

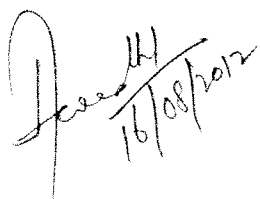
No. – N-11016/13(9)/2012-PC  
Planning Commission  
Plan Coordination & Management Division

Yojana Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 16/08/2012

**TENDER NOTICE**

Planning Commission invites on-line/sealed tenders under two packet system from eligible firms/agencies for the following work:-

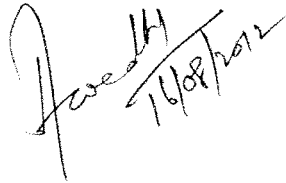
1. Name of Work : **Publication of the Twelfth Five Year Plan document.**
2. EMD Amount : Rs. 2,50,000/- (Rupees two lakh fifty thousand only) in the form of DD or Pay order drawn in favour of **Pay and Accounts Officer, Planning Commission, New Delhi**
3. Pre-Bid Meeting : 21/08/2012 at 11.00 AM at Planning Commission, Yojana Bhawan, Sansad Marg New Delhi – 110001
4. Start date of bid submission : (a) 21/08/2012; 3.00 PM onwards for e-tender  
(b) On 04/09/2012; 10 AM to 3.00 PM for off-line submission in sealed envelope
5. Last date of Acceptance of Bids : By 3.00 pm on 04/09/2012
6. Opening of Tender : At 3.30 pm on 05/09/2012 at Planning Commission, Yojana Bhawan, Sansad Marg New Delhi – 110001
7. Address for Communication : Under Secretary (Gen - I),  
Room No. 501, Yojana Bhawan  
Planning Commission,  
Sansad Marg, New Delhi 110 001
8. Technical bids will be opened first on the prescribed date and time and evaluated on the basis of editing and printing facilities including pre-press, post-press facilities details of which have been sought from the printing firms vide **Annex IV**. The quality of printing will be adjudged from the samples provided as well as existing printing works of the firms.
9. The technical bids will be evaluated by the Consultancy Evaluation Committee (CEC) and the financial bids of only those participating firms will be opened which will be short listed by the CEC. The date of opening of financial bids will be conveyed to the participants later.

  
16/08/2012

10. Complete tender document may be obtained in person from Soochna Dwar, Room No. GF-6B, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi on any working day from 2.30 PM to 4.00 PM from the date of advertisement. The document can also be downloaded from <http://planningcommission.gov.in/> and <https://eprocure.gov.in/eprocure/app>.

11. The bids complete in all respect along with EMD shall be deposited in a sealed cover duly mentioning the **Name of Work** and **Date of opening** of the tender and addressed to "Under Secretary (Gen. I), Planning Commission, New Delhi". The tenders should be dropped in the tender box placed at Reception Area, Yojana Bhawan between 10.00AM – 3.00 PM on **September 4, 2012**. Any tenders given by hand or dropped outside the Tender Box will not be considered / opened.

12. The bid must be submitted both in on-line and off-line mode. For on-line submission, the bids shall be submitted under two packet system. The first packet will comprise of the scanned copy of the EMD, Pre-Qualification documents and Technical Documents. The second packet will comprise of the financial bid {Annex III/A & IIIB (.xls)}. The bidders must also submit hard copy of their proposals including the Technical & Financial bids to Planning Commission as per Para-11 above.

A handwritten signature in black ink, followed by the date "14/08/2012" written below it.

