

Date: 20.09.2017

**INVITING TENDERS FOR DESIGNING AND DTP WORKS OF  
MONTHLY MAGAZINE OF SPICE BOARD 'SPICE INDIA'**

Spices Board India, Ministry of Commerce and Industry, invites tenders for the designing and DTP works of its magazine 'Spice India' which is published as monthly in FIVE languages and as quarterly in ONE language.

The sealed tenders should reach the following address on or before 16 October 2017 11 a.m.:

Assistant Director (Publicity)  
Spices Board  
Sugandha Bhawan  
N H Bypass  
Palarivattom P.O.  
Kochi-682025

**Eligibility criteria**

- The bidder should have own full fledged designing and DTP systems with all the required state of the art infrastructure facilities like hardware and software systems for fast type-setting and laying out of pages with the capability to do even last minute changes and corrections as is required in various languages, Viz; English, Hindi, Malayalam, Tamil, Kannada and Telugu.
- The bidder should be able to ensure that the manpower in hand is capable of executing the work of the journals at a fast pace neatly and aesthetically.
- The bidder should have at least SIX years of experience in production of journals including type-setting and designing of magazines/house journals.
- The bidder should have an annual turnover of at least Rs 50 lakhs, average for last three years.
- The bidder should have a dedicated team with sufficient employee strength including designers for undertaking this project.

## Scope of Work

Subject to over all supervision and control by the Spices Board, the scope of services to be provided will include:

1. Designing and layout of the magazine *Spice India* published as monthly in English, Hindi, Malayalam, Tamil, Kannada and and as quarterly in Telugu along with the DTP works for an initial period of one year, extendable on the basis of performance.
- The input matter shall either be soft copy or hard copy. The agency will not insist for soft copy of any material.
  - The agency shall preferably use the services of the approved translators, for translating and editing Tamil, Malayalam, Kannada and Telugu languages, who are presently associated with the Board, the list of which shall be shared with the identified agency. If the agency wishes to use other translators for the specified job, clearance for the same has to be sought from the Board.
  - The input Hindi matter will either be in hard copy or soft copy using unicode Hindi fonts i.e. Mangal or Aerial Unicode. The agency will not insist for matter in any other Hindi font.
  - The input matter will be given to the agency 4 weeks prior to the printing of the issue.
  - The agency shall design the layout of all pages including the cover page and back cover page based on the theme selected for each issue and as per the guidance given by the Board's officials.
  - The agency will also do content creation, content editing and proof reading in the mentioned languages, as vetted by the Board's officials. The agency should also be able to do last minute corrections, if required.
  - The magazine will feature photographs which may appear as a part of articles, in between the articles or as separate collage pages. All works - scanning (including drum scanning), composing, color correction etc. - in respect to any number of photographs shall be done by the agency at the work station/press.

2. In rendering the required services as per the scope of work, the agency will be required:

- To be subject to Spices Board's overall supervision and control
- To be responsible for the timely delivery of the CRCs (Camera Ready Copies) as per the timeline prescribed by the Board.
- To provide all such services as may be reasonably required by the Board for the layout and design of the magazine.

3. Payment terms:

The Board will pay 30% advance payment in the beginning of every month and the remaining 70% payment will be done after the printing of the issue every month.

4. Earnest Money Deposit

The selected agency shall have to submit an EMD of Rs 1 lakh (Rupees one lakh only) as Demand Draft in the name of Secretary Spices Board payable at Kochi.

#### **4. GENERAL INSTRUCTIONS TO CONTRACTORS AND SPECIAL CONDITIONS**

1. Sealed Tenders shall be submitted in two envelopes consisting of following:

Cover 1: Part - I - Technical Bid accepting terms and conditions of the tender furnishing details as per Annexure A

Cover 2: Part - II - Commercial Bid as per Annexure B

Both the covers should be properly sealed and clearly super-scribed as **“Part-I Technical Bid - Tender for designing and layout of 'Spice India' for Spices Board”**

and

**“Part-II Commercial Bid - Tender for designing and layout of 'Spice India' for Spices Board”**

Tenders should be addressed **to Assistant Director (Publicity), Spices Board, Sugandha Bhawan, N H Bypass, Palarivattom P.O. Kochi-682025** with respective cover details, so as to reach not later than **2.00 p.m.** on 22.05.2017.

Bids not submitted in two separate bids will be rejected.

