



**VIGYAN PRASAR**  
**(An autonomous organization under the Department of Science and Technology, Govt. of India)**  
**A-50, Institutional Area, NCMRWF Campus, Sector-62, Noida (UP)**

**F. No:** VP/SFFD/1444/Golden Jubilee Books/2020

**date:** 24/12/2020

**Sub: Invitation for Proposal for Designing of three Coffee-table Books**

**1.0 Introduction**

Vigyan Prasar (VP) is an autonomous organisation of the Department of Science and Technology, Government of India. The main objective of VP is to popularize science among common people. VP intends to disseminate information on the capabilities and achievements of the Indian Science and Technology sector continuously through high quality, educative, easily understandable, informative, science video programmes and through other means in interesting formats.

Vigyan Prasar invites proposals from reputed design agencies for undertaking the **Designing of three Coffee-table Books** on Journey of DST as a Department: 50 years of DST, 50 under 50: A volume on young scientists and a publication charting the journey and association of Autonomous Institutes with DST of 144 pages each in full colour.

**2.0 Scope of Work:**

**(i) Design deliverables for each book**

The work would include conceptualization of the design, complete designing and layout of the book, including the cover.

- a. Conceptualising the design. At least 3 sample design templates per book need to be provided. The samples would be subject to customisation/modifications based on the inputs given by VP/DST. No extra amount will be paid on this account
- b. Typesetting the text after design template approval
- c. Shortlisting of pictures from the pictures provided by DST
- d. Making graphic, if used.

- e. Placing of pictures and captions correctly
- f. Colour correcting/enhancing images, wherever required
- g. Designing of covers and dust jackets. At least 3 sample cover designs per book need to be provided. The samples would be subject to customisation/modifications based on the inputs given by VP/DST. No extra amount will be paid on this account.
- h. Inputting proofing corrections of text and pictures
- i. After designing and correcting of final proofs, digitally printed copies with cover and dust jacket would need to be submitted for approval. These dummies may have to be submitted upto three times based on requirement and approval
- j. Finalising the book for printing and e-publishing in IOS, Android, Windows and other popular formats, after all approvals
- k. Ensuring high quality work
- l. Coordinating effectively to collate content, photos and design

**(ii) Role of VP**

- a. Providing inputs for design templates
- b. Delivering edited text including captions
- c. Ensuring availability of pictures
- d. Coordination in the selection of pictures
- e. Proofing of text
- f. Finalising the book in coordination with the design house
- g. Effective coordination to facilitate the design process

**3.0 Eligibility:**

Independent designers /agencies fulfilling the following criteria will be eligible to apply.

- (i) The company/firm or individual should have a minimum of five years experience in the designing of coffee-table books.
- (ii) The intended bidder should have designed at least five coffee-table books during the last five years.
- (iii) The bidder should have an average turnover of fifty lakhs during the last 3 years (2017-2018, 2018-2019, 2019-2020). In case the books of account for the Financial Year 2019-2020 is not audited, for calculation of average turn over FY 2016-2017 will be consider. Bidder is requested to submit the documents accordingly.

- (iv) All the pages of tender document duly signed and stamped for accepting all the terms & conditions of the tender to be enclosed with the bid.
- (v) The Service Provider should also enclose a certificate stating that the firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt. organization.. See Annexure VIII.

**(If tenderer, does not submit any one among all these documents, the bid will be rejected.)**

#### **4.0 Bidding Process:**

- (i) Two bid system will be followed for the selection of the designing agencies / individual designers. The proposal will consist of two separate biddings, viz. technical bidding and financial bidding through two cover system. Both Technical & Financial bids and other documents need to be placed in a single large envelope.
- (ii) The quotations in a sealed cover addressed to “The Registrar, Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida – 201 309” -with the envelope marked “**Designing of three Coffee-table Books**”. Postal delays will not be accepted.
- (iii)The sealed quotation should reach Vigyan Prasar latest by on 13<sup>th</sup> January 2021 at 11:00 hrs. Bids will be open on the same day i.e.13<sup>th</sup> January 2021 at 11:30 hrs.

