

**Embassy of India
Ljubljana

E-NOTICE Inviting Tender for Printing Services

Tender No:

DATED: 28.11.2022

Date of publishing	:	29.11.2022
Bid Document Download Start Date	:	29.11.2022
Bid Submission Start Date	:	29.11.2022
Clarification Start Date	:	01.12.2022
Clarification End Date	:	08.12.2022
Bid Submission End Date	:	20.12.2022
Date of Technical Bid Opening	:	26.12.2022

*The dates can be changed at the direction of Embassy of India Ljubljana.

*This is an open tender and bids are to be submitted through Central Public Procurement portal or physical copies and/or by e-mail to:

Mr. Raj Kumar
Head of Chancery
Embassy of India Ljubljana
Železna cesta 16
1000 Ljubljana, Slovenia
(e-mails are to be marked to hoc.ljubljana@mea.gov.in and
adm.ljubljana@mea.gov.in)

REQUEST FOR PROPOSAL

1. Background

This request for proposal (RFP) is for engaging services of a Company/Firm/Agency to design and publish various publications which are requested by the Embassy of India Ljubljana from time to time, such as the coffee table books, publicity brochures, information booklets, books, each having specific specification of number of pages, type of pages, design and format.

(b) In pursuance of the above, the Embassy of India, Ljubljana wishes to commission following designing and printing projects in accordance with the Scope of work and deliverables mentioned in this Tender document:

- (i) Coffee Table Book
- (ii) Brochure on doing business with India
- (iii) Publicity e-flyers of Embassy
- (iv) Bimonthly e-journal

2. Scope of Work

The scope of work shall include the following:

- (a) Content for each project (coffee table book/brochure/books/booklets) will be separately provided by Embassy of India Ljubljana.
- (b) Preparing the design/layout.
- (c) Organization of contents.
- (d) Preparation of Headings.
- (e) All the references to be edited in consistent format.
- (f) Type setting of the documentation.
- (g) Ensuring illustrations and captions are correct.
- (h) Appropriate placing of Photos.
- (i) Ensuring high quality of work (editorial and production).
- (j) Effective coordination with content and reference material photos and design.
- (k) Preparing Bibliography.

- (l) **Constant/daily feedback is to be given to the publishing team of the Embassy of India** and the Schedule of selection process is to be strictly adhered to.

NOTE: 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 be essence for this RFP.

3. Selection Process:

EOI Ljubljana will adopt a two stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising in Two Covers (Technical and Financial bids), sent to Head of Chancery by post or by mail (hoc.ljubljana@mea.gov.in). In the first stage, a technical evaluation will be carried out on the basis of documents and information provided by the bidders under Technical Bid. Financial bids of only those bidders will be opened whose technical bids qualify. The lowest bidder fulfilling criteria as mentioned in NOTE at Para 2 in bold and italic form will be considered for Award of Work.

4. Technical Specifications:

4.1 Name of Work: Creation (Designing) and Printing of Coffee Table Book

(a) **Quantity:** 100 copies in (English) **[Additional copies, if required, will be paid on pro-rata basis on the total cost quoted by the selected Company/Firm/Agency]**

(b) **Size:** 23.5 cm (height) and 27.5 cm (breath)

(c) **Paper & Pages:**

(i) Inner Pages: 130 GSM Magno star art paper

(ii) Cover (PLC): 150 GSM Magno star art paper (to be pasted) on Imported hard book binding card board (2.5 mm).

(iii) Jacket: 250 GSM Magno star art paper with 4" inside fold on front & Back each.

(iv) End leaves: 130 GSM Magno star art paper

(d) **Colour Scheme**

i) Inner Pages: 4 colours front & back

ii) Title and Jacket: 4 Colours (Gold) leaf printing and UV coating on cover as well as Jacket

iii) Inside pages required Aquesh Varnishing Inner tiles: 4 colours

(e) **Offset Printing of Photographs, Charts & Drawings:**

- (i) Anywhere and in any size as per requirement / design Photos
- (f) Photographs: 50 photographs** in 4 colours
- (g) No. of pages: 150 pages**
- (h) Language:** English
- (i) Lamination/Varnishing:** PLC/OUT side of Book Jacket (04 colours)
- (j) Binding:** Section sewn with good quality library book style with head and tail bands, flat spine bound hard case binding machine i.e. perfect binding with hard case.
- (k) Packing: Packed in corrugated boxes 5 ply of 10 copies each**

