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National Capital Region Planning Board

Section 1

INVITATION FOR BIDS (IFB)

Bid Reference No. K-14011/7/2019/PMC/NCRPB

Date: 23.08.2019

The National Capital Region Planning Board is a statutory body under Ministry of Housing and Urban Affairs, constituted by an Act of Parliament viz. NCR Planning Board Act 1985. The Board is a planning body which prepares Plans for National Capital Region. Beside preparation of Plans, it also arranges & oversees the financing of selected development projects in the National Capital Region and Counter Magnet Areas. NCRPB intends to showcase its journey over the years through a top of notch quality coffee table book. NCRPB, invites **bids** under **single stage two packet system with Quality and Cost Based Selection (QCBS) system at 80:20**, from Proprietor/ Partnership Firms or Limited Liability Partnerships (LLPs), having requisite experience for execution of the work detailed hereinafter.

1.1 Name of Work: Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board

1.2 BID SCHEDULE/ DETAILS

a.	Estimated Cost of Work	Not disclosed
c.	Completion period of work	Two months from date of award
f.	Last date of Seeking Clarifications	5.09.2019 (Up to 12:00 Hrs) (Queries from bidders after due date and time shall not be acknowledged) Clarification will be uploaded on website.
i.	Date and time of submission of Bid	12.09.2019 (Up to 14:00 Hrs)
j.	Date & Time of opening of Bid (Technical Bid only)	12.09.2019 at 14:30 Hrs.
k.	Date & Time of opening of Bid (Financial Bid only)	19.09.2019 at 14:00 Hrs.
l.	Authority and place for submission of Bid	Director (Admin & Finance) National Capital Region Planning Board, 1 st floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi Email :- ncrpb-dr@nic.in

2. Bidders are advised to note the eligibility and minimum qualifying criteria specified below

i) A Bidder may be a Proprietor/Partnership Firms or Limited Liability Partnerships (LLPs). The bidder must ensure the following:

ii) Registration Certificate of LLP, if bidder is a LLP.

iii) Accreditation with Indian Newspaper Society (INS) and DAVP.

iv) Should be in business for a minimum 10 years. A certificate of incorporation should be included in the bid.

v) Successfully undertaken publication of Coffee Table Book/Annual Reports/Newsletters for works implemented by State/Central Government & their Departments.

3. The bidder may submit their relevant queries by **5.09.2019** (Up to 12:00 Hrs) (Queries from bidders after due date and time shall not be acknowledged).

4. **Last Date of receipt of Bids: 12.09.2019** (Up to 14:00 Hrs)

5. **Opening of Bids:** Technical Bid - **12.09.2019** at 14:30 Hrs.
Financial Bid - **19.09.2019** at 14:00 Hrs

6. **General Instructions:-**

i. Bid shall be valid for a period of **30 days** (both days inclusive i.e. the last date of submission of bids and the last date of period of validity of the bid) from the date of submission of Bids (from the revised date of submission of Bids in case revised in corrigendum/addendum).

ii. NCRPB shall not be responsible for any postal delay.

iii. NCRPB reserves the right to accept or reject any or all bids any time without assigning any reasons. No bidder shall have any cause of action or claim against the NCRPB for rejection of bids.

iv. Successful bidder/their authorized representative can be present at the time of financial bids.

v. The Letter of Award (LOA) to the successful bidder shall be issued through email/ letter and uploaded on NCRPB website.

vi. NCR Planning Board reserves the right to withdraw, amend and can go for nomination basis at any point of time.

Director (Admin & Finance)
National Capital Region Planning Board

7. **SUBMISSION OF BIDS:-**

1) The bidder has to sign on each page of the required bid document.

2) Bidders are requested to necessarily submit their financial bids in Separate envelope duly sealed and marked "financial bid" on the envelope; the same should be submitted along with the technical bid.

- 3) The minimum consolidated reserve price for the mentioned work is Rs. 25,000/- [which include the cost of the photographer to visit the site of projects as per Annexure-I and HQ of borrowers for taking the project photographs for inclusion in the Coffee Table Book].

ASSISTANCE TO BIDDERS

For any queries related to bid Contact at: Tel: 011-24642284 and 011-24642287.

Section 2 Bid Data Sheet (BDS)

This section consists of provisions that are specific to each procurement and supplement the information or requirements included in Section I – Instructions to Bidders.

