



**National Games Secretariat**

**Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram, Kerala**

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**Request for Proposal (RFP) for Printing of the Coffee Table Book of the  
35<sup>th</sup> National Games**

**Tender No: 155/NGOC/2014-15**

**A. Background of this RFP**

The National Games of India is the premier Multi Discipline Sporting Event held in the country, once in every two years. In 2008, the Custodian of the Games, the Indian Olympic Association (IOA) decided to allot the 35<sup>th</sup> National Games to the State of Kerala. The entire planning for the Games is based on the Host City Contract signed on November 8, 2008 jointly by the Government of Kerala and the Kerala Olympic Association (KOA) with the IOA. Accordingly the Government of Kerala had started the preparations for the Games. The 35<sup>th</sup> National Games – “Kerala 2015” is now scheduled to be held in Kerala from January 31, 2015 to February 14, 2015.

The National Games Secretariat (the “NGS”) has been formed as the Nodal Agency of the State Government of Kerala, mandated with the responsibility of organizing the 35<sup>th</sup> National Games of India.

The Souvenir Committee under NGOC (“National Games Organising Committee”) has decided to print high quality Coffee Table Books in connection with the Games.

NGS invites bids from reputed agencies, with experience in similar printing works, to undertake the printing of the Coffee Table Book of the Games. The Design and Layout of the Coffee Table Book will be carried out by NGS.

## **B. Eligibility Criteria**

1. The Bidder should have five years of prior experience in the field of printing of high end publications.
2. The Bidder should have had an average annual turnover of at least Rs 1 crores over the past three years from printing related works.
3. In the last 5 years, the Applicant should have successfully produced at least 5 high quality Coffee Table Books or similar works. Additionally, The Bidders should present to the Souvenir Committee, samples of the 5 high quality works produced by them. The Souvenir Committee/Core Group shall examine the quality of the works produced. Bidders who do not produce 5 sample works of an acceptable standard will be rejected.

## **C. Scope of Work**

The Agency should have the requisite prior experience and in-house expertise for execution of this work. For the time bound delivery of the Coffee Table Book, the Scope of Work of the Printing Agency shall be broadly as listed below, but not limited to these:

- Printing
- Packing
- Transportation and Delivery at the office of National Games Secretariat

Once the ready to print DVD is handed over, the printing, packing, transportation and delivery to National Games Secretariat should be completed in 12 days.

### **Specification for Coffee Table book “*GET...SET...PLAY*”**

- No. of pages: 200
- No of copies to be printed: 1000 hard copies and one E book
- Size: 270x219 mm, four colour printing, Spine height 280 mm
- End Paper: 8 pages
- Hard Case: Pasted sheets - 2sheets
- Lamination: Matt on hardbound cover

- Hard case binds Board – Sewn binding
- Dust Jacket: 2 pages
- Outer Cover - 170 gsm. Jacket cover and hard bound case cover: 170 gsm
- Inner page - 170 gsm
- Silk aqueous coating on all pages(in- line) and cover jacket
- Binding: Hard Bound Case binding

#### D. Payment Schedule

No	Milestones	Payment Schedule
1	Review and Approval of Draft Printout by NGS	50% on approval of Draft
2	Delivery of Final Copies to NGS	50% on approval of Final Printed Copies

#### E. Clarifications

Any queries on this document or project may be sent to [ngoc@kerala2015.com](mailto:ngoc@kerala2015.com) and [souvenir@kerala2015.com](mailto:souvenir@kerala2015.com).

#### F. Document Fees

A document fee for **Rs 1,000 + VAT @ 5% (Rupees One Thousand Only + VAT @5%)** has to be remitted through a non-refundable Demand Draft drawn in favour of the “**CEO & Secretary, National Games Secretariat**”, payable at Thiruvananthapuram, Kerala.

#### G. Earnest Money Deposit (EMD)

The Bidder shall furnish, as part of its Bid, a refundable EMD comprising of A/c payee Demand Draft for **Rs 10,000 (Rupees Ten Thousand Only)**. The Demand Draft shall be drawn from any Nationalized/Scheduled Bank, in favour of “**CEO & Secretary, National Games Secretariat**”, payable at Thiruvananthapuram.