4.2 Name of Work: Creation (Designing) and Printing of Booklet

- (a) Format:** 10 x 7.5 cm (aprox A6 – 4 times on A4)
- (b) Cover:** 250 gr mat, print 4/0
- (c) Inner:** 80 gr uncoated material, print 4/4
- (d) Binding:** Glue in back

4.3 Name of Work: Creation (Designing) and Printing of Flyers

- (a) Format:** A4
- (b) Nr of pages:** Cover 4, inner 16 pages
- (c) Cover:** 200 gr uncoated, print 4/4
- (d) Inner:** 90 gr uncoated, print 4/4
- (e) Binding:** With wire staples in back

4.4 Name of Work: Creation (Designing) and Printing of Brochure

- (a) Format:** 20x20 cm
- (b) Nr of pages:** 12 pages
- (c) Cover:** 200 gr uncoated, print 4/4
- (d) All same paper:** 200 gr uncoated or cream uncoated 250 gr
- (e) Cover:** PVC matt 1/0
- (f) Binding:** With wire staples in back
- (g) Creasing** all pages

- (h) **Publicity Diplomatic (PD) Logo of the Government of India Amrit Mahotsav and the Embassy of India Ljubljana credit are to be placed on brochure.** PD logo will be provided by the Embassy of India Ljubljana.

4.5 Name of Work: Creation (Designing) and Printing of Big Stickers

- (a) **Format:** 145 x 220 mm
(b) Sticker matt coating

4.6 Name of Work: Creation (Designing) and Printing of Small Stickers

- (a) **Format:** 100 x 145 mm
(b) Sticker matt coating
(c) **Publicity Diplomatic (PD) Logo of the Government of India Amrit Mahotsav and the Embassy of India Ljubljana credit are to be placed on stickers.** PD logo will be provided by the Embassy of India Ljubljana.

5. Additional specifications under para 4.1., 4.2., 4.3., 4.4., 4.5. and 4.6.:

- (a) **Process of Composing & Printing Laser typesetting and offset printing.** Proofing of the colours will be done by the agency/printer/firm & got approved by the Embassy of India Ljubljana.
(b) **Proof Reading:** It will be the sole responsibility of the agency/firm/printer.
(c) **Liaison:** It will be the responsibility of the Agency/firm/Printing to collect and deliver the proofs and each & every related job.

6. Eligibility Criteria for Bidder

- a) The bidder should have minimum 03 years experience in designing and printing of books, specially coffee table books.
b) The bidder should have experience in providing services in other organisations of Govt. of Slovenia or other Embassies in Slovenia.
c) The bidder should provide 'user satisfaction certificates' from at least three organisations/embassies.
d) Bidder shall be required to submit copies of Income Tax returns of the previous year along with Turnover certificate for the last three years by practising Chartered Accountant.

- e) The Bidder will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of Embassy of India Ljubljana regarding Commissioning of Printing Services. In the event if the information submitted by bidder is found to be false or fabricated in any matter whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of Embassy of India Ljubljana.
- f) The bidder is to confirm in writing the acceptance of all the terms and conditions given in this RFP for consideration of his application for commissioning of Printing Services in the declaration as shown in Annexure D.
- g) The bidder should have a background in providing service in time.
- h) The bidder should not have been de-registered/blacklisted, previously by any government organisation.

7. Earnest Money Deposit (EMD)

The Bidder shall furnish an Earnest Money Deposit (EMD) amounting of EUR 250 together with Technical Bid Cover. The EMD shall be in EUR and shall be in the form of Demand Draft from any of the Nationalized / Scheduled Bank in favour of "Pay and Accounts officer, Embassy of India Ljubljana).

Alternatively, in place of a Bid security, the Bidders may submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

The earnest money of unsuccessful Bidder shall be refunded after final award of Contract. EMD of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Guarantee. The EMD shall not carry any interest. The Earnest Money will be forfeited on account of one or more of the following reasons:

- a) Bidder withdraws the Proposal during the validity period specified in Tender document.
- b) Bidder does not respond to requests for clarification of its Proposal/substandard works.
- c) Bidder fails to provide required information during the evaluation process or is found to be non-responsive.