A. Introduction

The number of the Invitation for Bids is: K-14011/7/2019/PMC/NCRPB
The Employer is: National Capital Region Planning Board.
The name of the work is: Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board

B. Preparation of Bids

The bidders are required to quote fee for Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board.
The minimum consolidated reserve price for the mentioned work is Rs. 25,000/- [which include the cost of the photographer to visit the site of projects as per Annexure-I and HQ of borrowers for taking the project photographs for inclusion in the Coffee Table Book].

C. Submission and Opening of Bids

In case, the successful Bidder considers that they will not be able to sign, date and return the contract agreement to the employer, the successful Bidder shall inform possible date to return to the Employer not later than 7 (seven) days prior to the time limit. The modified time limit shall be subject to agreement by both the contracting parties.
The Courts at New Delhi shall have exclusive jurisdiction over all the disputes/issues arising under, pursuant to and/ or in connection with the bidding process.

SECTION -3 EVALUATION AND QUALIFICATION CRITERIA

1 Evaluation Sequence

Bids will be evaluated as follows:

- i) Evaluation of Administrative Requirements, Compliance and Responsiveness
- ii) Evaluation of Eligibility and Qualification Requirements
- iii) Evaluation of Technical Proposal/Data
- iv) Financial Evaluation

i) Evaluation of Administrative Requirements, Compliance and Responsiveness

1.1 Generally

- a) The Evaluation will consist of checking the Bids to confirm whether they are substantially responsive to the administrative requirements, Compliance and Responsiveness of the Bid Documents.
- b) The following Administrative Requirements, Compliance and Responsiveness Items will be checked for substantially responsiveness:
 - i. All Bid Forms have been signed and stamped.
 - ii. All pages of Bid are initialed.
 - iii. The bid forms are not altered.
 - iv. One Bid per Bidder
 - v. Submission of separate envelope for Financial Bid.
- c) A “substantially responsive” Bid is one which conforms to all the terms, conditions and specifications of the Bid Documents, without material deviation or reservation. A material deviation or reservation is one:
 - i. which affects in any substantial way the scope, quality or performance of the Services;
 - ii. which limits in any substantial way, inconsistent with the Bid Documents, the Employer's rights or the Bidder's obligations under the Contract; or
 - iii. whose rectification would affect unfairly the competitive position of other Bidders presenting fully responsive Bids.
- d) If a Bid is not substantially responsive, it will be rejected by the Employer, and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

1.2 Result of Evaluation

- a) Subject to the requirements of Clause 1.1 of these Bid Evaluation Procedures, any other deficiency found in the evaluation of the above items shall be clarified by the Employer and corrected by the Bidder. No material alteration shall be made to the Bid in rectifying the deficiency.

- b) This Stage of the evaluation shall be on a "Pass" or "Fail" basis. Each of the items listed above will be checked and if any item is evaluated to "Fail" then the entire Bid will be failed under this Stage of the evaluation.
- c) In case the Bidder does not respond in an acceptable manner to the request for Clarification, the Bid will be considered as not substantially responsive and therefore, will be rejected at this Stage and will not be subjected to any further evaluation.

ii) Minimum Eligibility /Qualification Requirements

A bidder for his qualification in technical bid must qualify in all the requirements of Minimum Eligibility Criteria as stipulated in this clause. A bidder not meeting any of the requirements of eligibility criteria shall not be considered for further evaluation of their technical/financial bid.

2.1 Work Experience

Criteria/ Requirement	Documents Required
i) A Proprietor/Partnership Firms or Limited Liability Partnerships (LLPs).	i) Registration Certificate of LLP, if bidder is a LLP.
ii) Accreditation with Indian Newspaper Society (INS) and DAVP	ii) Certificate for accreditation with Indian Newspaper Society (INS) & DAVP.
iii) Should be in business for a minimum 10 years. A certificate of incorporation should be included in the bid.	iii) Certificate of incorporation.
iv) Successfully undertaken publication of Coffee Table Book/Newsletters/Annual Reports for works implemented by State/Central Government & their Departments.	iv) A certified declaration listing out the details of State/Central Government Departments for whom work of Coffee Table Book/Newsletters/Annual Reports has been undertaken (copies of award letter and a copy of the publication for each declared work should be enclosed). A Presentation may be called for.
v) Average turnover of the Firm for the latest three years should be not less than Rs. 10 Cr.	v) A self declaration stating that the Average turnover of the Firm for the last three years is Rs.10 Cr. and above (The successful bidder should submit, within 10 days of the award of the contract, the copies of the Profit & Loss account for the mentioned period, in case of false declaration, a penalty of Rs.10,000 (Rs. ten thousand only) will be levied/imposed and the same should be deposited with NCR Planning Board within 2 weeks failing which the firm would be declared black listed).

