

TENDER

for

Engagement of a Print Agency for Indo-German Energy Forum Support Office (IGEF-SO) publications

Tender No. 91143784

Date: 10th October 2020

Brief Tender Notification

Particulars	Description
Purpose of Tender	To engage a printing agency for printing of high-quality newsletter and reports.
Tender reference number	91143784
Date of tender announcement	10 October 2020
Last date to submit pre-bid queries by the interested bidders	15 October 2020
Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com	16th October
Last Date and time for submission of bids	21 October 2020
Mode of Submission	Bids to be submitted as per the instructions given in the tender documents.
Validity of Bids/ Offered Price	60 days from the last date of submission of bids i.e 21 st October 2020. The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ.
Address for Bid Submission	The Head of Contracts and Procurement GIZ India, GDCO Office 46, Paschimi Marg, Vasant Vihar, New Delhi-110057
Location of Site	<ul style="list-style-type: none"> B5/2 Safdarjung Enclave New Delhi

Tender Notice

GIZ Country Office (India) is soliciting the bids from interested suppliers/companies for Printing of Newsletter and Reports etc. through public tender as per the terms and condition of tender documents.

Purpose of the Bid

Engage a print agency for Printing of Publications

Process of tender submission

The following documents are attached with the tender applications: -

- 1) Terms of Reference
- 2) Tender and Bidding Conditions
- 3) Sample covering Letter- Annexure 1
- 4) Sample declaration Letter- Annexure 2
- 5) Submission of Documents – Annexure 3
- 6) Newsletter Sample in PDF format – Annexure 4
- 7) Communications Guidelines (Corporate Design Manual) – Annexure 5
- 8) Sample Report – Annexure 6
- 9) Price Offer Submission – Annexure 7
- 10) Estimated Work Schedule – Annexure 8
- 11) General Terms & Conditions

Interested bidders are requested to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned documents. Any deviation/ differentiation from the instruction will lead to disqualification of the tenderer from the bidding process.

The bid must reach to GIZ Country Office **on or before 21st October' 2020** as per the details given in the tender documents.

****we request all the interested bidders to frequently check the web portal for receiving any latest OR revised information pertain to the above-mentioned tender. Information may be updated such as extension of bid submission dates, method of bid submission etc. keeping in view the ongoing Covid- 19 situations and its implications nationwide.***

Project Overview

Background

The Indo-German Energy Forum Support Office (IGEF–SO) is jointly operated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Kreditanstalt für Wiederaufbau (KfW) and the Indian Bureau of Energy Efficiency (BEE). As a part of its task to improve the dissemination of information related to the energy sector in India and Germany, the IGEF-SO regularly brings out Newsletters and special reports on its activities. IGEF-SO through GIZ wishes to engage a professional printing company for printing of approx. 10 Newsletters each 200 nos. and approx. 10 Reports each 200 nos.

1. Detailed Scope of Work

The objective of the contract is to engage a publication house to

- **Print and Supply** of high-quality prints of IGEF newsletters and reports as may be required in good quality packing.

2.1 Print Job

- To print listed publications, newsletters and reports as per the quantities indicated by GIZ. **Requirements for ten editions of newsletter printing:**
 - ✓ offset printing
 - ✓ "A4 size
 - ✓ inside pages: Renior or similar paper | 130GSM"
 - ✓ CMYK/RGB
 - ✓ Min Guaranteed pages 4+40
 - ✓ centre pin binding
 - ✓ "matt lamination on outer cover
 - ✓ cover page: Renior or similar paper | 250GSM"
 - ✓ delivery of the same
- requirements for report printing:
 - ✓ offset printing
 - ✓ "A4 size
 - ✓ inside pages: Renior or similar paper | 130GSM"
 - ✓ CMYK/RGB
 - ✓ Min Guaranteed pages 4+80
 - ✓ perfect binding
 - ✓ "matt lamination on outer cover
 - ✓ cover page: Renior or similar paper | 250GSM"
 - ✓ delivery of the same
- All print orders are to be completed on top-most priority after receipt of print files.
- **Invoicing of any costs beyond the quoted prices as recorded in the framework contract signed, will not be admissible / acceptable.**

- **Rates to be quoted for minimum length of publication with prices for extra per page cost**
- **GST to be indicated separately.**

2.2 All printed material shall be delivered to IGEF, GIZ Office address: B5/2 First Floor Safdarjung Enclave New Delhi 110029. The Contractor shall be entirely responsible for transportation in terms of costs until the delivery of goods to the above address.

2. Conditions

3.1 Eligibility Criteria

- 3.1.1 The agency / company must have a minimum 5 year of experience in the field of printing preferable handling bulk printings
- 3.1.2 The agency / company must possess a valid PAN, TIN, and GST Number.
- 3.1.3 The agency must have a minimum client list of 10 medium/ large size companies, which need to be established either through reference letters or prior purchase, work orders.
- 3.1.4 The company must have minimum annual turnover of INR 30-35 Lacs during last two financial years.
- 3.1.5 Company must have own printing facilities.
- 3.1.6 Prior work experience with International organisations will be desirable.

