

National Games Secretariat

Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram, Kerala

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Notice Inviting Tenders for Preparation and Printing of Monthly News Bulletin

The National Games of India is the premier Multi Discipline Sporting Event held in the country, once in every two years. The 35th National Games is now scheduled to be held in Kerala from January 31 to February, 14, 2015. The National Games Secretariat (the "NGS") is the Nodal Agency of the State Government of Kerala, mandated with the responsibility of organizing the 35th National Games.

Sealed tenders are invited as per the enclosed Proforma attached herewith for awarding the work for a period of 6 Months in respect of printing and preparation of National Games Monthly Bulletin in Demi 1/4 size consisting of approximately 32 pages with lamination on covers with pages in multi colour on 90 GSM Art Paper for Inner pages and Cover in multi colour on 130 GSM Art Paper. Each issue shall be numbering to 500,000 copies, which are to be distributed primarily to School Children in Kerala.

The Bulletin shall contain 16 Pages of content related to the National Games 2015, which shall be provided by NGS and the remaining 16 pages could be set aside for advertisements to be mobilised by the selected Printing Agency. The intention is ensure that the advertisement revenue should contribute in subsidising the cost of printing the Bulletin. Bidders should have a proven experience of at least 5 years in this field and should have own modern Printing Press, packing and distribution facilities.

Chief Commissioner & Principal Coordinator

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Thiruvananthapuram, Kerala, India

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Terms & Conditions

1. Scope of Work

1. As part of the promotional initiatives for the National Games, NGS proposes to publish 6 Issues of the “National Games Monthly Bulletin”, from September, 2014 till February, 2015. Monthly editions of the Bulletin with 500,000 copies per issue is to be printed, of which 10,000 copies shall be delivered to the National Games Secretariat (NGS) and the remaining copies are to be distributed to about 5,000 Schools in Kerala. Therefore, the total quantity to be printed for all the six issues together shall be about 30,00,000 copies (5,00,000 copies x 6 Issues) over the six month period.
2. Each issue of the Bulletin shall have 32 pages. Out of the 32 pages, NGS shall provide content for about 16 pages and the Printing Agency selected by NGS shall be required to mobilise advertisements for the remaining 16 pages. The revenue from the sixteen pages of advertisements shall be used by the Printing Agency to publish the Bulletin as self sustaining business model. The content generation, design and layout of the Bulletin will be carried out by NGS and the scope of work of the successful bidder will be limited to printing, lamination and binding of the Bulletin.
3. The National Games Monthly Bulletin will include details of the activities of the National Games Organising Committee (NGOC) and its subcommittees, status of preparations for the Games, Completion updates of Stadiums, Details of Competition Events & Schedules, Photographs, Interviews with prominent Athletes, Arjuna Awardees, Sports Quiz, History of National Games, the Tour of ‘Ammu@School’, the Games Mascot, etc.

2. Pre-Qualification Requirements:

4. Bidders must satisfy the following requirements for their bids to be considered:
 1. The Bidder should have a proven experience of 5 years in Printing, Binding, Wrapping and Distribution of Bulletins, Magazines, Brochures etc.
 2. The Bidder should have completed satisfactorily a single work of printing and distribution of at least 250,000 copies of a Bulletin / Magazine / Other similar Documents in one , of similar size that is proposed under this assignment.
 3. The Bidder should have had an average annual turnover of Rs. 5.00 crores (Rupees Five Crores only) in the past three years.
 4. The Bidder should have adequate expertise for quality printing and should have requisite infrastructure including own press and packing facilities etc. to carry out the job to the satisfaction of the National Games Secretariat, within the requisite time as stipulated by the National Games Secretariat from time to time.
 5. The Bidder should have a full-fledged Office in Thiruvananthapuram to closely liaise and work with the National Games Secretariat on a daily basis for the production of the Bulletin.
5. Bidders should send their sealed tenders in a sealed envelope, superscribed “Tender for printing and preparation of National Games Monthly Bulletin”. The sealed outer envelope shall contain three separate envelopes, comprising of

1. Earnest Money,

2. Technical Bid, and

3. Financial Bid;

with the respective envelopes superscribed (a) "Earnest Money for the Tender for printing and preparation of National Games Monthly Bulletin", (b) "Technical Bid for the Tender for printing and preparation of National Games Monthly Bulletin" and (c) "Financial Bid for printing and preparation of National Games Monthly Bulletin", addressed by name to the undersigned.

