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SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
सर्वदा वल्लभभाई पटेल
राष्ट्रीय पुलिस अकादमी
(Government of India: Ministry of Home Affairs)
gñjckn & 500 052
Hyderabad – 500 052

TENDER ENQUIRY NO.: 27011/5/2016-2017/HS-Staty.
DATED 21st NOVEMBER, 2016

PRINTING OF A BOOK ON MEMOIRES OF
S.V.P. NATIONAL POLICE ACADEMY, HYDERABAD
TITLED – ‘INDIAN POLICE SERVICE (IPS) – A JOURNEY’

Date of Tender Enquiry : November 21, 2016.
Closing date & time for submitting bids : December 06, 2016 at 1300 hrs



సర్దార్ వల్లభభాయి పటేల్ జాతీయ పోలీస్ అకాడమి
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
భారత ప్రభుత్వం (Government of India : : Ministry of Home Affairs)
గణపల్లి & 500 052 HYDERABAD – 500 052.

No.27011/5/2016-2017/HS-Staty.

Dated the 21st November, 2016.

NOTICE INVITING e-TENDERS

Sub: Open Tender Enquiry for printing a Book on Memoires of S.V.P. National Police Academy titled '**Indian Police Service (IPS) – A Journey**' – Reg.

Sir,

The S.V.P. National Police Academy urgently requires a book to be printed on its significant achievements and glorious activities, titled as '**Indian Police Service (IPS) – A Journey**', for distributing to the dignitaries who visit the Academy for various training programmes. As such, **e-bids** under two-bid system are invited from reputed and experienced firms interested in undertaking printing work of the said book.

2. The salient features of the tender enquiry are as follows:

a)	Tender Enquiry No.	27011/5/2016-2017/HS-Staty.
b)	Description of work	Printing of a Book on Memoires of S.V.P. National Police Academy, Hyderabad titled ' Indian Police Service (IPS) – A Journey '.
c)	Scope of work	As per Annexure-A
d)	Type of Tender Enquiry	Open Tender Enquiry
e)	Bid System	Two-Bid System (Two separate covers containing separate technical and financial offers)
h)	Closing date & time of submitting bids.	On December 06, 2016 (Tuesday) at 1300 hrs
i)	Date & time of opening of bids received.	On December 06, 2016 (Tuesday) at 1500 hrs. in SVPNPA, Hyderabad
j)	Earnest Money Deposit.	Demand draft for Rs.28,000/- , drawn from any of the Commercial Banks in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'.
k)	Delivery schedule	Work should be completed positively within 15 days from the date of placing work order by the Academy.
l)	Bid validity	Bid should be valid for 180 days from the date of opening of bid.
m)	Place of submission of EMD & address for correspondence	The Administrative Officer (Admn), S.V.P. National Police Academy, Shivarampally, Hyderabad-500 052.

(contd.2)

3) Important dates related to this tender are furnished below for information:

	Particulars	Date	Time
1	Date of Online Publication of Tender	21.11.2016	1200 Hrs.
2	Starting date for downloading tender document	21.11.2016	1300 Hrs.
3	Bid Submission starting date	21.11.2016	1400 Hrs.
4	Bid Submission closing date	06.12.2016	1300 Hrs.
5	Closing date & time for submission of hard copy of EMD	06.12.2016	1300 Hrs.
6	Date of opening technical bids	06.12.2016	1500 Hrs.

- 4) Interested Agencies/Firms dealing with publishing of such Books on Memoires and similar other books can download the tender document from Central Public Procurement Portal (<https://eprocure.gov.in>) and bid should be submitted through the same website. Bids submitted other than on CPP Portal will not be accepted. The eligible bidders should have the digital signature (DSC) issued by any agency authorised by Controller of Certifying Authorities, Govt. of India.
- 5) Bidders can access and download the tender documents from CPP Portal and can fill them with all relevant information and submit the completed tender document online on the website: <http://www.eprocure.gov.in>. The downloading of tender documents shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
- 6) Tender shall be submitted online only at CPPP website. Bidders are advised to refer the Bidders manual kit for e-submission of the bids online through the Central Public procurement portal available at the website: <http://www.eprocure.gov.in>. Aspiring Bidders who have not enrolled/ registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in>. The portal enrolment is free of cost.
- 7) All the documents as per tender requirement should be uploaded online and further, no documents other than a sample copy of proposed Book on Memoires will be accepted offline. Also the hard copy of Demand Draft towards Earnest money deposit should be sent to S.V.P. National Police Academy so as to reach before the due date & time of closing of tender enquiry. Bidders who are not submitting any of the required documents online will summarily be rejected. Firms registered with NSIC/DGS&D who are exempted from furnishing EMD shall attach attested copy of the requisite certificate along with their bid without fail.
- 8) The details of the Tender document and scanned copy of EMD should be filled and uploaded online. Earnest Money Deposit (EMD) for Rs.28,000/- (Rupees Twenty Eight Thousand only) should be deposited in form of Demand draft Drawn on any nationalized bank in favour of The Director, SVP National Police Academy, Hyderabad. **Bids without EMD will not be considered.** Tender Reference Number or details should be mentioned on the backside of the original Demand Draft and the same should be sent to A.O.(Admn.), SVP National Police Academy, Shivarampally, Hyderabad-500052 so as to reach before the due date & time of closing of tender enquiry.