Apart from the above, the printer shall provide sufficient evidence to support the following criteria:

- The contracted agency will deploy trained personnel in sufficient strength to ensure efficient handling of the above tasks within the timelines agreed to by both parties
- Working language(s) English (All invoices and E-Mail communication will be in English)
- **The agency must share some samples of their creative print work they have done previously.**

3.2 Validity of Offer

- The offer shall be valid for a term of 60 days from the last date of submission of offers.
- The offer not accepting the term of validity shall be liable for rejection. The quoted price shall be firm in all respect till the completion period.
- In exceptional circumstances, GIZ may solicit the providers consent for an extension of the period of validity, without any change in the quoted price. The request and the responses thereto shall be made in writing.

3.3 Preparation of Offers

- The printing company is required to independently examine the eligibility criteria, terms & conditions. Failure to furnish all or any of the required information will be at the risk of printing company and may result in the rejection of the offer.
- The offers and submission of related document shall be submitted in English language. All correspondence between GIZ, printing company and other party related to the enquiry process and communication between GIZ and offering firm shall also be in English language only.
- The financial offers shall be submitted in Indian Rupees only in a prescribed format.
- The offer should be submitted via our audit proof E-Mail box, details given below:

CLARIFICATION TO THE BIDDERS & BID SUBMISSION

<u>Description</u>	<u>Deadline</u>	<u>Email ID</u>
Query from Bidders	15 th October 2020	Please send it on: Shimpa.kalra@giz.de and cc to Johney.reberio@giz.de
Clarifications by GIZ	16 th October 2020	You will receive it from: Shimpa.kalra@giz.de
Bid Submission	21 st October 2020	Please send it on: Qn_quotation@giz.de

Subject Title for queries: **"Tender No. 91143784 ; Query on Printing of Publications".**

Subject Title for bid submission: **"Tender No. 91143784 ; Tender for Printing of Publications".**

- The offer should be signed with full name and full address should be provided along with contact details (contact number, communication address and email).
- Any alteration or corrections shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the offer. The offers should be free from overwriting.

3.4. Clarification to the printing company(s)

- An interested printing company requiring any clarification in the enquiry may send the query through email only at Shimpa.kalra@giz.de and cc to Johne.reberio@giz.de as per the given timeline.
- Cost incurred towards submitting the offers in any case will not be reimbursed/paid by GIZ.

3.5 Submission of Offers:

- The offers will be submitted via E-Mail box provided above. Both technical and financial offers shall be enclosed as pdf file and submitted to GIZ as per the instructions mentioned in this enquiry.
- The offers shall be complete in all respect and the printing company shall submit all the relevant documents as described under this enquiry. If required, GIZ may solicit in writing further information from the printing company.
- The offers received after due Date and Time or incomplete or offers submitted by Fax will be summarily rejected.
- The offers should reach to us at aforementioned email address on or before the closing date i.e. **21st October 2020** GIZ will not be liable or responsible for delays due to technical defects at the bidder's system.
- An offer once submitted shall not be permitted to be altered or amended.

3.6 Price Submission

- The price quoted should be bifurcated clearly indicating taxes (GST), freight, transit insurance, loading / unloading with delivery charges, and any such other levies/ taxes that may be applicable by appropriate authority towards delivery of material at project site specified in the scope of work of this enquiry document
- The tax rates should be clearly mentioned on the Price Sheet **(Annexure – 7)**
- If Printing companies fail to mention the applicable taxes and duties in the price offer, it will be presumed that offering rate is inclusive of all taxes & duties applicable for this offer till the delivery of said materials at GIZ Office. GIZ will not be liable to pay any taxes and duties to any agency during or after the delivery of said materials.

- The rate should be quoted in the prescribed form as per **Annexure – 7**. If the rates are not quoted as per the **Annexure – 7**, the enquiry will be liable to be rejected summarily.
- Price towards insurance and other cost should be clearly indicated. Please write NIL or inclusive, as applicable. Please DO NOT leave any column blank in the price sheet.

3.7 Opening of Offer

- Offers will be opened on the next working day of last date of submission of offers by the GIZ Enquiry Committee (GTC).