## **Request for Proposal (RFP) for Publishing the Twelfth Five Year Plan document**

### **Background**

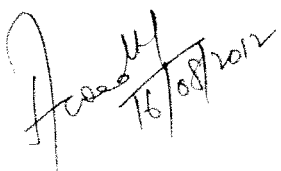
1. The Planning Commission was set up by a Resolution of the Government of India in March 1950. The Planning Commission was entrusted with the responsibility of making assessment of all resources of the country, augmenting deficient resources, formulating plans for the most effective and balanced utilisation of resources and determining priorities. In discharge of its duty, the Planning Commission has prepared eleven Five Year Plans so far. It is now in the process of finalising the Twelfth Five Year Plan.
2. The Planning Commission intends to publish the Twelfth Five Year Plan document to international standards.
3. The Planning Commission proposes to engage a publishing firm, with proven credentials and expertise, for editing; formatting; designing; and printing of the Twelfth Five Year Plan document. The selected publishing firm shall be granted exclusive rights of marketing and sale of the Twelfth Five year Plan document.

### **Request for Proposal**

4. Planning Commission, for and on behalf of the President of India, hereby invites proposals from qualified publishers having adequate experience of editing, formatting, designing and printing documents of government agencies / international organisations. The proposal has to be submitted positively within fifteen (15) days from date of the uploading of the RFP Notification in the Planning Commission Website. The RFP document would be uploaded on the Public Procurement Portal of Ministry of Finance ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) and interested publishers shall necessarily submit their proposal online. Instructions for online filing of bids are enclosed at Annex V. However, hard copies of three sample publications of the publishers, which would be used as an input to Technical Evaluation, must necessarily be submitted in Planning Commission. Publisher must also submit hard copy of their proposal including the Technical and Financial bid to Planning Commission.
5. Engagement of the publisher would be for a period of seven months. Subsequent changes, if any, in the period of engagement may be decided on the basis of mutual convenience.

### **Important Dates**

- 6.1 Date of issue of RFP document : From the date of advertisement
- 6.2 Pre-bid meeting : At 11.00 AM on August 21, 2012
- 6.3 Start date of bid Submission : (a) 21/08/2012; 3.00 p.m. onwards for e-tender  
(b) On 04/09/2012; 10 a.m. to 3.00 p.m. for off-line submission in sealed cover

A handwritten signature in black ink, followed by a date stamp '16/08/2012' written in black ink.

- 6.4 Last date for submission of bid :By 3.00 PM on September 04, 2012  
6.5 Opening of Tender :At 3.30 PM on September 05, 2012

### **Validity of Proposal**

7. The proposal should be valid for a period not less than sixty (60) days from the due date for receiving the proposal.

### **Eligibility**

8. The publishing firm / organization should meet the following criteria:

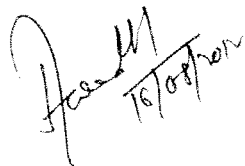
- 8.1 The publishing firm /organization should have an annual turnover of Rs. two (2) crore and above during each of the last three financial years supported by the balance sheet / audited statement of account.  
8.2 The publishing firm / organization should have at least five hundred (500) publications to its credit.  
8.3 The publishing firm / organization should have at least five editors as its regular employee.  
8.4 The publishing firm/ organization having exposure in dealing with Government / International agencies sponsored assignments / work shall be preferred.

### **Objective and Scope of the Assignment**

9. The objective is to publish the three volumes of Twelfth Five Year Plan document to international standards in Hindi and English both. The three volumes of the Plan document taken together would consist of about one thousand one hundred (1100) printed pages with + 10% or - 10% margin.

10. This scope of the assignment includes editing the English version of the Twelfth Five Year Plan document in terms of content, language and consistency; proofing; and printing it to international standards as well as formatting and printing the Hindi edition of the Plan document. Translation of the Plan document in Hindi would be carried out in-house in Planning Commission. The publisher would format and print the Hindi edition of the Plan document.

