

Open Tender NO. MMTC/CCD/PRINT JOBS 2013-14

LAST DATE FOR SUBMISSION: 30th October, 2013 (Wednesday)

NIT for Designing & Printing of New Year Calendars & Executive Diaries

MMTC invites bids from creative agencies for design, print & delivery of high quality print jobs: (i) Wall Calendars (ii) New Year Executive Diaries. Please follow instructions and send in separate bids for each job in separate sealed envelopes addressed to Manager (Corporate Communications), to reach latest by 1200 hours (IST) on 30.10.2013 with a covering letter clearly stating the enclosures, at MMTC Limited, Corporate Communication Division, 2nd floor, Core-1, SCOPE Complex, Lodhi Road, New Delhi - 110003.

(1) Essential Profile Requirements / EPR (for all print jobs)

- a) The bidder company/ agency should be registered in India (Regn. Certificate copy to be provided).
- b) The bidder company/ agency should have done good quality design & print jobs for PSUs / Govt. / MNCs etc. (Testimonials/ Letters of Appreciation/ Work Orders to be provided).
- c) The bidder company/ agency should be financially sound, i.e. it must have made profits in the immediately preceding two financial years. The certificate to this effect should be enclosed duly certified by the chartered accountant.
- d) The bidder company/ agency should have an annual financial turnover of at least of Rs. 10 lacs during the immediately preceding two financial years. The certificate to this effect should be enclosed duly certified by the chartered accountant.
- e) The bidder company/ agency must have a VAT and a PAN. Enclose self attested copies of the relevant documents.
- f) The bidder company/ agency should have its office in Delhi/NCR. Enclose supporting papers.
- g) The bidder company/ agency should preferably have an in-house design creative team for designing, copywriting, etc. (compulsory in case of parties bidding for calendar design/print job)

AGENCIES PRESENTLY EMPANELLED WITH MMTC NEED NOT SUBMIT THE ABOVE DOCUMENTS EXCEPT FOR (1) E).

(2) Technical Bid Requirements

(2. a) For Wall Calendars (2014):-

- **Creative Submission:** 3 designs with minimum 4 sheets each in 17"x 22" size with a brief concept note. Bids with less than 3 creative samples shall be rejected. Each design should be based on one of the following themes. Two designs of one party should not be of the same theme. :-
 1. **Festivals of India** – Major/ minor festivals of India; one major festival per month (corresponding to the month), and one optional minor/regional festival in thumbnail, with appropriate copy. *eg. Holi and Mahashivratri in March*
 2. **Time/ Seasons** – Imagery of passing time and/or changing seasons (corresponding to the months); with high quality still/nature photography. Copy could include famous quotes of relevance. *eg. 'If winter comes, can spring be far behind?' – P.B. Shelley*
 3. **Cityscapes (Urban Photography)** – Well-lit skylines and cityscapes of major metropolitans of India. Copy can be about a major event that happens in the depicted city in the particular month, thus presenting the same as a travel destination. *eg. Jaipur Literary Fest In Jaipur in January 2014, International Film Festival in Panaji in November 2014, etc.*

4. **India Tourism Destinations** – Propose a destination for each month, with single/several images of sights to see, things to do, special attractions, etc. *eg. Alleppey in August/September for its boat races*
5. **Any Other Theme** – Agency can work on a theme of their own choice, provided they are able to effectively portray it as an appropriate subject for MMTC’s Corporate Calendar.
 - Demand Draft/ Banker’s Cheque: EMD (Earnest Money Deposit) of Rs. 30,000/- drawn in favour of “MMTC Limited” payable at New Delhi must be submitted in a separate envelope as part of the Technical Bid.

(2. b) For Executive Diary (2014): -

- Creative Submission: Minimum 4 samples of new year executive hardcover diaries. Bidder is free to submit more samples. The submitted samples should be in the price range of Rs. 100/- to Rs. 120/- and Rs. 120/- to Rs. 140/- only, inclusive of all taxes.
- Demand Draft/ Banker’s Cheque: EMD (Earnest Money Deposit) of Rs. 10,000/- drawn in favour of “MMTC Limited” payable at New Delhi must be submitted in a separate envelope as part of the Technical Bid.

The required EMDs (for both jobs) need to be submitted as per tender would be returned immediately after finalization of tender process to all except to the successful bidder who will be given it back only after completion of the job satisfactorily. **NO Interest will be payable on the EMD amount.**

TECHNICAL SPECIFICATIONS

For Wall Calendars (2014)

Quantity	10,000 Wall Calendars (months / days bilingual); 6 sheets (back to back printing in 4 colors) and One fly leaf (4 color); 1,500 Envelopes of necessary size to fit calendar of size 17”x 22” (With 2 color printing of MMTC logo/address etc.)
Size	17” x 22” (width x length)
Paper	170-200 gsm imported art paper Austrian matt/glazed finish for all main sheets and fly leaf 95-100 gsm sunshine paper for envelopes
Binding	Wire of good quality imported material on the top 17” end
Theme/ Graphics	The theme will be finalized based on abovementioned options and sample designs received from bidder. All images and graphics used should be of high quality, dimensions, colours. The cost of all artwork, images, graphics, and any copyrights whatsoever involved should be included in the comprehensive costs quoted in the financial bid. No additional time/charges will be granted for the sourcing of these.
Packing/ Delivery	Printed calendars & envelopes to be supplied within 7 days of final dummy approved by MMTC. Outstation dispatches by courier to our various offices will be arranged by MMTC for which party will have to effect supplies of about 3,500 (approx) calendars at our Corporate Office <u>in properly packed lots in air / seaworthy condition</u> , as per the list to be provided to them in due course, for which no extra cost would be paid. Balance quantity of about 6,500 (approx) calendars to be delivered to our Corporate Office in manageable lots of 20-25 packed in cartons.

