

DELHI DEVELOPMENT AUTHORITY
(Public Relations Department)
VIKAS SADAN, INA, NEW DELHI-110023



Request for Proposal

Name of Work: Designing and publishing of four photo albums:

- One on Baansera,
- One on Asita and
- One on Vasudev Ghat
- One on Sanjay Van/Mehrauli Archeological Park

Estimated Cost : Rs. 40,00,000/-
EMD : Rs. 80,000/-

Tentative Schedule:

| Activities | Date | Time |
|---|------------|---------------|
| Document download starts | 04.04.2025 | From 4 PM |
| Pre Bid query through email (publicrelationsdept1@gmail.com) | 07.04.2025 | 10 AM to 3 PM |
| Release of response to clarification sought in pre bid query on GeM Portal & dda.gov.in | 09.04.2025 | 12 PM |
| Bid submission starts | 9.04.2025 | From 12:30 PM |
| Last Date of Submission of Technical and Financial Bids | 15.04.2025 | By 12 PM |
| Last date to submit hard copy of previous Photo album/Coffee Table Book printed and EMD | 15.04.2025 | By 12 PM |

| | | |
|--------------------------|------------|----------|
| Opening of Technical Bid | 15.04.2025 | 12:30 PM |
| Opening of Financial Bid | 17.04.2025 | 05:30 PM |

Note: Changes in the above schedule, if any, will be made at the sole discretion of DDA and will be communicated by mail to the shortlisted agencies.

Sub: Designing and publishing of four photo albums – one each on Baansera, Asita, Vasudev Ghat and Sanjay Van/Mehrauli Archeological Park (Copies: 250 per album)

E-tenders are invited under two bid system (Technical and Financial) for designing and publishing of four photo albums – one each on Baansera, Asita, Vasudev Ghat and Sanjay Van/Mehrauli Archeological Park (Copies: 250 per album). The services are being hired only for this particular task.

1. Background

The DDA has decided to design and publish four photo albums (one each on Baansera, Asita, Vasudev Ghat & Sanjay Van/Mehrauli Archeological Park).

For this a tender will be floated on GeM portal and www.dda.gov.in citing the requirements and specifications. In the **first stage**, a basic evaluation will be carried out, and bidders who comply with submission of mandatory documents would qualify. In the **second stage**, financial evaluation will be carried out and the L1 bidder will be considered for award of work.

2. Terms & Conditions

- a. The bidders must be empaneled with CBC (erstwhile DAVP) as a multimedia agency.
- b. The tenders must be accompanied with an Earnest Money Deposit (Refundable) amounting to Rs. 80,000/-(Eighty thousand only) in the form of a Bankers Cheque of a Commercial Bank /Account Payee Demand Draft of a Commercial Bank /Fixed Deposit Receipt (FDR) of a Commercial Bank/Insurance Surety Bonds/Bank Guarantee (for the balance amount as prescribed) from a commercial bank, in favour of Accounts Officer, (Cash) Main, DDA payable at DDA Delhi. Where a demand draft is provided, its validity shall not be less than three (3) months from the due date of the tender. Tenders without EMD and required information with supporting documents shall be summarily rejected. No Cheque shall be accepted towards Earnest Money Deposit (EMD). No interest will be payable on earnest money deposit.
- c. The earnest money deposit of bidders unsuccessful during technical bid evaluation etc. would be returned within 30 days of declaration of result of technical bid evaluation.
- d. The Financial Bid should be furnished as per the Annexure B.
- e. The quoted price should include GST and all other taxes.

- f. The tenderer should have valid PAN and GST Registration. Copies of all registrations to be submitted with the bid.
- g. TDS, if applicable, will be deducted as per Income Tax Rules.
- h. The bidder must have successfully executed/completed similar services, over the last three years i.e. the current financial year and the last three financial years: must have successfully completed three similar completed services costing not less than 40% (i.e., Rs. 16 lakhs) of the estimated cost or two similar completed services costing not less than 50% (i.e., Rs. 20 lakhs) of the estimated cost or one similar completed services costing not less than 80% (i.e., Rs. 32 lakhs) of the estimated cost.
- i. The bidder must have at least three years' experience of providing similar type of services to Central/State Government/ PSUs/ Nationalised Banks/ Reputed Organizations. The completion certificates to be submitted should not be earlier than 01.04.2022.
- j. The DDA reserves the right to cancel any/all the tender(s) without assigning any reason.
- k. The work is required to be done with precision and high quality is to be maintained.
- l. Any extra job(s), if required to be executed for due completion of the work are to be attended to by the contractor and the rates for such job(s) will be decided on mutual negotiations. However, the final rates for such items fixed by the DDA would be binding on the contractor.
- m. The DDA's decision in any of the matter(s) is final and binding.
- n. Average Annual turnover of the bidder during the FY 2021-22, FY 2022-23 and FY 2023-24 should be at least INR 20 lakh each year. Turnover certificate should be certified by a Chartered Account having valid UDIN.
- o. If any information furnished by the applicant is found to be incorrect at a later stage, the bidder shall be liable to be debarred from any future tendering by DDA, besides annulment of the contract. DDA reserves the right to verify the particulars furnished by the bidder independently.
- p. **Force Majeure**: -

