

PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH

1. The Punjab Engineering College (Deemed to be University), Chandigarh invites sealed quotations from eligible bidders for. graphic designing & printing a PEC Coffee Table Book & PEC Booklets
2. The bidding document can be downloaded from institute website <http://www.pec.ac.in>
3. All bids must be accompanied by an EMD as mentioned below and must be delivered to the office of Dean Alumni Affairs Punjab Engg. College (D.U) Sector 12 Chandigarh by the date and time indicated below.
4. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.

Earnest Money Deposit:

Quotations have to be accompanied by an Earnest Money Deposit (EMD) of Rs10,000.00 (Rs. Ten thousand only) in form of FDR/Demand Draft/Banker Cheque/Bank Guarantee from any commercial Bank in favor of Director, Punjab Engineering College (Deemed to be University) Chandigarh which shall be valid for 45 days beyond final bid validity period. Tender without earnest money shall be considered unresponsive and rejected.

Performance security

Performance security @ 3% of the total value of contract will be obtained from the successful bidder awarded the contract in the shape of Fixed Deposited Receipt or bank guarantee from a commercial bank which should be valid for period of 60 days beyond the completion of obligations of the supplier including warranty. Performance security is to be forfeited and credited to the institute in the event of breach of contract obligation by supplier in terms of relevant contract.

**PUNJAB ENGINEERING COLLEGE
(DEEMED TO BE UNIVERSITY)
SECTOR-12, CHANDIGARH**

BIDDING INVITED FOR GRAPHIC DESIGNING & PRINTING OF PEC COFFEE TABLE BOOK & PEC BOOKLETS.

Punjab Engineering College (Deemed to be University) is in process of graphic designing & printing a PEC Coffee Table Book & PEC Booklets on completion of 100 years as per specifications mentioned below.

Technical & Financial Bids for the work are invited from eligible vendors as per Annexure-A & B.

The bids be submitted 10th Nov. 2021 by 04.00 PM.

Bids shall be opened on 11th Nov. 2021 at 11.00 AM.

If Technical and Financial Bids are not submitted as per requirement as stated below, the same shall not be considered.

A. Proposal

PEC proposes for Graphic designing & Printing services for various publications as desired to be released on completion of 100 years of PEC. The services desired be of highest order in terms of Creativity, Innovation, Quality and Timeliness in delivery especially in limited time frame.

The various publications of PEC for which graphic designing and printing services are required are as under:

1. PEC Coffee Table Book
2. i. PEC Booklets – I (on PEC Leadership)
ii. PEC Booklets – II (Biography)
iii. PEC Booklets – III (Tracing History of PEC)

B. Job specification and Scope of work

The Job specification and Scope of work is tabulated below:

1. PEC Coffee Table Book		
Size (Closed)	:	11 inches X 11 inches
No of Pages	:	80+Cover(Additional Pages if any will be calculated on Pro-rata basis)
Colour	:	Multicolour Printing
Paper	:	170 GSM Imported texture Paper (Mountblanc), Aqueous Coating and back to back pasting (For Text)
	:	170 GSM Matt Lamination (for cover)
Binding	:	Hard Binding

Hard Board	:	40 Ounce Mill Board
Input	:	Soft copy for Text & Cover
Quantity	:	250 Copies (initially)
Penalty	:	0.5% per week will be imposed for time delay
Packing	:	Book is first to be shrink packed in single quantity. Then book to be packed in new unused, sizeable cartons of 07 ply corrugated box. In one box 25 books only to be packed. All the cartons are duly labelled with title of the book and quantity.
Scope of Work		<p>The Company/Firm/Agency would work under the instructions and overall supervision of Dean (Alumni Relations), Punjab Engineering College and the scope of work shall include the following:</p> <ul style="list-style-type: none"> (a) Creation/Generation of content (b) Editing of contents, preparing the design/layout (c) Organization of contents (d) Preparation of Headings and captions (e) All the references to be edited should be in a consistent format (f) Layout of the book (g) Ensuring illustrations/ Infographics and captions of pictures are correct (h) Appropriate placement 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 PEC