iii) Evaluation of Technical Bid

3.1 Evaluation of the technical bid shall be done as per the marking/ scoring system enumerated below.

a. (i) The evaluation committee appointed by the Employer shall carry out its technical evaluation applying the evaluation criteria and point system specified herein. Each responsive bid shall be attributed a technical score. The technical bid should score at least 50% of maximum marks to be technically qualified. The Employer shall shortlist maximum 3 (three) top bidders on the basis of their technical score to be eligible for the financial bid opening and financial bid of balance bidders shall be returned unopened.

(ii) The Employer shall notify the finally selected bidders (**maximum upto 3**) indicating the date and time set for opening of the financial bid.

(iii) In case of tie, the firm whose year of establishment is earlier will be shortlisted.

b. Marking /Scoring System

Item Code	Parameter	Max. Marks	Criteria
1	Year of Establishment (At least 10 year old proprietor/ partnership firm / LLP)	20	10 marks for 10 years. 1 mark for each additional completed year
2	Publication of Coffee Table Book / Newsletters / Annual Reports for State / Central Government Departments	40	5 Marks for each work Note:- A certified declaration listing out the details of State/Central Government Departments for whom work of Coffee Table Book / Newsletters / Annual Reports has been undertaken should be submitted (copies of award letter and a copy of the publication for each declared work should be enclosed).
3	Average turnover of the Firm for the latest three years	10	Average turnover of the Firm for the latest three years should be not less than Rs. 10 Cr.

4	Sample Design	30	<p>Note: A sample design should include cover page and 8 inside pages; maximum 2-samples are admissible. A presentation may be called for.</p> <p>Sample would be judged on: Approach, concept, aesthetics.</p>
	Grand Total	100	

c. Score of Technical Bidder (ST)

The evaluation of the technical bids shall be done on the basis of various documents submitted by the bidder, as per the method of evaluation stipulated above in 3.1.b to arrive at technical score (ST).

3.2 Score of Financial Bidder (SF)

Financial bid of only top 3 (maximum) bidders having maximum score in Technical bid, will only be opened for evaluation.

Financial Bid evaluation

Financial Score of the bidder (SF)

The financial score of a bidder shall be worked out as per the following formula

$$Sf = 100 \times Fm / F$$

Where;

Sf is the financial score of a bidder

Fm is the lowest total price received in the bidding

F the total quoted price of the bidder

3.3 Composite Score

The composite score of a bidder which shall be the deciding factor in award of the work shall be worked out as under:

$$\text{Composite Score of a bidder} = St \times 0.80 + Sf \times 0.20$$

Where,

St & Sf are the technical and financial scores of a bidder respectively.

Bidder with the highest composite score shall be considered for the award of the work.

Section 4
Bidding Forms
Letter of Technical Bid

Date:

Invitation for Bid No.: -----

To:

Director (Admin. & Finance)
National Capital Region Planning Board
Core 4 B, 1st Floor,
India Habitat Centre, Lodhi Road
New Delhi-110003

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance;
- (b) We offer to execute the Works in conformity with the Bidding Documents;
- (c) Our bid shall be valid for a period as defined in IFB from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to deploy key personnel as proposed by us in our bid consistent with the requirements stipulated in Part II, Employer's Requirements;
- (e) We understand that Employer requires that bidders, Consultants, Sub-consultants must observe the highest standard of ethics during the procurement and execution of such contracts. We confirm and undertake that we including our constituents, any sub-consultants for any part of the contract directly or otherwise have not been / shall not be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.
- (f) We also understand that the Employer has the right to reject our bid at any stage, if it determines that we have directly or otherwise, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract and will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in Employer's activities, if it at any time determines that the firm has, directly or otherwise, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing a contract of the Employer.
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

- (h) We declare and confirm that in the submission of this bid, no agent, middleman or any intermediary has been, or will be engaged to provide any services or any other item of work related to the award and performance of this contract. We further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the bid price does not include any such amount. We acknowledge the right of the Employer, if he finds to the contrary, to declare our bid noncompliant and if the contract has been awarded to declare the contract null and void.