#### **5.0 How to Apply:**

- (i) The proposer must submit its **Technical Proposal** and **Financial Proposal** in two separate 'sealed envelopes' (duly superscribed "Technical Proposal" and "Financial Proposal" on each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to VP. Envelopes to be marked at the top in bold letters: [RFP NOTICE NO: VP/SFFD/1444/Golden Jubilee Books/2020. For the format of Technical Bid and Financial Bid refer to Annexure 4 and 7 respectively.
- (ii) The proposals should be submitted in the prescribed format. **Proposals received in any other format will be rejected.**
- (iii) The technical proposal must be accompanied with:
  - (a) Proof of Agencies/individuals with 5 years of working experience in the field of designing. **Enclose copies of the work orders or Certificate of Completion (for completed projects) /proof of work.** (DO NOT enclose the originals). This information needs to be submitted as per the format in **Annexure 5.**

(b) Bidding designing agencies should have GST, PAN Number, etc. Enclose certificates and copies of last three years Income Tax returns, PAN and GST. And, proof in support of average turnover – a certificate by CA or copies of annual accounts.

- (iv) **Non-refundable tender fee of Rs.1000/- (only to be remitted if the tender document is procured from VP in hard copy) and EMD of Rs.10,000/- (Rupees Ten Thousand only)** should be submitted alongwith the Bid application by the proposer, as separate Demand draft/online transfer, drawn in favor of “Vigyan Prasar” payable at New Delhi. The DD EMD will be subsequently adjusted against performance guarantee to be submitted by the successful bidder and in the remaining cases, the amount will be returned within 30 days of the finalization of the selection and awarded the work. Tender FEE/EMD through Demand Draft, drawn in favour of "Vigyan Prasar", payable at New Delhi or can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as details below: (kindly submit the details of NEFT with the proposal):-

Account Holder Name/ VIGYAN PRASAR  
ADDRESS: A-50, NCMRWF BUILDING, SECTOR- 62, NOIDA.  
NEFT/RTGS DETAIL  
BANK NAME - UNION BANK OF INDIA.BANK  
ACCOUNT NUMBER - 349902010040204.  
IFSC CODE - FOR RTGS/NEFT -UBIN0534994.  
BANK ADDRESS - SAFDARJANG DEVELOPMENT AREA, New Delhi

- (v) Exemption for EMD/Tender fee can be availed as per GOI orders. While claiming any exemption, the bid/application should be supported with relevant GOI orders, failing which the application/bid would not be considered for exemption. The documents furnished in support of exemption claimed will be subject to scrutiny. In case any of the documents provided in this regard is not found to be commensurate with the requirements enunciated in the GOI guidelines for availing exemptions, the bid(s) will be rejected at the cost of the Bidder.
- (vi) Shortlisted bidders will be required to give a presentation to the technical committee exhibiting their competence to handle the work under reference.

#### 6.0 Evaluation Process:

- (i) The proposals received will be scrutinized by the tender opening committee appointed by Vigyan Prasar. The Committee will check all documents like the format of the application,

- Certificates, experience/earlier work orders or Certificate of Completion (for completed projects)/proofs of work, etc, application Fee/ EMD/ PAN/ GST number/ and Financial bids, etc. submitted by the bidder. The committee will recommend all the eligible agencies / individuals for the evaluation of technical bids.
- (ii) VP will adopt a two bid selection process in evaluating the proposals. Firstly, the technical evaluation will be carried out as specified in the evaluation procedure by the committee appointed by VP. Based on this technical evaluation, a list of shortlisted applicants will be prepared and subsequently, the financial evaluation will be carried out.
- (iii) Vigyan Prasar will constitute committees consisting of not less than three members to evaluate and score the technical proposals for parameters listed 1 and 3 below. All the eligible agencies / individuals who will obtain 70 marks out of 100 will be eligible for financial evaluation. No TA/DA will be admissible to the proposers/applicants. The proposer or authorized representative will attend the presentation at their own cost.
- (iv) Technical Proposals will be evaluated on the basis of proposer's performance in the designing of books, treatment and approach and key person's profile, proposers prior experience, facilities possessed by the proposer. The scores of the technical evolution will be assigned as per the scoring criteria to be used for evaluation will be as follows.

