

National Games Secretariat

Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram, Kerala

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Request for Proposal (RFP) for selection of Printing Agency for National Games Newsletter

Tender No:148/NGOC/2014-15

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.

In connection with the National Games, NGS intends to publish a Newsletter. For printing the newsletter, NGS intends to engage the services of a Professional Agency. Further details of the Tender are given in this document.

Sealed tenders are invited as per the enclosed Proforma attached herewith for engaging the services of a Professional Agency for printing the Newsletter that is to be published by NGS in connection with the 35th National Games.

Chief Commissioner & Principal Coordinator
National Games Secretariat,
Chandrasekharan Nair Stadium, Palayam,
Thiruvananthapuram, Kerala, India
Phone: +91 471 2302287
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1. ***Background***

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 scheduled to be held in Kerala from 31st January, 2015 to 14th February, 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 of India. The 35th National Games will be held in 31 Venues located across seven Districts of Kerala. Competitions will be held in 31 Disciplines, which will attract the crème-de-la-crème of the Sports Fraternity of India to the State of Kerala to participate in this largest multi-sport Event of India.

As part of the run-up of the National Games, NGS proposes to bring out a Newsletter in 8 pages. It will carry large number of photographs on preparations for the National Games. The Newsletter shall adopt high standards of designing, incorporating daily sporting events photographs during 35th National Games Kerala 2015.

The Newsletter will be printed in Standard Newsprint quality. The production quality will be comparable to those of international standards in Newsletters in English. A substantial portion of the Newsletter will be photographs and images and a few graphics. The Newsletter will carry articles and results of different discipline of ongoing Sports events results and highlights for all 14 days event of 35th National Games.

2. ***Scope of Work***

For printing of Newsletter, NGS is planning to engage the services of a Professional Agency, having the requisite prior experience and in-house expertise for execution of this work.

For the time bound delivery of the Newsletter, the Scope of Work of the Printing Agency shall be broadly as listed below, but not limited to these:

- Printing
- Packing
- Delivery to 7 host districts

3. ***Assignment Timelines and Payment Schedule***

The Newsletter is expected to be published before the games as well as during the games and therefore, time is the essence of this assignment. Hence the selected Agency shall be required to follow a very tight execution timeline for the submission of the major deliverables of this

assignment. The timeframe for the assignment as per this Tender requirement is given in the Table below. NGS reserves the right to suitably revise this timeline, taking into account the exigencies of the requirements of this assignment.

No	Milestones	Payment Schedule (% of contract value)
1	Date of Contract Signing	15%
2	After successful printing and delivery of 3rd Daily News Letter	15%
3	After successful printing and delivery of 6th Daily News Letter	15%
4	After successful printing and delivery of 9th Daily News Letter	15%
5	After successful printing and delivery of 12th Daily News Letter	15%
6	After successful printing and delivery of 15th Daily News Letter	25%
	TOTAL	100%

4. ***Bid Process:***

NGS is inviting Request for Proposal (RFP) from suitably experience Agencies for this assignment. The RFP involves a two stage process, comprising of Technical Evaluation, followed by Financial Evaluation of those technically qualified Agencies. To be considered for the technical evaluation, the Applicant should meet the minimum eligibility criteria set out below:

A. Eligibility Criteria

1. **Five Years of prior experience in the field of printing related works;**

2. The Applicant should have had an average annual turnover of Rs. 20 lakhs over the past three years from printing related works
3. The Applicant should have successfully executed at least 5 Newsletters or other similar works in the last 3 years.

B. Technical Evaluation

- a. The Technical Package of the responsive Bids will be opened first and verified against a check list for completeness and conformity to the requirements of the Technical package including the submission of the requisite Bid Security. If the documents do not meet the requirements of the RFP, the bid will be considered as non-responsive and will be summarily rejected.
- b. Applications shall undergo Technical Evaluation as per the criteria mentioned in the RFP.

Only the Financial Packages of Technically Qualified Applicants shall be opened on a later date, which will be intimated to the Technically Qualified Applicants.

5. Timeline of Bid Process

No	Events	Details
1	Issue of RFP Document	January 15th, 2015
2	Last date for receipt of queries	January 18th, 2015
3	Last Date for issue of Corrigendum, if any	11:00 am, January 19th, 2015
3	Last date & time for Submission of Bid	5:00 p.m, January 20, 2015
4	Date and Time for Opening of Technical Bid	5:30 pm, January 20, 2015
7	Opening of Financial Bids	To be intimated later

6. Document Fee:

The Bidder shall be required to remit a non-refundable sum of **Rs. 500/-, plus VAT @ 5%** towards the cost of the Document Fee as a Demand Draft in favour of “**CEO & Secretary, National Games Secretariat**”, payable at **Thiruvananthapuram**. Any Bid that is not accompanied by the Document Fee, shall be summarily rejected.