Name

In the capacity of

Signed and Sealed

Duly authorized to sign the Bid for and on behalf of

Date.....

Section 5

Contract Agreement

THIS AGREEMENT made theday of, between [*Name of the Employer*. (hereinafter “the Employer”), of the one part, and [*name of the Consultant*].¹(hereinafter “the Consultant”), of the other part:

WHEREAS the *Employer* desires that the Works known as [*name of the Contract*].should be executed by the Consultant, and has accepted a Bid by the Consultant for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Consultant agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - the Letter of Acceptance
 - the Letter of Technical Bid
 - Invitation for Bid
 - Instructions to Bidders with Bid Data Sheet, Evaluation & Qualification Criteria and Bidding Forms
 - Contract Forms
 - the Employer’s Requirements
 - Any other documents
3. In consideration of the payments to be made by the Employer to the Consultant as indicated in this Agreement, the Consultant hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Contract Price shall be INR _____

¹In case Consultant is a Joint Venture the ‘name of the Consultant’ shall be inserted as under :
“the Joint Venture under the name and title of, comprising of[Lead Partner] ;; and”

The above amount includes all taxes, except Goods and Services Tax (GST) which shall be paid as per the rules and guidelines of Govt. of India.

The Consultant shall complete the Works within _____ months from the date as stipulated in in the Letter of Acceptance or Notice to Proceed, issued by the Employer.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws ofon the day, month and year indicated above.

Signed by
.....
for and on behalf of the Employer
in the presence of

Signed by.....
.....
for and on behalf the Consultant
in the presence of

Witness, Name, Signature, Address, Date Witness, Name, Signature,
Address, Date

Part-II
Section 6
(Employers requirements)

Terms of Reference: Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board

Background

The National Capital Region Planning Board (NCRPB) is a statutory body under Ministry of Housing and Urban Affairs, constituted by an Act of Parliament viz. NCR Planning Board Act 1985. The Board is a planning body which prepares Plans for National Capital Region. Beside preparation of Plans, it also arranges & oversees the financing of selected development projects in the National Capital Region.

1. Objective

1.1 The objective of the publication of the Coffee Table Book is to highlight the role played by NCRPB in organized development of NCR Region and financial assistance extended by NCR Planning Board in the sustainable development of the National Capital Region and its Counter Magnet Areas.

2. Scope

2.1 The Coffee Table Book shall include the photographs as well as short description of the project for the projects listed at Annexure-I.

2.2 The Coffee Table Book will be delivered within **two months from date of award**.

2.3 The publication house shall deploy its photographer across the NCR region and its CMAs for taking **at least 1000 nos.** of high resolution photographs (including drone photographs) of the various infrastructure development projects listed at Annexure-I. The publication house shall submit all the **1000 photographs** to NCR Planning Board for shortlisting, out of which **80-100 photographs** will be shortlisted for inclusion in the Coffee Table Book. All the photographs will become the property of NCRPB.

2.4 The specifications of the Coffee Table Book are as under -

Size	27 cm x 24 cms
Designing	Cover page + 100 inside pages
Printing	4+4 Color
No. of Pages (including cover)	4 + 100 pages
Number of Copies	200 books
Photography	(24 locations – Delhi and NCR)
Paper Quality (Inside)	170 gsm, Special imported paper like Mont Blanc, Natural Evolution or equivalent.
Jacket Paper	Special paper of Sona Commercial natural evolution white 210 gsm with varnish

Binding	Hard Board (with Jacket) and PLC on special paper with UV, emboss and EP sticker with hot Gold Foiling and Embossing
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- 2.5 The publication house should submit a draft preview of the Coffee Table Book before going for the final publication.
- 2.6 No advance will be given for executing the work under consideration. Full and final payment shall be made on completion of work.