11. The publisher would be responsible for multi-stage editing the document within the timeframe indicated by the Planning Commission. The substantive editing would be needed at the first stage. Some revision / editing to the initially edited document would be required to incorporate suggestions made at subsequent stages of approval of the Plan document. Prior to placing the draft Plan document before the National Development Council (NDC), these suggested changes would have to be edited and incorporated in the document by the publisher on the advice of the Planning Commission (second stage). Finally, the changes / modifications suggested by the NDC would be incorporated and the NDC approved Twelfth Five Year Plan document would be edited and printing (third stage) by the publisher on the advice of Planning Commission. The publisher will edit the text and return it to the Planning Commission for

A handwritten signature in black ink, followed by the date '16/08/2012' written below it.

acceptance of the changes at each stage. The Planning Commission would carry out corrections in the proof which shall be incorporated by the Publisher at each stage. Proofing of the English edition shall be done by the publisher. The publisher should be responsible for the design of the jacket and show the final jacket / cover design and the final page layout proofs of the work and take approval before final printing.

12. The publisher would print and deliver nine hundred (900) sets (three volumes) of English version and one hundred (100) sets (three volumes) of Hindi version each of draft Twelfth Five Year Plan to the Planning Commission for circulation to the National Development Council (second stage of the para 11 above). Any change in the document suggested by the NDC would be incorporated by the publisher on the advice of the Planning Commission. The publisher will thereafter edit the document finally and deliver three thousand five hundred (3500) sets (three volumes) of English edition and seven hundred (700) sets (three volumes) of Hindi edition each of the printed final Twelfth Five Year Plan document to the Planning Commission.

13. The publisher would be responsible for publication and delivery of the requisite number of copies of the Hindi and English version of the Twelfth Five Year Plan Document as per the timeline specified by Planning Commission.

### **Deliverables**

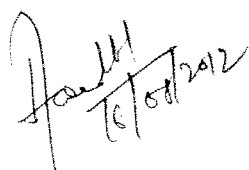
14. The publisher would provide the following deliverables as per the time-line specified:

- 14.1 A hard copy of the initial edited version of the Twelfth Five Year Plan along with soft copy in Word and PDF format both (stage one).
- 14.2 Nine hundred (900) sets (three volumes) of English edition and one hundred (100) sets (three volumes) of Hindi edition each of the *draft* Twelfth Five Year Plan for circulation to NDC and soft copy of the same in Word and PDF version both (stage two).
- 14.3 Finally, three thousand five hundred (3500) sets (three volumes) of English edition and seven hundred (700) sets (three volumes) of Hindi edition each of the Twelfth Five Year Plan along with its soft copy in Word and PDF format (stage three).
- 14.4 Clearance will be given to the publisher by the Planning Commission to market and sell the product after the official release of the final Plan document. The copyright of the Twelfth Five Year Plan document will vest in Planning Commission (stage four).

### **Terms and Conditions for Publishing Twelfth Five Year Plan**

15. The publisher will print the Twelfth Five Year document as per following printing specification with high quality printing:

- |                     |                      |
|---------------------|----------------------|
| i. Paper Size       | : A4 (8.5×11 inch)   |
| ii. Paper for Cover | : 300 gsm (Art Card) |
| iii. Paper for Text | : 80 gsm             |

Handwritten signature and date: 16/08/2012

- |                                  |  |
|----------------------------------|--|
| iv. Printing (Cover/Photograph)  | : Multicolour as per design                        |
| v. Printing (Text/Charts/Graphs) | : 2 colour text, charts, and tables                |
| vi. Lamination                   | : Matte  |
| vii. Binding                     | : Paperback with sewn sections and Perfect Binding |

16. The Planning Commission will provide the commitment to buy back the deliverables mentioned at para 14 above subject to the condition of adherence to agreed upon timelines for delivery by the publisher.

17. The Planning Commission shall grant to the publisher the sole control of all details of production, advertising, price, sale and terms of sale of the Work, except in case of the committed delivery to the Planning Commission. The publisher shall pay 10% (ten per cent) royalty of the sales net line value of the English version of the Plan Document to the Planning Commission. No royalty is payable in case of Hindi version of the Plan document.

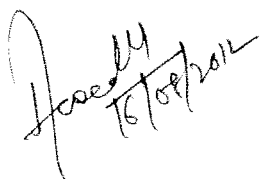
18. The copyright of document is held by the Planning Commission. The publisher at no stage would change/alter/modify/revise the content/matter of the Twelfth Five Year Plan document.

