

**National Health Systems Resource Centre**  
**NIHFW Campus, Baba Gang Nath Marg, New Delhi- 110067**  
**Tel. +91-11-26108982, 83,84,92,93. Fax - +91-1126108994**  
**Website – [www.nhsrccindia.org](http://www.nhsrccindia.org)**

**File No. – NHSRC/KMD/RFQ/21-22/01**

**Request for Proposal (RFP) for Empanelment of Publication Agencies on Agreed Financials**

On behalf of the Executive Director, NHSRC, the Intender, sealed tenders are invited for hiring in a two-bid system (Technical & Financial) from reputed and experienced printing and publishing houses/companies having experience of service in editing, designing, translating, printing of publications like books, newsletters, brochures, magazines, handbooks including other material for at least three years to any Central/State Govt organisations or a large Public Sector Undertaking or reputed private organisations in Delhi/NCR.

The purpose of this RFP is to enter into a contractual agreement with successful bidders and select suitable agencies to carry out the following work for NHSRC: Designing, Editing, Translation, Printing and Distribution of Publications.

**Invitation for bids**

Cost of Tender (Non-refundable)	Rs 250/-
Document download/ sale Start date and time	12 Noon on April 20, 2021
Last date and time for bid submission	6 PM on May 10, 2021
Pre –bid meeting	Virtual meeting to be held on April 29, 2021. Link will be uploaded on the NHSRC website.
Technical bid opening date and time (only one representative allowed per agency)	3 PM on May 13, 2021
Financial bid opening date and time (only one representative allowed per agency)	3 PM on May 17, 2021
Website for downloading the tender document, corrigendums etc	<a href="http://www.nhsrccindia.org">www.nhsrccindia.org</a>
Bids/queries to be addressed to	The PAO, NHSRC NIHFW Campus, Baba Gang Nath Marg, New Delhi- 110067
Period/Extension of contract	Upto March 31, 2022 from the date of award of contract with an option of extension for a further period of two years at the same rate; terms and conditions subject to provision of satisfactory services and at the sole discretion

	of NHSRC.
Validity of tender offers	180 days from the date of opening of prequalification-cum-technical bid
Performance Security (for finalised bidder only)	A lump sum for the complete year as per mutual consent by both the parties.

### 1. Scope of Work, Deliverables & Timelines –

- Editing, designing, translating, printing and distribution of publications and collaterals including health related books, brochures, posters etc and as required by NHSRC from time to time.
- Specific details of publications as elaborated in the price schedule (Financial Bid – Annexure VII)
- Dedicated designers and editors shall be provided for designing and proofing of publications on both time bound which shall be not more than 48 hours and on urgent basis which shall not be more than 12 hours as and when required.
- An open file of each publication has to be shared with NHSRC.
- Assisting NHSRC in any matter connected therewith.

### 2. Eligibility Criteria –

- Printing Agencies must have been in operation for at least a minimum period of 3 years in printing / production of books, reports, brochures, posters, other collateral material, etc. A proof of the experience has to be submitted and it should be in the form of Registration / Incorporation Certificate in the name of the agency submitting the bid or CA's certificate.
- Agency must have a minimum annual turnover of Rs. 80 Lakh respectively in each of the three financial years (2017-18, 2018-19 and 2019-20). Thus the cumulative turnover of the agency in last three financial years should be at least Rs. 3.00 crores. A certificate from the Chartered Accountant must be submitted in this regard.
- Profile and Track Record of the agency including previous work handled, major clients, empanelment with other Ministries, if any and list of technical persons available. To be submitted on the letter head of the company duly signed and stamped.
- Samples of Publications and Collaterals printed in the last 2 years (Minimum 5 Samples)
- The Agency should have a valid GST and a PAN number for Income Tax.
- The Agency must have an office in Delhi and the printing press must be located in Delhi/NCR. The details of staff with their bio-data, equipment and software used, along with samples of work are to be furnished.
- The Agency should have in-house, state of art facilities for printing, designing and all auxiliary facilities.
- The Agency should be able to provide a dedicated team for timely production and supply of the printed material and collaterals tendered for.
- At the time of bidding, the firms which are black-listed/ debarred in participating in any

procurement activities by any State, Central Government, and PSU in India are not allowed to bid.

### **3. Assessment of proposals –**

Proposals received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies as per tender requirement.

The financial bids are only opened for bidders that pass the technical assessment.