2. i. PEC Booklet -I Specifications – (on PEC Leadership)		
Size (Closed)	:	A4
No of Pages	:	40+Cover(Additional Pages if any will be calculated on Pro-rata basis)
Colour	:	Multicolour Printing
Paper	:	170 GSM texture Imported Art Paper (For Text) 300 GSM texture Imported Art paper Matt Lamination(for cover)
Binding	:	Centre Pinning
Input	:	Soft copy for Text & Cover

Quantity	:	500 Copies
Penalty	:	0.5% per week will be imposed for time delay
Packing	:	Book is first to be shrink packed in single quantity. Then book to be packed in new unused, sizeable cartons of 07 ply corrugated box. In one box 25 books only to be packed. All the cartons are duly labelled with title of the book and quantity.

ii. PEC Booklet -II Specifications – (Biography)		
Size (Closed)	:	A4
No of Pages	:	5 + Soft Cover (Additional Pages if any will be calculated on Pro-rata basis)
Colour	:	Multicolour Printing
Paper	:	170 GSM texture Imported Art Paper (For Text) 300 GSM texture Imported Art paper Matt Lamination(for cover)
Binding	:	Centre Pinning
Hard Board	:	40 Ounce Mill Board
Input	:	Soft copy for Text & Cover
Quantity	:	500 Copies
Penalty	:	0.5% per week will be imposed for time delay
Packing	:	Book is first to be shrink packed in single quantity. Then book to be packed in new unused, sizeable cartons of 07 ply corrugated box. In one box 25 books only to be packed. All the cartons are duly labelled with title of the book and quantity.

iii. Booklet -III Specifications – (Tracing History)		
Size (Closed)	:	A4
No of Pages	:	20 + Soft Cover (Additional Pages if any will be calculated on Pro-rata basis)
Colour	:	Multicolour Printing
Paper	:	170 GSM texture Imported Art Paper (For Text) 300 GSM texture Imported Art paper Matt Lamination(for cover)
Binding	:	Centre Pinning
Hard Board	:	40 Ounce Mill Board
Input	:	Soft copy for Text & Cover
Quantity	:	500 Copies
Penalty	:	0.5% per week will be imposed for time delay
Packing	:	Book is first to be shrink packed in single quantity. Then book to be packed in new unused, sizeable cartons of 07 ply corrugated box. In one box 25 books only to be packed. All the cartons

	are duly labelled with title of the book and quantity.
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C. Execution Timelines:

1. PEC Coffee Table Book - 7 days for graphic designing (including proof reading and approval of proof by PEC) and 7 days for Printing (including delivery of the product at PEC) after award of PO is announced
2. PEC Booklets
 - i. PEC Booklets – I (on PEC Leadership) - 7 days for graphic designing (including proof reading and approval of proof by PEC) and 7 days for Printing (including delivery of the product at PEC) after award of PO is announced
 - ii. PEC Booklets – II (Biography) - 7 days for graphic designing (including proof reading and approval of proof by PEC) and 7 days for Printing (including delivery of the product at PEC) after award of PO is announced
 - iii. PEC Booklets – III (Tracing History of PEC) – 2 days for graphic designing (including proof reading and approval of proof by PEC) and 3 days for Printing (including delivery of the product at PEC) after award of PO is announced

D. Selection Process: Quality and Cost Based System(QCBS)

DACIR will adopt a two-stage selection process in evaluating the proposals comprising in Two Covers (Technical and Financial bids) online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>

In the first stage, a technical evaluation will be carried out. DACIR will constitute a separate selection committee for this purpose.

Bidders must fulfill all the requirements in stated in Technical Bid. Bidders fulfilling all the requirements under the Technical Bid, as well as, scoring more than 50% and above marks in Questionnaire under the Heading: Technical Bid, in Annexure A, shall qualify the Technical bid. In the second stage, Financial bids of only those bidders will be opened who qualify the Technical bids.