(contd.3)

B. The scope of work to be undertaken by the Bidder is indicated in **Appendix-A** and the salient terms and conditions of this Tender Enquiry, are as follows:

Terms and Conditions

1. The TIA (Tender inviting authority) will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any queries regarding e-tendering process, the bidders are requested to contact over phone: 07799289911,7036296222 or send a mail over to 'cppp-nic@nic.in'.
2. **The bidder should have a field experience of more than 25 years in Designing and Publishing Industry and should have won at least three awards of recognition in the publishing domain. The bidder should have his own team of colourists with experience of more than 15 years and should have previous experience of working with Government sector companies. Bidders not in possession of prior work experience on publishing similar Books need not respond to the tender enquiry.**
3. The following scanned documents in .pdf file format must be attached with the Bid:
 - a) Letter of Bid in the format prescribed conveying their unconditional acceptance to the terms and conditions of the tender enquiry.
 - b) The firm must enclose with their Technical Bid, the attested copy of their firm's Registration, unconditional acceptance to the delivery schedule prescribed on their letterhead, TIN of the Firm, Pan Card of the firm, Banker details, Income Tax Return for the last year, details along with scanned copies of the certificates towards the awards won by them, the list of their valued customers along with **copies of earlier work orders executed by them for similar work of publishing Book on Memoires may be submitted along with the quotation.**
 - c) Bidders should submit without fail a colour copy of the similar Book previously published by them. **As the work to be carried out is creative in nature, Offers of the Bidders who fail to submit copy of their previous work shall be considered invalid and will be rejected forthwith.**
 - d) Since the work is very urgent in nature, firms not in a position to accomplish the work on assignment **within 15 days** need not respond to the tender enquiry.
 - e) Scanned copy of Earnest Money Deposit of Rs.28,000/- (Rupees Twenty Eight Thousand only) in the form of Demand Draft drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'. Hard copy of the Demand Draft is to be sent so as to reach before closing date of tender enquiry at the address of The Administrative Officer (Admn.), S.V.P. National Police Academy, Shivarampally, Hyderabad. **Offers received without the prescribed EMD, will be rejected summarily.**
 - f) The scope of work indicated in the Annexure-A of Tender Enquiry should be strictly complied with and deviations if any at the execution stage shall be viewed seriously.

(contd.4)

4. In the financial bid, the total amount for designing and undertaking the work as per the scope defined in Annexure-A including all taxes, transportation charges, labour charges, etc. are to be quoted explicitly both in words and figures. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of the authorized signatory. Quotations that do not fulfil this condition will not be considered.
5. The prices once accepted shall remain valid/fixed till the successful execution of the complete work order to the satisfaction of the Competent Authority of the Academy. The Academy will not entertain any increase in the value of work during the execution stage for any reasons whatsoever thereof.
6. Prices shall be quoted in Indian rupees only.
7. The Bid / Tender submitted shall necessarily remain valid for **180 days** after the date of bid opening. If any bidder withdraws his tender before the said period, SVP NPA without prejudice to any other right or remedy will be at liberty to forfeit the Bid Security/EMD submitted along with the bid.
8. No interest will be paid on Earnest Money Deposit and the EMD of unsuccessful tenderers will be returned in due course of time. If the quotation is accepted and the contracted firm fails to undertake the work order in the stipulated time frame, their EMD will be forfeited without any further notice.
9. The Director, SVP National Police Academy **reserves the right to accept/reject any or all the bids without assigning any reason.**
10. The bidding firm should take a strict note, that they would adhere strictly to the delivery schedule indicated in this tender document, failing which they would be penalised with a penalty **equal to 0.5%** of the work order value for every day's delay.
11. The work order is liable to be cancelled, if the progress/quality of work is found to be **not satisfactory**.
12. The bidder will be blacklisted by the Academy in case of the above condition being invoked duly forfeiting the EMD submitted by him.
13. The bidder should sign at the bottom of each page of tender form.
14. The SVP NPA reserves the right to increase or decrease the number of copies of Book on Memoires as indicated in the work order.
15. Terms of Payment – 100% Payment will be made only after completion of work & necessary certification towards satisfactory completion of work by the competent authority of the Academy.
16. The Director SVP NPA reserves the right to cancel the order without prior notice, forfeit the EMD/security deposit or recover any damages for any breach of contract.

