

**NATIONAL FILM ARCHIVE OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING
LAW COLLEGE ROAD**

**NOTICE INVITING TENDERS FOR DESIGNING OF TABLE CALENDER, 2019 WITH
COVER FOR NATIONAL FILM ARCHIVE OF INDIA (NFAI)**

Sealed Tender Offers are invited from eligible Authorized registered dealers/designing house for Designing of Table Calendars and Booklet in English for the year 2019 for NFAI on “**Iconic Monuments/Heritage Sites in India Cinema**”

Important Dates:

Sl. No.	Particulars	Important Dates
1.	Tender No and Date	Tender No. 302/47/2017-NFHM Dated: 29 th October 2018
2.	Last Date of submission of Bids	12 th November 2018 at 3 PM
3.	Date of Opening of Bids	12 th November 2018 at 4 PM
4	Details of the person providing the images/photographs	1. Smt. Arti Karkhanis, Library and Information Assistant, email id : nfaidocumentation@gmail.com
4.	Address of Communication	Administrative Officer, National Film Archive Of India, Law College Road, Pune-411 004. nfaiaccts79@gmail.com
5.	Fax No	020-25670027

Instructions to bidders:

This tender document is divided in 6 parts as below. Bidder are requested to kindly read the tender document carefully and submit the bids according the directions as laid down in tender document.

Annexure I : Scope of work

Annexure II : Eligibility criteria.

Annexure III : Bidding Procedure and submission of the Bids conditions are enumerated at Annexure

IV :The general Terms and conditions

Annexure V : Performance Guarantee Format.

Annexure VI : Price Bid Format

(D.K. Sharma)
Administrative Officer
Tel: 020-25659379

Annexure I

Technical Specifications of the Table Calendar with cover, 2019

S.NO	Name of Item	Scope of work
1	Designing of Table Calendar for NFAI	<ol style="list-style-type: none"> 1. Designing, Page Layout, Design, Artwork for inner pages. Cover concept, Design, Artwork, content writing, editing etc. and proof reading of the content in consultation with NFAI. 2. Calendar Size= 9inch x 8 inch. 3. Size of the images = 8inch x 6 inch. 4. Image editing/Enhancement, Restoration, color Correction and make ready image files for Printing. 5. The final design work should be completed within 10 days from the date of issuing work order. The final designs should be submitted to printing agency, in the format desired by them. 6. The agency has to incorporate a QR code containing information about the film. 7. The bidder has to submit a dummy design from the images to be from the concerned person at NFAI, which will form the basis of evaluation.
2	Designing of Booklet	<ol style="list-style-type: none"> 1. Size 7inch x 5 inch, Pages 35 (front and back) 2. Designing, Page Layout, Design, Artwork for inner pages. Cover concept, Design, Artwork, content writing, editing etc. and proof reading of the content in consultation with NFAI. 3. The bidder has to submit a dummy design from the images to be from the concerned person at NFAI, which will form the basis of evaluation.

Annexure II- Eligibility Criteria

Sr. No	Criteria	Supporting document
1	The bidder should be a registered entity under the relevant Acts in India.	Copy of the certificate of registration to be provided
2	Experience: The Bidder must have minimum three years of experience in similar work in any organization, Central/State Govt. / PSU / Commercial organization.	Minimum 3 Work Orders / Purchase Orders / Contract showcasing similar work.
3	The Bidder must have a valid PAN, GST Number, etc.	Copy of all the certificates to be submitted
4	The Bidder must have office in Pune/Mumbai as on date of submission of the Bid response to this RFP	Necessary Government issued documentary evidence to be provided
5	The Bidder must have an average turnover of 10 lakhs on the past 3 financial years i.e. 2015-16, 2016-17and 2017-18.	Audited P&L statements and letter from a Chartered Accountant for substantiating proof of turnover to be provided
6	The Bidder must not be blacklisted by any Central Government/State Government/Autonomous Bodies of Central and State Government	Self-certification on the Bidders letter head to be provided

Annexure III

Bidding Procedure and submission of the Bids.