## **H. List of documents to be submitted with Bid**

### **(i) Technical Package**

1. Completed Proforma for Technical Bid as per Annexure I
2. Copy of Certificate of Incorporation/Partnership Deed/Firm Registration Certificate
3. Chartered Accountant's Certificate, certifying that the average annual turnover of the Bidder, in the last 3 years, from printing related works is at least Rs 1 crores.
4. Copies of Work Orders/Contracts executed for high quality Coffee Table Book/similar works
5. Demand Draft for Rs 1,050 (Rs 1000 + Vat @5%) as Document Fee
6. Demand Draft for Rs 10,000 as Earnest Money Deposit

### **(ii) Financial Package**

Completed Proforma for Financial Bid as per Annexure II

## **I. Modalities of RFP Submission**

### **1. Submission of Technical Bid and Financial Bid**

The Technical Bid with all supporting documents required should be enclosed in a single sealed envelope and the envelope should be superscribed "**Technical Package**". The Financial Bid should be enclosed in a separate sealed envelope superscribed "**Financial Package**". Both the envelopes should be enclosed in an **outer envelope**. The outer envelope should be sealed and superscribed "**Request for Proposal (RFP) for Printing of the Coffee Table Book of the 35th National Games**".

The name and address of the bidder should be clearly indicated on the outer envelope.

2. Applications should be submitted in a sealed envelope superscribed "**Request for Proposal (RFP) for Printing of the Coffee Table Book of the 35th National Games**". The Tender Number should be written on the outer envelope

3. The Technical Bid and Financial Bid should be signed by the authorized signatory of the Agency.
4. The RFPs should reach the Office of the **Chief Commissioner & Principal Coordinator of NGS** in the below mentioned address, before 1:00 p.m on January 28, 2015. Late submissions will be rejected. Bids will be opened at 1.30 p.m on January 28, 2015.

**Chief Commissioner & Principal  
Coordinator**

**National Games Secretariat,  
Chandrasekharan Nair Stadium,  
Palayam,**

**Thiruvananthapuram**

**Phone: +91 471 2302287, Fax: +91  
471 2302267**

**Email: [ngoc@kerala2015.com](mailto:ngoc@kerala2015.com)**

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**Chief Commissioner & Principal Coordinator of NGS**

### **Annexures**

Format for Technical Bid: **Annexure I**

Format for Financial Bid: **Annexure II**

General Terms and Conditions: **Annexure III**

## Annexure I

### Format for Submitting Technical Bid

#### **PROFORMA FOR TECHNICAL BID**

TO BE FILLED BY THE BIDDER

1. Name of the firm :
2. Address :
3. Telephone Nos. :
4. E-mail I.D. :
5. Name of Contact Person :
6. Telephone Number of Contact Person:

<b>Sample Works for Coffee Table Book/similar works</b>		
<b>Sl No</b>	<b>Name of Work</b>	<b>Whether work order/other documentary proof enclosed (Yes/No)</b>
1		
2		
3		
4		
5		

Signature with date and Seal of the Bidder

**Annexure II**

**PROFORMA FOR FINANCIAL BID**

Name of the Bidder:

<b>Sl No.</b>	<b>Item</b>	<b>In Figures (Rs.)</b>	<b>In Words (Rs.)</b>
A	All-Inclusive rate (including taxes and other charges) for printing, packing and delivery of 1000 copies of the National Games Coffee Table Book		
B	All-Inclusive rate for additional 8 pages		
C	All-Inclusive rate for additional 1000 copies		

**Signature of Bidder:**

**Seal of Bidder:**

**Date:**

### **Annexure III: General Conditions**

1. NGS reserves the right to not to follow up this RFP, modify the RFP process or terminate the entire RFP Process, without assigning any reason or without any obligation to any of the Applicants.
2. This RFP in no way forms any commitment or indication of any business from NGS. Submission of the RFP shall not guarantee an automatic selection or empanelment of the Applicant.
3. Each Applicant shall be liable to individually bear the cost of data collection, preparation and submission of this RFP.
4. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither NGS, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed work, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP document or on which this RFP document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.
5. **Earnest Money Deposit (EMD)**
  - a. In case of inadequacy or non-submission of prescribed EMD along with the Bid, the Bid shall be deemed to be non-responsive and will be disqualified and summarily rejected.
  - b. Unsuccessful Bidder's EMD will be released without interest as promptly as possible as but not later than 30 days after the Award of the Contract to the Successful Bidder. The Successful Bidder's EMD will be released without interest upon the Successful Bidder depositing the required Performance Security.
  - c. The EMD shall be forfeited under the following circumstances:
    - a. If a Bidder withdraws his bid or increases the quoted prices during the period of bid validity, or its extended period; or
    - b. In the case of a successful Bidder, if s/he fails within the specified time



limit to:

- I. Sign the Contract Agreement or,
- II. Furnish the required Performance Security Bank Guarantee.