**(a) Technical Evaluation: (70 % weightage)**

S.N.	Parameters	Evaluation Criteria	Total Marks
1.	Brief Proposal of the coffee-table books (with previously designed coffee-table books, any five) and a 6-page sample design	Design of sample submitted	20
2.	Company / individual's experience	Coffee-table books designed in the last five years 0-4 5-9 10-13 14-20 & above	nil 10 15 20
3.	Company / individual's experience	E-pubs designed in the last five years 0-4 5-9 10-13	nil 10 15

		14-20 & above	20
4.	Company / individual's experience working with government and allied agencies		5
5.	Presentation	Approach, Methodology, Visualization etc.	35
<b>Total</b>			<b>100</b>

**(b) Financial Evaluation:** (30% weightage)

- (i) Financial bids of all shortlisted applicants who score 70 marks and above will be opened. The opening of the Financial Proposal shall be done in the presence of respective representatives of applicants who deputed to present at the opening of financial bids. VP will not entertain any query or clarification from applicants who fail to qualify at any stage of the selection process.
- (ii) All shortlisted applicants would be assigned a financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST, will be considered.

The lowest financial proposal (L1) will be awarded 100% score. The financial scores of other proposals will be computed as follows:

**Financial Score of a bidder = {(Financial Bid of L1/Financial bid of the Bidder) X 100}% (adjusted to 2 decimals)**

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$\text{CS} = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

The Weight assigned to technical and financial proposals that shall be 0.7 and 0.3, respectively.

Generally, the successful applicant will be the applicant having the highest combined score.

**Example of scoring and evaluation of Tender:**

The marks scored by bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100% score.

Illustration of scoring criteria: Assume 3 participating bidders have total technical scores as per column (3) in the table below and in case of rates, the total rates quotes are as under:

SN.	Description	Total Technical Scores	Rate quotes (say in Rs. Thousand) Financial scores	Financial Score of a bidder= (Financial Bid of L1/Financial bid of the Bidder)X100}%
(1)	(2)	(3)	(4)	

1	Firm A	80	60	$(50/60) \times 100 = 83.33$
2	Firm B	75	55	$(50/55) \times 100 = 90.90$
3	Firm C	70	50	$(50/50) \times 100 = 100$

The Bidder scoring minimum rates in the financial scores, i.e. 50 scoring point will be awarded 100% score and the other bidders will be worked out on proportionate basis and thereafter weightage.

Their combined technical and financial scores (CS) as follows:

(CS obtained by firm = **Technical Score X 0.7 + Financial Score X 0.3**)

CS obtained by **firm A** =  $80 \times 0.7 + 83.33 \times 0.3 = 56 + 24.999 = 80.999$  (CS1)

CS obtained by **firm B** =  $75 \times 0.7 + 90.90 \times 0.3 = 52.5 + 27.27 = 79.77$  (CS2)

CS obtained by **firm C** =  $70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00$  (CS3)

## 8.0 Copyright:

Department of Science & Technology shall hold proprietary rights on the use, marketing contents, and intellectual, etc. of the final coffee-table books. E-pubs of these books shall also be the property of VP/DST. This includes rights for website, internet, publishing, etc.

Selected bidder will have no right to use, reproduce and repurpose the material in any form except for the purpose of the work referred in the tender document.

## 9.0 Deliverables

Submission will be in soft copy in hard disk / pendrive with all applications files/open files and links. E-pub files compatible with IOS, Android, windows and any other popular formats. Additionally, two digital copies of all the books would be submitted and return of all materials used in the designing of the books in hard copies & soft copies.

