

F.No. 110/8/2015-NA
Government of India
Ministry of Coal
O/o Nominated Authority

**World Trade Tower, Barakhamba Lane,
New Delhi, dated 21st January, 2016**

**Subject: Tender enquiry for development, designing, publishing
and Printing of Coffee Table Book on recent coal block
allocation.**

Sealed tenders are invited under two bids system (Technical & Financial) for research, development and preparation of text, editing, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of Coffee Table Book on recent coal block allocation.

1. OBJECTIVE:

Ministry of Coal is in the process of re-allocation of 204 coal blocks cancelled by Hon'ble Supreme Court of India, through e-auction/allotment to various end users under the Coal Mines (Special Provisions) Act, 2015 and rules made thereunder. So far allocation of 70 coal mines have been made successfully through e-auction/allotment generating huge amount of national revenue to the tune of about 3.50 lakh crores over the period of mine life. It may be more relevant as for the first time auction of natural resources has been undertaken anywhere in the world. Nominated Authority propose to create a chronicle of events which would make an interesting reading and may inspire other departments/stakeholders.

2. SCOPE OF WORK

Subject research, theme and content writing, compiling and editing of collected information, subject visual including real high resolution digital photography by a reputed commercial photographer, hand paintings/water colours/sketches/calligraphy/motifs related to subject and theme of international standards done by reputed artists, pre-press work including cover designing, layout styling, composing, arranging text, editing and proof reading text, arranging photographs & visuals, making ready to print electronic file, presenting digitally printed dummy for initial approval, implementing changes and corrections, and submitting Final digitally printed dummy and submitting Ready to Print file on a CD with corrected final copy of digitally printed dummy for record, printing, binding, providing Slip Case printed as per theme and supply of 500 Coffee Table books of approximately 100 pages to Nominated Authority, New Delhi.

PAPER QUALITY REQUIRED:

Cover: Imported Art Matte 128 gsm
Inside Page: Imported Art Matte 170 gsm
End Pages: Maplitho 120 gsm
Dust Jacket: Imported Art Matte 128 gsm
Jacket: Cyber XL 300 gsm

BINDING

Hard Bound Binding Folding, collating, section sewing with strong thread, bound in boards, pasting of printed art paper on the boards with end papers pasted on the inner sides of the boards and also to be covered with printed Jacket etc.

SLIP CASE

Made out of 3MM Mill Board of reputed brand with pastel sheet of 170 GSM Mat Art paper of similar brand used for inside pages duly printed with the design matching the coffee book theme with a thumb-cut for bringing out the book. Inside surfaces of Board will also be applied same pastel sheet duly printed matching the theme.

LANGUAGE

ENGLISH

SIZE

11"x9" approx

TERMS AND CONDITIONS

- (i) The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
- (ii) Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- (iii) Nominated Authority (NA) reserves the right to accept / reject any or all quotations without assigning any reasons therefore.
- (iv) NA reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- (v) The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
- (vi) Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the time of submission of Bids. NA may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
- (vii) NA may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
- (viii) Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
- (ix) Please read the terms & conditions governing the tender carefully.
- (x) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically. The firms should quote clear/unconditional rates strictly for the entire work. There should be no cutting/overwriting in the bids.
- (xi) Payment will be released after completion of entire work. No advance payment or part payment will be made. No price escalation adjustment or any other escalation will be payable at any time.
- (xii) The tenderers are required to deposit Earnest Money of Rs. 10000/- (Rupees ten thousand only) in the form of Bank Draft in favour of Pay & Accounts Officer, Ministry of Coal, New Delhi. The Earnest Money will be refunded to the unsuccessful tenderers after finalization of the bids.

(xiii) Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Quotation for Coffee Table Book" addressed to the "Section Officer (NA), Ministry of Coal, O/o Nominated Authority, World Trade Tower, Barakhamba Lane, New Delhi" may be submitted at the reception of the said office. The quotation should reach by **01.00 PM on or before 01.02.2016** positively. Tender received after the stipulated date/time shall not be entertained. The quotations will be opened on the same at 04.00 P.M. in the presence of the bidders or their representatives who may wish to be present.

(xiv) Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected. The bidder whose quotation is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

(xv) The rates must be all inclusive and complete in itself, properly worked out to cover all the bidder's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the bidder's costs, overheads, cost of printing papers and profits etc. The same shall not be allowed to be reworked.