19. The Publishing agency/firms will be responsible for editing, design, printing, binding and delivery of the job assigned to it, to be carried out in workmanlike manner and as per the specifications given by the Planning Commission. The Planning Commission will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation to the firm/agency. The firms/agency might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time frame fixed by the Planning Commission. The Planning Commission will have no liability whatsoever for the rejected supply. The Publisher shall give all assistance and information to the Planning Commission as may be required in connection with job/s assigned to him, failing which the work can be withdrawn. The formatted soft copy (in MS Word and PDF) of the printed document may be provided on a DVD/CD at no additional cost at the time of delivery of the print document.

20. The publisher shall carry out editing, formatting, proof reading and printing & deliver the complete printed document. No part job or delivery in installments shall be allowed and no reason for delayed print job will be accepted by the Planning Commission under any circumstances.

21. The shortlisted publishers will deposit a Performance Security of 10% of the total value of contract in the form of Bank Guarantee from a Commercial bank hypothecated to "Pay and Accounts Officer, Planning Commission". The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of work. Bids would be summarily rejected in case of non-submission of Performance Security.

22. If the printing firm fails to supply the complete print job by the stipulated date or part supplies, the print job a penalty of Rs.5,000/- per day will be imposed on the firm for the duration of default on the part of the firm.

Handwritten signature and date: 16/08/2012

23. The Planning Commission reserves the right to cancel the order or forfeit the Security Deposit in case of one or more of the following circumstances:

- a. The publisher/firm fails to adhere to the prescribed time schedule.
- b. If serious discrepancy is noticed between the given work order and the printed copies i.e. deficiency in respect of quality of paper, cover, printing or layout etc.
- c. Breach of any of the terms and conditions of the tender by the bidding firm.

24. The publisher will carry out all corrections/mistakes pointed out by the Planning Commission at any stage without any extra cost.

25. The Publisher will deliver the printed copies to the Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.

26. The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein.

27. The Planning Commission may terminate/cancel the work of publication of document at any point of time without assigning any reason. The decision of Planning Commission shall be binding on the firm.

28. The competent authority in the Planning Commission may relax /add/cancel/ any of the conditions in public interest at the discretion of the competent authority, Planning Commission. The decision in this regard will be final & binding to all.

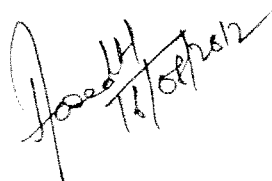
29. Sub-contracting of tender will be construed as violation of terms & condition and will not be permitted & may render for cancellation of Work Order and no compensation will be made for such breach of covenant.

30. Payment Terms: Twenty five (25) percent of the payment shall be released after the successful delivery of the requisite number of copies for NDC meeting, the remaining seventy five (75) percent payment shall be released after completed publication only.

31. The EMD of unsuccessful bidders shall be refunded after the completion of tender process and may take about a month from finalisation of the process. No interest will be paid on the EMD.

### **Brief Description of the Selection Process**

32. A two stage selection process will be adopted in evaluating the Proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The bidders who do not meet the eligibility criteria would not be considered for Technical and Financial evaluation. The first ranked publisher shall be selected while the second ranked publisher will be kept in reserve. The combined score would be determined as per details given at para 64 below.



J. H. Joshi  
16/08/2012

## **Timeframe**

33. The Twelfth Five Year Plan document will have to be published in a tight time scheduled that would be indicated subsequently.

## **Right to reject any or all Proposals**

34. Notwithstanding anything contained in this RFP, the Planning Commission reserves the right to accept or reject any proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

35. The Planning Commission reserves the right to reject any Proposal if:
- a. at any time, a material misrepresentation is made or uncovered; or,
  - b. the Team does not provide, within the time specified, the supplemental information sought by the Planning Commission for evaluation of the Proposal.