3.8 Evaluation of Offer

- The technical offers shall be evaluated following the criteria as specified under Section 3.1 and documents submitted as per **Annexure 3**.
- In case GIZ requires further clarification from the printing companies, the same shall be solicited in writing and the printing companies shall furnish such information within two (2) working days from the date of such communication.
- GIZ will examine the offers to determine whether they are complete, whether the documents have been properly signed, and whether the offers are substantially responsive in confirming to all terms and conditions of the offered documents without material, quantity and quality deviations.
- An offer determined as substantially non-responsive will be rejected by GIZ and may not subsequently be made responsive by the printing company by correction of the non-conformity.
- The evaluation of an offer by GIZ will exclude and not take into account any allowance for price adjustment provided in the offer.
- The evaluation of an offer by the GIZ will take into account, in addition to the price offer, all relevant factors such as compliance with the following:
 - Technical specification
 - Acceptance to deliver the material at Project Site
 - All further conditions mentioned in the offering documents
 - Delivery schedule offered in the offer

3.9 Award of Contract

- GIZ shall issue the letter of award(s) to the declared successful printing company(s) for undertaking the scope of work elaborated in the relevant sections of this enquiry document.

3.10 Acceptance of Offer

- The final acceptance of offer waiver of any formalities thereof is entirely vested with GIZ, who reserves the right to accept or reject any or all of the offer in full or in part.
- GIZ would issue the letter of award only to the successful printing company.
- GIZ will not share the evaluation result with any of the printing company. Printing companies shall be informed on their request about the reasons why they were not successful. Such information shall be limited and categorized under following:
 - Incomplete Offer
 - Technically not acceptable
 - Higher price
- After acceptance of the offer, the printing company shall have no right to withdraw/modify its offer.
- GIZ at its discretion may call for any additional clarification(s), document(s) from any or all the printing companies at short notice during the process of evaluation of offers.
- GIZ encourages and strongly recommends all potential printing companies to submit the offers well in time and not wait for the very last hour of deadline for offer submission.

3. General Conditions

4.1 Delivery Site

The delivery site(s) shall mean individual location of GIZ / IGEF-SO office in New Delhi: B5/2 1st Floor Safdarjung Enclave New Delhi 110029

4.2 Completion Period

- The printing company(s), after receipt of award of contract, shall execute the work with best workmanship/processes within the timeframe given by GIZ.
- The completion period for the entire work shall be 31st of December 2022 and will be largely in accordance with the schedule of work foreseen here below. The work as specified under the award of contract shall be binding on the printing company. GIZ reserves the right to extend the timeline only under special circumstances with valid and acceptable justification.

4.3 Liquidated Damages and Termination of Contract

Except because of force majeure, if the printing company fails to perform the scope of work, to the satisfaction of GIZ, within the time period specified in the delivery schedule or within the extended time period if any, GIZ shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damage, a sum equivalent to 1% of the price of the un-performed work/ services for each week of delay until actual completion of work, up to a maximum deduction of 10%. Once the maximum is reached GIZ may consider termination of the contract.

4.4 Force Majeure

- Force Majeure Events shall include the following events to the extent they satisfy the foregoing requirements:
 - natural disasters, including but not limited to lightning, earthquake, volcanic eruption, landslide, flood, cyclone, typhoon, tornado
 - any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, terrorist or military action
 - any requirement, action or omission to act pursuant to any judgment or order of any court or judicial authority or Statutory Entity in India of any Law or any of their respective obligations under this Agreement
 - expropriation and/or compulsory acquisition of the Project in whole or in part by any Government or Statutory Entity
 - radioactive contamination or ionising radiation originating from a source in India or resulting from another Force Majeure Event excluding circumstances where the source or cause of contamination or radiation is brought or has been brought into or near the Project Site by the Affected Party or those employed or engaged by the Affected Party
 - industry wide strikes and labour disturbances having a nationwide impact in India
- Force Majeure Event shall not include the following conditions, except to the extent that they are consequences of a Force Majeure Event:
 - unavailability, late delivery or change in cost of steel, equipment, materials, spares parts or consumables in local market
 - delay in performance of any contractor or sub-contractor or their agents
 - non-performance resulting from normal wear and tear of plant, materials or equipment at the printing company's facility
 - strike or labour disturbances at the facilities of the printing company
 - insufficiency of finances or funds or the agreement becoming onerous to perform
 - non-performance caused by, or concerned with, the printing company negligent and
 - intentional acts, errors or omissions

- failure to comply with Law, or
- breach of, or default under this Agreement

4.5 Payment Terms

- On completion of assigned works with full deliveries each quarter of the year.
- The invoice shall mandatorily specify the work done invariably with specific reference to the title(s) of the job/publication(s) and date of delivery if sent electronically and attaching delivery challans wherever relevant.

4.6 Delivery of Material

- The Printing company should note that it must discuss and agree with GIZ, the delivery of the material at the GIZ office, New Delhi

4.7 Miscellaneous

- The printing company in no circumstances transfer its obligation or sublet the work to any other party without prior consent of GIZ
- The printing company must refer to general terms and conditions of GIZ.

Declaration by the printing company:

I/ We hereby confirm that all the specification given above has been properly understood and agree to Design, Print and Supply the Publications as per the required standard / specification.