7. Earnest Money Deposit

The Applicant shall be required to remit a sum of **Rs. 20,000/-** (Rupees Twenty Thousand only) towards Earnest Money Deposit (EMD) by way of a Demand Draft in favour of the “**CEO & Secretary, National Games Secretariat**”, payable at **Thiruvananthapuram**, along with their Tenders. The EMD of unsuccessful Bidders will be refunded. The Earnest Money of the Successful Bidder will be refunded upon submission of the Performance Security deposit and award of work.

8. Performance Security:

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 Work Order, which will be refunded after 30 days from the date of completion of the contract successfully and payment of last Bill, whichever is later.

9. Submission of Tender

Interested Applicants may submit their bid to the address mentioned below in a sealed Envelope, super scribing “**Tender for selection of Printing Agency for Games Newsletter**”.

Inside the Sealed Envelope, there shall be two Envelopes, one Envelope containing the DD for **Document Fee**, DD for **Earnest Money Deposit (EMD)**, **Technical Bid** comprising of **Annexure A – Performa For Technical Bid** and the Documents listed in **Annexure B**, super scribed “**Technical Bid for selection of Printing Agency for Games Newsletter**”. All the documentation in the Technical Bid shall be submitted in duplicate.

The second Envelope shall contain the **Financial Bid** comprising of the financial quote given in **Annexure – 3**, shall be submitted in duplicate.

The below referred address should be super scribed in all the three Envelopes.

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Other Terms & Conditions

1. 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.
2. 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.
3. Conditional tenders will be rejected outright.
4. Tender once submitted shall not be allowed to be withdrawn or altered.
5. 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.
6. 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.
7. The payment will be made only after the Evaluation Committee assesses the deliverables and accepts them.
8. **In addition to the above, all conditions in the Stores Purchase Manual of Government of Kerala apply for this tender.**

Annexure – 1

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. 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*) :

Signature with date and Seal of the Tenderer

Annexure – 2

List of Documents to be submitted along with the Technical Bid (this list shall also be attached as a Check List)

A. Technical Bid

1. Completed Proforma of Technical Bid
2. Power of Attorney authorising the person who has signed the Bid
3. Any suitable proof of **Five Years of prior experience in the field of printing related works**
4. Certificate from Chartered Accountant, certifying **average annual turnover of Rs. 20 lakhs over the past three years from printing related works**
5. **Work Orders/Contracts etc as proof of having executed at least 5 Newsletters or other similar works in the last 3 years.**
6. Earnest Money Deposit (Demand Draft for Rs 20,000/-)
7. Document Fee (Demand Draft for Rs 500/-, plus VAT @5%)
8. Proof of Five Years of prior experience in the field of printing of such publications

B. Financial Bid (in separate sealed cover)

Financial Bid filled in and submitted in duplicate in the Proforma given as Annexure – 3.

Annexure – 3

PROFORMA FOR FINANCIAL BID: TO BE FILLED BY THE BIDDER

Name of Bidder:

Rate Offered

Sl No.	District	Quantity (Number)	All-Inclusive rate (including all taxes and other charges) for 1 copy	Total Amount (Rate x Quantity)
1	Trivandrum	15000		
2	Eranakulam	5000		
3	Kozhikhode	5000		
4	Kannur	4000		
5	Thrissur	4000		
6	Alappuzha	4000		
7	Kollam	4000		

Signature with date and Seal of the Bidder

Annexure – 4

Detailed Specifications for Newsletter printing in the following 7 districts on all the 15 days of the games (from 30th January – 15th February 2015):

1. Size tabloid (430 mm X 280 mm/16.9 in X 11.0 in)
2. No. of Pages : 8 – Colour – Six in English, Two in Malayalam
3. Paper quality : Newsprint
4. No. of copies to be printed in each district:

Serial No.	District	Quantity	Units
1	Trivandrum	15000	Nos
2	Eranakulam	5000	Nos
3	Kozhikhode	5000	Nos
4	Kannur	4000	Nos
5	Thrissur	4000	Nos
6	Alappuzha	4000	Nos
7	Kollam	4000	Nos

5. Delivery at designated spots

Note: Bidder can quote for one or more districts