## **Submission of Proposals**

36. The Proposal shall be typed or written in indelible ink and signed by the Team Leader, who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the proposal shall be signed by the authorised person(s). The proposals must be properly signed as detailed below:

While submitting the Technical Proposal, the Team Leader shall, in particular, ensure that:

- (a) CVs of key resource persons and editors proposed to be associated with the publication of the Plan document have been submitted;
- (b) applicant meets the Conditions of Eligibility;
- (c) the CVs has been recently signed in blue ink by the individual and the Team Leader. Photocopy or unsigned / countersigned CVs shall be rejected;
- (d) the CV shall contain an undertaking from the Team which shall specify that the involvement of the Team Leader and members with any other duties with the organisation they represent shall not interfere with their time commitment for the assignment under consideration.

37. If a firm/ organization or any of its members make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignment of the Planning Commission for five years.

*Handwritten signature and date: 16/07/2012*



38. The Technical Proposal shall not include any financial information relating to the Financial Proposal.

39. The Planning Commission reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP. Failure of the Planning Commission to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the Planning Commission thereunder.

40. In case it is found during the evaluation or at any time before issue of Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the firm or the Team has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the publisher. If the firm has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Planning Commission without the Planning Commission being liable in any manner whatsoever to the Applicant.

41. The Proposal will be sealed in an outer envelope, which will bear the address of the Planning Commission, RFP Notice No., Publishers name, and the name and address of the Team Leader. It shall bear on top, the following:

**"Do not open, except in presence of the Authorized Person"**

If the envelope is not sealed and marked as instructed above, the Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.

- a) The aforesaid outer envelope will contain two separate sealed envelopes; one clearly marked **"Technical Proposal"** and the other clearly marked **"Financial Proposal"**. The outer envelope should also contain the forwarding letter that should provide clear and unambiguous information on the eligibility of the publisher for the work. The envelope marked "Technical Proposal" shall contain the Application in the prescribed format along with relevant Forms and supporting documents.
- b) The envelope marked "Financial Proposal" shall contain the financial proposal in the prescribed format.

42. The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the firm. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the authorized signatory (on behalf of the firm) signing the Proposal. Proposals submitted without signature will be considered as incomplete and summarily rejected.

43. The completed Proposal must be delivered on specified time and due date as per Clause 48. Proposals submitted by fax or e-mail shall not be entertained

*Jose L. [Signature]*  
7/6/09/2012

44. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

45. The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the Plan document by the Planning Commission and discharge of all obligations of the publisher under the Agreement.

### **Financial Proposal**

46. Applicants shall submit the financial proposal in the Forms at **Annex III** clearly indicating the total cost of publishing the Twelfth Five Year Plan document in both figures and words, in Indian Rupees, and signed by the authorized signatory of the firm. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account.

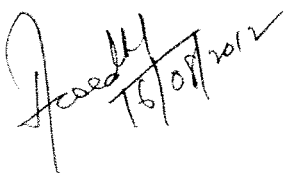
47. While submitting the Financial Proposal, the firm shall ensure the following:

- a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the personnel, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected.
- b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- c) Costs (including break down of costs) shall be expressed in INR.

### **Proposal Due Date**

48. The on-line bids may be submitted from August 21, 2012; 3.00 PM onwards. For off-line submission, bidders must necessarily drop their sealed envelope (Technical and financial bids) in the tender box on September 4, 2012 from 10 AM. to 3.00 PM addressed to:

Under Secretary (Gen - I),  
Room No. 501, Yojana Bhawan  
Planning Commission,  
Sansad Marg,  
New Delhi 110 001  
For any further queries please contact: [a.choudhary@nic.in](mailto:a.choudhary@nic.in)

Handwritten signature and date: 16/09/2012

## Late Proposals

49. Proposals received by the Planning Commission after the specified time on the due date shall not be eligible for consideration and shall be summarily rejected.

50. Any alteration / modification in the Proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by the Planning Commission, shall be disregarded.