NHSRC reserves the right to award one or more than one agency for its printing requirements as per the finalised bidder contracted a rate which is normally at L1 rate, terms and conditions and also, to place order for a part item/combination of the quantity offered. NHSRC will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tenderer has the capability and the resources to carry out the tender effectively. The contract shall not be awarded merely because the rate quoted is low but the competence of the firm in relation to managerial capabilities, sustainability, track record, technical soundness etc. shall be given due consideration and the final decision will be based on all these parameters.

### **4. Amendment of Bidding Document -**

- a) At any time prior to the deadline for submission of the Bids, the tendering authority may amend the Bidding document by issuing Corrigendum/ Addendum.
- b) Bidders are requested to see the tender site [www.nhsrccindia.org](http://www.nhsrccindia.org) or regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.

### **5. Documents comprising the Bid–**

a) Two Envelope/ Cover system shall be followed for the bid.

- Technical bid documents in one cover/ envelope super scribed TECHNICAL BID
- Financial bid in the other envelope super scribed FINANCIAL BID

These envelopes shall be enclosed in an outer envelope, super-scribed suitably TENDER ENQUIRY FOR PUBLISHING AGENCIES FOR NHSRC, ADDRESSED to THE PAO, NHSRC, with the address of the company on the bottom left hand side of the cover.

b) The Technical Bid shall consist of the following documents –

S.no	Documents Type	Document Format
1	Covering letter (Technical Bid)	Covering letter duly signed by the authorized signatory
Fee Details		
2	Tender Fee	Scanned copy of fee receipt of the tender
Technical Documents		
3.	Checklist for Pre-Qualification cum Technical Bid	Annexure I
4.	Additional Information Form	Annexure II
5.	Income Tax Return & PAN Number	Annexure III
6.	Certified copies of the work order	Annexure IV
7.	Declaration by the Bidder	Annexure V
8.	SELF-DECLARATION – NO BLACKLISTING	Annexure VI

c) The Financial bid shall include the following documents –

S.no	Documents Type	Document Format
1.	Covering Letter	Covering letter duly signed by the authorized signatory
2.	Financial Bid Table	Annexure VII

## 6. Disqualification-

NHSRC reserves its right to reject bids on the below criteria:

- a) Incomplete/conditional applications
- b) Misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) If the address, telephone, email or any information of two or more different bidders are found same or any similarity found during evaluation, the quotation provided by the bidders will not be considered and both the bidders will be disqualified.
- d) Submitted more than one bid.
- e) Is found to canvas, or attempt to influence in any manner for the qualification or selection process, by offering bribes or other illegal gratification.

### Standard Condition of RFP

## **1. Delivery Period:**

The publishing jobs assigned are both time bound and on urgent basis. The agencies would be required to complete the jobs within the time frames set by NHSRC, failing which penalty clauses would be applicable. The Agencies will have to work in coordination with the creative agency(ies) selected by NHSRC for a particular assignment. Machine proof of the product / publication will be first shown to the creative agency / designer who has designed the product / publication and thereafter to NHSRC, for approval or as stated or specified from time to time.

**2. Tax Deduction at Source:** Tax deduction at source shall be governed as per prevailing Income Tax rules.

**3. Penalty Clause:** Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, under performance, could be in the form of deduction from the total amount payable to the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

**4. Signing of Contract:** The successful bidder shall also execute a separate agreement after giving the Letter of Award.

## **5. Termination by Default:**

- a) NHSRC reserves its right to terminate the contract of any agency / agencies with the provision of thirty (30) days prior notice in writing or with immediate effect in case of change in the Government procedures or unsatisfactory services.
- b) If the qualified bidder/Agency fails to begin work on the date agreed, or to implement the work in accordance with the terms of the Contract.

**6. Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

## **7. Performance Review:**

- a) NHSRC will periodically review the performance of the empanelled Printing Agencies and reserves its right to withdraw their empanelment at any time.
- b) NHSRC will take action as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in NHSRC's tender processes / bids, etc. Action taken could include removal of the agency from the empanelled list.
- c) Consortium of Agencies /Sub-Contract of work is not allowed without prior permission

of NHSRC.

**8. Non- disclosure of rate contract documents:**

The bidder/agency/agencies shall maintain total confidentiality and promise to not enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications and subsidiary contracts. Such disclosure shall disqualify the bidder from participating and debar the bidder from participating in future bid with NHSRC for one year.

