
Tender Document for empanelment of printing agency

Tender Document

Punjab Infotech

DISCLAIMER

The information contained in this Tender Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Punjab Information & Communication Technology Corporation Ltd (PICTC) or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement and is neither an offer nor invitation by the PICTC to the prospective Bidders or any other person. The purpose of this tender is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this tender (the Proposal”).

This Tender includes statements, which reflect various assumptions and assessments arrived at by the PICTC in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This tender may not be appropriate for all persons, and it is not possible for the PICTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. PICTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. PICTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this Bid Stage. PICTC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender. PICTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender. The issue of this tender does not imply that PICTC is bound to select a Bidder or empanel printing agencies as the case may be, for the Assignment and PICTC reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PICTC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder

PICTC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or for submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

Document Control/Data Sheet

| S. No. | Particulars | Details |
|--------|---|---|
| 1. | Document Reference Number | Tender No PICTC/ Admin/2013-14/01 |
| 2. | Start date for issue of Tender Documents | November 13, 2013 (11:00 AM) |
| 3. | Last date and time for submission of bids | November 19, 2013(Till 5 PM) |
| 4. | Date and time of opening of bids (pre-qualification and technical bids) | November 20, 2013 |
| 5. | Technical presentations | November 22, 2013 |
| 6. | Empanelment of printing agency | November 25, 2013 |
| 7. | Office address, Venue for pre-bid meeting, opening and evaluation of Bids | Punjab Infotech, 5 th Floor Udyog Bhawan Sector 17 Chandigarh |
| 8. | Cost of Tender On line | Rs 3000/- |
| 9. | Earnest Money Deposit (On Line) | Rs 30,000/- |
| 10. | Contact Details | Email id: punjabinfotech@punjabinfotech.gov.in |

| | | |
|-----|-----------------------------|---|
| | | Phone: 0172-5256400 Fax – 91-172-2702423 |
| 11. | Tender documents on Website | http://www.punjabinfotech.gov.in www.etender.punjabgovt.gov.in |

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1. Invitation

- (i) The tender is to invite proposal for printing of stationery and marketing collateral for Punjab Investment Summit 2013 from experienced and competent printing agencies who have a proven track record for printing related activities with sound financial and technical capability for giving their offer as per terms and conditions detailed out in the following paragraphs.
- (ii) Tenderers are advised to study the tender document carefully. Submission of tender shall be deemed to have done after the careful study and examination of the tender document with understanding of its implications.
- (iii) All the tenders shall be applied on line though e –tender. The Corporation will not accept any manual tender . There will be two type of charges applicable (Payable online at the time of applying)
 - a) Non refundable tender fee amounting to Rs 3000/-
 - b) The Earnest Money amounting to Rs 30,000/-
- (iv) The Corporation may, at its own discretion, extend the date for submission of proposals. In such a case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Features of empanelling Printing Agency

Punjab Infotech is the nodal agency for the Punjab State Government Investor Promotion Campaign. Since the campaign is on world arena a high class printing is required for the various events under the programme. The design and specifications will be provided by the Corporation and agency is desired to do the printing as per given specification.

3. Scope of Work

The following are the printing material and stationery as required by the Corporation. This is a tentative list and may increase or decrease.

| S.No | Description of the item |
|------|---|
| 1. | Brochure |
| | <input type="checkbox"/> Investor Meet Collateral |
| | <input type="checkbox"/> Sectoral profiles compendium (7 types) |
| | <input type="checkbox"/> Policies |

