

TENDER NOTICE

Ref: PMP-PUB/GEN/21/2023-PMP

10.11.2023

TENDER FOR PRINTING & DELIVERY OF MPEDA COFFEE TABLE BOOK

Bids are invited from reputed firms for Printing & Delivery of MPEDA - Coffee Table Book (Exporter) as per the requirements in the tender document, available on the web sites - <https://gem.gov.in> & www.mpeda.gov.in

The bid must be submitted online through GeM portal on or before 04.12.2023 at 12:00 PM.

TENDER FORM

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(Ministry of Commerce & Industry, Government of India)

P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

Phone: + + 91-484- 2321722, 2312812, 2311901

E-mail:pub@mpeda.gov.in

Web Site: <http://www.mpeda.gov.in>

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THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(Ministry of Commerce & Industry, Government of India)

P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

Name of the work	Printing & delivery of MPEDA - Coffee table Books (Exporter)
Bid Security (Earnest Money Deposit)	Rs. 25,000 (Rs. Twenty-five thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of " Secretary - MPEDA ", payable at Ernakulam
Last Date and Time for receipt of Bids	04.12.2023 , 12.00 PM
Time and Date of Opening of Technical Bid	04.12.2023, 12.30 PM
Place of Opening Bid	Division of the Deputy Director (M.P.) MPEDA Head Office P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036. Tel: +91 0484 2311901 E-mail: pub@mpeda.gov.in

TENDER DOCUMENT
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
HEAD OFFICE, KOCHI – 682 036

TENDER DOCUMENT FOR PRINTING & DELIVERY OF COFFEE TABLE BOOK

A. Introduction

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as "Authority") is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

B. Job Description

Tenders in prescribed format are invited from reputed printers for **Printing and delivery of Coffee Table Book**'.

Tender document can be downloaded from websites - <https://gem.gov.in> and www.mpeda.gov.in. The last date for submission of tenders is **04.12.2023 at 12.00 hours**. The bids shall be opened on **04.12.2023 at 12.30 hours** in the presence of the bidder's representative who choose to be present at the MPEDA Head Office during the evaluation process. **The Technical bid and financial bid should be uploaded in separate files. The bidder will be disqualified if the technical bid and financial bid are uploaded in single file.** Bids can be submitted /uploaded through the **GeM Portal - <https://gem.gov.in>** on or before **04.12.2023 at 12.00**

The financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and scores minimum mark mentioned in the technical bid evaluation. After the technical evaluation , the financial bids of the bidders who score marks above **70** only will be opened.

Those who are meeting the eligibility criteria and are interested to print & deliver the Coffee Table Books subject to the terms and conditions may submit the quotes through the **GeM Portal - <https://gem.gov.in>**. The bidders may furnish the physical copies of their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

C. Eligibility Criteria

(i) Essential

1. The bidder shall be reputed printer (herein after referred as "Vendor") having an average financial turnover of **Rs. 15 (Fifteen lakh)** and above during the last three years commencing from 2020-21. The printer should posses machinery with latest technology for high quality printing.

2. The vendor should have minimum 5 years experience in printing & delivery of publications.
3. Vendor should have experience in printing of **coffee table books** (3 work orders received for the last three years to be submitted).
4. One sample of Coffee table book printed by the vendor should be submitted physically/by post. Technical evaluation of the bids will not be considered if sample coffee table book is not received.
5. The vendor should have received at least 2 work orders of value 1 lakh and above per year for printing of Annual Reports/Books/catalogues with more than 3,000 copies in last 3 years.
6. The vendor should have audited financial statement (Balance Sheet & Profit & Loss Account) for previous 3 years.
7. Vendor should have GST registration
8. Vendor should have experience with proof for printing & delivery of publications to Union/State government / PSUs/Private Enterprises etc.

(ii) Desirable

1. Awards / certificates of excellence received, if any.

D. Terms and conditions

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 25,000 (Rupees Twenty-five thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **Secretary, MPEDA** payable at **Ernakulam**. The scanned copy of Bank draft should be kept along with Technical bid and the original Bank Draft to be submitted to Deputy Director, P & MP , MPEDA HO, Panampilly Nagar, Kochi.
2. **The work order will be issued to the successful bidder and successful bidder shall submit a copy of the work order duly signed as the acceptance of work order.**
3. **The successful bidder shall submit a performance security deposit equivalent to 3% of the quoted value along with the acceptance of work order.**
4. The vendor should have a full fledged printing place with modern machinery.

5. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
6. The vendor shall print & deliver the Coffee Table Books, in accordance with the contract to the complete satisfaction of the Authority.
7. Delivery location of publications shall be MPEDA Head Office, Market Promotion Section.
8. Vendors are advised to understand the magnitude of the job involved before submitting the bids.
9. In case of default on the part of the agency in carrying out any order, Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Authority and will be deducted by the Authority from any money due or it may become due to the agency.
10. The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
11. Canvassing in any form by the agency directly or by any other agency / person on their behalf may lead to disqualification of their bid.
12. Please note that falsification/suppression of information shall lead to the disqualification, forfeiting of EMD and blacklisting of the vendor.
13. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
14. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by giving 5 day's notice to the vendor. Even otherwise the Authority will have the right to terminate the engagement of vendor by giving 10 day's notice.
15. The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
16. The Authority reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.

17. The Authority is under no obligation to accept the lowest or any tender received in response to this tender notice.
18. Tender document should be signed on all the pages by the Authorized signatory along with seal of the vendor.
19. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
20. In the event of the vendor committing a breach of the contract the Authority is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority besides forfeiture of the EMD.
21. Details of Printing requirement

Sl. No.	Printing work	No of copies
1	Coffee Table Book (Exporter)	700

22. Tech. specifications of the publications:

2. COFFEE TABLE BOOKS (EXPORTERS)	
No. of copies	700
Size	23.5 x 30.5 CM
Paper	Inner - 130 GSM Art Paper, Cover and Jacket - 170 GSM Art Paper with lamination
Printing	Multi Color
Binding	Hard Case binding with Stitching, lamination
Extra	Slip in case box (Kappa Board) with lamination, die cutting
Pages	300 + cover

23. All the Coffee table books should be delivered at MPEDA Head Office, Market Promotion section, Panampilly Nagar - Kochi .

24. Although the tender is for specified numbers, MPEDA reserves the right to place further orders in multiples of 100 numbers. The additional orders will be placed at least two weeks before the delivery date.

21. The material for printing in pdf form will be provided after the acceptance of Work Order.
22. Any damaged publications will be returned to the bidder and the final quantity will be counted accordingly.
23. If there is a requirement of Advance Payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
24. Maximum advance payment is limited to 30% subject to the submission of bank guarantee for equivalent amount. Remaining 70% would be settled, after submission of the final bills and other required documents.
25. If there is a mis-match between the numbers of publications delivered at the venue, the count by MPEDA representative will be final.
26. EMD amount of successful bidder will be retained as security deposit and will be adjusted during the final settlement.

E. **Selection Method & Criteria**

The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, MPEDA shall determine whether each bid is

- a) Complete
- b) Is accompanied by the required information and documents towards Eligibility Criteria and
- c) Is substantially responsive to the requirements set forth in the tender document

The evaluation shall be based on the technical and financial parameters. The weightage for the technical parameters shall be 70% and the financial parameters shall be 30%.

a) Pre-bid meeting will be conducted as online mode on 15.11.2023. Link will be given in the website. (**https://mpeda.gov.in/?page_id=1162**)

b) Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

$St = T * 0.70$ where T is the Technical score awarded to the bidder as per Technical Evaluation Criteria

c) Financial Weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

The Commercial scores of all the other proposals will be determined by $Sf = 30 * Fm/F$ (Fm = Lowest evaluated tender cost, F = value of Commercial proposal under consideration).

c) Final Selection: Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as $S = St + Sf$.

The technical evaluation criteria are broadly defined as under. Bidder has to provide documentary proof against each criteria as a part of technical proposal.

