

TENDER NOTICE

Ref: COORD-RPRT/AR/1/2025-COORD

Date: 31.07.2025

TENDER FOR PRINTING & DELIVERY OF ANNUAL REPORT OF MPEDA FOR THE YEAR 2024-25

Bids are invited from reputed firms through GEM portal for “**Printing & Delivery of Annual Report of MPEDA for the year 2024-25**” 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 **30/08/2025**

At 04:00 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: coord@mpeda.gov.in

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

INDEX

Sl. No.	Item	Page No.
1.	TENDER NOTICE	
	a) Introduction	5
	b) Job description	5
	c) Eligibility Criteria	6
	d) Terms & conditions	6
	e) Scoring pattern	10
	f) How to apply	11
2.	Technical Bid Format	12-13
3.	Undertaking Format	14

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 Annual Report of MPEDA for the year 2024-25 in bilingual form (English and Hindi)
Performance Security Deposit (For Successful bidder)	5% of the quoted value along with the acceptance of work order 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	30/08/25 at 04:00 PM.
Time and Date of Opening of Technical Bid	30/08/25 at 04:30 PM.
Place of Opening Bid	MPEDA Head Office P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036. Tel: +91 0484 2311901 E-mail: coord@mpeda.gov.in

TENDER DOCUMENT FOR PRINTING & DELIVERY OF ANNUAL REPORT OF MPEDA FOR THE YEAR 2024-25

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.

Tenders in prescribed format are invited through GEM portal from reputed printers for **Printing and delivery of Annual Report of Marine Products Export Development Authority (MPEDA) for the year 2024-25 in bilingual form (English and Hindi).**

B. Job Description

Tender document can be downloaded from websites - <https://gem.gov.in> and www.mpeda.gov.in. **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>** .

Selection Method : Quality & Cost Based Selection (QCBS). Binding as per the terms and conditions of GeM.

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 and presentation, the financial bids of the bidders who score marks above **60** only will be opened.

Those who are meeting the eligibility criteria and are interested to print & deliver the **Annual Report of Marine Products Export Development Authority (MPEDA) for the year 2024-25 in bilingual form (English and Hindi)** subject to the terms and conditions may submit the quotes through the **GeM Portal - <https://gem.gov.in>**.

C. Eligibility Criteria

(i) Essential

1. The bidder shall be reputed printer (herein after referred as "Vendor") having an average financial turnover of **Rs. 6,00,000/- (Rupees Six Lakh)** and above during the last three years commencing from 2022-23. The printer should possess machinery with the latest technology for high quality printing.
2. The vendor should have minimum 3 years' experience in printing & delivery of publications.
3. The vendor should have received at least 2 similar work orders per year with value of ₹ 50,000/-.
4. The vendor should have audited financial statement (Balance Sheet & Profit & Loss Account) and Chartered Accountant Certificate with UDIN for previous 3 years ending 31.03.2025.
5. Vendor should have GST registration.
6. Proof of experience in printing & delivery of publications to Union/State government / PSUs/Private Enterprises etc. on various social / service and business meets to be produced.

(ii) Desirable

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

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

D. Terms and conditions

1. **The successful bidder shall submit a performance security deposit equivalent to 5% of the quoted value along with the acceptance of work order.**
2. In the event of the vendor committing a breach of 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 **performance security deposit**.
3. **Bidder should have Registered Office/branch office with printing press in Ernakulam District, Kerala for printing job. Bidder should submit address proof of office/press.**

4. **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.**
5. The vendor should have a full fledged printing facility with modern machinery.
6. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
7. The vendor shall print & deliver the Annual Reports, in accordance with the terms of the work order to the complete satisfaction of the Authority.
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 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 days' notice to the vendor. Even otherwise the Authority will have the right to terminate the engagement of the vendor by giving 10 days' notice.
15. The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the conditions, clause or items stated therein. Each addendum shall form a part of the original invitation to the 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 documents 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 contract the Authority is entitled to receive compensation from the vendor to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority besides forfeiture of the Security Deposit.
21. Details of Printing requirements

Sl. No.	Printing work	No of copies
1	Annual Report of Marine Products Export Development Authority (MPEDA) for the year 2024-25 in bilingual form (English and Hindi)	100

22. **Delivery location** of the printed Annual reports shall be MPEDA Head Office, Panampilly Nagar, Kochi, Ernakulam, Kerala.

23. Technical specifications of the publications:

1.	Size of the Annual Report	28 cm X 21 cm
2.	Paper quality (inside pages)	130 GSM Art paper for printing
3.	Paper quality cover page	Foreign art card – 210 GSM
4.	Colour Option - Cover page	4 colours
5.	Colour Option – Inside pages	4 colours – Photos / Chart
6.	Colour Option – Inside pages	Multi colour
7.	No. of copies	100 Nos
8.	Approximate no. of pages excluding cover	350 pages
9.	Language	Bilingual - Hindi (Unicode Mangal font) & English

10.	Printing style	One column per page on both sides of Paper.
	Lamination	Outer cover matt lamination
12.	Binding	Perfect binding

24. Although the tender is for specified numbers, MPEDA reserves the right to place further orders in multiples of 50 numbers. The additional orders will be placed at least two weeks before the delivery date.