2. No tender will be entertained after **11.00 a.m.** on 16.10.2017 under any circumstances, whatsoever.

Part - I: Technical Bid will be opened on 16.10.2017 at **3:00 p.m.** The applicants may be called for a presentation which may be notified to them via phone or email as mentioned in the Technical Bid. Technical Bid will be evaluated by the committee of Board Officials.

Part - 2: The commercial bid for only the technically acceptable tenderer shall be opened and reckoned for selection of agency.

4 The bidder must substantiate all claims made in the Technical Bid by submitting the copies of the following documents as enclosures to the technical bid :

- Copy of the Annual Reports/Audited Balance Sheet, IT Return for the last 3 years.
- Statement of Experience (including name of clients/s, nature of project and no. of years) in executing the project similar to the scope of work mentioned above.
- PAN No., TAN No., GST No., VAT No. (whichever is applicable)
- Profile of Management Team, Organization Structure, Employee Strength
- Photographs of office / facility.

5. The tender shall remain valid for an acceptance period of 45 days from the date of opening the financial bid and the tenderer shall not cancel or withdraw the tender during this period.

6(a) Each page of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, General Specifications, and Special Conditions etc., as laid down. Any tender with any of the documents not so signed will be rejected.

6 (b) The tender submitted on behalf of a firm shall be signed by the person who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the Board.

7. The Board reserves the right to reject any/all applications without assigning any reasons thereof. Mere submission of an offer to the Board does not entitle an applicant to any benefits/rights/preference. Canvassing in any form is prohibited and will lead to disqualification.

8. The bidder shall keep confidential all the information relating to work or to any other aspect of Board's business that comes into its possession as a result of or in connection with its work under this work.

**9. CONTRACTOR TO INFORM HIMSELF FULLY:**

If the contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or the specifications and drawings or any other matter concerning the contract he shall in good time, before submitting his tender, put forth the particulars thereof and submit them to the Board in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.

In case of any clarification regarding the tender, you may please contact the following officials on any working day during office hours:-

Assistant Director (Publicity)

Tel. No.: 0484-2333610 Ext 259

Email : sbpublicity@indianspices.com

I/We hereby declare that I/We have read and understood the above instructions for the guidance of tender.

Authorised Signatory

Name:

Date:

Place:

Seal:

**Technical Bid**

Sl No.	Description	Details
1.	Name of the bidder/printer	
2.	Address - Office With Name of the contact person and telephone & fax numbers and email address	
3.	Local sales tax Registration No., PAN No, and TAN No., GST no. VAT No.	
4.	Whether all DTP related activities are done at one place or at different place.	
5.	Banker and their address, ac no. with RTGS/NEFT details	
6.	Pre press facilities available- say " Yes" or "No" Typesetting in English, Hindi, Malayalam, Tamil, Kannada and Telugu, designing and color processing, proof reading, photo scanning, etc	
7.	Whether you have minimum <u>six</u> years of experience in handling typesetting, designing and DTP works of magazines. Say " Yes" or "No"	
8.	Constitution of the Company	
9.	Whether you have done any work for the Board or any other government organizations in the past.  If yes, give details.	

**Checklist for documents enclosed:**

1. Copy of the Annual Reports/Audited Balance sheet, IT Return for the last 3 years
2. Copies of satisfactory work completion certificates from the client (at least two).

3. Statement of Experience (including name of clients/s, nature of project and no. of years) in executing the project similar to the scope of work mentioned above.
4. PAN No., TAN No., GST No., VAT No. (whichever is applicable)
5. Profile of Management Team, Organization Structure, Employee Strength
6. Photographs of office / facility.
7. The signatory of the tender should be duly authorised by the concerned firm to sign these kinds of tender documents on behalf of the firm. Authority given by the firm to the signatory of the tender document to be attached.
8. Proof of 6 years of experience in typesetting and designing of magazines.
9. Acceptance of all the terms and conditions stipulated in the tender document by signing on each page of the document.

I / We confirm that the information provided above is correct to the best of my knowledge and any concealment of facts will lead to my disqualification at any stage by the Board.

Authorised Signatory

Name:

Date :

Place :



Annexure B

Commercial Bid

<b>Sl. No.</b>	<b>Description</b>	<b>Cost per page</b>	<b>Taxes</b>	<b>Total</b>
1.	Designing of pages including DTP works, and layout and typesetting of text and pictures language wise (English, Hindi, Malayalam, Tamil, Kannada and Telugu)			
2.	Designing of cover page			

**Note:**

Commercial bid shall be evaluated on the basis of unit cost per page for designing, layout and DTP works

Bidder must submit all inclusive quotation indicating the cost of completing the jobs, mentioned under 'Scope of Work'.