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non- performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, party may, at its option, terminate the contract.

- q. **Settlement of Disputes**: -

Notwithstanding any other practice in existence, or any prior agreement or written negotiations having taken place, or any tender condition, or any other clause or covenant in this agreement or any document referred to in this agreement, any provision in the GCC or CPWD manual, or any circular, guideline, direction or any rule or regulation, it is hereby agreed that any dispute between the parties to this agreement shall be resolved by decision of the court at Delhi and the dispute shall not be resolved by way of arbitration or any other alternate dispute redressal mechanism.

- r. Governing Laws and Disputes: The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

3. **Performance Bank Guarantee**

The Performance Bank Guarantee (PBG) will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favour of the 'Delhi Development Authority' in the format appended to the auction document at Annexure F.

The selected bidder to provide a Performance Bank Guarantee within 3 days from the notification of award, for a value equivalent to 5% of the total cost of contract. Thereafter, DDA will notify each bidder and return their EMD.

- a. This Bank guarantee deposit money shall be returned within 30 days after the expiry of contract provided there is no breach of contract during the period of the contract.
- b. No Interest shall be paid on the Bank Guarantee.

DDA shall invoke the performance bank guarantee in case the selected bidder withdraws offer after signing of the contract or fails to discharge their contractual obligations during the contract period or DDA incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms and conditions.

4. **Disqualification**

Even though the applicants meet the above criteria, they are subject to be disqualified if any applicant has:

- a. A criminal history or has been convicted by any court of law for any of the offenses under any Indian laws.
- b. If, any criminal proceedings is/are pending in any court of law in India against any of the applicant and if any such proceeding culminates into conviction.

- c. Made misleading or false representation in the forms, statements and attachments submitted.

5. Scope of Work

The scope of work and deliverables will include: -

- a. Designing and printing/publishing of photo albums as per the details in the tender document. Photos and content will be provided by DDA.
- b. Quantity: as per Annexure- B and Annexure-C
- c. Technical specification: as per Annexure-C
- d. Completion schedule: as per **Clause 13. Delivery of Work**
- e. Delivery of soft copies in COREL DRAW or IN-DESIGN`.
- f. Delivery of all copies of Photo albums at DDA Office Vikas Sadan.
- g. Downloadable versions of the Photo albums

Note: L1 bidder will be awarded with the work as per the specifications and fulfilment of mandatory criteria.

6. Submission of online bids

Submission of Tender Bids shall be submitted online only at GeM portal. Tenders will be submitted in Two Parts i.e. (a) Technical Bid and (b) Financial Bid through Online mode only.

Note: The hard copy of the previously designed and printed **Photo album/Coffee Table Book** (including Front and Back cover), and copy of EMD should be sent to the Director(PR), Room No. 16, B-Block, Ground Floor, Vikas Sadan, DDA by the date and time mentioned in schedule, in a sealed cover with the Title **“Technical Tender documents for photo albums on Baansera, Asita, Vasudev Ghat & Sanjay Van/Mehrauli Archeological Park.”**

Note: The hard copy of the previous work (Photo album/Coffee Table Book) submitted for Technical Bid will be returned after the project is completed.

