



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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22nd August, 2017

Subject : **Tender Notice /Invitation for the Presentation on designing of e-Newsletters of Directorate General of Shipping**

This is to state that the Directorate General of Shipping, Ministry of Shipping [Govt. of India], Mumbai is issuing e-Newsletter every quarter, containing news, achievements, etc. of the Directorate with the photographs. Now, the Directorate has decided to do the said e-Newsletter in the professional way by hiring the expert for designing and printing the e-Newsletter, which will be published on DGS website, issued online as well as, the printed copy will be circulated to all the concerned. Initially, the contract will be for one year, which can be extended, if required.

2. To comply with the same, the Directorate General of Shipping Mumbai is making limited tender inquiry for designing of the e-Newsletter & its printing. The detailed work is given below.

Specification of Work :

- Designing the pattern of the e-Newsletter in attractive cover, for web-copy as well as for booklet.
- Issuance of the e-Newsletter every quarter ending March, June, September & December.
- Editing, etc. of the text
- Inclusion of the photographs, graphics, etc. wherever necessary
- No. of pages : approximately 30 to 35 pages
- Size of the page : 24 X 18 cm.
- Printing : approximately 150 number of copies on good quality glossy paper in booklet format. [Not centered Pin /English binding]
- Language : English and Hindi

- i. Ready booklet shall also be delivered in soft copy form.
 - j. Design of each quarter booklet may vary subject to the approval of the Competent Authority.
 - k. The printed work shall be supplied to the Directorate General of Shipping within 10 days of the receipt of the material, failing which penalty of 5% deduction will be levied on relevant quarter bill.
 - l. If the Competent Authority of the Directorate found that the work done is defective or material used is of sub-standard quality, the same work shall be redone or replaced to the satisfaction of the Competent Authority.
3. It is proposed to give the Presentation by vendors / agencies on **6th September, 2017 at 1100 Hrs, before the Screening Committee** in the Directorate General of Shipping on the proposed **concept/ design of the e-Newsletter**. Each bidder/agency will be allowed to make 15 minute's power point presentation before the screening committee. **The report sheet of the Screening Committee members shall be kept in a sealed envelope separately by the members of the Committee which will be opened after opening of the price bid.**

4. Technical Bid

The technical bid should contain particulars regarding eligibility criteria along with documentary evidences as given below and bidder should comply with the following terms and conditions:-

- (i) The bidder should have valid GST Registration, trade tax registration and PAN. Copies of relevant proof should be attached.
- (ii) The bidder should have experience in the similar work. Copies of such work orders executed during last three years must be submitted along with the bid.
- (iii) The bidder should have minimum turnover of Rs. 50 lakhs during any one of the preceding three years i.e. 31.03.2014, 31.03.2015 and 31.03.2016. Details of the same should be submitted along with copy of final accounts of the Agency for the relevant period as part of technical bid.
- (iv) The bidder should not have been black listed by any Government department/agency and should not have any criminal case pending against it. An undertaking in respect of the same should be submitted.
- (v) Details of experience of creative personnel like visualizers or concept directors,

etc. be submitted.

- (vi) Details of prizes/rewards won, if any, in the past in the similar work to be submitted.
- (vii) The evidence of having an office in Mumbai with a staff to be provided.
- (viii) A copy of tender documents duly signed by the tenderer (s) with identification of name & designation as a token of acceptance of all the conditions laid down in the tender notice should be attached along with the tender. Submission of proposal by the agency will also imply that it has read all the documents carefully and made itself fully aware of the work.
- (ix) **BID Security : Earnest Money Deposit (EMD) of Rs.20,000/- as a bid security** in favour of Directorate General of Shipping, Mumbai in the form of Account Payee Demand Draft from any of the nationalized banks may be submitted alongwith the technical bid and the same will be returned after the award of the contract.

5. **Financial Bid**

Envelope super-scribed "Financial Bid" should contain consolidated cost estimates in the prescribe format **at Annexure-A**.. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should be submitted along with the "Technical Bid" simultaneously. The financial bids will be evaluated /ranked as per the combined cost of both, i.e designing and printing.

6. Sealed bids in prescribed format , (super scribed " Technical Bid" and "Financial Bid as per **Annexure-A**" respectively) addressed to Directorate General of Shipping, Govt. of India, 9th Floor, Beta Building, i-Think Techno campus, Kanjurmarg (E), Mumbai- 400042 should be submitted in one sealed envelope, **on or before 1300 hrs on 8th September, 2017**. The bids will **be opened at 1500 hrs on 8th September, 2017 in the Conference Hall of the Directorate**. Bidders may send their representative to be present at the time of opening of the technical bids as mentioned above.

7. **Selection Process**

Since this assignment involves high quality creativity and innovative approach, the final selection shall be made on the basis of the creative quality and design by giving 80:20 weightage to creative presentation and financial bids [total cost] respectively. The screening committee will evaluate the presentation on the criteria mentioned in **Annexure-B** and only agencies obtaining more than 70% points [with minimum of 50% in each criteria specified] will be eligible for the opening of the financial

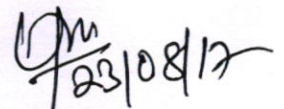
bid. Financial Bids will be opened only for such short-listed and technically qualified agencies. The decision of this Directorate with regard to selection of agency will be final and binding and no communication in this regard will be entertained.

8. **Performance Security** : The successful bidder will have to submit bank guarantee of 5% of the value of the total cost of the contract, as a performance security deposit in favour of Directorate General of Shipping, which will be refundable after successful completion of the contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder.

9. An agreement on the hundred rupee non-judicial stamp paper will be signed between the Directorate General of Shipping & the selected agency for the period of one year, with the agreed terms and conditions.

10. **Payment**

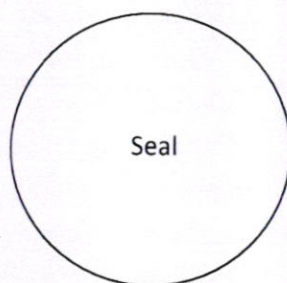
- (i) Bills may be raised every quarter, as per approved estimates, after satisfactory completion of the work. Payment will be made only after the execution of work carried out by the agency to the satisfaction of the Directorate.
- (ii) No advance payment shall be made.
- (iii) Deduction at source for income tax or any other tax as applicable shall be made as per rules.
- (iv) This Directorate shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.



[Surendra Kumar]
Asstt. Director General of Shipping [Admn]

Annexure –A**FINANCIAL BID**

Sr.No.	Particular	Rate	Annual cost
1.	Designing of the e-Newsletter every quarter ending March, June, September & December	[rate per quarter to be submitted]	
2	Printing of the Newsletter on good qualify glossy paper	[rate per booklet be submitted]	
		Total annual Cost :	
		Applicable taxes	
		Total :	



Name & Signature of the bidder

Annexure-B**Evaluation Sheet**

Name of the Agency :

Date of Presentation :

Sl.No.	Item	Points	Remarks
1	Concept /Theme	30	
2	Innovation	20	
3	Design /Creativity	30	
4	Key personnel involved	10	
5	Past experience	10	
	Total :		

Name of the screening
committee member

: _____

Signature & date

: _____