6. The bidders are required to submit the Technical Bid as per the enclosed Proforma for Technical Bid (Annexure - 'A') along with samples of cover page and inner pages, clearly specifying the Brand of Art Paper to be used. The documentary proofs to meet the Pre-Qualification criteria must be enclosed along with the Proforma for Technical Bid.
7. The bidders are required to quote their lowest rate, for printing and binding of 6 editions, comprising a total of 30,00,000 Copies, of the National Games Monthly Bulletin, as per the enclosed Proforma for Financial Bid (Annexure - 'B'). The charges for extra copies and extra pages are to be clearly specified in the enclosed Proforma. The Bidder may quote their rates including Printing and Paper cost, Lamination on cover, Binding and all other charges involved in the printing and distribution of the News Bulletin. The cost quoted should be the net rate applicable, after deducting the anticipated revenue from the Advertisement space of 16 pages set aside for the Printing Agency. The objective of NGS is to cross subsidise the cost of publication and distribution of the National Games Monthly Bulletin to the primary targeted readership of School Children of Kerala from the potential advertisement revenue likely to be generated through the 16 pages of advertising space made available to the selected Printing Agency.
8. The total amount quoted and the rates quoted for additional copies/pages will remain fixed for the duration of the contract and will not be revised.
9. NGS reserves the right to vary the number of copies to be printed by +/- 20% of 5,00,000 copies. Similarly, Bidders are also required to quote their rates for every additional/deletion of four pages also so that if the number of pages are increased/decreased the payment will be made proportionately.
10. The sealed tenders should be submitted on or before **3.00 pm, September 12th, 2014**, which will be opened at 3.30 P.M. on the same day in presence of such of the Bidders or their authorized representatives who may wish to remain present.

3. Tender Evaluation Process:

11. The envelope containing Earnest Money will be opened first. The Technical Bid of those bidders, whose Earnest Money submission has been found to be as per requirement, will be opened next. After verification of the documents specified and the samples provided, the Financial Bids of those bidders, whose samples and technical documents have been found to be satisfactory, will be opened. The tender will be awarded to the qualified bidder who quotes the lowest amount for *Total Cost, inclusive of all duties and taxes, for the printing and preparation of 30,00,000 Copies of "National Games Monthly Bulletin" (6 issues @ 5,00,000 copies) containing 32 pages (complete in all respects) i.e including Paper Cost, Printing (Cover & inner pages), Lamination, and Binding etc.* The quoted amount should so worked out that the Applicant should

consider his likely income from the selling of 16 pages of advertisement space that is granted to the Agency by NGS.

4. Earnest Money Deposit:

12. The bidders are required to send their tenders along with a Demand Draft of Rs.50,000/- (Rupees Fifty Thousand only) drawn in favour of "National Games Secretariat" as Earnest Money Deposit, which will be refunded to the unsuccessful bidders on their written request. The Earnest Money of the Successful Bidder will be refunded upon submission of the Performance Security deposit and award of work. No Earnest Money shall be required from the Bidders whose names are included in DGS&D/NSIC list or registered in NSIC/Small Scale Industrial Unit. The bidder is required to submit the photocopy of valid certificate in place of earnest money.

5. Performance Security:

13. The successful bidder will have to give performance security @10% (by way of Demand Draft) of the total amount of order within one week from the date of receiving of the supply order, which will be refunded after 60 days from the date of completion of the contract successfully and payment of last Bill whichever is later.

14. The Tender may be sent by post sufficiently early so as to reach the National Games Secretariat or may be delivered by hand to the office of the undersigned within the closing date and time for submission of the tender. The tender received after due date and/or time and/or without earnest money and/or samples will not be entertained.

15. Over-writing/over-typing or erasing of the figures in the tender submitted by the bidder are not allowed and shall render the tender invalid, if it appears to be ambiguous and doubtful.

16. Hypothetical / conditional tenders will be rejected.

17. Tender once submitted shall not be allowed to be withdrawn or altered.

18. The National Games Secretariat, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefore.

19. The National Games Secretariat reserves the right to terminate the contract at any time, if the services of the successful bidder are not found satisfactory.

20. The successful bidder shall get approved a printed sample of the National Games Monthly Bulletin approved before printing the requisite number of copies for a month.

21. The printed sample shall be given to the National Games Secretariat within 3 days of the final draft being handed over by the National Games Secretariat

22. The 5,00,000 printed copies of the month's issue should be delivered within 5 calendar days of the approval for the printed sample being given by the National Games Secretariat.

23. The contents of the published copy should not vary in any manner from the matter which is given to the printer.

24. The payment will be made only after complete supply is received and accepted as per the approved sample/specifications.