**9. Intellectual Property Right:**

- a) All rights of intellectual property, including copyright in the Tender Documents, drawing, data and technical and other pictorial and written information supplied to the tender by the NHSRC, shall be and at all times remain the property of NHSRC.
- b) Reproduction in whole or in part without written permission of NHSRC is prohibited and is infringement of copyright vested in NHSRC.

**10. Bid Security Declaration:** The bidder in view of the office memorandum by Ministry of Finance, dated 12<sup>th</sup> November 2020, is not required to submit any Earnest Money Deposit.

In view of the said notification the bidder shall sign a “Bid Security Declaration” accepting that if the bidder withdraws or modifies the bids during the period of validity of the bid, or if the bidder is awarded the contract and bidder fail to sign the contract, or to submit a performance security before the deadline defined in the request for proposals document, the bidder will be suspended for the period of one year from participating in the future bids. The Bid Security Declaration is **Annexure VIII** to this agreement.

**11. Performance Security:**

- a) The successful bidder shall furnish the lump sum of performance security for the complete year as per mutual consent by both parties.
- b) The successful bidder shall furnish Performance Security for an amount as indicated above to ensure due performance of the contract within fifteen days (15) or earlier from the date of receipt of communication from NHSRC informing ‘Acceptance of Bid’.
- c) The Performance Security shall be furnished in form of a Demand draft/ Pay order /Bank Guarantee/Fixed Deposit Receipt (FDR), NEFT/RTGS in favour of “National Health Systems Resource Centre”
- d) In case the Performance Security is submitted in form of Bank Guarantee/Fixed Deposit Receipt (FDR) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the work order.

- e) Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- f) The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligation.

**12. Annulment of Award:** Failure of the successful bidder to comply with the terms and conditions of the contract/work order shall constitute sufficient ground for the annulment of the award in which case NHSRC may award the contract to any other bidder at its own discretion or call for new bids.

**13. Communication of Acceptance:**

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or through formal letter of 'Acceptance of Bid' or 'Work Order' informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder. Non-performance of any such obligations make the bidder liable for consequential effects.

**14. Disclaimer:**

The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

**15. Indemnification:**

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim. Final payment to the

Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

#### **16. Payment Terms & Conditions:**

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising of this contract excluding Security Deposit governed by separate clauses of the contract.

- The payment will be released to the agency on receipt of invoice by 10<sup>th</sup> of following month inclusive of all taxes, based on work achievement and satisfactory performance. GST deduction (TDS on GST) as per norms will apply to all payment.
- All payments shall be made by NEFT and RTGS only at each stage preferably in the second week of following month in respect of previous month (in case of month by payments). However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.
- No payment shall be made in advance.
- Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

#### **17. Arbitration:**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred to mutually agreed sole arbitrator by both the parties. The award of the arbitrator so appointed shall be final and binding on both the parties.

**18. Governing Law:** The Governing Law shall be laws of India and jurisdiction shall be subject to the court of Delhi only.

**19. Quote Rate:** The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in all the items, then lowest rates of all the items from all of the bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC. The bidders on the panel will be treated at par and work to these bidders would be awarded on distribution basis.

#### **20. Other Important Information:**



- a) Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- b) The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document after the last date and time of submission of Tender Bid. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- c) In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
- d) Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only 1 rep).

Signature of the Bidder  
(Authorised Signatory)

Witnesses: -

- 1.
- 2.

**Annexure - I**

**Checklist for Pre-Qualification cum Technical Bid**

(Please also see eligibility criteria on page 2)

Following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a Sealed Envelope Super-scripted **“TECHNICAL BID”**

Sl. No.	Items to be submitted	Remarks
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.  Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in <b>Annexure-II</b> .	
3.	Attested Copies of following <b>Annexure –III</b> (a) Income Tax Return for the last three years/Annual turnover (b) PAN No/TIN No. (c) Service Tax Registration Certificate	
4.	Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years) along-with endorsement from the concerned Institution. <b>Annexure – IV</b>	
5.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per <b>Annexure - V</b> (on Non-Judicial stamp paper of denomination of Rs. 50/-)	
6.	Letter stating - (a) Proof of operation for 3 years (b) Availability of in-house facilities	As per Clause 2 (a) Clause 2(g)

**Signature of Bidder**  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm

**(FOR OFFICIAL USE ONLY)**

**TECHNICAL BID**

**Additional Information**

**(To be submitted in a sealed envelope to PAO, NHSRC, NIHFW Campus, Baba Gangnath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)**