17. Notwithstanding any of the conditions and clauses indicated in the Tender form, the Director has the whole and sole right to waive off any of the above clauses, accept or reject either the lowest or any other valid bid and to assign the work to more than one bidder or to cancel the entire Tender Enquiry without assigning any reasons thereto.

18. **Evaluation of Bids:**

- i) **As the work to be carried out is creative in nature, Offers of Bidders not submitting a copy of the similar Book previously published by them or not having previous experience of publishing such Books on Memoires or not having colourists with requisite experience, shall not be considered and will be treated as invalid and rejected forthwith.**
- i) During evaluation of the bids, the Academy may at its discretion, ask the Bidder for clarifications on its bid. The clarification of the bidder shall be in writing.
- ii) No bidder shall contact the purchaser on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.
- iii) Any effort by a bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- iv) Arithmetical errors in the bids, if any, will be rectified on the following basis:- If there is a discrepancy between words and figures, the lower of the two shall be taken as the bid price. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited.

19. **Eligibility Conditions:**

- i) The bidding firm should not have been blacklisted/ debarred/suspended by any Government Department/Organization/Undertaking.
- ii) The Vendor should be an entity registered in India.

20. **Taxes and duties**

- i) Vendor shall be entirely responsible for all taxes, duties, license, fees etc. incurred until the successful completion of work at the Academy. As such, the amount quoted shall be inclusive of all taxes, levies including designing and professional charges, if any. The rates quoted will be treated as all-inclusive and no further claims whatsoever will be entertained in this respect.
- ii) No bid will be considered unless and until all the pages / documents comprising the bid are properly numbered, signed and stamped by the person/s authorized to do so.

21. **Demonstration of the offered solution** - The bidder should be able to provide complete demonstration of the work being undertaken by them, in case the Tender Purchase Committee so desires. Failure to offer demonstration shall entail rejection of bid forthwith.



(K. SHANKAR)
Admn. Officer (Admn.)

**SCOPE/SPECIFICATION OF PRINTING WORK OF BOOK ON MEMOIRES
TO BE UNDERTAKEN FOR S.V.P. NATIONAL POLICE ACADEMY**

(a) Preparation of the Visual Dummy

The Academy will provide reference material along with photographs and approved script. The Publisher shall then prepare an aesthetically designed and beautifully laid out visual dummy of the print-proposed Book on Memoires and submit it to the Director of the Academy for perusal and approval. After according approval to the visual dummy, the same would be endorsed to the Publisher for printing.

(b) Publication Plan

On receipt of the approved visual dummy of the proposed Book, as endorsed by the Director for printing, the Publisher shall arrange to print, produce and publish it in book form all on his own expense and costs, with the following specifications:

Title:

Closed Size	-	9.5" x 12.0"
Open Size	-	12.0" x 19.0"
Colors	-	4 + 0
No. of Pages	-	1
Paper	-	160 GSM Foreign/Imported Board Super White – 160-70x100 Online Silk Varnish, Hard Case Binding

Booklet:

Closed Size	-	9.5" x 12.0"
Open Size	-	12.0" x 19.0"
Colors	-	4 + 4
No. of Pages	-	250 (+-) 20
Paper	-	130 GSM Foreign Board/Imported Super White-130- 70x100 Folding-Imposing -book, Section Sewing, Cutting, Online Silk Varnish

Catch Cover:

Closed Size	-	17.0" x 122.0"
Open Size	-	17.0" x 22.0"
Colors	-	4 + 0
No. of Pages	-	1 Paper: 120 GSM Leathack Ivory

(c) No. of Copies

The Academy intends to bring out **1,000 copies** of the proposed Book on Memoires in the first spell. The bidders are also requested to submit offer indicating the price per copy for 500 extra copies separately.