- d) In case of successful Bidder, fails to sign the Agreement in time as per schedule; or furnish Performance Guarantee.

8. Performance Guarantee

Performance Guarantee shall be submitted by bidder through a nationalized bank before the commencement/print out order is given at the time of signing the final agreement with the successful bidder and it shall remain valid up to 30 days after the completion of the tenure of contract period. The value of the Performance Guarantee will be an amount equal to 10% of the total amount of the project.

- (a) The Performance Guarantee shall be encashed by the Embassy of India Ljubljana in case the contractor fails to adhere to the terms and conditions of RFP.
- (b) No interest shall be paid on the Performance Guarantee.

9. Disqualification

Even though the Bidders meet the above criteria, they are subject to be disqualified if any Bidder has:

- a) A criminal history or has been convicted by any court of law for any of the offences under the Indian laws.
- b) If, any criminal proceedings is/are pending in any court of law against any Bidder and if any such proceeding culminates into conviction.
- c) Make misleading or false representation in the forms, statements and attachments submitted
- d) The Bidder who do not submit EMD in the Technical bid envelope will be disqualified from the tendering process.

10. Notification of Award of Contract

Within the validity of the period of bid prescribed by Embassy of India Ljubljana, it will be notified the successful bidder by fax/email 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 Embassy of India Ljubljana 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 receipt of "Notification of Award" shall convey his/her acceptance by return e-mail or fax and to be confirmed through speed post within three (3) working days through a letter. The acceptance is to be accompanied by a signed contract in favour of HOC, Embassy of India Ljubljana. The Notification of

Award of Contract and the letter of acceptance shall constitute the formation of the contract.

11. Penalty

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

(b) for any kind of delay in adhering to the time schedule or substandard work, bidder shall be liable to pay 5% of total amount of the bill.

12. Settlement of Laws and Arbitration

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representatives rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, Ministry of External Affairs or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration Act 1966 or any other law that takes place in this regard.

13. Submissions of bids

a) Bids should be submitted by physical copies and/or by e-mail to Embassy of India Ljubljana (hoc.ljubljana@mea.gov.in). Procedures to be followed in either case is detailed as follows:

b) **Physical Submission of bids:** The bids (complete in all respect) must be submitted in two Covers (Technical and Financial Bids). Documents desired as per Annexure A, Annexure C and Annexure D are to be submitted in one envelop marked as **Technical Bids for printing services**. Annexure B is to be submitted in second envelop marked as **Financial bid for printing services**. Both the envelopes to be put in a bigger envelop marked as **Bids for Printing Services** and sent by post to the following address:

**Mr. Raj Kumar
Head of Chancery
Embassy of India Ljubljana
Železna cesta 16
1000 Ljubljana, Slovenia**

c) **Bid Submission by email:** The bids (complete in all respect) must be submitted in as explained in Annexure A (Details of covers of Technical Bid), Annexure B (Financial bid format), Annexure C (Terms and Conditions) and Annexure D (Declaration

Certificate) by email to hoc.ljubljana@mea.gov.in. All annexures to be duly certified as accepted. Annexure B for financial bids is to be submitted as password protected file. Password for the same will be shared after qualification of technical bids.

14. **OPENING OF E-TENDER:**

Technical Proposals shall be opened as per Schedule mentioned in table (Important Dates) at Embassy of India Ljubljana in the presence of Bidders or their authorized representatives who choose to attend the opening of Bids. Authorized representative with authority letter on the letter head of tendering company/firm/agency etc duly signed by the firm will only be allowed to attend the meeting of the Tender Committee to be held on **26 December 2022** at 10:30 Hrs at Embassy of India Ljubljana for opening of technical bids.