7. Technical Bid

Technical bid shall be submitted through Online mode at GeM portal only. Following documents should be uploaded in pdf format only:

- a. Empanelment certificate with CBC (erstwhile DAVP) as a multimedia agency.
- b. Signed and scanned copy of completely filled Annexure-A, Annexure-B and all the documents required as per the tender.
- c. Scanned copy of design and printing experience in Photo album/Coffee Table Book along with the work order and successful work completion certificates for the same.
- d. Signed and scanned copy of Undertaking/ Declaration certificate at Annexure- E.
- e. Signed and scanned copy of PAN of bidder.
- f. Signed and scanned copy of GST registration of bidder.
- g. Signed and scanned copy of EMD.
- h. Signed and scanned copy of EMD Exemption/ Relaxation Form, along with requisite documents, if exemption/ relaxation claimed.
- i. Turnover certificate for (FY 21-22, FY 22-23, FY 23-24). Turnover certificate should be certified by a Chartered Account having valid UDIN.

8. Evaluation criteria for financial bid

L1 bidder will be awarded with the work.

9. Notification of Award of Contract:

Within the validity of the period of bid prescribed, DDA will notify the successful bidder by e-mail and confirm by letter that the particular bid has been accepted ('Notification of Award of Contract'). This notification of award shall name the sum which DDA will pay to the bidder in consideration of the performance of the scope of work by the bidder as prescribed by the contract. The successful bidder on receipt of "Notification of Award" shall convey his/her acceptance by return e-mail and to be confirmed through speed post within seven working days through a letter. The acceptance is to be accompanied by a signed contract in favor of DDA. The notification of award of contract and the letter of acceptance shall constitute the formation of the contract.

10. Penalty

In case bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverables as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of PBG (Performance Bank Guarantee) as well as disqualification of the bidder from participating in future tenders.

For any kind of delay in adhering to the time schedule, successful bidder shall be liable to pay 5% of total amount of the bill for every ten days of delay and multiples thereof.

11. Copyright

All photographs, data and information collected, samples submitted, study material, write ups and Photo albums' soft copy so developed, shall be the property of the Delhi Development Authority and the licensee shall not publish any material without the prior written consent of the DDA.

12. Payment

All the payments for the work completed will be made after final delivery of the product post submission of bills and supporting documents.

13. Delivery of Work

Successful Bidder is supposed to deliver a dummy book of the proposed photo albums within 3 days from the day of award of work and delivery of total copies of photo albums should be made within 12 days after the final approval is given for the same.

Annexure – A

Bidder Details

| | | | |
|---|-------|-------|-------|
| Name of the Bidder / Agency | | | |
| Corporate Address | | | |
| Website | | | |
| Type of Company | | | |
| Year of Establishment | | | |
| Key Person | | | |
| Designation | | | |
| Mobile No | | | |
| Email | | | |
| Address | | | |
| PAN No . | | | |
| GSTN No. | | | |
| No of Editorial Staff/ Copywriters | | | |
| No of Graphic Designers | | | |
| No of Graphic Proofreaders | | | |
| Turn Over in Each Year Rs in Lakhs | 21-22 | 22-23 | 23-24 |
| | | | |

| | |
|---|---------------------------------------|
| Work Orders / Appreciation Letter / Work Completion Certificate for Printing Photo albums/Coffee Table Books | |
| Indicative List of Publication / Work done | |
| Printing Facility | Own/ Contract (Self-Certification) |
| Address of Printing Facility | |
| Number of Photo albums/coffee table books published | |

Annexure – B

FINANCIAL BID FORMAT

| Sl. No. | Print Quantity | Rate (inclusive of all charges/taxes) |
|---------|---|---|
| 1. | 1000 total copies of photo albums to be printed (4 books x 250 copies each) as per specifications mentioned in Annexure – C i.e.: 1000 Total Copies: i. Baansera x 250 copies ii. Asita x 250 copies iii. Vasudev Ghat x 250 copies iv. Sanjay Van/Mehrauli Archeological Park x 250 copies | Gross total of printing 1000 copies: In Numbers: _____ In Words: _____ |

1. L1 of gross total will be awarded the work.
2. Any increase/decrease in quantity of books/copies/pages will be paid on pro rata basis.
3. The Total amount includes all applicable taxes, transportation charges, bubble paper packing charges and delivery charges. (Delivery should be done at B-16, Vikas Sadan, DDA)