Scoring pattern

No.	CRITERIA FOR EVALUATION	Max Marks (St)	Documents needed
1	EXPERIENCE IN PRINTING BOOKS/ PUBLICATIONS ETC	20 MARKS	1. Work order copies
a.	More than 5 years up to 7 Years	10	
b.	More than 7 years up to 10 Years	15	
c.	Above 10 years	20	
2	AVERAGE TURNOVER FOR LAST THREE YEARS	20 MARKS	1. Certified balance sheets 2. IT returns
a.	Above 15 to 50 Lakh	10	
b.	50-100 Lakh	15	
c.	Above 100 Lakh	20	
3	Work orders for printing of Coffee Table Book (As per the specification mentioned in the clause no. 22 in the tender)	40 MARKS	1. Work order copies
a	3 work orders in last three years	20	
b	4-6 work orders in last three years	30	

c	More than 6 work orders in last three years	40	
6	Other Scoring Parameters	20 MARKS	1. Work order copies
a.	Work with Govt/ PSU (2 work orders 5 marks for each work order with max 10 marks)	10	
b.	Material and print quality of the sample Coffee Table Book submitted physically	10	
	TOTAL	100	

1. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of printer is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	10/11/2023
2	Pre Bid meeting	15/11/2023
3	Last Date for Online Submission of Bid	04/12/2023, 12.00 pm
4	Date for Opening of Technical Bid (-1)	04/12/2023, 12.30 pm
5	Opening of Financial Bid (-2)	08/12/2023, 12.00 pm

How to apply

Application of agencies/ bidders that fulfill the criteria only would be considered by the Authority. Mere accepting the application by the Authority would not guarantee the award of contract.

Bids can be submitted /uploaded through the **GeM Portal - <https://gem.gov.in>** on or before **04.12.2023 at 12.00 PM**

Technical Bid

Last date for online submission of application is upto 04.12.2023 at 12.00 PM

From

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To

The Deputy Director

The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
P. B. No. 4272, MPEDA House,
Panampilly Nagar,
Kochi – 682 036.
Tel: 0484 2311 901
E-mail : pub@mpeda.gov.in

No.	Particulars	Details to be filled in by the Agency
1.	NAME	
2.	REGISTERED OFFICE	
3.	NEAREST OFFICE BRANCH IF ANY IN KOCHI	
4.	CONTACT PERSON	
5.	ADDRESS	
6.	PHONE	
7.	MOBILE	
8.	EMAIL	

9.	YEAR OF INCORPORATION	
10.	PAN CARD (Copy to be attached)	Yes / No
11.	INCOME TAX RETURNS (Copies to be attached)	Yes / No
12.	SERVICE TAX REGN (Copies to be attached)	Yes / No
13.	TIN REGISTRATION (Copy to be attached)	Yes / No
14.	TURN OVER 2020-21	
15.	TURN OVER 2021-22	
16.	TURN OVER 2022-23	
17.	AUDITED BALANCE SHEET LAST 3 YEARS (Copies to be attached)	Yes / No
18.	COMPANY REGISTRATION CERTIFICATE (Copy to be attached)	Yes / No
19.	WORK ORDERS FOR THE PRINTING & SUPPLY OF MORE THAN 3,000 COPIES (Work order copies to be attached)	Yes / No
20.	EXPERIENCE WITH GOVT/ PSU/ PRIVATE/ MPEDA (Work order copies to be attached)	
21.	NO OF BRANCHES IN INDIA	
22.	AWARDS/ QC CERTIFICATIONS (Copies to be attached)	Yes / No
23.	CLIENTELLE (give the list)	Yes / No
24.	Any other relevant information	

25. **Verification** - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Authority.

Name & Signature of authorized signatory

Date:

Name & Seal of Agency

Financial Bid (May be uploaded in GeM Portal)
(RATES MAY NOT BE UPLOADED WITH TECHNICAL DOCUMENT)

From

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To

The Deputy Director
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
P. B. No. 4272, MPEDA House,
Panampilly Nagar, Kochi – 682 036.
Tel: 0484 2311 901
E-mail : pub@mpeda.gov.in

I/We have read and examined the documents relating to the for printing & delivery of
MPEDA - Coffee Table Book (Exporter)

	Publications	Copies/Nos	Rate per copy	Base Amount	Total including GST
1.	Coffee Table book	700			
TOTAL					

1. Price has to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.

4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The vendor agree that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL: Rs. _____ (In words) _____

6. Taxes if any. _____

GRAND TOTAL:Rs. _____(In words) _____

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organizers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF THE VENDOR:

NAME AND ADDRESS
.....

STATUS OF THE
SIGNATORY.....

Place:

Date:
(SEAL)