

EMBASSY OF INDIA, BANGKOK

Commemorative Table Book

Sub: Open tender for engagement of an agency for content writing, editing, designing & printing of commemorative book proposed to be published by Embassy of India, Bangkok.

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

1. Background

The EMBASSY OF INDIA, BANGKOK has decided to publish a book on the public exposition of the Holy Relics of Lord Buddha and his two disciples from 22 February to 19 March 2024 in four cities of Thailand as part of the Ganga-Mekong Holy Relics Dhammayatra. The Holy Relics from India were sent to Thailand to commemorate the auspicious Sixth Cycle and 72nd Birth Anniversary of the King Rama X.

In the first stage, a evaluation of tender bids 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 Financial Bid should be furnished as per proforma at Annexure-B.
- (b) The quoted price should include all applicable taxes.
- (c) The tenderer should have valid tax Registration. Copies of all registrations to be submitted with the bid.
- (d) The bidder should have published at least five Commemorative books to be eligible for the tendering process and should produce the work completion certificate for the same.
- (e) The EMBASSY OF INDIA, BANGKOK reserves the right to cancel any/all the tender(s) without assigning any reason.
- (f) The work is required to be done with precision and high quality is to be maintained.
- (g) 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 EMBASSY OF INDIA, BANGKOK would be binding on the contractor.
- (h) The EMBASSY OF INDIA, BANGKOK's decision in any of the matter(s) is final and binding.
- (i) Average Annual turnover of the bidder during the FY 2021-22, FY 2022-23 and FY 2023-24 should be at least INR 1 crore each year (THB 4 million).
- (j) 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 EMBASSY OF INDIA, BANGKOK, besides annulment of the contract. EMBASSY OF INDIA, BANGKOK reserves the right to verify the particulars furnished by the bidder independently.
- (k) **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.

3. 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.

4. 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 Commemorative 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 or similar software.
- e) Delivery of all copies of Commemorative Book at EMBASSY OF INDIA, BANGKOK.
- f) Downloadable version of the Commemorative 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.

5. Important Dates

Activities	Date	Time
Document download starts	06.09.2024	From 3.30 PM
Pre Bid query through email (Embassy of India, Bangkokpublicrelation@gmail.com)	20.09.2024	10 AM to 5 PM
Bid submission last date	30.09.2024	From 10 AM
Last date to submit hard copy of previous Commemorative Book, sample of proposed commemorative book and EMD	30.09.2024	Latest by 5PM
Opening of Technical Bid	10.10.2024	3 PM

Note: Changes in the above schedule, if any, will be made at the sole discretion of EMBASSY OF INDIA,

BANGKOK and will be communicated by mail to the shortlisted agencies.

6. Submission of bids

Submission of Tender Bids shall be submitted in sealed bids to the following address. Tenders will be submitted in Two Parts i.e. (a) Technical Bid and (b) Financial Bid.

Note: The hard copy of the **sample of proposed Commemorative Book** of at least 15 pages, front and back pages (including Front and Back cover), previously printed commemorative Book and EMD should be sent to the Head of Chancery, Embassy of India, Bangkok by the date and time mentioned in schedule, in a sealed cover with the Title "Tender for Commemorative Book on exposition of the Holy Relics of Lord Buddha and his two disciples".

The sample specifications should be the same as mentioned in Annexure C.

7. Technical Bid

Technical bid shall be submitted through Online mode. Following documents should be submitted:

- a) Signed and scanned copy of valid license/ registration for establishment for printing work.
- b) Scanned copy of printing experience in Commemorative Book on similar subjects. Successful work completion certificates for the same.
- c) Signed and scanned copy of Undertaking/ Declaration certificate at Annexure-E.
- d) Signed and scanned copy of Income tax registration of bidder.
- e) Signed and scanned copy of tax 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 21-22, FY 22-23, FY 23-24).

8. Evaluation Criteria for technical bid

S.No.	Criteria	Points	Maximum Marks
1	Layout and Design / Concept of Sample Commemorative Book	40	40
2	Photographs and Print quality of Sample Commemorative Book submitted	30	30
3	Cumulative Turnover of the agency for the last 3 years (FY 2016-17, FY 2017-18, FY 2018-19)		10
	Rs. 1 Crore to Rs. 2 Crore	5	
	More than Rs. 2 Crores to Rs. 5 crores	10	

4	Printing Experience in related fields	10	10
5	Quality of commemorative book previously printed	10	10
	Total Marks		100

9. Evaluation criteria for financial bid

The bidder with the lowest cumulative financial bid for printing of proposed Commemorative 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.

10. Notification of Award of Contract:

Within the validity of the period of bid prescribed, EMBASSY OF INDIA, BANGKOK 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 EMBASSY OF INDIA, BANGKOK 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 EMBASSY OF INDIA, BANGKOK. The Notification of Award of contract and the letter of acceptance shall constitute the formation of the contract.

11. 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.

12. Copyright

All photographs taken, data and information collected, samples submitted, study material, write ups and Commemorative Book soft copy so developed, shall be the property of the Embassy of India, Bangkok. Successful bidder shall also submit edited high-resolution photographs in soft format to EMBASSY OF INDIA, BANGKOK.

13. Payment

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

14. Delivery of Work

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

16. SUBMISSION OF BIDS: The Bidders have to submit the bids in **two Envelope** – **First Envelope (Envelope 'A') containing Technical Bid and should be superscribed "Technical Bid"**, the **second Envelope (Envelope 'B') containing Financial bid and should be superscribed "Financial Bid"**. Both the sealed covers should be placed in a large sealed

Bidder Details

Name of the Bidder / Agency			
Corporate Address			
Website			
Type of Company			
Year of Establishment			
Key Person			
Designation			
Mobile No			
Email			
Address			
Income tax registration no .			
Tax registration No.			
No of Editorial Staff/ Copywriters			
No of Graphic Designers			
No of Graphic Proofreaders			
Turn Over in Each Year	21-22	22-23	23-24
in THB			
Work Orders / Appreciation Letter / Work Completion Certificate for Printing Commemorative Books			
Indicative List of Publication / Work done			
Printing Facility	Own/ Contract (Self-Certification)		
Address of Printing Facility			
Number of commemorative books published			

FINANCIAL BID FORMAT

Sl. No.	Print Quantity	Rate (inclusive of all charges/taxes) in THB
1.	500 copies as per specifications mentioned in Annexure – C	In Numbers: _____ In Words: _____
2.	1000 copies as per specifications mentioned in Annexure – C	In Numbers: _____ In Words: _____
3.	2000 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 EMBASSY OF INDIA, BANGKOK)

TECHNICAL SPECIFICATIONS FOR THE COMMEMORATIVE BOOK

Name of work	Creation /Designing & Printing of Commemorative Book
Quantity	1000 copies
Specifications	Book Size 26.00 x 26.00 cm. (square) Internal Page Art gloss paper 128 g. 4 color 200 pages (approx) Panorama Page Art gloss paper 128 g. 4 color 1 page special effects: Internal Page Transparent PVC 4 colors 1 page special effects: Internal Page Stencil sheet 130 g. 4 colors 1 page Endpaper Art gloss paper 157 g. 4 color Cover Art gloss paper 128 g. 4 color 2 pages Book Cover: Matt or Gloss PVC Laminate + Spot UV + Gold foil stamping Binding Section sewn + Hard cover bound
Language	English and Thai

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 Commemorative Book will be the property of the EMBASSY OF INDIA, BANGKOK 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 Commemorative 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 international organization/ Embassy.
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: