

SPORTS AUTHORITY OF GUJARAT

TENDER FOR

Requirement of Agency for Design and Printing Materials

SPORTS AUTHORITY OF GUJARAT

Block No.14, 3rd Floor, Dr.Jivraj Mehta Bhavan, Gandhinagar-382017

Notice Inviting On-line Tender

Department Name	Sports Authority of Gujarat
Circle/Division	Head Office
IFB No/ Tender Notice No.	Sag / Printing services /2017-18
Name of Project	Requirement of Agency for Design & Printing Materials
Name of Work	Requirement of Agency for Design & Printing Materials
Estimated Contract Value (INR)	65,00,000
Bid Validity Period	90 Days
Bidding Type	Open
Joint Venture	Not Applicable
Rebate	Not Applicable
Date &Time of Online Submission of Bids	Date:- 4/8/2017 TO 30/8/2016 , Up to 16.00 Hrs.
Date &Time of Submission of Tender Fees, EMD& Physical Documents.	Date:- 30/8/2017 ,Up to 17.00 Hrs.
Date of Pre-bid meeting	Date:- 16/8/2017 ,At 15.00 Hrs.
Date &Time of opening of technical Bid	Date:- 4/9/2017 , At 15.00 Hrs.
Date &Time Opening of Financial bid (Online)	Date:- 4/9/2017 ,At 16.00 Hrs.

Amount Details

Bid Document Fee :	Rs. 5000/-
Bid Document Fee Payable To :	DD in favour of Secretary, Sports Authority of Gujarat, Gandhinagar
Bid Security/EMD (INR) :	Rs.1,95,000/-
Bid Security/EMD In Favour Of :	DD in favour of Secretary, Sports Authority of Gujarat, Gandhinagar

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BACKGROUND

- Sports Authority of Gujarat was established to facilitate implementation of state and national policies with respect to sports and to encourage and spread awareness about sports across different sections of society, resulting in character building and inclusive development.
- Identifying and nurturing sporting talent in Gujarat by giving them the opportunity to shine in the global sports arena by creating a sports-centric, incentivized eco system for all stake holders.

Objective:

- To create a sporting environment in rural and urban areas, to equality in social, gender, religion, caste and creed , which would result in creation of healthy society.
- Achieving excellence in sports with special emphasis on Olympic sports and chess.
- Development of a sporting culture with special encouragement towards traditional sports and fitness methods
- All round development of personality and improved self-esteem, especially for women
- Establishing sports as viable industry with contribution to GDP.

SCOPE OF WORK

- The objective of the tender is to select Agency(s) specialised in providing Printing and Design Material on Rate Contract basis for a period of One year, from the date of issuance of letter of Rate Contract to the successful bidder.
- The detailed categorization of deliverables and list of line items/ services with minimum Standard Specifications / configurations has been provided in Technical specifications. During the period of rate contract, Sports Authority of Gujarat, Gandhinagar may place multiple purchase order to the selected bidder for any no. of units up to the validity of the rate contract. However, this Rate Contract doesn't ensure necessarily placing of a work order by SAG to the selected bidder.
- **Operations** -The following broad operations need to be completed by the selected bidder for the list of items mentioned –
- **Printing** – The bidder shall carry out the printing work as directed and approved by SAG. With all the specification and standards mentioned in the tender document.
- **Supply of material** –The supplier needs to deliver finished material at identified / designated place in line with the stated requirement.
- **Final Finishing** -The supplier has to ensure that the above mentioned items are in a finished form and in new and fully operative condition when handed over. Bidder shall have repaired and remove all signs of damage that might have been done during the course of transportation and fixing of supplied items.
- **Project Deliverables, Milestones & Time Schedule:**
The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the selected bidders shall arrange supplies and provide the required services within the specified period.

EXPECTED DELIVERY TIMELINES

SR.NO	Scope of Work	Deliverable	Timelines
Design, Printing and supply of Materials			
1	Printing and supply of Booklet with binding	Delivery receipt/acceptance from designated nodal officer	Within 21 days from the date of the work order as specified in work order
2	Printing and supply of Pamphlet, Banner, Hoarding Design, Advertisement		
3	Printing and supply of leaflet with folding		
4	Printing of flex		

The selected bidder has to collect a receipt of delivery of material from the designated nodal officer and shall attach the same while submitting the invoice for payments. The designated nodal officer shall check the quality of material and can reject the delivered material if it does not meet the minimum criteria set forth in this bidding document