## 10.0 OTHER TERMS AND CONDITIONS

- (i) The theme and content of every book should conform to the book briefs provided by VP from time to time. The design should be unique as per the trend.
- (ii) **Schedule of work: the agency shall deliver complete work within 60 days from the award of work.**
- (iii) The work contract should be completed within the assigned time. The rates quoted will remain in force till the completion of the work. No demand for revision of rates will be entertained during the contract period.
- (iv) The payment will be made after the successful submission, that is clearance from DST, of all the designs of coffee-table books on pro-rata basis.
- (v) The selected proposer/s shall indemnify Vigyan Prasar/DST against any litigation or dispute that may arise out of the content of the said bulletins.
- (vi) The selected proposer/s will have to submit Bank Guarantee as per norms.
- (vii) The validity of the Proposal shall be for a period of not less than 90 days.

- (viii) Director, Vigyan Prasar reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- (ix) Outsourcing of the work is not allowed.
- (x) The bidder will have to submit a certificate stating that the bidder has not been blacklisted by any government agency/PSUs, etc.

#### **11.0 ARBITRATION**

All disputes arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

- 12.0** The application may be submitted in a **sealed cover** addressed to '**Registrar, Vigyan Prasar, NCMRWF Campus, A-50, Institutional Area, Sector 62, NOIDA 201309**' with the envelope marked "**Designing of three Coffee-table Books**". Unsealed and unmarked covers would be rejected. The last date for the submission of proposal is **13<sup>th</sup> January 2021 upto 11:00 hrs.**

**(Registrar)**





**VIGYAN PRASAR**

**Annexure - 1**

**Proposer's Information**

**1. Name**

A. of the proposer : \_\_\_\_\_

B. of the Company : \_\_\_\_\_

**2. Contact Information**

2.1 Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

2.2 Telephone:

Office 1 : \_\_\_\_\_

Office 2 : \_\_\_\_\_

Mobile : \_\_\_\_\_

Home : \_\_\_\_\_

Fax : \_\_\_\_\_

**3. Educational Qualifications:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Proposer's Category (Please tick only ONE, which is most appropriate/ applicable to you)**

4.1 Designing Company

4.2 Institution

4.3 Others ...

Please Specify \_\_\_\_\_  
\_\_\_\_\_

**5. Legal status of Organisation:**

a) Is it a registered firm/company? : Yes/No

(Photocopies of the certificate of registration may be attached)

b) Is your organization a proprietorship : Yes/No

firm, partnership firm or company? (Attach Document)

(If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and Addresses of Directors)

- c) State whether the proprietor/ any of the Partners/Directors is/are retired Government officials. (If yes, the date of his/ her/ their retirement and the Department from which retired) : Yes/No
- 6 Copies of Income Tax returns as accepted by the Income Tax Department of preceding three years with PAN Number:
- 7 Has the Agency/its sister concern/any director ever been blacklisted/defaulted by any organization?: Yes/No (If yes, give details)
- 8 We/I have enclosed a DD/ Bank order for Rs.1000/- towards non-refundable application fee (DD No..... Date:..... drawn on the bank:.....) (applicable only in case of obtaining printed copy of tenders from Vigyan Prasar.
- 9 We/I have enclosed a DD/ Bank order for Rs.10,000/- towards EMD (DD No..... Date:..... drawn on the bank:.....).
- 10 Any other relevant information:

SIGNATURE..... (of authorised signatory)  
 Full Name and designation.....