Annexure – C

TECHNICAL SPECIFICATIONS FOR THE PHOTO ALBUMS

| SI. No | Description | Size/no |
|--------|------------------------|--|
| 1. | Size (Finished Size) | 11.25" X 11.25" |
| 2. | Size (Open Size) | 11.25" X 22.50" |
| 3. | Printing | Offset |
| 4. | No of pages | 50 pages (\pm on pro rata basis) |
| 5. | Jacket | 200 GSM (Insize Natural Evolution) Size - Fit to Photo album (11.26" x 36" approx.) |
| 6. | End leaf | 200 GSM (Insize Natural Evolution) |
| 7. | Cover/ hard bound | 24 ounce (Imported Board) |
| 8. | Paper (inside) 48 page | 170 GSM (Insize Natural Evolution) |
| 9. | PLC | 120 GSM (Insize Natural Evolution) in 4 col. with Matt lamination with UV each on Jacket and Hard Bound Cover. Size- Fit to Photo album |
| 10. | Embossing | On jacket and cover with foil, as per requirement of design approval |
| 11. | Binding | Hard Bound with section sewing |
| 12. | Printing cover | 4+0 |
| 13. | Printing inside pages | 4+4 |
| 14. | Lamination | Jacket & cover (Matt) |
| 15. | Quantity | 1000 = (4 Books x 250 copies each) |
| 16. | Photos | <ul style="list-style-type: none"> • Approx 30 full page, 15 double spread, 200 half/ min • size, as per design requirement. (All photos to be improved and cleaned on system) |

| | | |
|-----|---------------------|--|
| 17. | Coating through out | Silky coating on inside pages (40 pages) |
| 18. | Shrink wrapped | All the copies |

Annexure – D

GENERAL TERMS & CONDITIONS

1. Tenders received after closing date & time shall be rejected.
2. Corrections, if any, in the documents submitted should be duly authenticated with full signature of the authorized signatory, failing which such Bids are liable to be rejected.
3. The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned bids are liable to be rejected.
4. All the columns in Technical Bid format needs to be filled by the bidders.
5. Only bidders who meet the Technical Bid qualification criteria will qualify for the financial bid.
6. In the event of default in supply, the authority reserves the right to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
7. The technical bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such bids shall be rejected. No correspondence will be entertained in this regard.
8. All material, art work used in printing of Photo album will be the property of the DDA and will have sole rights for its use in future. Content shared online must be copyright protected and the licensee shall not publish any material without the prior written consent of the DDA.
9. For verification of information submitted by the bidders, the committee may visit Bidder’s office at its own cost.
10. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.
11. The cost indicated in the Financial Bid shall be treated as final and reflecting all-inclusive total number of Photo albums printed and delivered.

Annexure – E

DECLARATION CERTIFICATE

1. I/we undertake that I/we have carefully studied, understood and accepted all the terms and conditions as mentioned in the tender document.
2. I/we undertake that my firm/organization----- (name of firm/

organization) has not been blacklisted/ debarred by Central Govt./ State Govt./ Any Govt. Organization/ PSU.

3. I/we undertake that Owner/Director/ Manager of my firm/organization-----

----- (name of firm/ organization) has not been convicted by the court of law.

4. I/We further undertake that the information given in this tender is true and correct in all respects and we hold the responsibility for the same.

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Stamp:

ANNEXURE-F

BANK GUARANTEE FORMAT

(On Rs. 100/- non- judicial stamp paper)

1. In consideration of the Delhi Development Authority having agreed to exempt **M/s Firm name with address** (hereinafter called the said 'Contractor(s)/Service Provider' from the demand, under the terms and conditions of work order No. _____ Dated _____ made between Delhi Development Authority and **M/s Firm name** for the **Name of work**(hereinafter called 'the said Agreement') of security deposit for the due fulfilment by the said Contractor(s)/Service Provider of the terms and conditions in the said Agreement on production of Bank Guarantee for Rs. _____ (Rupees _____ Only) we, **Bank name with address, (Indicate the name of Bank)** (hereinafter referred to as 'the bank') at the request of **M/s Firm name**, Contractor(s)/Service Provider do hereby undertake to pay to DDA an amount not exceeding of Rs. _____ (Rupees _____ Only) on demand by DDA.

2. We, Bank name, do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the DDA stating that the amount

claimed is required to meet the recoveries due or likely to be due from the said Contractor(s)/Service Provider. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____(Rupees _____ only).

3. We undertake to pay to the DDA any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) /Service Provider in any suit or proceedings pending before any court or Tribunal relating thereto, our liability under this present being, absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment hereunder and the Contractor(s) /Service Provider shall have no claim against us for making such payment.

4. We, Bank name with address, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of DDA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till person-in-charge on behalf of DDA certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) /Service Provider and accordingly discharges this guarantee, or till 6 months from the date of execution of agreement whichever is earlier.

5. We, Bank name with address, further agree with the DDA that DDA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Agreement or the extend time of performance by the said Contractor(s) /Service Provider from time to time or to postpone for any time or from time to time of the powers exercisable by the DDA against the said Contractor(s)/Service Provider and to forebear or enforce any of terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s)/Service Provider or for any forbearance, act or omission on the part of the DDA or any indulgence be the DDA to the said Contractor(s)/Service Provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to change in the constitution of the bank or the Contractor(s)/Service Provider.

7. We, Bank name with address, lastly undertake not to revoke this guarantee except with the previous consent of the DDA in writing.

8. This Guarantee shall be valid up to _____ unless extended on demand to be made by the DDA. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and

unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee, shall stand discharged.

9. The BG shall be extended in case the DDA extends the contract, to an extent that the BG is valid for a minimum of 6 months after the expiry of the Contract.

10. The extended BG in all the above cases shall be submitted at least 3 months before the expiry of the previous BG, failing which, DDA reserves the rights to terminate the contract, and forfeit the BG.

Dated the _____ day of _____ 20 ____

For _____

(Indicate name of Bank)

ANNEXURE-G

CONTRACT AGREEMENT

This Agreement is made on this day between _____ having its registered office at _____ through its _____ (hereinafter called the Licensee which expression shall mean and include its successor, assignees and nominees) of the one part and Delhi Development Authority.

Whereas the DDA under consideration of the offer made in pursuant to the Tender ID: _____, agreed to allow the Licensee Firm to execute the work of _____ vide work order no. _____ dated _____ as per the terms and condition of the bid document.

Whereas each of the documents mentioned herein has been signed by and on behalf of the parties hereto called for purposes of identification and shall be treated as part of this agreement. Now it is hereby agreed by and between the parties as follows:

1. The Licensee Firm (The successful bidder who has been issued the letter of Award (LoA dated _____) shall act upon and conditions mentioned in the NIT and the work/supply order and any other correspondence exchanged between the parties, annexed here to and which form part of this agreement, execute and complete the work so shown and described in the above said documents including the tender document.
2. The Licensee shall deposit a Cash Security/Bank Guarantee equal to 5% of the total contract value of the work/supply ordered.
3. That the services shall be in conformity with the quality and specifications given in the work supply order and the tender document.
4. That the services shall be delivered strictly within the period specified in the work/supply order/tender document as the time is the essence of the contract. If the licensee fails to deliver the services or any instalment thereof within the period fixed for such deliveries, the DDA shall have the right to arrange the supply/services from elsewhere at the risk and cost of the supplier. However, in cases of genuine difficulty, extension of time may be allowed by the DDA and shall recover from the Licensee as liquidated damages and not by way of penalty, a sum equivalent to half percent (0.5%) of the price bid for the services which the licensee fails to deliver within the specified **Delivery Period/execution (as per work order/ terms & conditions of tender documents)** of the expiry of the prescribed delivery period of the services for every 07 seven days of the part thereof. The liquidated damages in any case will not exceed 10% of the contract price.
5. That in case the service ordered do not conform with the quality and specifications given in the work supply order/tender document and not delivered within the stipulated period, DDA shall have the right to reject all or any part of the services so offered and whose decision in this respect shall be final and binding.
6. That in case the Licensee is not willing to execute the order or breaches any terms and conditions of the contract/agreement DDA may not only forfeit part or whole of security deposited, but shall have the option to procure services from another source/supplier and recover the difference in the price actually paid and that payable to the tenderer/quotation firm.

7. The Terms and conditions of the Bid/tender documents have been agreed upon by both the parties and signed and added to this agreement. In witness whereof the parties have herein to set and subscribe the hands and seals on the date, month and year first above written.
8. Settlement of Disputes: Notwithstanding any other practice in existence, or any prior agreement or written negotiations having taken place, or any tender condition, or any other clause or covenant in this agreement or any document referred to in this agreement, any provision in the GCC or CPWD manual, or any circular, guideline, direction or any rule or regulation, it is hereby agreed that any dispute between the parties to this agreement shall be resolved by decision of the court at Delhi and the dispute shall not be resolved by way of arbitration or any other alternate dispute redressal mechanism.
9. Governing Laws and Disputes: The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

For an on behalf of Tenderer/selected Firm

For and on behalf of DDA

Signature and Capacity with Seal

Director(PR)