



DELHI DEVELOPMENT AUTHORITY
(PUBLIC RELATIONS DEPARTMENT)

Coffee Table Book

E-tender Document

Sub: E-tender for engagement of an agency for content writing, editing, designing & printing of coffee table book proposed to be published by Delhi Development Authority.

E-tenders are invited under two bid system (Technical and Financial) for Content writing, editing, designing, & printing of Coffee Table Book to be published by Delhi Development Authority. The services are being hired only for this particular task.

1. Background

The DDA has decided to publish a coffee table book showcasing DDA's 7 biodiversity parks (refer to Annexure D for a detailed list of biodiversity parks).

To publish the coffee table book, a tender will be floated citing the requirements and specifications. In the first stage, a basic evaluation will be carried out, and bidders who comply with submission of mandatory documents would qualify. In the second stage, technical and financial evaluation will be carried out and the bidder having the highest cumulative score based on formula mentioned in the document(section 10.1) for the calculation of same will be considered for award of work.

2. Terms & Conditions

- (a) The tenders must be accompanied with an Earnest Money Deposit (Refundable) amounting to Rs. 25,000/-(Rupees Twenty Five thousand only) in the form of a Demand Draft issued by any scheduled commercial bank in favour of Accounts Officer, (Cash) Main, DDA payable at DDA Delhi, and should be valid for six(6) months from the due date of the tender. Tenders without EMD and required information with supporting documents shall be summarily rejected. No Cheque shall be accepted towards Earnest Money Deposit (EMD). No interest will be payable on earnest money deposit.
- (b) The Earnest Money Deposit of the un-successful tenderer would be released after finalization of the contract.
- (c) The Financial Bid should be furnished as per proforma at Annexure-B.
- (d) The tender document can also be downloaded from the website <http://www.dda.org.in> and [CPP Portal](#)
- (e) The quoted price should include GST and all other taxes.
- (f) The tenderer should have valid PAN and GST Registration. Copies of all registrations to be submitted with the bid.
- (g) TDS, if applicable, will be deducted as per Income Tax Rules.
- (h) The bidder should have published at least one Coffee Table book to be eligible for the tendering process and should produce the work completion certificate for the same.
- (i) The DDA reserves the right to cancel any/all the tender(s) without assigning any reason.
- (j) The work is required to be done with precision and high quality is to be maintained.
- (k) Any extra job(s), if required to be executed for due completion of the work are to be attended to by the contractor and the rates for such job(s) will be decided on mutual negotiations. However, the final rates for such items fixed by the DDA would be binding on the contractor.
- (l) The DDA's decision in any of the matter(s) is final and binding.
- (m) Average Annual turnover of the bidder during the FY 2016-17, FY 2017-18 and FY 2018-19 should be at least INR 1 crore each year.
- (n) If any information furnished by the applicant is found to be incorrect at a later stage, the bidder shall be liable to be debarred from any future tendering by DDA, besides annulment of the contract. DDA reserves the right to verify the particulars furnished by the bidder independently.

(o) Force Majeure: -

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, party may, at its option, terminate the contract.

(p) Settlement of Disputes and Arbitration: -

If any dispute or difference arises between the parties hereto as to the interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this agreement, shall, within 30 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be decided through the process of Arbitration conducted by a sole arbitrator to be appointed on reference by either Party in accordance with the statutory provisions of the High Court of Delhi at New Delhi or by the designated Arbitral institutions at Delhi. The arbitration proceedings shall be governed as per the provisions of Arbitration and Conciliation Act 1996 and the rules framed thereunder as amended up to date. The award made in pursuance thereof shall be binding on the parties.

a) The venue of the Arbitration shall be at Delhi.

b) The Language of arbitration proceedings will be English only

c) Each party shall bear and pay its own cost of the arbitration proceedings unless the arbitrator otherwise decides in the award.

d) The provisions of this clause shall not be frustrated, abrogated or become inoperative, notwithstanding this agreement expires or ceases to exist or is terminated or revoked or declared unlawful.

(q) Governing Laws and Disputes: The courts at New Delhi shall have exclusive jurisdiction in all matters concerning this agreement including any matter related to or arising out of the arbitration proceedings or any award made therein.

3. Bank Guarantee

DDA will require the selected bidder to provide a Performance Bank Guarantee within 15 days from the notification of award, for a value equivalent to 10% of the total cost of contract. Thereafter, DDA will notify each bidder and return their EMD.

a. This Bank guarantee deposit money shall be returned within 30 days after the expiry of contract provided there is no breach of contract during the period of the contract.

b. No Interest shall be paid on the Bank Guarantee.

DDA shall invoke the performance guarantee in case the selected bidder withdraws offer after signing of the contract or fails to discharge their contractual obligations during the contract period or DDA incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms and conditions.

4. Disqualification

Even though the applicants meet the above criteria, they are subject to be disqualified if any applicant has,

- a. A criminal history or has been convicted by any court of law for any of the offenses under any Indian laws.
- b. If, any criminal proceedings is/are pending in any court of law in India against any of the applicant and if any such proceeding culminates into conviction.
- c. Made misleading or false representation in the forms, statements and attachments submitted.