MINIMUM QUALIFICATION CRITERIA

- 1) Firm should have at least one Four Color offset printing machine with offline coater/lamination facility. (enclose details of machine)
- 2) The firm should have its permanent press at Gandhinagar/Ahmedabad that will be physically verified by the department committee. Empanelled firm should appoint a Point of Contact for Sports Authority of Gujarat, Gandhinagar exclusively
- 3) **Minimum Turnover:** INR 35 Lacs in any one year from the last two financial years for similar work. (Enclose copy of certified financial statements duly certified by CA)

(This minimum turnover should be accrued from printing only (work order for the same or agreement copy for the same should be attached as proof) In case there are other components like event management, advertising, exhibition arrangement or any other activity etc., those should be detailed separately.)

4) Experience:

- Firm should have at least five years of experience in the field of offset printing and designing. (Relevant documents may be attached)
- Firm should have been involved (completed and on-going) in at least two work orders of INR 10 lacs each every year in last two years (supporting documents to be attached)

5) **Sample publications:** Enclose at least 5 print jobs (In four colour coating offset) of different clients designed, printed and produced by your firm alone

6) Participating entity should be company or firm with a valid Permanent Account Number (PAN) and service tax registration number.

7) Self Declaration that bidder is not blacklisted by any govt./semi govt.

Bidders are required to submit their technical and financial bids along with EMD and sample in separate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

Bidders registered as Micro and Small medium Enterprises (MSME) in the state and having registration with CSPO/NSIO/DGSND will be exempted from Bid Document Fee and EMD, on submission of the required registration certificates as above.

The following needs to be clearly type written on the envelopes.

Technical Bid Envelope (Annexure 1 to 3)

“Technical Bid – **Technical Bid Envelope (Annexure 1 to 3)**

“Technical Bid – Requirement of Agency for Printing and Design Material <Name of the firm

Secretary
Sports Authority of Gujarat
Block 14, 3rd Floor,
Dr Jivraj Mehta Bhavan,
Gandhinagar, Gujarat -382010”

Financial Bid Envelope (Annexure 4)

“Financial Bid — Requirement of Agency for Printing and Design Material - <Name of the firm >

Secretary
Sports Authority of Gujarat
Block 14, 3rd Floor,
Dr Jivraj Mehta Bhavan,
Gandhinagar, Gujarat -382010”

EMD Envelope

“EMD – – Requirement of Agency for Printing and Design Material <Name of the firm >

Secretary
Sports Authority of Gujarat
Block 14, 3rd Floor,
Dr Jivraj Mehta Bhavan,
Gandhinagar, Gujarat -382010”

Cover Bid Envelope

“Bid – – Requirement of Agency for Printing and Design Material - <Name of the firm >

Secretary
Sports Authority of Gujarat
Block 14, 3rd Floor,
Dr Jivraj Mehta Bhavan,
Gandhinagar, Gujarat -382010”

1. The department will liable to pay only for the approved copies of the materials.
2. Plates used for printing shall be the property of the firm and SAG will have no claim over this
3. For any job, an estimate would be raised in advance, which would be submitted for approval to SAG
4. The agency would ensure that the information and design work provided by the client is carried out without proofing errors
5. The schedule for delivery would be fixed in advance and the agency would ensure that the material is delivered within the stipulated time. Any delay due to unavoidable circumstances shall be informed to SAG at least 5 days before the stipulated deadline
6. The bills raised for the jobs would be as per the estimate approved by Sports Authority of Gujarat, Gandhinagar.
7. Canvassing in any form would result in rejection of the tender
8. Delay in submission of additional information or clarifications sought by SAG may be liable for rejection of tender/contract
9. If in response to this bid, the bidder makes any claim, which does not reflect the truth or is material representation of facts, the bid will be liable for rejection
10. The bidders shall be deemed to have carefully examined the conditions, specification, etc. If there is any doubt as to the meaning of any statement in the document the same may be clarified in advance
11. Point Nos. 5 & 6 should be submitted as part of the Technical document on the letter head of the agency.
12. The bid responses shall be submitted online through **www.nprocure.com** & physical document hard copy shall be submitted at Sports Authority of Gujarat.
13. The tender should be hard bound or spiral bound only. Loose documents will not be accepted.
14. Every page should be sealed and signed by the authorized person from the bidding agency
15. Tenders shall be valid for a period of three months from the date of opening of the bid response of all the bidders and for a period of one years for the empanelled agencies
16. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency
17. The contract will be valid for financial years 2017-18 . The contract may be extended for a period of one year on mutual consent of both parties
18. Payment shall be made after approval from Sports Authority of Gujarat on the material supplied by the agency
19. The tenderer shall be responsible for the proper packaging of the material so as to avoid damage under normal conditions of transport by sea, rail and road or air and to ensure delivery of the material in good condition to the consignee at destination.
20. In the event of any loss, damage, breakage leakage or any shortage the tenderer shall be liable to make good such loss and for shortages found during checking/inspection of the materials by the Sports Authority of Gujarat, Gandhinagar.
21. The quantities mentioned in the tender document are indicative the final quantities would be decided by SAG.