## Evaluation Process

51. The Planning Commission shall open the Proposals at 3.30 PM on the due date, and in the presence of the applicants who choose to attend. The forwarding letter providing information on eligibility of the bidder shall be considered first. The envelopes marked "Technical Proposal" of only those bidders shall be opened who are found to be eligible as per the information provided in the forwarding letter. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

52. Prior to evaluation of Proposals, the Planning Commission will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a) it is received in the specified format;
- b) it is received by the due date including any extension thereof;
- c) it is signed, sealed and marked as stipulated;
- d) it contains all the information (complete in all respects) as requested in the RFP;
- e) it does not contain any condition or qualification; and
- f) it is not non-responsive in terms hereof.

53. The Planning Commission reserves the right to reject any Proposal, which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the Planning Commission in respect of such Proposals.

54. The technical evaluation will be based on the personnel / team proposed for the job (**Annex I and Annex II**), quality of editing and printing of the sample provided to bidder along with editing and printing facilities including editing, pre-press, post-press facilities details of which have been sought from the publishing firms vide **Annex IV**. While adjudging the quality, the quality of printing of the samples (at least 3 books) sought from the publishing firms will also be considered. The shortlisted bidders will make a presentation before CEC. This presentation will carry a weight of 25% in their Technical evaluation as indicated at Para-56 below.

55. After opening of envelope in the presence of bidders or their representatives, the Consultancy Evaluation of the Committee (CEC), Planning Commission would prepare a list of pre-qualified applicants for opening of their technical proposals. A date, time and venue will be notified to all applicants for announcing the result of evaluation and opening of financial proposals

*Joel H*  
16/08/20

56. The Technical Evaluation will be in the following format.

<b>Details</b>	<b>Marks</b>	<b>Criteria</b>
Relevant past experience of the publisher	10	Whether undertaken such similar tasks in the past?  Nature of work. More weightage will be given for exposure/ experience in dealing with publication of documents of government and its agencies / international organisations particularly those dealing with economic issues.
Quality of printing / formatting / design of similar work.	15	Quality of printing and formatting of the published document  In-house design team or operational and valid contract with reputed designing agency.
Personnel /Team proposed for the job	30	Number of key persons identified and committed to the project  Assessment of CV's key personnel
Printing facility and/or access thereto	20	In-house state-of art printing facility  Existing and valid contract with reputed printer with state-of art printing facility
Presentation before CEC	25	Proposed methodology, work plan and milestones.
<b>Total</b>	<b>100</b>	

57. After the technical evaluation, the Planning Commission would prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The opening of Financial Proposals shall be done in presence of applicants who choose to be present. The Planning Commission will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.

### **Clarifications**

58. To facilitate evaluation of Proposals, the Planning Commission may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Planning Commission for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a Team does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Planning Commission

*Handwritten signature and date: 16/08/2012*

may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

### **Evaluation of Technical Proposals**

59. In the first stage, the Technical Proposal will be evaluated on the basis of the experience of the firm. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score ( $S_T$ ).

60. The scoring criteria to be used for evaluation shall be based past experience and its relevance to the proposed scope of work; personnel / team proposed for the job; Quality of printing / formatting / design of the existing mass of work and committed access to state-of-art printing facility and presentation before CEC.

### **Evaluation of Financial Proposal**

61. In the second stage, the financial evaluation will be carried out and each Financial Proposal will be assigned a financial score ( $S_F$ ).

62. For financial evaluation, the total cost to Planning Commission toward buy back of nine hundred (900) sets of English edition and hundred (100) sets of Hindi edition each of the draft Plan document (for NDC) and subsequently three thousand five hundred (3500) sets of English edition and seven hundred (700) sets of Hindi version each of the final Twelfth Five Year Plan document will be considered.

63. The Planning Commission will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Team to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest financial proposal ( $F_M$ ) will be given a financial score ( $S_F$ ) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = amount of Financial Proposal)

### **Combined Technical and Final Evaluation**

64. Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where S is the combined score, and  $T_w$  and  $F_w$  are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30, respectively.