| | |
|-----|--|
| | <input type="checkbox"/> Project profiles |
| | <input type="checkbox"/> Exhibition catalogue |
| | <input type="checkbox"/> Brochure with Inserts |
| | <input type="checkbox"/> Maps |
| 2. | Minute to Minute Programme |
| 3. | Presentations – session specific |
| 4. | Invitations |
| | <input type="checkbox"/> Main Summit Invite |
| 5. | Branded Stationery |
| | <input type="checkbox"/> Writing pad |
| | <input type="checkbox"/> Letter heads |
| | <input type="checkbox"/> Envelopes |
| | <input type="checkbox"/> Pens |
| | <input type="checkbox"/> Visiting cards for CM/Dy CM/Key Govt officials |
| 6. | Pendrive (containing Sector profile, policies, Brochures in soft copies, Land bank) with logo branding |
| 7. | CD cover |
| 8. | Panels/Hoardings/Signage |
| | <input type="checkbox"/> Backdrops |
| | <input type="checkbox"/> Hoardings |
| | <input type="checkbox"/> Standies |
| | <input type="checkbox"/> Signages |
| | <input type="checkbox"/> Dais labels for panel members, registration desk, helpdesk etc |
| 9. | Stickers & Passes |
| | <input type="checkbox"/> Car Stickers |
| | <input type="checkbox"/> Lunch/ Dinner Pass |
| | <input type="checkbox"/> Delegate passes (with different colour codes based on type of invite, access etc) |
| | <input type="checkbox"/> Logo Stickers |
| 10. | Backlit Acrylic Sheet |
| | <input type="checkbox"/> - Branding on mementos (may also need wrapping sheets with progressive Punjab logo) |
| | <input type="checkbox"/> Folders |
| | <input type="checkbox"/> Kits/ bags –Printing |

4. Definitions

Unless the context otherwise requires, the following terms whenever used in this tender document have the following meanings :

- a) “ Bidder” means firm / Company who submits proposal in response to this tender document.
- b) “Committee” means committee constituted for evaluation of proposals.
- c) “Agency” means the firm/ company, selected through competitive tendering in pursuance of this tender, for printing of collateral and other stationery.
- d) “Contract” means the contract entered into by the parties for providing printing services.
- e) “GCC” means General Contract Conditions, specified in the document
- f) “ITB” means Instructions to Bidders
- g) “IFP” means Invitation for Proposal.
- h) “Client “ means Punjab Infotech.

5. Conflict of interest

The agency should provide professional objective and impartial advice and at all times hold the Punjab Infotech’s interests paramount, strictly avoid conflicts with other assignments/ Jobs or their own Corporate interests and act without any consideration for future work.

6. Validity of Proposal

Proposals shall remain valid till December 31, 2014 from the date of opening of the Proposals. Punjab Infotech reserves the right to reject a proposal valid for a shorter period as non – responsive

In exceptional circumstances, Punjab Infotech may solicit the bidder’s consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder may refuse the request without forfeiting the Earnest Money Deposit. A bidder granting the request will not be permitted to modify its proposal.

7. Right to accept or reject Proposal (s)

Punjab Infotech reserves the right to annul the Tender 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.

8. Fraud and Corruption

It is required that the bidders submitting proposal and the agency selected through this tender must observe the highest standards of ethics during the process of selection of agency and during the performance and execution of contract

- (i) For this purpose, definition of the terms are set forth as follows :
 - (a) "Corrupt practice" means the offering, giving , receiving or soliciting of any thing of value to influence the action of Punjab Infotech or its personnel in contract executions.
 - (b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (Prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive the department of the benefits of free and open competition;
 - (c) "Unfair Trade Practice" means supply of services different from what is ordered on or change in the scope of work.
 - (d) "Coercive practice" means harming or threatening to harm, directly or indirectly persons or their property to influence their participation in the selection process or execution of contract
- (ii) Punjab Infotech will reject a proposal for award if it determines that the bidder recommend for awarding has been determined to having been engaged in corrupt fraudulent or unfair trade practices.
- (iii) Punjab Infotech will declare an agency ineligible, either indefinitely or for a stated period of time , for awarding the contract, if it at any time determines that the agency has engaged in corrupt, fraudulent and unfair trade practice in competing for or in executing the contract.

9. Clarifications and amendments to Tender

- a) During process of evaluation of the proposals, Punjab Infotech may at its discretion, ask bidders for clarifications on their proposal. The bidders are required to respond within the prescribed time frame.
- b) Punjab Infotech may for any reason, modify the tender document from time to time. The amendment(s) to the document would be clearly spelt out and the bidders may

be asked to amend their proposal due to such amendments. All information related to amendments will be published on www.punjabinfotech.gov.in. No further advertisement related to any amendment will be published in newspapers.

