

Coffee Table Book

National Handicapped Finance and Development Corporation
(Dept of Disability Affairs, M/o SJ&E Govt. of India)
Red Cross Bhawan, Sector-12, Faridabad – 121007
Tel : 0129-2226910, 2287512, 2287513, Email: nhfdc97@gmail.com

TENDER DOCUMENT

National Handicapped Finance and Development Corporation (NHFDC) a PSU under Department of Disability Affairs, M/o SJ&E, GOI invites sealed tender from eligible applicants.

Sl No.	Name of the work
1	Conceptualization, Designing, Lay-out, Photo-development, Photo-correction, Text content development, Editing, Warnishing & Aqua coding, Printing/ Binding, and Packing of a Coffee Table Book containing not less than 100 pages on rendezvous paper of 11” X 11” size for NHFDC
2	Cost of tender document – Nil
3	Last date for submission of tender – Tenders complete in all respect must be submitted in the office of NHFDC at Red Cross Bhawan, Sector-12, Faridabad on or before 2:30 PM on 18.7. 2014
4	Opening of Technical bids- at 3.00PM on 18.7. 2014 followed by opening of Financial bids
5	EMD will be Rs.5,000/- and should be in the form of Demand Draft/Pay Order from a Nationalised Bank in favour of National Handicapped Finance and Development Corporation
6	Performance Security: in the form of Bank guarantee/Hypothecated FDR for a period of one year for an amount of 10% value of the total tendered amount to be submitted on receipt of work order
7	The rates quoted shall be a total composite price inclusive of all taxes leads and lifts incidental charges and all applicable statutory royalty & levies.
8	The bidder must carefully study all pages of the tender and sign on each page.
9	Any damage caused to NHFDC during execution of work shall be recovered/compensated.
10	The rate quoted by the bidder shall remain “valid for a period of 6 months or as the case may be, during the extended period, if any. No case of escalation cost will be entertained.
11	Any breach of the contract will result in cancellation of the work order in part or whole.
12	All statutory taxes like TDS etc. will be deducted at source while making payment and tax deduction certificate will be issued.
13	Canvassing in connection with acceptance of the tender is prohibited and the tenders submitted by the bidder who resort to canvassing will be rejected.
14	The bidder is advised/encouraged to visit the site and, if found desirable at his discretion is advised/encourage to interact with Shri Anil Kumar, Chief Manager (P&A) before submitting the tender.

NHFDC reserves the right to accept in full or part or reject all or any tenders without assigning any reasons whatsoever.

Sd/-
(Anil Kumar)
Chief Manager (P&A)

Request for Tender

For Conceptualization, Designing, Lay-out, Photo-development, Photo-correction, Text content development, Editing, Warnishing & Aqua coding, Printing/ Binding, and Packing of a

Coffee Table Book containing not less than 100 pages on rendezvous paper of 11" X 11" size

for NHFDC

Issued by :

National Handicapped Finance and Development Corporation
(Dept. of Disability Affairs, M/o SJ&E Govt. of India)
Red Cross Bhawan, Sector-12, Faridabad – 121007
Tel : 0129-2226910, 2287512, 2287513, Email: nhfdc97@gmail.com

The information contained in Request for Tender (RFT) or subsequently provided to bidders, whether verbally or in documentary or any other form, by or on behalf of NHFDC or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFT and such other terms and conditions subject to which such information is provided.

This RFT is not an agreement and is neither an offer nor invitation by NHFDC to the prospective Bidders or to any other person. The purpose of this RFT is to provide interested individuals with information that may be useful to them in the formulation of their tender for qualification pursuant to this tender.

NHFDC reserves the right to accept in full or part or reject all or any tenders without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NHFDC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and NHFDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Section I

Background of National Handicapped Finance & Development Corporation (NHFDC)

National Handicapped Finance and Development Corporation (NHFDC) was established by Ministry of Social Justice and Empowerment on 24th January, 1997 with an objective to promote economic development activities for the welfare of Persons with Disabilities (PwDs).

The objective of NHFDC is to lessen dependence of Persons with Disabilities (PwDs) onto others by engaging them into income generating activities alongwith empowering them socially and economically, so that they could establish their identity with full self esteem and dignity at social and economic standards.

The National Handicapped Finance and Development Corporation is a leading organization to provide concessional loan facility to PwDs. NHFDC schemes have been chalked out keeping in view the needs of PwDs. The objective of Corporation is to provide employment opportunities, helping to sharpen skills and to promote higher education. NHFDC extends concessional loan to PwDs throughout the country through its State Channelising Agencies (SCAs).

