, write-ups and all such information, etc used in printing of Coffee Table Book will be the property of the North Eastern Council Secretariat and will have sole rights for its use in future. Content shared online must be copyright protected;
l) For verification of information submitted by the Bidders, the Committee at their discretion may, if required, visit the Bidder’s offices at its own cost;
m) The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee;
n) The Bidders shall also assist the Committee in getting relevant information / references/ photographs, etc if desired;

o) The cost indicated in the Financial Bid shall be treated as final and reflecting all inclusive rate of per Coffee Table Book/E-Book;

p) The bidders shall provide Duly Filled and signed Declaration Certificate Attached in Annexure D;

q) Consortium of two advertising or printing or publishing houses would be allowed only for the purpose of execution of job. However, all the technical and financial formalities will have to be met by the main bidding agency in the selection process.

r) The expenditure on travelling, accommodation, any other allowance, etc for collecting, collating, compiling of any data, information or any other such material required for printing of the Coffee Table Book would be borne exclusively by the Agency.

12. **EARNEST MONEY DEPOSIT (EMD)**

   a) The applicants are required to submit an EMD of amount: Rs. 1,00,000/- (Rupees One lakh only). EMD shall be paid by way of Demand Draft in favour of “DDO, North Eastern Council Secretariat, Shillong”, payable at Shillong and should be submitted along with Technical Bid. Such bids would be rejected if they are not accompanied with the EMD.

   b) EMD (without any interest) in case of unsuccessful bidder will be refunded after the award of the job in favour of the successful bidder and his acceptance of the work.

   c) EMD of the successful bidder will be returned (without any interest), after receipt of Performance Security in the form of Bank Guarantee for an amount of 10% of the value of the contract and the performances security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the agency (format of the Bank Guarantee is at Annexure-E.

   d) EMD will be forfeited in the event of a bidder withdrawing or modifying his bid after opening of the tenders and till completion of the tender process, and / or in the event of the successful bidder declining to accept the Job Order without satisfactory reasons.

   e) The Technical Bid shall be rejected if it is not accompanied with the required EMD.

13. **DISQUALIFICATION**

   Even though the Bidders meet the above criteria, they are subject to be disqualified if any Bidder:

   a) Submits the Proposal documents after the response deadlines;

   b) Has a criminal history or has been convicted by any court of law for any of the offences under any Indian laws;

   c) Has any criminal proceedings is/are pending in any court of law in India against any of the Bidder and if any such proceeding culminates into conviction;

   d) Has made misleading or false representation in the forms, statements and attachments submitted;

   e) Do not submit EMD in the Technical bid envelope;

   f) Assigns or sublets the order/contract or any substantial part of the job order to any other agency;

   g) Failed to provide clarifications related thereto, when sought;

   h) Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted.
14. **VALIDITY OF PRICES**

   a) The quoted price should be valid for a period of 180 days from the closing date for submission of bids;

   b) The NEC Secretariat, at its sole discretion, reserves the right to increase/ decrease the quantities or to place a repeat orders as necessary. However, the price offered should remain unchanged till completion of the delivery of the quantity as ordered or two years from the date of Job Order, whichever is later. No request for increase in price shall be entertained during this period except on account of increase in statutory duties, taxes, etc., if imposed by the Government of India/concerned Government;

   c) The Bidders should commit to pass on the benefit to the NEC Secretariat of reduction in statutory duties, taxes, etc, by the Government, during the period of validity of the Job Order.

15. **DOCUMENTATION**

   All relevant documents required for supplying/ shipping the item are to be submitted by the successful bidder at their own cost.

16. **APPLICABLE LAW AND JURISDICTION**

   This contract, including all matters connected with this contract, shall be governed by the India laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Meghalaya High Court, if required. However, all efforts should be made to resolve amicably any dispute that may arise during the period.

17. **RIGHT TO ACCEPT OR REJECT ANY PROPOSAL**

   The North Eastern Council Secretariat, Shillong reserves the right to annul the Tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

18. **CLARIFICATIONS & AMENDMENTS OF TENDER NOTICE**

   During the process of evaluation of proposals, the North Eastern Council Secretariat may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time-frame. The North Eastern Council Secretariat may for any reason, modify the Tender document before the date of submission of proposal. The amendment(s) to the tender document would be clearly spelt out and the Bidders will be given sufficient time to amend their proposal due to such modifications.

19. **BID CURRENCY**

   Prices shall be expressed in Indian Rupees only.