17. Embassy of India Ljubljana also reserves the right to call for additional information from the Bidders.

Annexure – A

Cover 1 – (Technical Bid)

(following documents to be provided in .pdf format)

S.No.	Document	Format
1	EMD of EUR 250 (EUR Two Hundred Fifty only) (Scanned copy) or declaration form.	.pdf
2	Name of the Company/Firm/Agency with Year of Establishment along with detailed office address with telephone with registration details.	.pdf
3	Past Experience of the Company/Firm/Agency along with profile and past projects handled.	.pdf
4	Income Tax Returns for last 3 years	.pdf
5	Details of staff strength	.pdf
6	The bidder should have minimum 03 years experience in designing and printing books, specially coffee table books.	.pdf
7	The bidder should provide 'user satisfaction certificate' from at least three organisations.	.pdf
8	The bidder is to confirm in writing the acceptance of all the terms and conditions given in this RFP for consideration of his application for commissioning of Coffee Table Book in the deceleration as shown in Annexure D	.pdf
	Questionnaire	
I	Content/Creative.	
(a)	Experience in creating a bilateral Book/Coffee Table books. Give brief details in 200 – 400 words.	.pdf
(b)	Innovative ideas regarding latest printing innovations regarding Content/Generation. Give brief details in 200 – 400 words.	.pdf
(c)	How innovatively bidder will print the pictures with text. Please indicate with sample pages and animation objects.	.pdf
II	Qualifications of Photographers	
(a)	Qualification and experience of Photo Editor.	.pdf
(b)	Qualification and experience of Assistant Editorial Team.	.pdf
(c)	Experience and professional knowledge in latest photography software (e.g. Coral draw). Give brief details in 200 – 400 words.	.pdf
(d)	Expertise in Photographic Hardware & Software. Give brief details in 200 – 400 words.	.pdf
III	Experience in Editing and Proof Reading	
(a)	Numbers of Proof Readers employed and their experience	.pdf
(b)	Details of qualifications of Proof Readers.	.pdf

Annexure B

Financial Bid Format

Please quote rate (all Inclusive) for works as mentioned in Para 4.1 to 4.6 in the following format.

Print Quantity	All Inclusive Rate per copy in EUR (Inclusive of GST, levies, delivery charges, etc.)	
100 copies in (English)		.xls

Annexure C

Terms & Conditions

1. Each page of documents must be signed including Annexures.
2. Fulfill all the columns in Technical Bid format (S.No. 1 to 8).
3. Bidder who score 80% and above marks in Questionnaire under the Heading Technical Bid will qualify for the financial bid.
4. Copy right of the Published book will be held by Embassy of India Ljubljana.
5. **Validity of Proposal:** 60 days, Embassy of India Ljubljana reserves the right to reject a proposal valid for a shorter period as nonresponsive.
6. No bidder will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm will be forfeited.
7. Right to Accept or Reject any Proposal:
 - a) Embassy of India Ljubljana reserves the right to annul the E-Tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder (s) of the grounds for such decision.
 - b) In case of any material breach of any of terms and conditions mentioned in the Tender Document, the Competent Authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by the Embassy of India Ljubljana in that event and the Performance Security Deposit may also be forfeited.
8. **a) Clarifications & Amendments of E-Tender Notice:** During the process of evaluation of Proposals, Embassy of India Ljubljana may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time-frame. Embassy of India Ljubljana may for any reason, modify the E-Tender document before the date of submission of proposal. The Amendment(s) to the E-Tender document would be clearly spelt out and the Bidders will be given sufficient time to amend their proposal due to such modifications.
 - b) **Withdrawal, Substitution and Modification of Tenders:** The bidder, after submitting the bids, is permitted to withdraw, substitute or modify the bids in writing without forfeiture of EMD, provided these are received duly sealed and marked like the original tender, up to date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD) and other sanctions.

9. If two or more bidders have offered the same rate, the Embassy of India Ljubljana reserves the right to classify all such bidders as lowest and divide the purchase order suitably between them, if required to do so.
10. **Late Bids:** Late Bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.
11. **Bid Currency:** Prices shall be expressed in EUR only.
12. For verification of information submitted by the Bidders, the Committee may visit Bidder's offices at its own cost.
13. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.
14. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.
15. The cost indicated in the Financial Bid shall be treated as final and will reflect all inclusive per Coffee table book.
16. **Force Majeure:** Embassy may considered relaxing the penalty and delivery requirements, as specified in tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
17. Dully filled and signed the Declaration Certificate in Annexure D.

Annexure D

Declaration Certificate

This is to certify that I/We before signing this E-Tender have read fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature:

Name:

Stamp