There are approximately 2.19 crore PwDs in the country and services of NHFDC are available to them for setting up self employment ventures, sharpening their skills and pursuing higher education in India and abroad. The detailed information regarding our schemes has been provided on our website (www.nhfdc.nic.in).

In addition to above, NHFDC is also implementing two scholarship schemes of Department of Disability Affairs, Govt. of India for students with disabilities namely Scholarship Scheme (Trust Fund) and Scholarship Scheme (National Fund). The two schemes are respectively available to students with disabilities pursuing degree and post graduate level professional and technical courses and higher academic/professional or technical courses. The students can apply online on NHFDC website www.nhfdc.nic.in to avail the benefit of scholarships.

So far, 81909 Persons with Disabilities have benefitted under schemes of NHFDC, who have been empowered socially and economically.

Section II

RELEVANCE OF COFFEE TABLE BOOK

A 'coffee table book' is a hardbound book that is intended to place on a coffee table or similar surface in an area where guests are made to sit and entertained, thus inspiring conversation on the desired subject. Subject matter is generally confined to non-fiction, and is usually visually-oriented. Pages consist mainly of photographs and illustrations, accompanied by captions and small blocks of text, as opposed to long prose. Since they are aimed at anyone who might pick the book up for a light read, the analysis inside is often more basic and with less jargon than other books on the subject. Because of this, the term "coffee table book" can be used to indicate an illustrative rather than exhaustive approach to the subject. The intended coffee-table book shall mandatorily carry information on (but not limited to) the following topics with a rich collection of photographs:-

1 Extensive research through all available information as an input to the genesis of this corporation involving searching for information in the files of the Administrative Ministry and other concerned Ministries relating to incorporation of the corporation in 1997. The research may extend extracting information relating to expert committee, Parliament Committee, suggestions from Planning commission and International practices etc., if any. In addition, interactions would be essential with the State Governments on their policies and programmes on Persons with Disabilities (PWDs) at relevant point of time. It will also reflect on the situation that lead the Government to think of an exclusive special scheme / programme targeted towards economic development of PWDs.

2. Rich collection of Photographs, data, news items and other related information on PWDs. The coverage should be representative having all India character. It should clearly bring out the changing environment of rehabilitation of PwDs since 1997.
3. Depicting journey of the corporation since 1997 showcasing eminent personalities contributing/guiding the corporation from time to time. It would also showcase the changing pattern of the corporation in light of constraints faced from time to time. The lack of all India coverage for the Corporation may be mentioned like unwillingness of the States/Union territories to sign General Loan Agreement and providing Block Government Guarantee etc. The new/ unforeseen development in the area of collaboration with Public Sector Banks/Regional Rural Banks for extending collateral

free loan to PwDs under Credit Guarantee Scheme of Government of India and arrangements with big Nationalised Banks having country-wide base giving rise to expectations of quantum jump in release of loans.

4. All the material, i.e. research inputs, photographs, exhibits etc., storyline with beautiful copy would be presented as a visual treat in the form of book.

Section III

TERMS OF REFERENCE (TOR)

SCOPE OF WORK & DELIVERABLES

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

1. Conceptualization, Designing, Lay-out, Photo-development, Text Content development, Illustrations Editing and Printing, All pages of Coffee Table Book as per the details in the Tender documents.
2. Photo research, photo-sourcing, photo-selection, photo-correction and if need be, buying photos for the project on its own, if better sources available.
3. Text-content development and its editing & copy writing for the project.
4. Delivery of soft copies (Three) in COREL DRAW or IN-DESIGN by 1.12.2014.
6. Delivery of 100 hard copies of coffee table books in hard bound in 100 pages each on rendezvous paper of 130 gsm in 11" X 11" size by 31.12. 2014.

ELIGIBILITY CRITERIA

1. Individual/ Firm must have carried out the assignment as either author, photo-editor and designer or text/ photo editor of at least two coffee table books, out of which at least one should be commissioned by any State Government / Central Government / Country/ Renowned Corporate House.

GUIDELINES FOR SUBMISSION OF PROPOSALS

Proposal should be submitted in two sealed envelopes containing the following documents:-

A) Envelop 'A' containing technical bid consisting of the following:-

- a) Documentary proof mentioned in eligibility criteria as mentioned in Para 2 of "Proposal Submission."
- b) Profile & track record of the applicant.
- c) Details of work of similar nature undertaken by the applicant.
- d) Copies of all publications, Coffee Table & other books published in applicant's name
- e) Photocopy of PAN card of applicant
- f) Any other supporting information that is relevant to the proposal
- g) Demand Draft for EMD.
- h) Description of conceptualization of "Coffee Table Book" in terms of size & number of pages proposed to be supplied by the applicant.