1. Bids are invited in two bid system, (1) Technical and (2) Financial, which shall be sealed separately and enclosed in one single sealed envelope. The Technical Bid must be accompanied by a Earnest Money Deposit (EMD)/Bid Security of an amount of Rs. 10000 (Rs. Ten Thousand) in the form of bank draft in favour of Administrative Officer, National Film Archive of India, Pune. EMD is to remain valid for a period of forty five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs) as defined in MSEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.
2. The Technical bids without “EMD/Bid Security” will be summarily rejected.
3. The Technical Bids of all the bidders will be opened on pre scheduled date, time & venue. If the Bid opening could not held on pre scheduled date, time, then all bidders/applicants will be informed individually about the rescheduled date &time.
4. The Commercial Bids of only successful Technical Bidders will be opened later and technically successful bidders will be informed accordingly.
5. Sealed Bids shall be received, not later than 12th November 2018 by 1500 hrs, No Bids will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
6. All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.
7. The complete bid shall be submitted /dropped in the tender box located at ground floor of near Administrative Section of NFAI.
8. The first envelope shall be super scribed with the name of work and the words "Technical Bid" in capital letters. The first envelope shall be opened on the date of opening of tender. The bidder should specifically provide full technical details of the service offered and also shall provide full details of deviation they intend to make from the technical specifications and contract terms detailed in the Bid. No price details shall be given in this envelope. Violation to this would result invalidation of tender. The Bid Security shall be enclosed

with envelope marked "Technical Bid".

9. The second envelope shall be super scribed with the name of work and the words "Price Bid "(Financial)" in capital letters. It shall contain full details of the price & commercial conditions. Any deviation from our standard conditions shall be specifically spelt out.
10. **Performance Bank Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private section bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 7 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of Contract period. The specimen of PBG is given in Annexure.

Technical Criteria:

Sl. NO	Criteria	Marks
1.	Profile of the Bidder	20
2.	Past Experience	20
3.	Designing team composition with complete profile of each person.	20
3.	Presentation of the Hard copy of the sample calendar with images from NFAI.	40
	Total	100

The bidder who scores more than 70 marks in the Technical Criteria shall be eligible for opening of Financial Bids. The bidder is required to showcase hard copy of the sample calendar (dummy copy) to NFAI.

Evaluation Methodology

Combined Quality cum Cost Based System (CQCCBS) method would be adopted for selecting the successful bidder on the basis of 70:30 ratio, wherein 70% weightage would be given for technical soundness of the bidder, and 30% weightage would be given for financials.

Technical Score: (X)

The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

X of the qualifying Bidder = Marks Scored by the respective Bidder

Only those Bidders who have secured a minimum Technical Score of 70 marks shall be declared as qualified for evaluation of their 'Financial Bid'.

Financial Score: (Y)

The financial offers shall be evaluated on the basis of total cost offered by the Bidder for the NIT.. For any other calculation/ summation error etc. the bid may be rejected.

Based on the Financial Quote given by the Bidder, the Relative Financial Score (Y) will be calculated as below, only for the qualifying bidders.

'Y' of the qualifying Bidder = $\frac{\text{Lowest quoted offer of the qualifying Bidder}}{\text{Offer quoted by the respective qualifying Bidder}} \times 100$

The marks secured as above shall be the Relative Financial Score (Y) of the Bidder for the project.

Composite Score of the Bidders (CS)

The Technical Score (X), and Relative Financial Score (Y), as per Clause No., secured by each Bidder will be considered for computing the Final Composite Bid Score.

The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The overall score will be calculated as follows:- $C_s = (0.70 * X) + (0.30 * Y)$ Where, C_s = Final Composite Bid Score
 X = Total Technical score of the qualifying Bidder
 Y = Total Relative Financial Score of the qualifying Bidder
Composite score of the Bidders for a Project shall be worked out as under:

Annexure IV

General Terms and Conditions:

1. The images/photographs being supplied by NFAI shall be property of NFAI and the bidder has no right to use/utilize in any other form for any other party at any event or work. The final work shall be handed over to NFAI after completion in the format as decided by NFAI.
2. The images/photographs must be collected from Smt. Arti Karkhanis, Library and Information Assistant.
3. Bidder should have in-house team of designers who shall carry out the work, sub contracting of any kind shall be liable for rejection of the bids.
4. The Bid should be submitted inclusive of all taxes/Octroi/duties and charges for delivery as per requirement.
5. No other charges shall be payable except for the rate quoted for the quantity mentioned. The Octroi charges will also be borne by the bidder.
6. No modification in the rates will be accepted and entertained except in case of changes made including designing of Table Calendars and agreed by NFAI.
7. Conditional Offers are liable to be rejected.
8. No advance payment will be made to the successful bidder.
9. Tax Deducted at Source (TDS) will be deducted from the final bills as per IT Act in force.
10. Delivery at NFAI should be completed within 10 days from the date of final approval of dummy calendar or issue of Purchase Order, whichever is later. Any delay in adhering to the delivery date shall be liable for penalty of 2% per week.
11. If the work is found to be of substandard quality than NFAI will have the right to make suitable deductions from the amount payable or reject the material delivered without paying any price/compensation. The decision of NFAI shall be final.
12. Any delay beyond one week in adhering to the prescribed delivery schedule or failure to supply agreed specifications and designs would entitle NFAI to cancel the order. In such an event NFAI shall not be liable to pay any amount and supplier shall not be entitled to recover from NFAI any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time NFAI shall be entitled to recover the loss which NFAI may incur on account of non-delivery or late delivery or on account of

placing orders with other supplier and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which NFAI is forced to place fresh orders.

13. Bids received by way of FAX or other medium other than physical medium shall be rejected.
14. NFAI shall reject incomplete bids.
15. The successful bidder shall be decided on financial proposal inclusive of all taxes.
16. The bidders must submit their bids addressed to 'National Film Archive of India, Law College Road, Pune-411004'
17. The Competent Authority shall have the right to modify/alter/cancel any or all of the conditions of the tender without any reason whatsoever.

(D.K. Sharma)
Administrative Officer
Tel: 020-25659379

Annexure-V

Performance Bank Guarantee Format

From:

Bank _____

To

The President of India through National Film Archive of India
Ministry of Information & Broadcasting
Government of India
New Delhi.

Dear Sir,

Whereas you have entered into a contract No.
Dt.....(hereinafter referred to as the said Contract with
M/s....., hereinafter referred to as the
“Contractor/Supplier” for supply of services as per Part-II of the said contract to the said
contractor and whereas the contractor/supplier has undertaken to produce a bank guarantee for
10% of total Contract value amounting to.....to secure its obligations to the
President of India. We the.....bank hereby expressly, irrevocably
and unreservedly undertake and guarantee as principal obligors on behalf of the
contractor/supplier that, in the even that the President of India declares to us that the goods have
not been supplied according to the Contractual obligations under the aforementioned contract, we
will pay you, on demand and without demur, all the any sum up to a maximum of
..... Rupees... only. Your written demand shall be conclusive
evidence to us that such repayment is due under the terms of the said contract. We undertake to
effect payment upon receipt of such written demand.

1. We shall not be discharged or released from this undertaking and guarantee by any
arrangements, variations made between you and the Contractor/supplier indulgence to the
Contractor/Supplier by you, or by any alterations in the obligations of the Contractor/Supplier or
by any forbearance whether as to payment, time performance or otherwise.

2. In no case shall the amount of this guarantee be increased.

3. This guarantee shall remain valid for 14 months from the effective date of contract according to the contractual obligations under the said contract.

4. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

5. This guarantee shall be a continuing guarantee and shall not be discharged by an change in the constitution of the bank or in the constitution of M/s.....

ANNEXURE VI
PRICE BID FORMAT

(To be submitted on the letterhead of the bidder)

S.NO	Name of Item	Scope of work	Lump Sum Amount In Rs.
1	Designing of Table Calendar for NFAI	<ol style="list-style-type: none"> 1. Designing, Page Layout, Design, Artwork for inner pages. Cover concept, Design, Artwork, content writing, editing etc. and proof reading of the content in consultation with NFAI. 2. Calendar Size= 9inch x 8 inch. 3. Size of the images = 8inch x 6 inch. 4. Image editing/Enhancement, Restoration, color Correction and make ready image files for Printing. 5. The final designs should be submitted to printing agency, in the format desired by them. 	
2	Designing of Booklet	<ol style="list-style-type: none"> 1. Size 7inch x 5 inch, Pages 35 (front and back) 2. Designing, Page Layout, Design, Artwork for inner pages. Cover concept, Design, Artwork, content writing, editing etc. and proof reading of the content in consultation with NFAI 3. The bidder has to submit a dummy design from the images to be from the concerned person at NFAI, which will form the basis of evaluation. 	
		Add: GST as applicable	
		Total (In Words)	Total in figures

Name and Seal of the Bidder
With Stamp

Date:
Place:

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.