(xvi) NA does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefore. While placing the Purchase Order, NA further reserves its right to delete or reduce any item without assigning any reason therefor.

SYNOPSIS ON THE DESIGN

Bidders are requested to submit a synopsis on the design and formatting of the Coffee Table Book alongwith the Technical Bid.

ELIGIBILITY CRITERIA

The Technical bids will be evaluated on the basis of the marks awarded on eligibility criteria as under:

Sl.No.	Eligibility Criteria	Maximum Marks
1.	Synopsis/Sample of the Design & Formatting	50
2.	Past Experience	40
i.	In printing & publishing industry	10
ii.	No. of similar publications including research, editing, design and printing for central/state govt./other organizations	15
iii.	No. of Coffee Table Books published for central/state Govt. organizations/other organisations in last five years	15
3.	Volume of sales/Turnover during each of the last three years	5
4.	Time Period for delivery of 500 copies of book from date of award of order (no. of days)	5

A bidder scoring a total of minimum 70 marks will qualify the Technical Bid.

In the financial bid evaluation, the minimum bid received from amongst the eligible shortlisted bidders shall be assigned full weightage i.e. 40% and others would be assigned weightage based on the formula: $40 \times (\text{Minimum bid received} / \text{bid received from the bidder being evaluated})$.

BID AWARD CRITERIA

The bid shall awarded on the basis of combined score under Technical and financial bid as per following weightage.

Weightage for technical bid: 60%

Weightage for financial bid: 40%


21/01/2016
(AJAY KUMAR)
SECTION OFFICER

Copy to:

- ✓ 1. TD, NIC- with request to upload on the Website of Ministry of Coal.
2. SO (Admn.), MoC- with request to upload on the CPP Portal of Ministry of Finance.

Technical Bid
Format for the Technical Bid for 500 copies of Coffee Table Book on
allocation of coal blocks

(All columns are necessary to be filled. Enclosures (wherever applicable) must be enclosed)

Sl.No.	Particulars	Bidders Response
1	Name of the Organization/agency/firm	
2	Name of the Managing Director/Director/Owner/proprietor	
3	Address and Telephone number of the Organization/Agency/Firm	
4	PAN No. (Copy to be enclosed)	
5	Service Tax Registration No. (copy to be enclosed)	
6	VAT Registration No. (Copy to be enclosed)	
7.	Experience (in number of years)	
i	In printing & publishing industry	
ii	In undertaking publications for Central/ State Government/other Organisations	
iii	No. of similar publications including research, editing, design and printing for central/state govt./other organizations	
iv	No. of Coffee Table Books published for central/state Govt. organizations/other organisations in last three years	
8	Name of the Important Clients/Firms/to whom such services has been rendered/are being rendered by the organization/agency/firm	
9	Volume of sales/Turnover during each of the last three years ending on 31.03.2015 in designing and publishing business	
10	Time Period for delivery of 500 copies of book from date of award of order (no. of days)	
11	Earnest Money Deposit in favour of "PAO, Ministry of Coal" through Bank Draft only payable at New Delhi. (Cheque will not be accepted)	D/D No.-----dated----- ----Name of the Bank----- Payable at New Delhi, Rs. 10000/-

Bidders are also requested to submit a synopsis/samples on the design and formatting of the Coffee Table Book alongwith the Technical Bid.

Signature.....
Name of the Proprietor/Director/Owner.....
Seal of the Company/Firm/Proprietor.....

Financial Bid

Format for the Financial Bid for 500 copies of Coffee Table Book on coal blocks allocation

Name/Address/Telephone No. of the Agency/Organisation/Firm	
Total Cost all inclusive for designing and printing of 500 copies of Coffee Table Books as per Specification in tender	Amount: Rs.....
Taxes/VAT applicable may be indicated separately	
Total	Amount: Rs.....

(Rupees in words.....)

Signature:.....

Name:.....

(Proprietor/Director/Owner with stamp)

Important terms:-

1. Details as above may be given on Organization/Agency/Firm letter's head signed by the Authorised signatory.
2. Applicants should strictly adhere to the application format.
3. Financial Bids may be submitted in a super scribed envelop.