

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

**NOTICE INVITING TENDERS FOR PRINTING AND PUBLISHING OF CALENDARS  
FOR NATIONAL FILM ARCHIVE OF INDIA (NFAI)**

Dated: 14<sup>th</sup> November 2017

Sealed Tender Offers are invited from eligible Authorized printing agencies for Printing of Calendars for NFAI on “**Women Film Personalities behind the scenes.**”

**Important Dates:**

<b>Particulars</b>	<b>Important Dates</b>
Tender No and Date	Tender No. 302/78/2017-NFHM Dated: 14 <sup>th</sup> November 2017
Last Date of submission of Bids	1 December 2017 at 3 PM
Pre Bid meeting	20 <sup>th</sup> November 2017 at 11 AM
Date of Opening of Bids	1 December 2017 at 4 PM
Submission of dummy Calendars by the printing agency.	7 <sup>th</sup> December 2017 at 2 PM. i.e. after 7 days from the date of work order.
Delivery of finally approved copy of the Calendars at NFAI.	15 days from the date of work order.
Address of queries and Communication.	Administrative Officer, National Film Archive Of India, Law College Road, Pune-411 004. <a href="mailto:nfaiacctts79@gmail.com">nfaiacctts79@gmail.com</a>
Fax No	020-25670027

**Instructions to bidders:**

This tender document is divided in 6 parts as below. Bidders 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

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 and scope of work for printing of the Calendars on “Dance in Indian Cinema”.

S.NO	Name of Item	Scope of work
1	Printing of Calendars for NFAI	<ol style="list-style-type: none"><li>1. Paper: 250 GSM Indian Art paper, Hard Gally Stand Black wire Binding Envelope. The printing has to be on both sides of the pages with similar artwork.</li><li>2. The to be used for envelope shall be 120 GSM sunshine.</li><li>3. Number of Pages: 13 pages, 26 sides four colour printing with all side Aqueous coating.</li><li>4. The bidder has to carry out Type setting of the calendar in consultation with NFAI. The design has to be finalized in consultation with NFAI.</li><li>5. The bidder has to ensure appropriate placement of photos.</li><li>6. The bidder has to ensure high quality of work in terms of production and printing.</li><li>7. NFAI has appointed a designing agency for designing and editing of the images, which will be provided to the bidder through NFAI and the bidder, has to collect the images personally. The bidder has to abide by the format of images provided. The bidder has to coordinate with designing agency and NFAI for collating content and reference material, photos and design.</li><li>8. The bidder has to coordinate with designing agency and NFAI for collating content and reference material, photos and design. The designs shall be provided by the designing agency in the requisite format.</li><li>9. The bidder has to give constant feedback to NFAI at constant intervals.</li><li>10. Quantity= 2000 Numbers.</li></ol>

## 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, TIN 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 20 lakhs on the past 3 financial years i.e. 2014-15, 2015-16 and 2016-17.	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.
7	The bidder must have its own printing facility with adequate manpower	Details of machinery and facilities to be submitted on letterhead.

## **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 bid security of an amount of Rs. 20000 (Rs. Twenty 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 bids should be prepared on standard A4 size paper. Foldouts containing charts, spreadsheets, and oversize exhibits, if any, are permissible. The pages should be placed section wise in a binder with tabs separating. All responses, as well as any reference material presented must be written in English.
3. The Technical bids without "Bid Security" will be summarily rejected.
4. 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.
5. The Commercial Bids of only successful Technically qualified Bidders will be opened later and technically successful bidders will be informed accordingly.
6. Sealed Bids shall be received, not later than 1 December 2017 by 1500 hrs and will be opened on same day at 4 PM. 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.
7. All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.
8. The complete bid shall be submitted /dropped in the tender box located at ground floor of near Administrative Section of NFAI.
9. 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". The technical bid should contain details of fulfillment of Eligibility criteria and other technical aspects along with all Annexure except Financial proposal.

10. 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.

11. **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:**

<b>Sl. NO</b>	<b>Criteria</b>	<b>Marks</b>
<b>1.</b>	<b>Profile of the Bidder</b>	<b>20</b>
<b>2.</b>	<b>Details of Experience</b> <b>1. Printing and publishing jobs for Govt. Departments/PSUs/Autonomous Bodies/Commercial Organizations</b>	<b>10</b>
<b>3.</b>	<b>Presentation of the Hard copy of the sample Calendars with images from NFAI.</b>	<b>60</b>
<b>4.</b>	<b>Quality and sample of papers</b>	<b>10</b>
	<b>Total</b>	<b>100</b>

**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 Calendars (dummy copy) to NFAI.**

**Evaluation Methodology**

**The bids shall be evaluated on the basis of least cost method i.e. the bidder with lowest financial proposal shall be adjudged successful bidder.**

## Annexure IV

### General Terms and Conditions:

1. The images/photographs, artwork 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. The theme of the Calendars shall be “Dance in Indian Cinema”.
2. The tender copy shall be uploaded on NFAI's website [www.nfai.gov.in](http://www.nfai.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).
3. The images/photographs shall be provided by the designing agency, which shall be edited, designed, and colour corrected and will be complete in all respect. The printing agency has to coordinate with Smt. Arti Karkhanis, Library and Information Assistant, and Ms. Ayesha Geeth Abbas, Film Historian for important inputs.
4. 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.
5. NFAI, as its sole discretion, reserves the right to increase/decrease the quantities or to place a repeat order for the entire ordered quantity. However, the price offered should remain unchanged till completion of the delivery of the quantity as ordered or two years from the date of Job Order, whichever is later. No request for increase in price shall be entertained during this period except on account of statutory duties, taxes etc. if imposed by Govt. of India/concerned Govt.
6. This contract, including all matters connected with this contract, shall be governed by India Laws, both substantive and procedural, for the time being in force and shall be subject to the jurisdiction of Pune Court, if required.
7. Each page of the document must be signed including Annexures.
8. The Bid should be submitted inclusive of all applicable taxes and charges for delivery as per requirement.
9. The cost indicated in the Financial Bid shall be treated as final and reflecting all-inclusive for Calendars.
10. The quoted price should be valid for a period of 180 days from the closing for submission of bids.
11. No other charges shall be payable except for the rate quoted for the quantity mentioned. The delivery charges will also be borne by the bidder.

12. Conditional Offers are liable to be rejected.
13. No advance payment will be made to the successful bidder.
14. Tax Deducted at Source (TDS) will be deducted from the final bills as per IT Act in force.
15. Delivery at NFAI should be completed within 30 days from the date of final approval of dummy Calendars 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.
16. 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.
17. 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.
18. Bids received by way of FAX or other medium other than physical medium shall be rejected.
19. NFAI shall reject incomplete bids.
20. The successful bidder shall be decided on financial proposal inclusive of all taxes.
21. The bidders must submit their bids addressed to 'National Film Archive of India, Law College Road, Pune-411004.
22. 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)

<b>S.NO</b>	<b>Print Quantity</b>	<b>Lump Sum Amount In Rs.</b>
1	2000 copies approx. (Hindi and English)	In Numbers.....
		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.