10. Earnest Money Deposit (EMD)

- (i) The Bidder shall furnish, an EMD amount to Rs 30,000/-
- (ii) The EMD shall be in Indian Rupees and shall be submitted on line through e-tender
- (iii) The EMD will be forfeited on account of one or more of the following reasons;
 - (a) Bidder withdraws its proposal during the validity period specified in the Tender
 - (b) Bidder does not respond to request for clarification of its proposal.
 - (c) Bidder fails to provide required information during the evaluation process or is found to be non responsive.
 - (d) In case of a successful bidder, the said bidder fails to sign the Agreement in time or furnish Performance Bank Guarantee.
- (iv) Refund of EMD: The Earnest Money of unsuccessful bidders shall be refunded on request by the bidder after final award of contract.
- (v) The EMD lying with Punjab Infotech in respect of other tender / RFP/EOI awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this tender. The EMD may however be considered in case tender is re-invited.
- (vi) The EMD of the successful bidder process will be released only after the bidder signs the final agreement and furnishes the Performance Bank Guarantee. For other bidders the EMD will be refunded on final award of contract to the successful bidder.

11. Terms and Conditions applicable to the agency for job

Selected agency will be required to take final approval after showing one sample of the design given for printing.

- (i) The agency shall be deemed to have carefully examined and understood the conditions, specifications size etc. of the requirements and work to be executed. If there is any doubts as to the meaning of any portion of these conditions or of the specifications etc. the agency shall before signing the contract refer the same to the Corporation and get clarifications.
- (ii) Punjab Infotech will supply the CDR format for printing to the agency . The agency will not share the design with other person party in whole or amended format. The ownership of design will remain vested with the Corporation.
- (iii) In the event of detection of any error or defect made by the agency at any time after the delivery of the work the party shall be bound if called upon to do so to rectify such

error or defect at its cost to satisfaction of and within time fixed by Punjab Infotech. In the event of the delivery of any defective work which owing to urgency or for any other reasons cannot wholly rejected, the Managing Director, Punjab Infotech shall have the power to deduct from any payment due or security deposit amount such sum as he may deem expedite not exceeding 10% of the value of the particular portion or portions adjudged to be defective.

- (iv) A schedule for the work and for the delivery of the job will be drawn and agreed to by the Corporation and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the job according to the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to the Punjab Infotech, the Managing Director shall have the power to cancel the order and shall have the power to assign the job to another agency.
- (v) The selected agency shall report to the Managing Director or any other designated official of Punjab Infotech on a regular basis on various aspects relating to execution of Terms of Reference
- (vi) The agency shall be contactable at all times and message sent by E mail / Fax/SMS etc from the Corporation to the agency shall be acknowledged immediately on receipt on the same day.

12. Penalty Clause

- (i) **Printing not as per specification:**
In case the printing is not as per specification, the Corporation reserves the right to reject without paying any amount to the vendor
- (ii) **Delay in Order:**
In case there is a delay in completion of order, a penalty amounting to 10% of the PO value will be deducted from final payments
- (iii) **Errors & omissions:**
In case there is any imperfection in the work, the Corporation reserves the right to reject the order without paying any amount

13. Process of Selections

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- i. **Submission of proposal :** Bidders shall submit their proposal online through e tender on or before closure date of tender.
- ii. **Preliminary Scrutiny :** Preliminary scrutiny of the proposals for eligibility will be done to determine whether the bidders are qualifying the criteria specified in the document.

- iii. The eligible bidders would be required to give a detailed presentation about their proposal which should focus on past relevant experience, delivery, methodology for undertaking printing activities. The onus of demonstrating the firms competence capability and promise rests with the respective firm.
- iv. Based on the Documents & Presentation the technical evaluation committee will select the agencies. Minimum 60 marks are required to qualify for the empanelment as per the annexure sheet of Technical Evaluation.