25. If necessary, more copies may be got printed during the rest of the year after getting the required number of copies printed in the first instance. Therefore, the successful bidder is required to keep the approved draft of the Monthly Bulletin safe custody so that whenever required, more copies may be printed by the successful bidder immediately. In this connection, the bidders are also required to give their rates for additional number of copies which may be required in future.
26. The printed National Games Monthly Bulletin supplied by the successful bidder will be inspected. In case the supply is not found strictly in conformity with approved sample/specifications, the entire supply may be rejected the entire supply will have to be replaced with the quality exactly commensurate with the approved specifications at the cost of the bidder.
27. In case the successful bidder is unable to deliver in conformity with approved sample/specifications, the work will be entrusted to another agency and in case of higher payments as compared to approved rates; the difference will be deducted from the Performance Security or any payments due to the bidder.
28. If the quality of the printed material is poor and rejected, the National Games Secretariat reserves the right to withhold payment for such printing and may also forfeit the performance security.
29. The objective of offering the potential advertisement revenue to the Bidder is to minimise the financial burden on NGS for publishing the Bulletin and reaching it across to the targeted audience. In the event of NGS not receiving the Bids within the budgetary allocation available for this Publication, NGS reserves the right to cancel this Bid process forthwith.

6. Liquidated Damages:

30. The National Games Secretariat shall impose a penalty @ 1% of the total cost, per week, for delayed delivery, if the delay is due to wilful negligence of the bidder.

Annexure – A

PROFORMA FOR TECHNICAL BID

TO BE FILLED BY THE BIDDER

1. Name of the firm :
2. Address :
3. Telephone Nos. :
4. Mobile Phone Numbers with name of the contract person :
5. E-mail I.D. :
6. Name & Address of Proprietors/ Partners/Directors of the applicant :
7. Permanent Account Number (PAN) of the Applicant (Attach Photocopy) :
8. Details regarding Inner Paper

(90 GSM Art Paper) to be used for printing (along with sample of paper) :

1. Quality of the paper :
2. Weight of the paper :
3. Size of the paper :
4. Whether sample enclosed :

9. Details regarding Cover Paper

(130 GSM Art Paper) to be used for printing (along with sample of paper) :

1. Quality of the paper :
2. Weight of the paper :
3. Size of the paper :

4. Whether sample enclosed :
 10. Delivery Schedule – Total time, in days, that will be taken to deliver the printed copies, after the final draft is handed over by the National Games Secretariat :
 11. List of clients with the name of contact person, telephone no. and email id :
 12. Whether all the terms and conditions of the Tender Document are acceptable (*if not filled, it will be presumed that all the terms and conditions are acceptable*)
 13. Pre-qualification criteria and documents submitted as proof of meeting the PQ: :
1. The Bidder should have a proven experience of 5 years in Printing, Binding, Wrapping and Distribution of Bulletins, Magazines, Brochures etc.: *Attach Work Orders & Client Certificates / Registration Certificates, etc*
 2. The Bidder should have completed satisfactorily a single work of printing and distribution of at least 250,000 copies of a Bulletin / Magazine / Other similar Documents in one work of similar size that is proposed under this assignment: *Attach Work Orders & Client Certificates*
 3. The Bidder should have had an average annual turnover of Rs. 5.00 crores in the past three years from printing related business: *Attach Audited Annual Report / Auditor's Certificate*
 4. The Bidder should have adequate expertise for quality printing and should have requisite infrastructure including own press and packing facilities etc. to carry out the job to the satisfaction of the National Games Secretariat, within the requisite time as stipulated by the National Games Secretariat from time to time: *Attach detailed list of Infrastructural Facilities available; NGS reserves the right to carry out physical inspection of facility.*
 5. The Bidder should have a full-fledged Office in Thiruvananthapuram to closely liaise and work with the National Games Secretariat on a daily basis for the production of the Bulletin: *The Bidder shall submit the address of the Thiruvananthapuram Office; NGS reserves the right to carry out physical inspection of facility.*

Signature with date and Seal of the Tenderer

Annexure – B

PROFORMA FOR FINANCIAL BID

TO BE FILLED BY THE BIDDER

Details of Rates

Sl No.	Item	Cost (in Rupees)
A	Total Cost, inclusive of all duties and taxes, for the printing and preparation of 30,00,000 Copies (6 issues @ 5,00,000 copies) of “National Games Monthly Bulletin” containing 32 pages (complete in all respects) i.e including Paper Cost, Printing (Cover & inner pages), Lamination, and Binding etc.	
B	Cost for Per Four pages, if number of pages increased from 32 pages for any issue copies.	
B	Cost for Per Four pages, if number of pages decreased from 32 pages for any issue copies.	
D	Charges for additional copies, if required (Per Copy)	

Signature with date and Seal of the Tenderer