25. The material for printing in pdf/doc form will be provided after the acceptance of the Work Order.

26. The printing material in Hindi will be provided in Unicode Mangal font. Any conversion of the font shall be the responsibility of the printer.

27. Any damaged publications will be returned to the bidder and the final quantity will be counted accordingly.

28. If there is a mismatch between the numbers of publications delivered at the venue, the count by MPEDA representative will be final.

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 30% and the financial parameters shall be 70 %.

- a) Pre-bid meeting will be conducted as online mode on 07/08/2025. Link will be given in the GeM tender document.

b) Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 30 points as below:

$St = T \times 0.30$ 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 70 points as below:

The Commercial scores of all the other proposals will be determined by $Sf = 70 \times Fm/F$ (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 bid of the eligible bidders shall be evaluated based on their Experience, turnover and qualification. The evaluation committee shall evaluate each Technical bid by awarding marks as per the following criteria.

E. Scoring pattern

No.	CRITERIA FOR EVALUATION	Max Marks (St)	Documents needed
1	EXPERIENCE IN PRINTING BOOKS / PUBLICATIONS ETC	Max 25 Marks	1. Company incorporation certificate 2. Work order copies/GST Invoices 3. MSME certificate
a.	MSME/Startups	5	
b.	3 to 5 Years	15	
c.	5 years to 8 years	20	
d.	Above 8 years	25	
2	AVERAGE TURNOVER FOR LAST THREE YEARS (Rs)	Max 25 Marks	1. CA certificate and financial statements 2. MSME certificate
a.	MSME/Startups	10	
b.	6 Lakh to 10 Lakh	15	
c.	10 Lakh to 15 Lakh	20	
d.	Above 15 Lakh	25	

3	SIMILAR WORK ORDERS IN LAST 3 YEARS (As per the specification mentioned in the tender)	Max 25 Marks	1. Work order copies. 2. Work completion Certificate 3. MSME certificate
a.	MSME/Startups	10	
b.	02-04 work orders in last three years	15	
c.	04- 06 work orders in last three years	20	
d.	More than 6 work orders in the last three years	25	
4	Other scoring parameters	Max 25 Marks	1. Copy of Awards / Certifications. 2. Work completion Certificate from Government/ PSU
a.	Awards /Certifications	15	
b.	Work with Government /PSU	25	
NB: Minimum pass mark for technical bid is 60 marks & maximum mark is 100			

F. How to apply

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

Bids shall be submitted /uploaded through the **GeM Portal - <https://gem.gov.in>**.

Technical Bid

From

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To

The Secretary
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 : coord@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.	SERVICE TAX REGN (Copies to be attached)	Yes / No
12.	TIN REGISTRATION (Copy to be attached)	Yes / No
13.	TURN OVER 2022-23	
14.	TURN OVER 2023-24	
15.	TURN OVER 2024-25	

16.	AUDITED BALANCE SHEET LAST 3 YEARS WITH UDIN OF CHARTERED ACCOUNTANT (Copies to be attached)	Yes / No
17.	COMPANY REGISTRATION CERTIFICATE (Copy to be attached)	Yes / No
18.	WORK ORDERS FOR THE PRINTING & DELIVERY OF SIMILAR WORKS (Work order copies to be attached)	Yes / No
19.	EXPERIENCE WITH GOVT/ PSU/ PRIVATE/ MPEDA (Work order copies to be attached)	
20.	THE ADDRESS PROOF OF PRINTING FACILITY	
21.	AWARDS/ CERTIFICATIONS (Copies to be attached)	Yes / No
22.	CLIENTELLE (give the list)	Yes / No
23.	UNDERTAKING	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

UNDERTAKING

Dear Sir,

1. I/We here by submit the application for the above mentioned works viz
2. I/We hereby declare that I/we have perused and understood the tender document and accept all the terms & conditions, stipulated by MPEDA in connection with the tender for **“Printing & Delivery of Annual Report of MPEDA for the year 2024-25.”**
3. I/We confirm the documents submitted by the firm are legible and the onus of non-readable document shall be with the firm/company.
4. The information given in the Tender document is true and in case anything found false, then the Proprietor/Partner/Director will be responsible for the same.
5. It is certified that the agency has never been blacklisted by any organization from Govt./PSU etc.
6. That I/We authorize MPEDA to forfeit the security money deposited by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the MPEDA, within the stipulated time or the items of desired quality.
7. I/We will be in the position to provide contracts per the work explained to me to the satisfaction of the MPEDA.
8. That there is no vigilance/CBI case or court case pending against me/my firm debarring me/my firm to undertake contract work/supply of items quoted.
9. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of competent authority within stipulated period.
10. I have been informed that the MPEDA, Kochi has the right to accept or reject any or all the tenders without assigning any reason thereof.
11. I am ready to sign the agreement with MPEDA, in case of my/our selection as successful Bidder.

Signature of Owner/Managing Partner/Director
Name (in full who is signing) :
Seal :

Date:

Place:

N.B: -The above declaration, duly signed by the authorized signatory of the company, should be enclosed with Technical bid.