NOTICE

INVITING TENDERS FOR DESIGNING AND TYPESETTING OF WEEKLY EDITION OF “PRIME” (PRICE INDICATOR OF MARINE PRODUCTS EXPORT)

The Marine Products Export Development Authority (MPEDA), Ministry of Commerce and Industry, invites tenders for the ‘Re-designing and typesetting’ works of its weekly edition of ‘Price Indicator of Marine Products Export (PRIME)’, which is being published in English.

The sealed tenders should reach the following address not later than 2.00 p.m. on 10.11.2017

Deputy Director (STATISTICS)
The Marine Products Export Development Authority MPEDA House,
Panampilly Avenue,
Kochi — 682 036, Kerala

Eligibility criteria

• The bidder should have owned fully fledged designing and artwork systems with all the required state of the art infrastructure facilities like hardware and software systems.

• Capability to content editing (content will be providing as word – excel files/e-mail/hard copy), proof reading and typesetting in English language.

• The bidder shall do the laying out of the pages; with the capability to do even last minute changes and corrections.
• The bidder should be able to ensure that the manpower in hand is capable of executing the work of the journals at a fast pace and execute the raw data given authentically.

• The bidder should have at least 5 years of experience in production of magazines, brochures, journals and annual report etc.

• The bidder should have an annual turnover of at least Rs.50 Lakhs, average for last three years.

• The bidder should have a dedicated team with sufficient employee strength including designers, content writers/editors with journalism background for undertaking the project.

Scope of Work

1) Subject to overall supervision and control by MPEDA, the scope of services to be provided will include:

• The designing, layout and typesetting of the weekly edition of ‘Price Indicator of Marine Products Export (PRIME)’ in English for an initial period of one year, extendable on the basis of the performance.

• The agency will also do content editing and proof reading, vetted by MPEDA officials.

• The input matter will be given as softcopy (word/excel/e-mail etc) or hardcopy to the agency on every Wednesdays. Photographs if needed will be provided by MPEDA.

• The agency shall prepare the final draft as a pdf version and send back to the Statistics Section of MPEDA for approval before noon of next day (Thursday), the approved version with comments if any for changes will be send back to the agency on Thursday itself.

• The final pdf version should reach the Statistics Section of MPEDA before 12 Noon of every Friday.

2) In rendering the required services as per the scope of work, the agency will be required:

• To be subject to MPEDA’s overall supervision and control.
• To be responsible for the timely delivery of the print ready files as per the timeline prescribed by MPEDA.

• To provide all such services as may be reasonably required by MPEDA for the layout, typesetting and design of the edition in a timely manner.

3) The final typeset vetted proof shall be given in print ready format as pdf file or in any other appropriate format on the same day when the input matter shared by MPEDA.

4) A low-resolution copy of the version shall also be provided for placing the same in MPEDA website for readers.

5) Payment Terms: MPEDA will pay 40% advance payment in the beginning of every month and the remaining 60% payment will be done after the printing/publishing of the issues (4 to 5 in numbers) every month.

6) All data and inputs for the edition of ‘PRIME’ for each week will be handed over by MPEDA at the most by every Wednesday or prior based on the availability of price information from the field offices.

7) The final printable version of the bulletin for a week shall be made available by the approved agency before noon of each Friday.

GENERAL INSTRUCTION TO CONTRACTORS AND SPECIAL CONDITIONS

1. Sealed Tenders shall be submitted in two envelopes consisting of following:

   **Cover 1**: Part -I - Technical Bid - accepting terms and conditions of the tender furnishing details as per Annexure A. Prototypes of design works shall accompany the Technical bid.

   **Cover 2**: Part- II - Commercial Bid as per Annexure B

   Both the covers should be properly sealed and clearly super-scribed as

   "Part-1 Technical Bid - Tender for designing, artwork and typesetting of MPEDA weekly publication ‘Price Indicator of Marine Products Export (PRIME)’"
“Part- II Commercial Bid- Tender for designing, artwork and typesetting of MPEDA weekly publication ‘Price Indicator of Marine Products Export (PRIME)’

Tenders should be addressed to Deputy Director (Statistics), The Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi — 682 036, Kerala, with respective cover details, so as to reach not later than 2.00 p.m.on 10.11.2017.

Bids not submitted in two separate covers will be summarily rejected.

1. No Tender will be entertained after 2.00 p.m. on 10.11.2017 under any circumstances, whatsoever.

Part - I: Technical Bid will be opened on 13.11.2017 at 3.00 p.m.
Part - II: Commercial Bid of the technically qualified vendors will be opened on the same day or later, which shall be advised separately to them.

3 Technical Bid will be evaluated by the committee of MPEDA Officials and the commercial bid for the technically acceptable tenderers shall only be opened and reckoned for deciding the commercial bid.