B) Envelope 'B' containing financial bid:

- a) Pan card photo-proof
- b) Financial quote containing all jobs included in scope of work by specifically mentioning the size and the number of pages for the proposed Coffee Table Book.

C) Outer envelope for the Tender

Both Envelop A and Envelope B with forwarding letter be put in a third sealed envelope super subscribed as "Tender for "Coffee Table Book" for NHFDC and be sent latest by 2.30 p.m. of 18.7.2014 to National Handicapped Finance and Development Corporation, Red Cross Bhawan, Sector-12, Faridabad – 121007

1. PREPARATION OF BIDS

1.1 Bidders are requested to submit the proposal in accordance with the terms and conditions as contained in this document.

1.2. NHFDC will provide the inputs and other information; furnish relevant data that may be available with the organization. Interested bidders can visit the office of NHFDC at Faridabad personally or through their representative to make detailed enquiries and assess the available material with NHFDC.

1.3. The Bidder shall provide all supporting documents/ information authenticating the claim, including eligibility conditions, sought under this quotation/supplied/claimed in its pursuance. Only such proposals will be evaluated that are received within the stipulated date and time in the office of NHFDC at Faridabad and are in the required formats, complete in all respect. Incomplete and/or conditional proposal shall be considered nonresponsive and shall be rejected/not considered.

1.4. Bidders are requested to carefully examine all instructions, terms and conditions as contained in this Tender Document. Failure to provide all requested information will be at Bidder s own risk and may result in rejection of their proposal.

1.5. The design, content and layout will be approved by National Handicapped Finance & Development Corporation (NHFDC) before final printing.

2.0 PROPOSAL SUBMISSION

Proposals submitted in response to this request shall contain at a minimum the elements listed below. Additional material may be submitted at the bidder s discretion.

2.1. Understanding of requirement

Each proposal submitted must include a demonstrated understanding of the objectives, scope and particulars of goods & services required.

2.2.Individual's Details

Submissions shall include the legal name and profile of the bidder; specify the experience in providing similar services or goods to the government /State /Country /Corporate, and any other relevant information about the responding firm.

2.3. Relevant experience

Proposal shall include a listing and description of similar projects completed, including the goals of the project, a synopsis of the work that was done by the bidder, and an evaluation of the success of the project. Each description shall include contact information for someone within the client who was directly involved with the project when it was underway and is able to provide information on current project status.

2.4. Work Plan

The Work Plan shall describe how the project goals and objectives will be achieved. The Successful bidder's methodology to achieve the scope of work shall be described in sufficient detail to permit an objective evaluation of the proposal. The Work Plan shall clearly describe how the Successful bidder will approach the project; organize resources, expertise and experience to accomplish the stated goals and objectives within confirmed timelines.

The Work Plan should also include designated timelines for draft reports, and draft creative.

2.5. Team personnel

This section shall include detail of an organizational team assembled by the bidder for this project. The Work plan should clearly address individuals responsible for conducting the various components of the project along with their resumes that shall include information on their educational background, relevant experience, and professional certifications and their written consent.

2.6. Proposed scope of work and project schedule

This section shall include a detailed description of each task, the timing of each task and the deliverables resulting from each task. The scope of work should take into account the generalized project description, but should include additions or modifications that the consulting team, based on their experience, believes would result in a more creative and effective end product..

3. EVALUATION PROCEDURE

3.1 Responsive proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. Evaluation of proposals shall be accomplished by a Tender Evaluation Committee to be appointed by NHFDC and the said committee shall evolve its own procedure for evaluating the worth of bid. The decision of the Tender Evaluation Committee will be taken as final. NHFDC reserves the right to call off the project at any stage. Subject to the finalization of the micro details of the procedure to be followed by the Tender Evaluation Committee, following shall constitute the relative weight age and other consideration for evaluation.

3.2 Only the documents received within the prescribed time period shall be considered for the purpose of screening of applications. Since the Financial Bid envelop would be opened only after Technical Bid, any document wrongly placed in the Financial Bid envelop shall neither be considered nor be permitted to be submitted at any time after the due date and time. Similarly, in case Financial Bid or any indication thereof is placed in the Technical Bid envelop, such response shall be rejected without consideration.