6. **Clarification of Proposals:** Bidders shall not be allowed to submit any additional information or material subsequent to the date of submission of Bid. Any such information submitted after the submission date will be disregarded. However, the Evaluation Committee, if it so desires, reserves the right to seek any clarification from the Bidders on the information provided in the Bid. The request for clarifications and the response shall be in writing or email or by tele-fax.

7. Even if a Bidder meets the eligibility criteria, NGS may, at its discretion and at any stage during the selection process or execution of the Project, order disqualification of the Bidder if the Bidder has:

- a) Made misleading or false representations in the forms, statements and attachments submitted; or
- b) If it is found that the Bidder has been blacklisted by any Government Agency ;  
Or
- c) Engaged in corrupt or fraudulent or collusion or coercive practices with regard to tender process.

8. **Fraudulent and Corrupt Practices:**

- a. NGS requires that Bidders, their suppliers, their personnel, or firms acting on behalf of the Bidders observe the highest standard of ethics during the procurement and execution of Contract.
- b. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them.
  - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the decisions and actions of another party;
  - ii. “fraudulent practice” is any act or omission, including a misrepresentation or suppression of facts or disclosure of incomplete facts, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

- iii. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process;
- vi. "obstructive practice" is
  - a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - b) acts intended to materially impede the exercise of the NGS's inspection and audit rights
- c. NGS will reject a proposal for award, if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, restrictive or obstructive practices in competing for the contract in question.
- d. NGS will blacklist a company, firm or an individual; if at any time, NGS, determines that such company or firm or such individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, restrictive or obstructive practices in competing and or winning for the Contract in question; in accordance with prevailing NGS procedures including by publicly declaring such company, firm or individual ineligible, either indefinitely or for a stated period of time; (i) to be awarded a NGS contract; and (ii) to be a nominated a sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm.

- e. In further pursuance of this policy, Bidders shall permit NGS to inspect any accounts and records and other documents relating to the bid submission and contract performance.
9. Notwithstanding anything mentioned in this RFP, NGS reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NGS's action.

**10. Right to Terminate the Process**

- a. NGS reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract, in larger public interest, on account of;
  - i. occurrence of any event due to which it is not possible to proceed with the selection process,
  - ii. an evidence of a possible collaboration/mischief on part of Bidders, impacting the competition and transparency of the selection process,
  - iii. any other reason, which in the opinion of the Authority necessitates the cancellation of the selection process.
- b. Whenever such an event occurs, NGS will notify in writing to all the Bidders within 10 days of such decision. NGS is not obliged to provide any reason or clarification to any Bidder on this account. NGS's liability under this clause is restricted to the returning of EMD.
- c. The Authority further reserves the right to retender the process or get the work done by a Government agency or Quasi Government agency if the Authority is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to any of the reasons stated in sub clauses (a) to (c) above.

**11. Process to be Confidential**

- a. Except the public opening of the Bids, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.

- b. Any effort by a Bidder to influence NGS in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of Contract, shall result in the rejection of the Bid.

12. In case of any ambiguity in the interpretation of any of the clauses in the Tender Document, the interpretation of the clauses by NGS shall be final and binding on all parties.

### **13. Disputes**

- a. If a dispute of any kind whatsoever arises between NGS and the Successful Bidder in connection with or arising out of the RFP or the execution of the Contract, whether during the execution of the Project or after its completion and whether before or after repudiation or termination of the Contract, including any dispute as to any decision, opinion, consent, expression of satisfaction, approval, determination of value, action or instruction of NGS, the matter in dispute shall be referred in writing to the Chief Commissioner & Principal Coordinator , NGS.
- b. Not later than 5 days after the day on which it received such reference, the Chief Commissioner & Principal Coordinator of NGS shall give notice of its decision of the same to the Successful Bidder. Such decision shall state that it is made pursuant to this Clause and the decision of the Chief Commissioner & Principal Coordinator shall be final.

### **14. Jurisdiction**

Any matter related to this RFP shall be subject to the jurisdiction of the Courts at Thiruvananthapuram, Kerala, India and will be governed by the Laws of India.