4 The bidder must substantiate all claims made in the Technical Bid by submitting the copies of the following documents as enclosures to the technical bid:

- Copy of The Annual Reports/Audited Balance Sheet, IT Return for the last 3years
- Statement of Experience (including name of clients/s, nature of project and no. of years) in executing Multilanguage work, designing and production of brochure and other journals.
- PAN No., TAN No., ST No. & Service Tax No., GST / VAT No. (whichever is applicable)
- Profile of Management Team, Organization Structure, Employee Strength
- Prototypes of design / artworks suggested for PRIME.

5. The Tender shall remain valid for an acceptance period of 45 days from the date of opening the financial bid and the tenderer shall not cancel or withdraw the tender during this period.
6. If the tenderer cancel or withdraw the tender during this period, they may get automatically disqualified from bidding during the re-tendering process for this publication and also be debarred from bidding for other MPEDA publications for a period of 1 (ONE) year, whichever is more.

7 (a) Each page of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, General Specifications, and Special Conditions etc., as laid down. Any tender with any of the documents not so signed will be rejected.

8 (b) The tender submitted on behalf of a firm shall be signed by the person who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the tender may be rejected by MPEDA.

1. MPEDA reserves the right to reject any/fail applications without assigning any reasons thereof. Mere submission of an offer to MPEDA does not entitle an applicant to any benefits/rights/preference.

2. Canvassing in any form is prohibited and will lead to disqualification.

3. The bidder shall keep confidential all the information relating to work or to any other aspect of MPEDA’s business that comes into its possession as a result of or in connection with its work under this work.
I. CONTRACTOR TO INFORM HIMSELF FULLY:

If the contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the size and scope of the work or the specifications and drawings or any other matter concerning the contract he shall in good time, before submitting his tender, put forth the particulars thereof and submit them to MPEDA in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.

In case of any clarification you may please contact the following officials on any working day during office hours:-

Deputy Director (Statistics)
The Marine Products Export Development Authority
MPEDA House, Panampilly Avenue,
Kochi — 682 036, Kerala
Tel. No.: 0484-2321722
Email: stat@mpeda.gov.in

I/We hereby declare that I/ We have read and understood the above instructions for the guidance of tenderers.

Authorised Signatory Name:
Date:
Place:
Seal:
## Annexure A

**TECHNICAL BID**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the bidder/printer</td>
<td></td>
</tr>
</tbody>
</table>
| 2.    | Address — Office  
With Name of the contact person and telephone & fax numbers and email address |        |
| 3.    | Local sales tax Registration No., PAN No., TAN No, VAT No, or GST No. |        |
| 4.    | Whether all ARTWORK related activities are done at one place or at different place. |        |
| 5.    | Banker and their address, a/c no. with RTGS/N EFT details. |        |
| 6.    | Whether you have minimum 5 years of experience in handling typesetting, designing, artwork works and translation for brochures, magazine etc. Say "Yes" or "No" |        |
| 7.    | Constitution of the company |        |
| 8.    | Whether you have done any work for MPEDA or any other government organizations in the past  
If yes, give details (copy of work order) |        |
Checklist for documents enclosed:

1. Copy of the Annual Report/Audited Balance Sheet, IT Return for the last 3 years
2. Copies of satisfactory work completion certificates from the client (at least two).
3. Statement of Experience (including name of clients/s, nature of project and no. of years) in executing the project similar to the scope of work mentioned above.
4. PAN No., TAN No., ST NO. & Service Tax No., GST /VAT No. (Whichever is applicable)
5. Profile of Management Team, Organization Structure, Employee Strength
6. Samples of artwork designs suggested for PRIME.
7. Photographs of office/facility.

   a) The Signatory of the tender should be duly authorized by the concerned firm to sign these kinds of tender documents on behalf of the firm. Authority given by the firm to the signatory of the tender document to be attached.

   b) Proof of 5 years of experience in typesetting and designing of magazine/brochures/News-letters and such print artworks including translation.

   c) Acceptance of all the terms and conditions stipulated in the tender document by signing on each page of the document.

I / We confirm that the information provided above is correct to the best of my knowledge and any concealment off acts will read to my disqualification at any stage by the Board.

Authorized
Signatory Name:
Date:
Place:
Annexure B

COMMERCIAL BID

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Cost per page (Rs.)</th>
<th>Taxes (Rs.)</th>
<th>Total (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Designing of pages including content editing, DTP works, layout, typesetting of text and pictures and proof reading (rate per page)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Designing of front page</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
Commercial bid shall be evaluated on the basis of unit cost per page for designing, layout and DTP works. Bidder must submit all-inclusive quotation indicating the cost of completing the jobs, mentioned under ‘Scope of Work’.

**********