14. Eligibility Criteria

14.1 Pre-Qualification Criteria

Annexure-1 gives the Pre-qualification bid formats as per which the bidder is required to submit the bid document. The evaluation committee shall evaluate the Pre-Qualification Bids on the basis of the Pre-qualification criteria (Annexure 1).

The bidders satisfying the Pre-qualification criterion shall be qualified to participate in the Technical bid opening.

Please Note:

- a. A checklist as per the format given in Annexure1 - Pre-qualification Criteria Checklist and Forms should be attached with the bid. In absence of the requisite format for the above desired information, PICTC holds the right to summarily reject the bids during the pre-qualification stage itself.
- b. Bid without tender document cost and adequate EMD will be liable for rejection without providing any opportunity to the bidder concerned.

14.2 Technical Evaluation

Annexure-2 gives the technical bid formats & other forms as per which the bidder is required to submit the bid document. The evaluation committee shall evaluate the Technical Bids on the basis of the technical evaluation criteria (Annexure 2). Bidders are required to score a minimum of 60 marks in the technical evaluation criteria. At the option of PICTC, the bidders may be invited to make presentation on technical and operations aspect of the bid.

The bidders satisfying the minimum technical qualification criterion based on their Technical Scores shall be declared as 'empanelled printing agency' and shall be called for printing work.

15. Annexure

15.1 Annexure-1: Pre-qualification Criteria Checklist and Forms

The criteria for pre-qualification is as per the following checklist, to be attached by the Bidder with suitable proofs against the checklist as part of the “pre-qualification bid”. Bidders are also required to attach the Annexure 1 forms appropriately as part of the Pre-qualification Bid.

| S. No. | Qualifying Criteria | Supporting documents | Compliance (Yes/ No) | Section No. and Page No. in the Bidders Proposal |
|--------|--|--|----------------------|--|
| 1. | The bidder must be any of the following:- (a) A “sole Proprietor” of the firm or constituted attorney of such sole proprietor (b) A partner of the firm, if be partnership in which case he must have authority to refer to arbitration, disputes concerning the business partnership, either by the virtue of partnership agreement or a power of attorney. In the alternative all the partners should sign the tender document. (c) Constituted attorney of the firm , if it is a company | Relevant Certificate | | |
| 2. | Bidder should have an average minimum Annual Turnover of Rs. 25 Lacs in the past 3 financial years (FY2010-11, FY2011-12, FY2012-13) | Returns in case of individuals or Audited Balance sheets in case of firms/companies. | | |
| 3. | Bidder should have at least 10-15 employees | Self Certificate for number of employees duly signed by the Authorized personnel of | | |

| S. No. | Qualifying Criteria | Supporting documents | Compliance (Yes/ No) | Section No. and Page No. in the Bidders Proposal |
|--------|--|---|----------------------|--|
| | | the bidder should be attached as documentary proof in support of the same. | | |
| 4. | Bidder shall not be under declaration of ineligibility for corrupt or fraudulent practices and should not be blacklisted from the Government / Government bodies | Self declaration on company's letter head duly signed by authorized personnel should be attached as a documentary proof for the same. | | |
| 5. | The bidder should have minimum 5 yrs similar printing experience | Work orders from the authorized personnel in the client organization should be submitted along with the Bid | | |
| 6. | The bidder should have its own office in the tri city Chandigarh/ Mohali/ Panchkula. | Self declaration on company's letter head giving complete office address details duly signed by authorized personnel should be attached as a documentary proof for the same | | |
| 7. | The bidder must have the in-house capability to provide the printing work | Self declaration on company's letter head duly signed by authorized personnel should be attached as a documentary proof for the same | | |
| 8. | The bidder should have its own bank account. | Self declaration on company's letter head giving bank account details duly signed by authorized personnel should be attached as a documentary proof for the same | | |

| S. No. | Qualifying Criteria | Supporting documents | Compliance (Yes/ No) | Section No. and Page No. in the Bidders Proposal |
|--------|---|---|----------------------|--|
| 9. | The bidder should have valid VAT registration | Valid VAT registration certificate should be attached as a documentary proof for the same | | |