20. **NOTIFICATION OF AWARD OF CONTRACT**

   The North Eastern Council Secretariat will notify the successful bidder by fax/e-mail and confirm by letter that the particular bid has been accepted ("Notification of Award of Contract"). This notification of award shall name the sum which North Eastern Council will pay to the
bidder in consideration of the performance of the scope of work by the bidder as prescribed by the contract. The successful bidder on receipt of “Notification of Award” shall convey his/her acceptance by within seven (7) working days through a letter. The Work Order shall constitute the Notification of Award of Contract with all the conditions and specifications for the work to be performed by the selected agency.

21. PENALTY

In case bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverable as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of Performance Guarantee as well as disqualification of the bidder from participating in future tenders.

22. SUBMISSION OF BIDS

The bids (complete in all respect) must be submitted in Two Separate Covers ‘Technical Bid’ and ‘Financial Bid’:

- The Technical bid should contain the EMD, details of fulfilment of the Eligibility criteria and other technical aspects along with Annexures-A&D, enclosed in an envelope and should be marked ‘Technical Bid’. The Technical Bid should have a forwarding letter with all the necessary documents for the purpose of the tender.

- The Financial bid should contain Annexure-B i.e., Financial bid format enclosed in an envelope and should be marked ‘Financial Bid’. The Financial Bid should have a forwarding letter with all the necessary documents for the purpose of the tender.

- Both the bids should be enclosed in another outer envelope and should be marked “Technical and Financial bid for Designing & Printing of the Coffee Table Book for the North Eastern Council Secretariat”.

Please submit the response to tender to the following address:

Link Officer for Director (IPR),
North Eastern Council Secretariat,
Nongrim Hills,
Shillong : 793003
Meghalaya

23. DISCLAIMER

(a) The information submitted in response to this EOI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Vendors responding to this notice assume the risk of public disclosure if confidential information is included.

(b) This notice is not to be construed as a commitment by the NEC Secretariat to contract for services. Please be advised that the NEC Secretariat will not pay for any information provided as a result of this notice and will not recognize or reimburse any cost associated with submission of proposals.
(c) The NEC Secretariat shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered.

(d) The NEC Secretariat reserves the right:
   (i) To reject any / all applications without assigning any reasons thereof.
   (ii) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NEC Secretariat without assigning any reasons thereof.
   (iii) To include any other item in the scope of work at any time after consultation with prospective agencies or otherwise.
**ANNEXURE-A**

**TECHNICAL BID FORMAT**

To be submitted in the letter head of the firm / agency

(Bidders are encouraged to refer to the evaluation criteria at Annexure-C while furnishing the information)

(I) Details of the Agency:

<table>
<thead>
<tr>
<th>SL.No</th>
<th>Particulars</th>
<th>To be filed in by the Tenderer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Bidder (Agency)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Whether brief profile of the agency is enclosed (Max 2-3 pages)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Address of the Bidder (Agency)</td>
<td>Email ID:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel (with Code).</td>
</tr>
<tr>
<td>4.</td>
<td>Authorised person to be contacted</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Position in the Company:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email ID:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td>5.</td>
<td>Year of establishment</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Whether agency empanelled with DAVP (Yes or No) (copy of empanelment to be furnished)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Details of empanelment with DAVP</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Type of Company (Proprietorship / Public Sector Unit/ Private Limited/ Public Limited) (Copy of certificate to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Registration Details (copy of the registration to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>PAN No: (Copy to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Service Tax No. (Copy to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>GSTN No.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Number of key officials and employees in the agency to be associated with the proposed work</td>
<td>Particular</td>
</tr>
<tr>
<td></td>
<td>Editorial team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writers/ Composers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proof Reading Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Digital team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Production team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Separate sheets may be used, if required)</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>One sample each of the Papers to be used for printing to be attached (inside page and outer cover)</td>
<td></td>
</tr>
</tbody>
</table>
14. The annual turnover of the agency in the area of Printing/designing/publishing activity for the years 2016-17, 2017-18 and 2018-19: (Attach the relevant papers duly certified by Chartered Accountant/Income Tax Return, etc)

15. Bidder’s experience in publishing, printing, content generation, designing coffee table books (Number of years of experience and other details)

16. Bidder’s experience in publishing Coffee Table E-Books (Number of years of experience and other details and attach supporting documents for jobs undertaken previously)

17. Logistics and infrastructure (in detail)

18. Similar assignments done for designing, printing/publishing of coffee table books for Govt Deptt./PSUs/autonomous organizations of Union of India/States/International organizations like WHO, UNICEF, UNFPA, UNDP (name of organisations alongwith year to be mentioned alongwith other details)

(B). A write up on qualification on Content/Design/Digital/Creative Experience and roadmap for the proposed work:

a) Details and experience in creating Coffee Table Books. Kindly emphasise on any experience in compiling and printing Coffee Table Books. Give details in 200-300 words;
b) Write up on production facilities available including logistics;
c) Number, detail and qualification of editor and assistant editorial team with experience (alongwith names);
d) Number, detail and qualification of designing team with experience (alongwith names);
e) Number, detail and qualification of proof reading team with experience (alongwith names);
f) Details and qualifications of art director and assistant design team, photo editor, illustrator, image corrector on the project;
g) Number, detail and qualification of the digital team with experience (alongwith names);
h) Detail presentation on the roadmap for the work (bidders are to provide a comprehensive road map on the entire work);
i) Any other relevant information.