Penalty	Agency to adhere to the delivery schedule failing which a penalty of Rs. 1, 000/- per day will be imposed. The agency has to ensure that quality of work is strictly maintained as per specifications, suitable penalty will be imposed in case it is found otherwise.
Costing	The job is to be done on turnkey basis (all inclusive i.e. cost of conceptualization, creativity, designing, artwork scanning, proofing, system charges, printing, paper, taxes, packing/delivery).
Payment	Payment will be made within 30 days of delivery of all the jobs in proper condition/after presentation of the bill along with necessary certificate/delivery challans. No extra charges/taxes will be paid over and above the comprehensive cost quoted.

For Executive Diaries (2014)

Executive Diary	<p>Executive hard-bound diary Quantity: 1,500 Size: 22 cm x 15 cm (indicative) Full page customization: 10-12 pages in 4+4 colour (back & front) of Company information (text will be provided by MMTC) MMTC's logo embossed on cover Golden gilding edges Screen printing of names on some diaries will have to be done individually, of which a list will be provided by MMTC. Delivery to be made to MMTC's Corporate Office within 7 days of final dummy being approved Specs for Penalty, & Payment to remain same as that for Wall Calendars</p>
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The quality of both print jobs has to be excellent. In case it is found to be subpar by MMTC, the print job can be rejected with all costs to the party or a suitable penalty can be imposed. It would be the responsibility of the party to proofread all the matter at all stages before sending it for print.

HOW TO TENDER

Bidders are requested to submit their bids in two parts (Technical and Financial) for each job. They are free to bid for one or both categories.

Technical Bid for each job is to be submitted in single sealed package containing three separate envelopes for EPR (points 1 (a) to (g) cited above), Creative Submission (point 2, clearly labeled with the theme in case of calendars) and EMD (point 2), marked 'Technical Bid for MMTC Print Job (Calendar / Diaries) 2014' with a covering letter clearly stating the enclosures.

Financial Bid should be submitted **only through electronic mode** by logging on to website www.mmtclimited.gov.in and/ or <http://tenders.gov.in> and/ or <https://mmtc.eproc.in>. Bidders must have **Digital Signature** without which they cannot have access to the MMTC tender website(s) mentioned above. In case of any problem to access the webpage/site, please call:-

<p>Mr. Rajesh Singh Technical Support Engineer Email ID: rajesh.singh@clindia.com Mobile No. 9971964343</p>	<p>Mr. Rajesh Kumar Technical Support Engineer Email ID: rajesh.kumar@clindia.com 9650465143</p>
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Format for comprehensive COMMERCIAL BID (to be submitted only on e-mode)

1. 2014 Wall Calendars (10,000 nos. with 1500 envelopes)

Total turnkey cost of 10000 calendars for conceptualization, designing, graphics, printing, delivery, etc.	Rs.....(all inclusive)
Cost of additional calendars if required will be calculated proportionately.	

2. Executive New Year 2014 Diary (1500 nos.)

Total turnkey cost of 1500 nos. for supply/designing/printing, systems work ,cost of paper etc.	Rs..... (all inclusive)
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Commercial bids should be most competitive and comprehensive. The turnkey costs should be all inclusive of cost of designing, concept, creativity, photography (if reqd), copywriting, art work, graphics & copyrights, scanning, proofreading, system work, printing, binding, packing, delivery, cost of paper and all taxes etc based on the technical specifications of the job .

SELECTION: After closing of Tender date, Technical Bids will be opened and scrutinized and those who qualify therein will only be considered for opening of their commercial bids. Final bid will be selected on the basis of **best offer**. The date & time for opening of commercial bids will be intimated to the technically qualified bidders.

Bids for Diaries would be finalized based on quality and price of the samples.

In case the creative sample/design (for Calendar) of a bidding party other than the L-1 bidder was selected by the senior management prior to opening of price bids, the concerned party will be paid Rs.30,000/- for their calendar design and the design/artwork so selected will become the property of MMTC. Also, this amount of Rs.30,000 /- will be deducted from the bid amount of the L-1 party.

Offers not in line with our format, terms/conditions, eligibility norms/technical parameters will be rejected. **MMTC reserves the right to reject any or all the offers without assigning any reason whatsoever.**

OTHER INFORMATION: Kindly address the complete physical tender package to: Mr. Vipin Katyal, Manager, and/or Ms. Somdutta Sarkar, Dy. Manager, Corporate Communications Division, 2nd Floor, MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi-110003 (Phone: 24362200 Extn – 1220/ 1474). Bidding parties may download the tender document free of cost by logging to MMTC tender websites: <https://mmtc.eproc.in> ; www.mmtclimited.gov.in & <http://tenders.gov.in> . Bids received after the due date and time prescribed above shall be treated as invalid and will not be accepted.

LAST DATE FOR SUBMISSION IS: 30.10.2013 at or before 12:00 NOON OPENING DATE & TIME IS: 30.10.2013 at 3:00 PM
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Bid Document is non-transferable. Each page of the bid submitted should be signed/ stamped by the bidder. Authorized representatives of the bidders may attend the opening of technical bids.