For the final evaluation, 50% weightage will be given to the Technical Score (T) and 50% weightage will be given to the Financial Score (F).

a. Calculation of the Technical Score (T):

$$T = (T_t / T_h) \times 100$$

Where,

T – Technical Score

T_t – Total Technical Bid marks of the bidder under consideration

T_h – Highest Total Technical bid marks amongst all evaluated bi

b. Calculation of the Financial Score (T):

The bidder with the lowest financial bid (L1) shall be awarded F = 100 and for the rest of the Bidders, F will be calculated as:

$$[(\text{Financial bid of L1}) / (\text{Financial bid of the bidder}) \times 100]$$

Finally, the formula to be used to evaluate the Final Score (S) of the bidders after the Technical and Financial evaluation is:

$$S = (T) \times 0.5 + (F) \times 0.5$$

Where, T – Technical Score; F – Financial Score

The bidder with the highest Final Score (S) will be awarded the contract for commissioning the Publications which includes Coffee Table Book, PEC Booklets-I,II,III. Please note that the scope of work may be distributed among multiple vendors as desired by DACIR.

E. Eligibility Criteria for Bidder

- a. The bidder should have minimum 05 years' experience in designing and printing of books, especially Coffee-Table Books. Bidders with prior experience in similar work will be preferred.
- b. Three copies of a Sample Coffee Table and other booklets (A cover page, Front cover, Back cover, Table of Contents, 10 internal pages) in hardcopy form be submitted by the bidder along with the bid.
- c. The list of different Organizations (**preferably Governmental Organisations**) serviced during the last 10 years, pertaining to the designing and printing of Coffee-Table Books and other

booklets be submitted along with the Bid by the bidder.

- d. The Bidder shall be required to submit copies of Income Tax Returns for the last 03 years along with Turnover certificate (**minimum turnover Rs. 25 Lakhs**) for each of the last two (02) years by a practicing Chartered Accountant. The agency should be registered with Service Tax Dept. and carry a valid PAN/TAN/GST.
- 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 PEC regarding Commissioning of books and Coffee-Table Books. In the event the information submitted by bidder is found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of PEC.
- 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 Coffee-Table Book as per Annexure-A
- g. The bidder should not have been de-registered/blacklisted, previously by any organisation.
- h. The bidder should provide an affidavit concerning 'Non-disclosure' of information supplied by PEC to prevent any unauthorised access/ sharing.

F. TERMS & CONDITIONS

- a. Technical bid is to be submitted as per Annexure-A and Financial bid is to be submitted as per Annexure –B, inclusive of paper, printing, binding, packaging, taxed etc., according to the specifications given in the enquiry only **and no conditional tenders will be accepted.**
- b. The rates shall include the cost of paper, printing, binding, packing forwarding, tax etc.
- c. The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printing copies of the Books at the premises of Punjab Engineering College (Deemed to be University), Sector-12, Chandigarh-160012.
- d. The tenders received after due date or not fulfilling the terms & conditions shall be summarily rejected.
- e. There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory, the job will not be accepted and no payment shall be released.
- f. Punjab Engineering College (Deemed to be University) reserves the right to accept or reject any or all tender /s without assigning any reasons.
- g. The Tenderer will supply for pages printed version of the Book sample on the same GSM paper as specified in our quotation and dummy of the Book in actual and specified sized and Printer will start the printing works only after PEC approves the print quality of the supplied printed samples and dummy by the tenderer.

- h. If the official (s) of Punjab Engineering College (Deemed to be University) have to visit to inspect the work at the press, the travelling expenses will be borne by the tenderer.
- i. Payment will be released only after the completion of entire work and after the receipt of Negative/Positive or CD/Pen drive and the printed material in good condition and to the satisfaction of the competent authority. In no case partial job will be accepted for release of part/whole payment.
- j. Place for delivery of the Books shall be Punjab Engineering College (Deemed to be University), Sector-12, Chandigarh-160012. However, in case the competent authority decides otherwise, the delivery charges shall be borne by PEC, the arrangements are however required to be made by the tenderer.
- k. The softcopy/ Negative-Positive to be collected within same day after intimation of award of contract telephonically or by E-Mail. The proof has to be submitted after the designing phase is over to PEC for approval as per Execution Timelines mentioned in Section D. The book will have to be supplied by the vendor to Punjab Engineering College (Deemed to be University) after approval of the submitted proof to PEC. The time of delivery of books after approval should be adhered strictly by the vendor as per Execution Timelines mentioned in Section D. For any kind of delay in adhering to the time schedule or substandard work, bidder shall be liable to pay 0.5% of the total amount of the contract for each week of delay and multiples thereof from the decided date of the final submissions.
- l. The Punjab Engineering College (Deemed to be University) reserves the right to change the number of quantity to be printed by 25 % at the time of issue of PO.
- m. PEC is entitled to allocate complete allocation of scope work to one vendor or partial scope of work distributed among multiple vendors