(Self-certified documents on any of the above information may be furnished)
(C) **Details of Software:**

a) Experience in designing/publishing of e-magazines/ e-books (Also mention at least two e-books completed)

b) Experience and professional knowledge in latest design software (e.g: In Design etc). Give details.

c) Expertise in Photographic Hardware & Software. Give details.

(Self-certified documents on any of the above information may be furnished)

Signature

Name of the authorized signatory:

Seal
**ANNEXURE – B**

**Financial Bid Format**

To be submitted in the letter head of the firm / agency

(Please refer to the technical specifications while furnishing the financial bids)

Please quote rate in the following format.

**A. Rate quoted:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>All inclusive Rate per copy in Indian Rupees [Inclusive of all Taxes, levies, delivery charges (for delivery at Shillong and New Delhi), etc]</th>
</tr>
</thead>
</table>
| 1500 copies (Approx) Please see the specifications | (i) Rate per copy (excluding tax etc): ________  
(ii) Rate of Tax, GST, duties (%): ________  
(iii) Tax, GST, duties (amount): ________  
(iv) Delivery charges (to specify): ________  
(v) Any other charges (to specify): ________  
Total:  
In figures .................................................  
In words .................................................... |

**B. Rate quoted:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>All inclusive Rate per copy in Indian Rupees [Inclusive of all Taxes, levies, delivery charges (for delivery at Shillong and New Delhi), etc]</th>
</tr>
</thead>
</table>
| 500 copies superior quality (Approx) Please see the specifications | (i) Rate per copy (excluding tax etc): ________  
(ii) Rate of Tax, GST, duties (%): ________  
(iii) Tax, GST, duties (amount): ________  
(iv) Delivery charges (to specify): ________  
(v) Any other charges (to specify): ________  
Total:  
In figures .................................................  
In words .................................................... |

**C. Rate for E-Book of the Coffee Table Book:**

Rate for the digital version (e-book) for the NEC Secretariat website, if charged separately (if it is left blank, then it will be presumed that the agency will not charge extra for the E-Book)

| (i) Rate for designing the e-book (excluding tax etc): ________  
(ii) Rate of Tax, GST, duties (%): ________  
(iii) Tax, GST, duties (amount): ________  
(iv) Any other charges (to specify): ________  
Total:  
In figures .................................................  
In words .................................................... |

The bidder must submit their financial bid in the prescribed format and no other format is acceptable. The bidder has to invariably furnish the detail break-up of the cost estimates with all components in a separate sheet. It should also include the break-up of any tax, duties, GST, service tax, etc. [Note: Final payment will be subject to tax deduction at source or as per the guidelines or norms/directions of the Government]

Signature

Name of the authorized signatory:

Seal
## Evaluation Criteria (Technical)

The marking system for evaluation of technical bid will be as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Criteria</th>
<th>Points</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Presentation on the roadmap for the job</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>2.</td>
<td>The annual turnover of the agency in the area of printing/designing/publishing jobs for the years 2016-2017, 2017-2018 and 2018-2019 should be at least Rs. 70 lakh in each year: For three years (annual turnover):-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>- Rs. 70 lakh to Rs. 1 crore</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>- More than Rs. 1 crore to Rs. 3 crore</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>- More than Rs. 3 crore</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>3.</td>
<td>Production facilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Editorial team with minimum four numbers</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Design Team four numbers</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Proof Reading Team three numbers</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Digital Team four numbers</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>Experience of the Production team:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Editorial team with minimum four numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- with more than 4 years experience</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>- With less than 4 years experience</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design Team four numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- with more than 4 years experience</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>- with less than 4 years experience</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proof Reading Team three numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- with more than 4 years experience</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>- with less than 4 years experience</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Digital Team four numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- with more than 4 years experience</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>- with less than 4 years experience</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Details of past experience of the agency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printing, Designing &amp; Publishing jobs of Coffee Table Book for Govt. Deptt./PSUs/Autonomous/International Organizations like WHO, UNICEF, UNFPA, UNDP, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Two coffee table books</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>- More than two coffee table books</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>6.</td>
<td>Experience in designing/publishing of e-coffee table book:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upto 2 e-book publications</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>More than 2 e-book publications</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

The Evaluation Committee, NEC, if required, may invite the Agency to make a presentation on the proposed roadmap by the bidder. The expenditure associated with travelling, etc for this purpose would have to be met by the bidder himself. NEC Secretariat will not be liable to make any payment.
Declaration Certificate

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by all of them.