1. Name & Address of Bidder/ Indian Agent:
2. Permanent Income Tax A/c No. of the bidder:
3. Name & Address of Banker of the Bidder:
4. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

- (i) The Indian Companies Act, 1956
- (ii) The Indian Partnership Act, 1932
- (iii) Any act, if not, who are the owners (Please give full Names and Address)

5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:-

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

6. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

**Signature of witness**

Full Name and Address of Witness  
(In BLOCK LETTER)

**Signature of Bidder**

1. Full name & address of Person signing

2. Whether signing as Proprietor/  
company.

Partner/ Constituted Attorney / duly authorized by

**Annexure - III**

**Income Tax Return & PAN Number**

Self Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

Details	Remarks
Copies of Income Tax Returns for the Financial Years (for last three years)	
Copy of Permanent Account Number	
Copy of Service Tax Registration Number	
Copy of VAT/Sales Tax Registration Number, if any	

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**Certified copies of the work order**

Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years) along-with endorsement from the concerned Institution

(a) Whether any work of Govt. or Semi Govt. Dept or Reputed Private Organization has been done in previous year Y/N\_\_\_\_\_

(b) It yes, furnish full details \_\_\_\_\_  
\_\_\_\_\_

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**UNDERTAKING**

(To be submitted on Rs. 50/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_ hereby declare that:

1. I/We am/are the provider of printing and publication related services duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to provide the publication related services at the prices and rates mentioned in the price bid.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e. [www.nhsrcindia.org](http://www.nhsrcindia.org) and/or tender website in for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

**Signature of Bidder**  
**(Prop. / Partner/ Authorized Signatory)**  
**Name & Address with Seal of the firm**

**SELF-DECLARATION – NO BLACKLISTING {to be filled by the bidder}**

To,

{Tendering Authority},

\_\_\_\_\_

\_\_\_\_\_

In response to the Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for Empanelment of Publication Agencies on Agreed Financials, as an Owner/ Partner/ Director of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU. If this declaration is found to be incorrect then without prejudice to any other action that may be taken and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

**FINANCIAL BID**

**Cost for Printing**

- 1) Printing comprises the cost involved in processing, plate-making, printing, lamination, binding, purchase of paper for text and cover of the publication and delivering the ready products at the indicated venue.
- 2) **The cost is inclusive of all taxes.**
- 3) As per the instructions of Central Vigilance Commission, no negotiation will be made except with the lowest tenderer. The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in the all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders unless decision to cancel the process is taken. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.



[illegible]

				130 GSM matt finish art paper																	
				100 GSM gloss art paper																	
				130 GSM gloss art paper																	
			300 GSM glossy finish art paper	100 GSM matt finish art paper																	
				130 GSM matt finish art paper																	
				100 GSM gloss art paper																	
				130 GSM gloss art paper																	
2	Coffee Table Book	11" X 11"	3mm thickness board for the cover and 170gsm uncoated paper for the end sheets with a hard cover binding	Interior paper to be 157gsm gloss and matte art paper																	
		8.5"X 8.5"																			
3	Brochure/  Folder	7 X 11 inch		170 GSM art paper, creasing, lamination and folding																	
		(3/4 folds)																			
		9 X 22 inch																			
		(3/4 folds)																			
		A4 x 3 folds																			
4	Poster	9 X12.5 inch		170 GSM art paper, printing and Lamination																	
		17 X22 inch																			
		29X39 inch																			

**Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the bidder)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Technical Evaluation Framework (Table I)**

**For reference Purpose only**

S.No	Evaluation Criteria	The award of marks will be as under		Maximum marks
1.	Operational experience (minimum 3 years)	Experience (In years)	Marks	10
		>20	10	
		10-20	7	
		5-10	5	
		3-5	2	
2.	Work Experience with Ministries	>7	10	10
		4-7	7	
		2-4	5	
		Less than 2	2	
3.	Turnover (last three financial years)	>10 Cr	10	10
		5-10	7	
		3-5	5	
4.	Sample Work	to be judged on the basis of overall quality (2 to 5 samples)		10
5.	Deployed manpower/Experience			10
Translator		>5	10	
		3-5	7	
		2-3	5	
Editors/Proof Readers		>5	10	10
		3-5	7	
		2-3	5	
Graphic Designers		>5	10	10

	3-5	7	
	2-3	5	