15.1.1 Form 1: General information of the bidders

| General Information | | | |
|------------------------------|--|---------|--|
| Details of the Bidder | | | |
| Name | | | |
| Address | | | |
| Telephone | | Fax | |
| E-mail | | Website | |
| Details of Authorized person | | | |
| Name | | | |
| Address | | | |
| Mobile Number | | Email | |
| Landline Number | | | |

Dated:

Place:

Signed & sealed: (Authorized representative of the firm)

15.1.2 Form 2: Information about the company

| S.No | Details | To be filled by bidder |
|-------------|--|-------------------------------|
| (i) | Name of Company | |
| (ii) | Year or Registration / Incorporation | |
| (iii) | Number of Clients as on 31 st October, 2013 | |
| (iv) | Annual Turnover from Printing | |
| (v) | PAN/ GIR no | |
| (vi) | VAT No | |
| (vii) | Sales Tax no | |

Dated:

Place:

Signed & sealed: (Authorized representative of the firm)

15.1.3 Form 3: Proposal cover letter

To

Managing Director,
Punjab Infotech

Subject : Proposal for empanelling printing agency

Dear Sir,

1. We, the undersigned tenders having read and examined in detail the specification and all bidding in respect of providing printing services do hereby propose to provide the services as specified in the bidding document.
2. Earnest money
We have deposited the money through e payment vide details_____. It is liable to be forfeited in accordance with the provision of tender document.
3. Deviations
We declare that all the services shall be performed strictly in accordance with the technical specifications and other tender document except the deviations as mentioned in the technical deviation. Further we agree that additional conditions if any found in the proposal documents, other than those stated in deviations shall not be given effect to.
4. Qualifying Data
We confirm having submitted in qualifying data as required by tender document. In case you require any further information/ documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
5. Correspondence detail
 - (i) Name of Company
 - (ii) Address of company
 - (iii) Name of the contact person to whom all reference shall be made regarding this tender
 - (iv) Mobile and telephone
 - (v) E mail address

We hereby declare that our proposal is made in good faith , without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may have received.

Thanking you

Yours Faithfully

Dated:

Place:

Signed & sealed: (Authorized representative of the firm)

15.2 Annexure -2 Technical bid format & Evaluation Criterion

The Technical Proposal should consist of the information mentioned in the table below.

| S. No. | Criteria/Sub Criteria | Max Criteria/ Sub Criteria Points | Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal |
|--------|--|-----------------------------------|--|
| 1. | Average Annual Turnover generated from during the last three (3) financial years | 10 | |
| 2. | Total years of experience from which the agency is in the field of printing activities. | 10 | |
| 3. | Experience in printing activities as per format given in Form 4 for any Government Department or Public Sector Undertaking during last 5 years. Bidders will give at most 5 citations for which similar work has been done. | 25 | |
| 4. | Details of Infrastructure available in House not limited to a) Four / Two Colour offset printing b) Binding set up <ul style="list-style-type: none"> • Cutting Machine • Pining machine • Creasing machine c) UV Coating d) Lamination e) Foil Printing f) Digital Machine with 300 GSM - 13" X19" printing facility | 25 | |
| 5. | Sample actual copies of the various similar printing jobs done for evaluation of quality of paper, quality of work done etc (sample copy to be uploaded along with tender & original sample copy to be submitted during the presentation) | 20 | |
| 6. | Presentation covering above aspects. | 10 | |

| S. No. | Criteria/Sub Criteria | Max Criteria/ Sub Criteria Points | Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal |
|-----------------------|-----------------------|-----------------------------------|--|
| Total Technical Marks | | 100 | |

15.2.1 Form 4: Similar jobs executed during the last five years with respective values of the contract and completion details

| S.No | Printed in the year | Name of the Company with contact person details | Description of printing work done | Work order value | Date of Completion of work |
|------|---------------------|---|-----------------------------------|------------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Dated:

Place:

Signed & sealed: (Authorized representative of the firm)

Please note:-

A certificate from the respective clients for the various jobs executed should be enclosed/uploaded with the bid.