**DECLARATION**

- (i) I.....(authorised signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and /or debarred from empanelment.
- (ii) I permit Vigyan Prasar to inspect my designing facilities & other records to ascertain the above acts.
- (iii) I permit Vigyan Prasar to cross check the above facts from any other source.
- (iv) I or my authorized representative, if required by Vigyan Prasar would make a presentation before Selection Committee at my own cost.
- (v) Hereby I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature \_\_\_\_\_  
 Full Name \_\_\_\_\_  
 Date \_\_\_\_\_

(Seal of organization)



**VIGYAN PRASAR**  
**Annexure - 2**  
**Proposer's experience**

**Experience in the designing of coffee-table books, if any (Attach Separately) in the last five years**

<b>S.N.</b>	<b>Name of coffee-table books</b>	<b>Year of production</b>	<b>Format</b>	<b>Language</b>	<b>Organisation for whom produced</b>	<b>Copy of the work orders/ Certificate of Completion (for completed projects)/proofs of work</b>

**SIGNATURE OF THE PROPOSER**



**VIGYAN PRASAR**  
**Annexure - 3**  
**Design facilities with the Proposers**

**1) Do you have your own design facilities? : YES/ NO**

If yes then,

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the design facility fully owned by your own organization or in partnership with some other organization?

Give a brief description of the equipment and software you have. Attach a sheet, if needed

**SIGNATURE OF THE PROPOSER**



## Annexure 4

### Checklist

		Document Required
<b>Envelope – A</b>		
1	EMD & Tender fee	<p><b>Proof of payment of EMD/Tender Fee (if tender document is procured from VP in hard copy).</b></p> <p>The DD, drawn in favour of "Vigyan Prasar", payable at New Delhi or can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account.</p>
	Proposer Information Bid Proposal sheet including Company profile and snapshot of experience, etc.	As per the format attached
	Bidder's Authorization Certificate	
	Proposer experience - Work orders/ Certificate of Completion (for completed projects)/ proofs of work	
	Details of designing facility with the proposer	
	Signed tender document	As per the format attached
	Bidder's financial details/Turnover	As per annexure 6
	Proof of Legal entity	<ul style="list-style-type: none"> <li>• GST registration</li> <li>• PAN card</li> </ul>
<b>Envelope - B Technical Proposal</b>		
	Documents on proposed coffee-table books design plan	As per format attached
	Brief Proposal	

<b>Envelope - C Commercial Proposal</b>		
	Financial Bid	As per format attached

Note: All envelopes (A, B & C) are to be sealed and marked with Tender NOTICE NO: VP/SFFD/1444/Golden Jubilee Books/2020

**Annexure 5**  
**Work Experience Certificate**

Name of the firm: \_\_\_\_\_ Period: From  
\_\_\_\_\_ to \_\_\_\_\_

S.No.	Proof and support of work done	Full contact address of such agency	Service provided
1.			
2.			
3.			
4.			
5.			

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the bidder: \_\_\_\_\_

**NOTE:** Please provide copies of valid Work Orders or Certificate of Completion (for completed projects) from authorized client officials.



### Annexure 6

#### Turnover/ Financial Details as per Audited Accounts

Years	FY 2017-18		FY 2018-19		FY 2019-20		Average Turnover	
	Total	From relevant services	Total	From relevant services	Total	From relevant services	Total	From relevant services
Turnover (Rs.'000)								
Profit (Rs.'000)								

**Note: Enclose CA certificate confirming Annual Turnover during stated financial years.**

- Relevant services in this case will be treated as designing work.





**VIGYAN PRASAR**

**Annexure - 7**

**Financial Bid  
(Submitted in a sealed envelope)**

I/We, the undersigned (sole proprietor/ authorized signatory), hereby submit to produce. I quote Rs. \_\_\_\_\_ in words ( \_\_\_\_\_ ) for designing work. The Financial Bid is as follows:

Designing of coffee-table books as per specifications/requirements stated in	Amount in (Rs/In figures)

Amount in words:

The above price is inclusive of all charges and excluding GST.

Signature of authorized signatory

Name:

Date :

Place:

**Annexure VIII  
Certificate**

I..... (authorized signatory for the proposer) solemnly affirm that our firm name.....has a good reputation and there is no complaint against it and have not been blacklisted from any Govt. organization.

The above stated facts are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and /or debarred from participation in Vigyan Prasar tenders for the period as deemed appropriate by Vigyan Prasar.

Signature:.....  
Full Name:.....  
Date:.....