

NATIONAL FILM ARCHIVE OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING
LAW COLLEGE ROAD, PUNE- 411004

Notice inviting Tender

For

Designing and Printing of Monthly News Letter for NFAI

National Film Archive of India (NFAI), Pune invites bids from reputed agencies engaged in designing and printing of publications like Newsletter, brochures, magazines, etc. for **Designing and Printing of Monthly News Letter for NFAI**.

Important Dates:

<u>Item</u>	<u>Date</u>
Publishing of tender	30 th August 2016
Last date of queries	9 th September 2016; 5pm
Pre Bid meeting	13 th September 2016; 3pm
Clarifications to the pre bid meeting	16 th September 2016
Bid submission	21 st September; 11 am
Bid opening	21 st September; 12pm
Presentation stage	23 rd September; 11am
Financial opening of proposal	To be communicated
Contact details	Ms. Seema Vartak Computer Operator National Film Archive of India, Law College Road Pune Ph: 020-25659516 Email: nfaiitsection@gmail.com osdnfhm@gmail.com

1. Scope of work:

- Designing of a monthly newsletter into English/Hindi language – single newsletter with bilingual content to the extent possible with photo, text editing and designing
- Editing (English and Hindi) and proof reading of the content
- Printing of a newsletter (imported art card paper – Matt Finish) – 500 quantity
- The content would be inclusive of text and visuals; the bidder has to submit suitable design options.
- Objective is to promote NFAI activities to the larger audience.
- Delivery, distribution and dispatch of newsletter within 1st week of every month (the draft inputs would be supplied by last day of the previous month) (For physical

dispatch by post, expenses to be borne by NFAI; whereas vendor has to provide necessary manpower to facilitate dispatch work)

- Publishing and promotion of newsletter through bulk emails/ WhatsApp and other media

Prequalification Criteria

Sr. No	Criteria	Supporting document
1	The organization / agency / proprietor should be registered as per the relevant Act (Companies Act or Limited Liability Partnership Act or Sole Proprietorship, any other relevant Act) in India	Copy of Certificate of Incorporation/Registration or equivalent
2	The organization / agency / proprietor should have a minimum 3 Years of experience in designing and printing of publications like Newsletter, brochures, magazines, etc	Work order for each of the year / completion certificate for the works carried out .
3	The organization / agency / proprietor should have a minimum turnover of Rs. 10 Lakhs for the last three financial years (FY 2015-16, 2014-15 and 2014-13) from the similar kind of work (designing and printing work)	Legible Copy of the audited Profit and Loss Statement which can be easy to read. Copy of PAN Card Service Tax Registration Certificate. VAT Registration Certificate.
4	The organization / agency / proprietor should not be blacklisted by any State Govt. or Central Govt. department / organization as on date of submission of this tender.	Self-certification by the organization / agency / proprietor on their letter head.
5	The organization should have Pune office/ should be Pune based for necessary receipt/ delivery/dispatch of material and facilitation.	
6	The organization / agency / proprietor should have the necessary in-house facilities/ capabilities to carry out designing and printing of publications and similar work. Note: Printing work can be outsourced by the vendor but sole responsibility of quality print shall lie with the vendor only.	Self-certification by the bidder on their letter head. Details of machinery, equipment, in-house capabilities

2. Technical evaluation

<u>Details</u>	<u>Marks</u>
Profile of the company: <ul style="list-style-type: none">• Financial worth• Work experience	20
Professional manpower deployed <ul style="list-style-type: none">• Graphics designer team• Editing team: (English and Hindi)• Project Director	30
Sample design: <ul style="list-style-type: none">• Layout designs• Physical sample of the quality and GSM of the paper to be used.	20
Newsletter Promotional capability: bulk emails/ Whatsapp promotion etc.	10
Presentation	30

3. Financial proposal

<u>Item</u>	<u>details</u>	<u>Per unit (Rs)</u>	<u>Total (Rs)</u>
Designing of newsletter	Content editing suitable to subject and audience; Hindi translation and editing; Page layout; Image editing; Cover page design; Dispatch of newsletter (physical and digital)	Per page rates including cover page	
Printing and binding		Per newsletter cost For 1000 quantity; For 2000 quantity	
Distribution of newsletter	Physical and digital distribution as per instructions and addresses provided by NFAI.	1. Per unit cost for physical distribution; 2. Overall cost for mass mailing, WhatsApp and digital distribution	

Note: Above rates should be exclusive of Government taxes which may be raised as per actuals;

Newsletter specifications:

Total no. of pages: 8/16 (excluding cover page)

Size: A4

Thickness:

Cover page (300 GSM; Art card)

Inner pages (170 GSM; Art paper)

Printing: Multi-color including cover page

Language: Bilingual

Binding: Centre Pins

4. Selection criteria:

- Those who qualify the Pre-qualification criteria would be considered for further evaluation.
- The technical proposal would be opened only for those bidders who qualify at the pre-qualification stage.
- The financial bids of only those bidders who achieve 70 and above marks would be opened for calculation of L1.
- Thereafter the lowest bidder would be considered for allocation of work.

5. General Conditions

- a. List of firms for whom similar nature of work has been done should be provided.
- b. 2-3 samples of the newsletter, brochures magazines etc. should be submitted at the time of presentation stage
- c. Demand Draft of Rs.10000 /- drawn in favour of 'Administrative Officer, National Film Archive of India as EMD.
- d. Sample of papers which will be used should be provided.
- e. Bids received on E-mail will be rejected.
- f. The bids should be dropped in the Tender Box which is situated in the Administration Section.
- g. Dummy design for the proposed newsletter containing a few pages of text in English and images in the layout design. The Dummy design should carry name of the Publishing House.
- h. The contract would be valid for the period of one year in form of contract from the date of issue of work order.
- i. Technical bids and financial bids should be submitted separately in sealed cover and both the sealed covers should be enclosed in one bigger cover. Outer cover should clearly indicate **“Tender for designing and printing of publications of NFAI and NFHM Newsletter”**
- j. The Agency should sign at the bottom space of all pages of document. The tender bid will be opened at “NFAI, Law College Road”

- k. Earnest Money Deposit of successful bidder shall be forfeited in the event of withdrawal of his bids before the bid validity period of 60 days or non-completion of the task.
- l. Earnest Money Deposit of unsuccessful bidder shall be returned after decision on the tender is taken. No interest will be paid by NFAI on the EMD.
- m. No bidder shall contact the NFAI on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
- n. Any effort by a bidder to influence the NFAI in the NFAI bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- o. The notification of award will constitute the formation of the contract/ work order.
- p. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
- q. Any postal delay or loss in transit will not be binding on NFAI.
- r. NFAI, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
- s. No request for increase in the rates will be entertained during the period of contract items. No advance payment will be made. Also, no interest will be paid on delayed payment.
- t. The NFAI reserves the rights to reject any or all tenders. NFAI, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
- u. All disputes are subject to the jurisdiction of courts PUNE.
- v. In case of any differences the firms can be called for negotiation. Director, NFAI will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
- w. The successful bidder will have to deposit a performance security of 10% of the contract amount in the form of bank guarantee. The same will be refunded after three months after the contract is over.

-Sd
Santosh Ajmera
OSD NFHM