Handwritten signature and date: 16/08/2012

65. The Selected publisher shall be the ranked first (having the highest combined score). The second ranked publisher shall be kept in reserve in case the first ranked publisher withdraws, or fails to comply with the requirements as the case may be.

### **Award of the work**

66. After selection, a Letter of Award shall be issued, in duplicate, by the Planning Commission to the selected publisher and the selected publisher shall, within seven (7) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this publishing assignment.

### **Proprietary data**

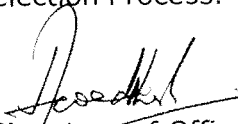
67. All documents and other information provided by the Planning Commission shall remain or become the property of the Planning Commission. Publisher is to treat all information as strictly confidential till the official release of the Final document.

### **Performance Security and its Appropriation**

68. The publisher would provide a Bank Guarantee to the extent of ten (10) per cent of the bid value as performance security. The validity of the guarantee should be for a period up to sixty days beyond the contract. The Planning Commission shall have the right to appropriate the Performance Security, in whole or in part, without notice to the publisher in the event of breach of Agreement or for recovery of liquidated damages.

### **Miscellaneous**

69. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

  
(Signature of Officer with seal  
on behalf of Planning Commission)  
Place New Delhi  
Date 16/08/2012

(Signature of the Printer with seal  
of acceptance of the terms and  
conditions)  
Date

## Particulars of the Team

1	Title of Consultancy:
2	Name, designation, and contact details of the Team Leader: Name: Designation: Currently employed(name of institution with address): Address: Phone No.: E-mail address:
3	Name, designation, and contact details of all the other members of the Team: Name: Designation: Currently employed: Address: Phone No.: E-mail address:
4	a) Number of Years in experience in editing. Preference would be given to editing of documents dealing with economic issues. b) Details of major assignments and achievements. c) Details of employment in chronological order. d) Details thereof (not more than 200 words).
5	For the Applicant, state the following information: a) Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years? Yes/No b) Has the Applicant ever failed to complete any work awarded to it by any public entity/ Planning Commission in last five years? Yes/No c) Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No d) Has the Applicant, and members, suffered bankruptcy/insolvency in the last five years? Yes/No

*Handwritten signature and date:*  
 16/08/2012

**Curriculum Vitae (CV) of Editors and other Members of the Team**

- 1) Name of Personnel:
- 2) Date of Birth:
- 3) Nationality:
- 4) Educational Qualifications:
- 5) Membership with Professional Associations/ Bodies:
- 6) Other Training:
- 7) Countries of Work Experience:
- 8) Employment Record:  
(Starting with present position, list in reverse order every employment held.)
- 9) Details of the economics related publication that Members of the Team have worked on.

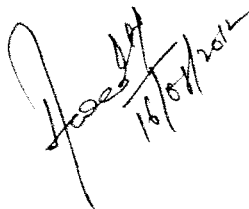
**Certification:**

- 1) I am willing to work on the publication of the Twelfth Five Year Plan and I will be available for entire duration of the assignment as required.
- 2) I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Team Member)

Place:

(Signature and name of the Team Leader)



Handwritten signature and date: 16/08/2014



**Financial Proposal**

**Form 1: Covering Letter**

(On Applicant's letter head)  
(Date and Reference)

To,  
.....  
.....

Dear Sir,

Subject: Selection of Publishers for publishing the Twelfth Five Year Plan Document.

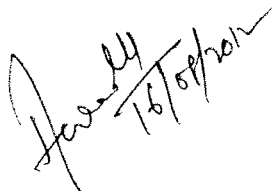
I, \_\_\_\_\_ (Applicant's name) herewith enclose the Financial Proposal for above.

I agree that this offer shall remain valid for a period of 60 (sixty) days from the due date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the Team Leader)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.



A handwritten signature in black ink, followed by a date written as 16/09/2012. The signature is slanted and appears to be 'S. S. S. S. S.'.