5. Scope of Work

The scope of work is on the basis of turnkey project and deliverables will include: -

- a) Conceptualization, Designing, Layout, Photo-development, Text Content development, Illustrations, Editing and Printing of Coffee Table Book as per the details in the Tender document.
- b) Photo research, photography, photo-sourcing, photo-selection and photo-correction.
- c) Text-content development and its editing & copy writing for the project.
- d) Delivery of soft copies (Three) in COREL DRAW or IN-DESIGN.
- e) Delivery of all copies of Coffee Table Book at DDA Office Vikas Sadan.
- f) Downloadable version of the Coffee Table Book

Note: The aspect of creativity, innovation and high standard of work will be considered for selection. The capacity to complete the job within the given time frame and with desired quality will also be considered.

6. Important Dates

Activities	Date	Time
Document download starts	14.07.2020	From 3.30 PM
Pre Bid query through email (ddapublicrelation@gmail.com)	21.07.2020	10 AM to 5 PM
Release of Response to clarification sought in pre bid query on CPP Portal	28.07.2020	
Bid submission starts	29.07.2020	From 10 AM
Last Date of Submission of Technical and Financial Bids	04.08.2020	Latest by 5 PM
Last date to submit hard copy of previous Coffee Table Book, sample of proposed coffee table book and EMD	06.08.2020	Latest by 5PM
Opening of Technical Bid	10.08.2020	
Opening of Financial Bid	11.08.2020	

Note: Changes in the above schedule, if any, will be made at the sole discretion of DDA and will be communicated by mail to the shortlisted agencies.

7. Submission of online bids

Submission of Tender Bids shall be submitted online only at CPP portal <http://eprocure.gov.in/eprocure/app>. Tenders will be submitted in Two Parts i.e. (a) Technical Bid and (b) Financial Bid through Online mode only.

Note: The hard copy of the **sample of proposed Coffee Table Book** of at least 15 pages, front and back pages (including Front and Back cover), previously printed coffee Table Book and EMD should be sent to the Dy. Director(PR), Room No. 16, B-Block, Ground Floor, Vikas Sadan, DDA by the date and time mentioned in schedule, in a sealed cover with the Title “Tender for Coffee Table Book on DDA Biodiversity Parks.”

Also, the bidder has to visit at least 1 Biodiversity Park of DDA to prepare the sample of the Coffee Table Book. The sample specifications should be the same as mentioned in Annexure C.

8. Technical Bid

Technical bid shall be submitted through Online mode. Following documents should be uploaded in pdf format only:

- a) Signed and scanned copy of valid license/ registration for establishment for printing work.
- b) Scanned copy of printing experience in Coffee Table Book and Biodiversity/wildlife related field. Successful work completion certificates for the same.
- c) Signed and scanned copy of Undertaking/ Declaration certificate at Annexure-F.
- d) Signed and scanned copy of PAN of bidder.
- e) Signed and scanned copy of GST registration of bidder.
- f) Signed and scanned copy of EMD.
- g) Signed and scanned copy of Exemption/ Relaxation Form, along with requisite documents, if exemption/ relaxation claimed.
- h) Turnover certificate for (FY 16-17, FY 17-18, FY 18-19).

9. Evaluation Criteria for technical bid

S.No.	Criteria	Points	Maximum Marks
1	Layout and Design/Concept of Sample Coffee Table Book	35	35
2	Photographs and Print quality of Sample Coffee Table Book submitted	25	25
3	Cumulative Turnover of the agency for the last 3 years (FY 2016-17, FY 2017-18, FY 2018-19)		20
	Rs. 1 Crore to Rs. 2 Crore	5	
	More than Rs. 2 Crores to Rs. 5 crores	10	

	More than Rs. 5 Crores	20	
4	Printing Experience in biodiversity/wildlife related field	10	10
5	Quality of coffee table book previously printed	10	10
	Total Marks		100

10. Evaluation criteria for financial bid

The bidder with the lowest cumulative financial bid for printing of proposed Coffee Table Book will be 'L1' and will be awarded 100% financial score. The Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder = $\{(Financial\ Bid\ of\ L1 / Financial\ Bid\ of\ the\ Bidder) \times 100\}$ % (adjusted to 2 decimals)

Errors and Rectification:

Arithmetical errors will be rectified on the following basis:

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

10.1 Joint Evaluation of Technical & Financial Bids:

The following is the procedure for evaluation of the award of tender:

The technical and financial scores secured by each bidder will be added with the weightage of 70:30 respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = S(T) * 0.7 + S(F) * 0.3$$

Where

CS is cumulative score

S(T) = Technical Bid Score

S(F) = Financial Bid Score

NOTE: The bidder with highest cumulative score (CS) will be the successful bidder and be eligible to become the service provider.