3.3 The technical bid and other supporting documents submitted by the bidders shall be screened by the "Tender Evaluation Committee". Since at this stage the bidders would not be called to be personally present, utmost care must be taken to furnish correctly all

details required to be submitted. For the purpose of screening, the eligible responses shall be evaluated following criteria that shall include qualitative performance, with due weight-age on the cost, of the previous work done by the bidder. The bidders must submit a minimum of one eligible work done in the past along with a certificate from the respective client as to the successful completion of the project and capacity in which the bidder was associated in the project; number of copies procured by the respective client at price per copy and year in which it was supplied.

3.4 Financial Bids of only such responses that are so shortlisted shall be opened for consideration.

3.5 The evaluation shall have following modalities including weight –age assigned to the different components:

- 1) Relevant Past Experience/evaluation of past work/ - 20%.
- 2) Work Plan- 10%
- 3) Team Personnel Details- 20%
- 4) Financial Bid - 50%.

Subject to the general discretion of formulating/varying the evaluation criteria by the Tender Evaluation Committee, the evaluation would generally be guided by the following modalities:-

(a) If based upon the technical evaluation, the Tender Evaluation Committee adjudges a bid to be unsuitable for assigning the work, the bid shall be considered technically ineligible and its Financial Bid shall not be taken into consideration.

(b) In the financial Bid evaluation, the minimum bid received from amongst the eligible shortlisted bidders shall be assigned full weightage i.e. 50% and others would be assigned weightage based on the formula: $50 \times (\text{Minimum bid received} / \text{bid received from the bidder being evaluated})$.

(c) For the past experience, number of years of experience alone shall not be taken into account; rather the experience in the relevant field and Number /variety of similar exposures, worth of past works done shall also be taken into consideration.

Payment Plan:

Stage	Particular	Payment to be made by NHFDC to Successful bidder
Stage I	On receipt of work plan, team and concept note	30% of contract value (in Rs) to be released.
Stage II	Delivery of soft & hard copies of coffee table book	Rest of 70% of contract value (in Rs.) after delivery of soft and hard copies of coffee table book. to NHFDC within stipulated time.

Documents prepared by the Successful bidder to be the Property of NHFDC. All plans, drawing, specification, designs, creative, photographs taken and other documents prepared by the Successful bidder in performing the Services shall become and remain the property of NHFDC and the Successful bidder shall on termination or expiration of this contract deliver all such documents to NHFDC together with a detailed inventory thereof. The Successful bidder may retain a copy of such documents. The Successful bidder shall however not use these documents for propose unrelated to this contract without prior written approval of NHFDC.

Time Schedule and penalty

After completion of assignment, all deliverables (3 soft copies, 100 hard copies) of Coffee Table Book should be deposited with NHFDC by 31.12.2014 up to the satisfaction of the Chairman-cum-Managing Director, NHFDC, there after penalty @ 01% (One percent) of total bid price per day shall be levied.

5. MODE OF BILLING AND PAYMENT:- Billing and payments in respect of the Service shall be made as follows:-

(a) NHFDC shall cause to be paid to the Successful bidder payments as may become due from time to time. The Successful bidder shall submit the bills to NHFDC at stages as defined in Schedule of Payment. On verifications and approval of the bills of the task for which bills pertain, NHFDC shall release payments to Successful bidder.

(b) NHFDC shall cause the payments to the Successful bidder periodically as given in the schedule of payment within Forty five (45) days after the receipt of bills with supporting documents along with related returnable data.

(c) No payment shall become eligible for the next stage till the Successful bidder completes to the satisfaction of NHFDC, the work pertaining to the preceding stage.

(d) The final payment shall be payable only after the acceptance of the final work by the competent authority. The services shall be deemed to have been completed and finally accepted by "Tender Evaluation Committee" of NHFDC, if no deficiencies in such final report/final statement are notified in writing to the Successful bidder by NHFDC within the 15 days from the day of receipt of such final report /statement. If, within such fifteen (15) days period NHFDC gives return notice to the Successful bidder specifying detailed deficiencies in the service/report, the Successful bidder shall thereupon promptly make any necessary corrections and upon completion of such corrections re-submit the modified final report. The foregoing process shall be repeated to point out deficiency, if any, by NHFDC within the period of 15 calendar days and the rectified final report/final statement shall be re-submitted by the Successful bidder. Any amount which NHFDC has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provision of this Contract shall be reimbursed by the Successful bidder to NHFDC with in Fifteen (15) days after the receipt by the Successful bidder of notice thereof.