The EMD will be forfeited in the following cases:

- 1) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- 2) When tenderer does not execute the agreement if any, prescribed within the specified time.
- 3) When the tenderer does not deposit the security money after the supply order is given.
- 4) When he fails to commence the supply of items as per supply order within the time prescribed.

Agreement and security deposit:

a. **Security Deposit:** The bidders shall execute a 5 % **Security Deposit** for the total value of contract in the form of Account Payee Demand Draft to Secretary, Sports Authority of Gujarat, Gandhinagar. No interest will be given on the security deposit.

b. The earnest money deposited by the selected agency at the time of tender will be adjusted towards security amount. No interest will be payable on this amount.

Forfeiture of security deposit:

Security amount in full or part may be forfeited in the following cases:

- 1) When any terms and conditions of the contract are breached.
- 2) When the Tenderer fails to make complete supply satisfactorily.
- 3) Notice of reasonable time will be given in case of forfeiture of security deposit.
- 4) The decision of the Director General, in this regard shall be final

LIQUIDATED DAMAGES & PENALTY CLAUSE

Liquidated damages:

- 1) In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentage of value of publications, which the tenderer has failed to supply.

Particulars	Penalty in % of total order
Delay up to one fourth period of prescribed delivery period	2.5
Delay exceeding one fourth but not exceeding half the prescribed period	5
Delay exceeding half but not exceeding three fourth the prescribed period	7.5
Delay exceeding three fourth of the prescribed period	10

- 2) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to SAG, , for the same immediately on occurrence of the hindrance but not after the stipulated date of supply
- 3) Delivery period may be extended with or without liquated damages if the delay in the supply of goods is on account of hindrances beyond the control of the tenderer.

TECHNICAL EVALUATION

The technical evaluation will be done on following parameters:

Criteria	Maximum Marks
Overall Organization Background (Annexure 1)	10
Relevant Experience of Organization (Annexure 2)	20
Experience of the Government / Semi Govt. –	30
Experience of the Private / Autonomous body –	10
Total years' experience – 10 marks	10
Turn over minimum 35 lacks – 3 marks, Turn over 35 lacks to 50 lacks – 5 marks, Turn over 50 lakhs or 1 Cr. – 7 marks Turn over 1 Cr. or More – 10 marks	10
Awards & Achievements and Proof of the design / printing job in four colour	10
Total	100

Financial Bid will be opened for bidders who get **minimum 60 marks out of the 100 marks.**

The Performa for submission of the bids have been provided in the Annexure.

Annexure1 : ORGANISATION BACKGROUND

Provide here a brief (two pages) description of the background and organization of your firm/entity.

Annexure 2: TECHNICAL BID FORM

The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by authorized signatory of the firm/agency, failing which the bid would be rejected.

SR.NO	PARTICULARS	DETAILS PROVIDED (Y/N)
1	Name and Address of the Firm Details of Telephone, Fax, Email Address	
2	Details of Establishment of the Company (Enclose evidence) (Should be in existence for last five years)	
3	Total work experience (In years)	
4	Annual Turn Over in the last three years (provide ITR) Copies of ITR for assessment years 2016 -17, 2015 -16, and 2014-15	
5	Is your firm a Proprietorship / Partnership or Registered under the Companies Act. Please give details & enclose Certificate	
6	Details of Income Tax Registration: (Enclose PAN Details and latest income tax clearance certificate.)	
7	Service Tax Registration Details and enclose copy of latest service tax clearance certificate	
8	Experience in printing & designing of Material related publication/literature (Proof to be submitted)	
9	Awards & Achievements(Enclose Certificates and Proofs)	
10	Details Projects of five major clients (Government and/or Private) (Enclose Details)	
11	Proofs of executed/on-going assignments of at least two work orders of minimum INR10.00 lacs each every year in the last two years (Supporting documents to be attached)	
12	Certificate under Press and Registration of Books Act 1867	