11. Notification of Award of Contract:

Within the validity of the period of bid prescribed, DDA will notify the successful bidder by e-mail and confirm by letter that the particular bid has been accepted ('Notification of Award of Contract'). This notification of award shall name the sum which DDA will pay to the bidder in consideration of the performance of the scope of work by the bidder as prescribed by the contract. The successful bidder on receipt of "Notification of Award" shall convey his/her acceptance by return e-mail and to be confirmed through speed post within seven working days through a letter. The acceptance is to be accompanied by a signed contract in favor of DDA. The Notification of Award of contract and the letter of acceptance shall constitute the formation of the contract.

12. Penalty

In case bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverables as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of PBG (Performance Bank Guarantee) as well as disqualification of the bidder from participating in future tenders.

For any kind of delay in adhering to the time schedule, successful bidder shall be liable to pay 5% of total amount of the bill for every ten days of delay and multiples thereof.

13. Copyright

All photographs taken, data and information collected, samples submitted, study material, write ups and Coffee Table Book soft copy so developed, shall be the property of the Delhi Development Authority. Successful bidder shall also submit edited high-resolution photographs in soft format to DDA.

14. Payment

All the payments for the work completed will be made after final delivery of the product post submission of bills and supporting documents.

15. Delivery of Work

Successful Bidder is supposed to deliver a dummy book of the proposed Coffee Table Book within 30 days from the day of award of work and delivery of total copies of Coffee Table Book should be made within 15 days after the final approval is given for the same.

Bidder Details

Name of the Bidder / Agency			
Corporate Address			
Website			
Type of Company			
Year of Establishment			
Key Person			
Designation			
Mobile No			
Email			
Address			
PAN No .			
GSTN No.			
No of Editorial Staff/ Copywriters			
No of Graphic Designers			
No of Graphic Proofreaders			
Turn Over in Each Year	16-17	17-18	18-19
Rs in Lakhs			
Work Orders / AppreciationLetter / Work Completion Certificate for Printing Coffee Table Books			
Indicative List of Publication / Work done			
Printing Facility	Own/ Contract (Self-Certification)		
Address of Printing Facility			
Number of coffee table books published			

FINANCIAL BID FORMAT

Sl. No.	Print Quantity	Rate (inclusive of all charges/taxes)
1.	1000 copies as per specifications mentioned in Annexure – C	In Numbers: _____ In Words: _____

1. Any additional quantity/pages will be paid on pro rata basis.
2. The Total amount includes all applicable taxes, transportation charges , bubble paper packing charges and delivery charges. (Delivery should be done at B-16, Vikas Sadan, DDA)

TECHNICAL SPECIFICATIONS FOR THE COFFEE TABLE BOOK

Name of work	Creation /Designing & Printing of Coffee Table Book
Quantity	1000 copies
Size in inches	14 INCHES BY 12 INCHES
Paper & Pages	Inner pages: 220 GSM Imported Matte
Cover	Hardcover 3 mm thickness. 220 GSM imported matte with single side lamination/coat +logo leaf printing and UV coating on cover and embossing.
No of Pages	225 PAGES (BOTH SIDES INCLUSIVE)
Language	English
Binding	PERFECT
Printing	Offset
Color scheme	4 color

LIST OF BIODIVERSITY PARKS OF DDA

1. Yamuna Biodiversity Park
2. Aravalli Biodiversity Park
3. Neela Hauz Biodiversity Park
4. Tilpath Valley Biodiversity Park
5. Northern Ridge (Kamla Nehru) Biodiversity Park
6. Tughlaqabad Biodiversity Park
7. South Delhi Biodiversity Park

GENERAL TERMS & CONDITIONS

- 1) Tenders received after closing date & time shall be rejected.
- 2) Corrections, if any, in the documents submitted should be duly authenticated with full signature of the authorized signatory, failing which such Bids are liable to be rejected.
- 3) The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned bids are liable to be rejected.
- 4) All the columns in Technical Bid format needs to be filled by the bidders.
- 5) Only bidders who score 60% and above marks in Technical Bid assessment will qualify for the financial bid.
- 6) In the event of default in supply, the authority reserves the right to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
- 7) The technical bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such bids shall be rejected. No correspondence will be entertained in this regard.
- 8) All material, art work used in printing of Coffee Table Book will be the property of the DDA and will have sole rights for its use in future. Content shared online must be copyright protected.
- 9) For verification of information submitted by the bidders, the committee may visit Bidder's office at its own cost.
- 10) The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.
- 11) The cost indicated in the Financial Bid shall be treated as final and reflecting all inclusive total number of Coffee Table Books printed and delivered.

DECLARATION CERTIFICATE

1. I/we undertake that I/we have carefully studied, understood and accepted all the terms and conditions as mentioned in the tender document.
2. I/we undertake that my firm/organization------(name of firm/ organization) has not been blacklisted/ debarred by Central Govt./ State Govt./ Any Govt. Organization/ PSU.
3. I/we undertake that Owner/Director/ Manager of my firm/organization-----
------(name of firm/ organization) has not been convicted by the court of law.
4. I/We further undertake that the information given in this tender is true and correct in all respects and we hold the responsibility for the same.

Signature:

Name:

Stamp:

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