Annexure – A

Cover 1 – (Technical Bid)

S. No.	Document	Format of submission
1	Name of the Company/Firm/Agency with the Year of Establishment along with detailed office address with telephone number, with Certificate of Incorporation details.	.pdf to be uploaded online
2	Income Tax Returns for the last 3 years, PAN/TAN/ Service Tax/GST registration certificates, and Turnover Certificate (minimum turnover Rs. 25 Lakhs) for each of the last 02 years (Attested copies).	.pdf to be uploaded online
3	Signed declaration of acceptance of all terms and conditions	.pdf to be uploaded online
4	Undertaking that the bidder has not been de-registered/ blacklisted by any Departments/ Ministries/ Organizations of the Govt. of India/Sate Govt.	.pdf to be uploaded online
5	Affidavit/Certificate to the effect that the information submitted by the Bidder is correct and will abide by the decision of competent authority PEC regarding Commissioning of Coffee-Table Book.	.pdf to be uploaded online
6	Affidavit regarding a Non-Disclosure of information to protect the data shared by PEC from unauthorised access/ sharing.	.pdf to be uploaded online

	<p align="center">QUESTIONNAIRE</p> <p align="center">Total Weightage = 50</p> <p align="center">Marks</p> <p>* Relative grading will performed for each item below</p>	<p align="center">Format of submission</p>
(a)	<p>Background or past experience in creating Coffee-Table Book(s). Coffee-Table Books previously published to be mentioned. Give brief details in about 100 words.</p> <p>Past experience in commissioning Coffee-Table Books for Governmental Organizations, especially those for the Ministry of External Affairs, will be preferred.</p> <p>Max. Weightage = 10 Marks</p>	<p>.pdf to be uploaded online</p>
(b)	<p>i. Bidders must submit on the day of the Technical Bid opening, 3 physical dummy of the Coffee-Table Book with the Cover page, Table of contents, Front cover, back cover and inner pages (at least 10 pages) exhibiting innovative ideas for the layout of the content i.e. text & images, for the theme of this Coffee-Table Book.</p> <p>ii. The list of different Organizations (preferably Governmental Organizations) serviced during the last 10 years, pertaining to the designing and printing of Coffee-Table Books and other booklets</p> <p>Max. Weightage = 20 Marks</p>	<p>Physical sample of proposed design</p>
(c)	<p>Experience, qualification and professional knowledge of the Photo Editorial team in latest photography software and hardware implemented in commissioning Books/ Coffee-Table Books. Give brief details in about 100 words.</p> <p>Max. Weightage = 10 Marks</p>	<p>.pdf to be uploaded online</p>
(d)	<p>Experience, qualification and professional knowledge of the Content Editorial team and the Proof Readers in commissioning Books/ Coffee-Table Books. Give brief details in about 100 words.</p> <p>Max. Weightage = 10 Marks</p>	<p>.pdf to be uploaded online</p>

NOTE: Each submitted .pdf document must clearly mention the S. No. and the title from the above table to identify corresponding to which point the document has been submitted.

ANNEXURE B

Financial Bid (.xls) Format

Please quote rate (all Inclusive) in the following format.

1. PEC COFFEE TABLE BOOK

Sr. No.	Description/Title	Quantity	Per Page Rate of copy (In Rs.)		Total Amount in (Rs.)
			For Booklet with pages \leq 60	Additional page beyond 60 pages	
i.	Coffee Table Book	250			

2. PEC BOOKLETS

Sr. No.	Description/Title	Quantity	Per Page Rate of copy (In Rs.)		Total Amount in (Rs.)
			For Booklet with pages \leq 40	Additional page beyond 40 pages	
i.	PEC Booklet-I	500			
ii.	PEC Booklet-II	500			
iii.	PEC Booklet-III	500			

Note: Bidders are requested to read the eligibility criteria and terms & conditions specified in the tender document while submitting the bids.

Dean Alumni Corporate
& International Relations
Punjab Engineering College
(Deemed to be University)
Chandigarh