(Signature of Printing company)

Seal/ Stamp and Date

Annexure 1: Covering Letter

Covering Letter (To be submitted along with the Proposal/offer on company's Letter Head)

M/s
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.....
.....
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To,
The Head of Procurement
GIZ Office, 46, Paschimi Marg
Vasant Vihar, New Delhi – 110 057

Subject: Offer in response to Offer No. 91143784 (Printing of Indo-German Energy Forum Support Office – Publications and Supply at Safdarjung, New Delhi)

Dear Sir/ Madam,

I/We the undersigned hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the offer.

The offer is being submitted as per the instructions mentioned in the enquiry documents.

(Signature of Printing company)

Name of the Contact Person	
Mobile Number	
Email Id	
Land line Number, if any	
Office address	

Annexure 2: Declaration by the printing company

Declaration by the printing company (to be submitted along with the offer)

I/We the undersigned (herein after referred to as manufacturer) having fully understood the nature of the work and having carefully noted design, specification, terms and conditions, etc. as mentioned in the offer document do hereby declare that,

1. All the requirements of the offer document have been understood properly and accordingly agree with all provisions of the offer document and accept all risks, responsibilities and obligations directly or indirectly connected with the performance of the offer.
2. All the relevant information with regard to proper execution of the proposed work have been understood, with respect to the proposed specifications, its intended end use, availability of required materials and labour etc.
3. Are capable of executing and completing the work as required in the offer and is financially sound to execute the scope of work as per the work execution schedule. We have sufficient experience and are competent enough to perform the contract up to the satisfaction of GIZ. We also give the assurance to execute the scope of work as per the specifications, terms and conditions on award of order.
4. We have no collusion with other printing companies, any employee of GIZ or team engaged in executing the scope of work.
5. We have not been influenced by any statement or promises by any employee of GIZ or anyone from the team engaged by GIZ but only by the offer document.
6. We are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
7. We have never been debarred to undertake similar work by any Government undertaking/department.
8. The submitted offer shall remain valid for acceptance for 60 days from the last date of submission of offer.
9. All the information and the statements submitted with the offer are true to the best of knowledge.

(Signature of Printing company)

Name:

Seal/Stamp:

Date:

Attached

Annexure 3: Document Submission

1. Checklist

Printing company should confirm that following documents has been submitted along with the offer.

Sl. No	Documents	Yes	No
1.	Covering letter as per prescribed format (Annexure 1)		
2.	Declaration on Company's letter head with complete contact details as per prescribed format (Annexure 2)		
3.	Filled Checklist (Annexure 3)		
4.	Price offer as per prescribed format (Annexure 7)		
5.	Further documents required as per section 2 below		

2. Printing company to provide following information and need to attach documentary evidence in support of each of them

Sl. No	Description	Relevant document to be submitted	Documents Submitted	
			Yes	No
1.	Minimum experience of 3 years in Printing of publications	<ul style="list-style-type: none"> - Certificate of Incorporation or any other document for registration or partnership deed - 3 or more years old Purchase orders / Work contracts / commissioning certificates of years in printing of publications 		

2.	Annual turnover of at least 100% of the quoted amount in the last two financial years.	Copy of audited statement by CA.		
3.	It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the printing company along with the offer.	Copy of Pan card Copy of GST number		
4.	Certification of Material quality, testing and ISO/International practices	Copy of relevant Documents		

Signature of the printing company

Name:

Seal / Stamp

Attached

[Annexure 4: Newsletter Sample in PDF format](#)

[Annexure 5: Communications Guidelines \(Corporate Design Manual\)](#)

[Annexure 6: Sample Report](#)

Annexure 7: Price offer submission

Separate excel sheet enclosed with the enquiry document.

Annexure 8: Estimated Work Schedule

Estimated Work Schedule: Enquiry No. 91143784		
Publications for IGEF Phase IV to be printed		
Publication	Estimated Work schedule	Tentative date of delivery
1	NSEFI AgroPV Study	November 2020
2	Flexibility Recipe Book Sinha	November 2020
3	O&M Manual PV	December 2020
4	Pumped Hydro Study	March 2021
5	Hydrogen Report	January 2021
6	Fraunhofer AgroPV Study	February 2021
7	Demand Shift Study AEEE	February 2021
8	Steel Study CII	December 2021
9	Just Transition Report	April 2022
10	Reserved	April 2022
Newsletters	Estimated Work schedule	Tentative date of delivery
1	Newsletter	October 2020
2	Newsletter	December 2020
3	Newsletter	February 2021
4	Newsletter	May 2021
5	Newsletter	August 2021
6	Newsletter	November 2021
7	Newsletter	January 2022
8	Newsletter	April 2022
9	Newsletter	July 2022
10	Newsletter	October 2022