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions of the tender document. All the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Date:

Signature of Tenderer
Designation
(With Seal)

SR.NO	NAME OF ITEM	ITEM DESCRIPTION
1	Printing and supply of booklets with binding	<ul style="list-style-type: none"> • Size: 16"x26", 13"x16", 8"x13", 8"x6.5", 4"x6.5",18"x23", 18"x11.5", 9"x23", 9"x11.5", 20"x30",20"x15", 10"x15", 10"x7.5", 5"x7.5" • Paper: 60,70,80,90,100 120, 150,170,200,250,300 GSM •GSM (Glossy imported paper/matte finish paper)/ Maplitho • Multi colour printing
2	Printing and supply of Pamphlet	<ul style="list-style-type: none"> • Size: 16"x26", 13"x16", 8"x13", 8"x6.5", 4"x6.5", 18"x23", 18"x11.5", 9"x23", 9"x11.5", 20"x30", 20"x15", 10"x15", 10"x7.5", 5"x7.5" • Paper: 60,70,80,90,100 120, 150,170,200,250,300 GSM • GSM Glossy imported paper/matte finish paper)/ Maplitho • Multi colour printing
3	Printing and supply of leaflet with folding	<ul style="list-style-type: none"> • Size: 16"x26", 13"x16", 8"x13", 8"x6.5", 4"x6.5",18"x23", 18"x11.5", 9"x23", 9"x11.5", 20"x30",20"x15", 10"x15", 10"x7.5", 5"x7.5" • Paper: 60,70,80,90,100 120, 150,170,200,250,300 GSM • GSM (Glossy imported paper/matte finish paper)/ Maplitho • Multi colour printing
4	Printing and supply of flex	<ul style="list-style-type: none"> • Flex: 13 ounce UV coated & water proof • Flex sheet (multicolour) – sheet printing

Financial Bid Form

(All the cost must be inclusive of all applicable taxes and delivery charges)

Cost of Offset Printing

S.	SIZE	Single Colour printing Cost of Offset Printing					
		Plate Making	1000 copies	3000 copies	5000 copies	10000 Copies	Above 10,000 copies
1	18"x23"						
2	20"x30"						
3	20"x15"						
4	10"x15"						
5	10"x7.5"						
6	5"x7.5"						
7	18"x11.5"						
8	9"x11.5"						
9	4"x6.5"						
10	9"x23"						
11	8"x6.5"						
12	16"x26"						
13	13"x16"						
14	8"x13"						
15	5.5 x 4.5						

Bidder has to quote rates as per above mention quantity.

Financial Bid Form

(All the cost must be inclusive of all applicable taxes and delivery charges)

Cost of Offset Printing

S.	SIZE	Four Colour printing Cost of Offset Printing					
		Plate Making	1000 copies	3000 copies	5000 copies	10000 Copies	Above 10,000 copies
1	18"x23"						
2	20"x30"						
3	20"x15"						
4	10"x15"						
5	10"x7.5"						
6	5"x7.5"						
7	18"x11.5"						
8	9"x11.5"						
9	4"x6.5"						
10	9"x23"						
11	8"x6.5"						
12	16"x26"						
13	13"x16"						
14	8"x13"						
15	5.5 x 4.5						

Bidder has to quote rates as per above mention quantity.

Paper Cost

Paper Type	Paper Wight	Cost (In Rs)
Maplitho paper	60 GSM	
	70 GSM	
	80 GSM	
	100 GSM	
Glossy imported/ matte finish paper	90 GSM	
	120 GSM	
	170 GSM	
	150 GSM	
	200 GSM	
	250 GSM	
	300 GSM	

Binding Cost (In Rs)

Centre Pin	Perfect Binding	Folding charge	Lamination (per sq. Inch)

Cost for Printing of Flex Banner

Details	Measurement	Cost (In Rs)
Printing of Flex Banner(Multicolour)	Rate per square feet	
Printing of Flax banner with Iron Framing and Installation (Multi colour)	Rate per square feet	

DECLARATION

(To be provided on letter head of the bidding agency)

To,

Secretary

Sports Authority of Gujarat

I/We declare that I am / We are bonafide / Manufacturers / Printing services / Whole Sellers / Sole distributor / Authorized dealer / dealers / sole selling / Marketing agent in the goods / Services / Stores / equipment for which I / We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Date:
tenderer**

**Signature of the

(With seal)**