That I/We certified that our agency have not been blacklisted by State/ Central Government or any of its institutions nor are we facing any investigation or/ and inquiry by any Government whether State or/ and Central.

Signature

Name:

Stamp
ANNEXURE-E

Bank Guarantee for Performance Security
(To be furnished only after issuing the work order)

To,

The Link Officer (DIPR),
North Eastern Council Secretariat,
Nongrim Hills,
Shillong – 793003
Meghalaya

WHEREAS:

(A) The North Eastern Council Secretariat, Shillong have issued the work order No......dated...... whereby the North Eastern Council Secretariat, Shillong has agreed to outsource the work of “Designing & Printing of the Coffee Table Book for the North Eastern Council Secretariat”, in favour of the Agency i.e., M/s …………………….(name of the Agency with address).

(B) The Work Order requires the Agency to furnish a Performance Security in the form of a Bank Guarantee to the North Eastern Council Secretariat in a sum of Rs. ........... (Rupees ..............) (the Guarantee Amount) as security for due and faithful performance of its obligations, under and in accordance with the Work Order.

(C) We, ..................... through our Branch at ....................... (the Bank) have agreed to furnish this Bank Guarantee by way of Performance Security.

NOW, THEREFORE, the Bank hereby, unconditionally and irrevocably, guarantees and affirms as follows:

PERFORMANCE SECURITY -

1. The Bank hereby unconditionally and irrevocably guarantees and undertakes to pay to the North Eastern Council Secretariat, Shillong, upon occurrence of any failure or default in the due and faithful performance of all or any of the Agency’s obligations, under and in accordance with the provisions of the Work Order, on its mere first written demand, and without any demur, reservation, recourse, contest or protest, and without any reference to the Agency, such sum or sums up to an aggregate sum of the Guarantee Amount as the North Eastern Council Secretariat shall claim, without the North Eastern Council Secretariat being required to prove or to show grounds or reasons for its demand and/or for the sum specified therein.

2. A letter from the Link Officer (DIPR) or any authorised officer of the North Eastern Council Secretariat that the Agency has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the Work order shall be conclusive, final and binding on the Bank. The Bank further agrees that the North Eastern Council Secretariat shall be the sole judge as to whether the Agency is in default in due and faithful performance of its obligations during the Guarantee Period and its decision that the Agency is in default shall be final, and binding on the Bank, notwithstanding any differences between the North Eastern Council Secretariat and the Agency, or any dispute between them pending before any court, tribunal, arbitrators or any other authority or body, or by the discharge of the Agency for any reason whatsoever.

3. In order to give effect to this Guarantee, the North Eastern Council Secretariat shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/or the Bank, whether by their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
4. It shall not be necessary, and the Bank hereby waives any necessity, for the North Eastern Council Secretariat to proceed against the Agency before presenting to the Bank its demand under this Guarantee.

5. Notwithstanding anything contained hereinbefore, the liability of the Bank under this Guarantee is restricted to the Guarantee Amount and this Guarantee will remain in force until the compliance of the conditions specified in the Work Order and unless a demand or claim in writing is made by the North Eastern Council Secretariat on the Bank under this Guarantee, no later than 60 (sixty) days beyond the date of completion of all contractual obligations of the agency.

6. Upon request made by the Agency for release of the Performance Security along with the particulars required to satisfy the expiry of Guarantee Period, the Link Officer (DIPR) or any other authorised officer of the North Eastern Council Secretariat shall release the Performance Security forthwith.

7. The Bank undertakes not to revoke this Guarantee during its currency, except with the previous express consent of the North Eastern Council Secretariat in writing, and declares and warrants that it has the power to issue this Guarantee and the undersigned has full powers to do so on behalf of the Bank.

8. Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred Branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the North Eastern Council Secretariat that the envelope was so posted shall be conclusive.

9. This Guarantee shall come into force with immediate effect and shall remain in force during the Guarantee Period pursuant to the provisions of the Work Order.

Signed and sealed this .................day of ............, 20 ........at ..............

SIGNED, SEALED AND DELIVERED For and on behalf of the BANK by:

(Signature) (Name) (Designation) (Code Number) (Address)

NOTES:

(i) The bank guarantee should contain the name, designation and code number of the officer(s) of the Bank signing the guarantee. (ii) The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.