List of Projects

S.No.	Name of the Projects	Implementing Agency	Date of sanction	Estimated Cost	Loan Sanctioned	Actual Loan Amount released (till Jun-19)
1	Project of Metro connection between Noida and Greater Noida (29.707 km)	NMRC/ Greater Noida	Jan-16	5503	1587.00	1130.00
2	Development of Six lane Elevated Road (Hindon) in Ghaziabad, Uttar Pradesh by GDA	GDA	Jan-16	1147.60	700.00	630.00
3	Construction of 20 MLD Sewage Treatment Plant and Pumping Station at Ecotech-III, Greater Noida	GNIDA	Aug-13	28.15	21.10	17.70
4	Construction of 15 MLD Sewage Treatment Plant and Pumping Station at Ecotech-II, Greater Noida	GNIDA	Aug-13	21.17	15.87	14.36
5	Alwar Water Supply Upgradation Project	PHED Rajasthan	Aug/Oct 2013	174.86	131.14	94.72
6	Rejuvenation of Amanishah Nallah (Dravyavati River) including Area Development in Jaipur City, JDA	JDA	Jan-17	1582.06	1098.00	1059.00
7	Development of Industrial Zone Sector 34-35, Gurgaon, Haryana	Haryana State Industrial & Infrastructure Development Corporation	Sep-05	366.65	86.00	86.00
8	Four laning, widening and strengthening of Gurgaon – Nuh – Rajasthan Border (SH-13)(Km 7+200 to 95+890)	PWD (B&R), Haryana	Feb-08	347.97	261.00	261.00
9	Development of access controlled Kundli-Manesar-Palwal Expressway section (Manesar RD 83.320 to Palwal RD. 135.650 km) by HSIIDC, Haryana (balance works)	HSIIDC	Jan-16	457.81	343.35	333.96
10	Scheme for Construction of NCR Water Supply Channel in Haryana	PWD (Irrigation), GoH	Jun-09	322.00	112.70	112.70
11	Creation of power infrastructure in Gurgaon & Bahadurgh, Haryana	Haryana Vidyut Prasaran Nigam	Nov-04	89.91	67.43	67.43

S.No.	Name of the Projects	Implementing Agency	Date of sanction	Estimated Cost	Loan Sanctioned	Actual Loan Amount released (till Jun-19)
12	Strengthening and Upgradation of Sub-transmission & Distribution Network ,Gurgaon	Dakshin Haryana Bijli Vitran Nigam	Mar-02	40.16	30.12	25.00
13	Project for creating power infrastructure in Haryana subregion of NCR	Haryana Vidyut Prasaran Nigam	Jul-07	117.45	82.01	82.01
14	Scheme for strengthening power infrastructure in NCR area of Haryana – Augmentation of Transmission Works,	Haryana Vidyut Prasaran Nigam	Nov-08	79.43	59.58	59.58
15	Construction of Medical College with Teaching Hospital at District Mewat, Haryana	Health Dept., Haryana	Jun-09	318.91	239.18	239.18
16	Establishment of Technical Institutions at Rohtak	DTETechnical education, GoH	May-10	197.00	67.50	67.50
17	Anand Vihar Housing Scheme at Hapur	Hapur Pilkhua Development Authority	Oct-07	178.40	133.80	50.00
18	Ganga Nagar residential scheme, Bulandshahr	Bulandshahr Khurja Development Authority	Nov-04 / May-10	69.14	48.09	35.09
19	Establishment of Abbatoir and Rendering Plant, Ghazipur	Municipal Corporation Delhi	Nov-04	110.00	60.00	60.00
20	Construction of MCD Office and Civic Centre, New Delhi	Municipal Corporation Delhi	Dec-04	410.56	250.00	250.00
21	Extension & Augmentation of Water Supply, Sewerage & Solid Waste Mgmt, Patiala	Patiala Urban Development Authority	Sep-02	59.93	44.95	44.95
22	Kota Thermal Power Station(KTPS) extn unit 7, stage V(1x195 MW) Coal, Based Power Project	Rajasthan Rajya Vidyut Prasaran Nigam Ltd.	Oct-07	880.00	160.00	160.00
23	Augmentation of Water Supply in Kota, Rajasthan	UIT Kota	Aug-11	181.77	136.33	108.45
24	Setting up of a coal based Thermal Power Project under stage I for 1200 MW (2 x 600 MW) in Hisar District, Haryana	Haryana Power Generation Corporation Ltd.	Feb-07	4258.65	500.00	500.00

PART III

Section 7

(Financial Bid)

Financial bid should be in a **sealed and separate envelop** duly marked as “Financial bid”. Financial bid should be submitted along with technical bid and as per the following format.

S. No	Name of Item	Qty	Amount	GST	Total Amount
1	Designing & Printing of CTB	200			
2.	Photography Charges (Total Assignment)	-			
3.	Addition / Reduction of pages	+/- 4 pages			
Total		-			