## Form 2: Financial Proposal

No.	Description	Amount (Rs.)
1.	<b>Total, amount including taxes, for the work of publishing specified number of copies of Twelfth Five Year Plan document (as detailed in RFP document) of about one thousand one hundred (1100) printed pages with + 10% or - 10% margin, (in Rs.)</b> In Indian Rupees in words:	

**Note:**

- 1) The financial evaluation shall be based on the above Financial Proposal.
- 2) The reimbursement of cost and expenses shall be limited to the amounts indicated above.
- 3) No escalation on any account will be payable on the above amounts.
- 4) All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws, withholding taxes if any.

*Handwritten signature*  
 16/08/2012

**ANNEXURE IV**

**Planning Commission  
Government of India  
General Administration (Gen II)**

**TECHNICAL BID**

<b>1.</b>	<b>FIRMS DETAILS :</b>	
	a) Name of the firm	
	b) Address	
	c) Telephone No: Mobile No.:	
	d) Type of firm:	<b>Proprietary/Private/Private Ltd./ MNC/Co-operative/Govt. Undertaking.</b>
	e) Name of the Proprietor/ Partners	
<b>2.</b>	<b>Annual Turnover (2011-12)</b>	Rs. ....
<b>3.</b>	<b>No. of samples</b>	Enclose at least 3 samples
<b>3.</b>	<b>Has the firm ever been debarred/ Black Listed by any Organization? If `yes` the details thereof.</b>	YES/NO
<b>4.</b>	<b>Details of Award/Certificate of Merit etc. received from any Organization, if any. (Please attach the copy )</b>	YES/NO
<b>5.</b>	<b>List of editors who are on rolls of the publisher along with their CVs</b>	
<b>6.</b>	<b>Access to Printing Facilities –</b>	
	<i>i) In-house printing facilities</i>	
	<b>a) Pre-Press facility</b>	
	1. No. of DTP Operators	: .....
	2. No. of Computers for publishing Job	: .....
	3. No. of Scanners/Drum Scanners	: .....
	4. In-house Processing facility like developing Positives, Plates	: YES / NO
	5. In-house power-backup	: YES / NO
	6. No. of Printers Laser/Colour	: .....

*Handwritten signature and date: 16/08/2011*

	<b>b) Post-Press facility</b>	
	1. No. of Printing Machines: 2. No. of cutting machines: 3. No. of stitching machines: 4. No. of folding machine: 5. No. of binding machine: 6. No. of Lamination machine: 7. No. of Shrink wrapping machine:	: ..... / ..... / ..... 4 Color / 2 Color / 1 Color: ..... : : : : :
	<b>Access to Printing Facilities –</b> <i>ii) Firm and legally binding agreement with printer indicating priority to Publisher.</i> <b>(Copy of the agreement to be enclosed)</b>	
7.	<b>No. of Publications till date</b>	
8.	<b>Previous experience of publishing documents of Government / International Organisations (no. of such publications details to be mentioned)</b>	
9.	<b>Earnest money details bank draft :</b> <b>DD/Bank draft no. .... Date .....for Rs.2,50,000.00</b> <b>Name of drawee</b> ..... <b>Name of the bank</b> .....	
10.	<b>PAN NO. : .....</b>	
11.	<b>TIN No. : .....</b>	

The terms and conditions of the tender are acceptable to me/us. I/We also undertake & give our willingness to work on the basis of financial bids.


**Authorized Signatory,**  
**(With full name and designation)**  
**Seal:**

*[Handwritten Signature]*  
16/08/2012

***Instructions for Online Bid Submission***

**Instructions to the Bidders to Upload the bids online on the e-Procurement site <http://eprocure.gov.in/eprocure/app>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.

Handwritten signature and date: 16/08/2012

- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spreadsheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

*Handwritten signature*  
16/08/2012

- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyer's public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or by phone: 1-800-233-7315 well in advance.

*Handwritten signature and date: 16/08/2012*