

**INVITING TENDERS FOR MAGAZINE DESIGNING AND ARTWORK OF
'SPICE INDIA' - THE MONTHLY MAGAZINE OF SPICES BOARD**

Spices Board India, Ministry of Commerce and Industry, invites tenders for the magazine designing, layout and DTP works of its monthly magazine 'Spice India' which is published in SIX languages.

The sealed tenders should reach the following address:

Assistant Director (Publicity)
Spices Board,
Sugandha Bhawan
N H Bypass,
Palarivattom P.O.
Kochi — 682 025

Eligibility criteria

- The bidder should have his/her own full-fledged designing and DTP systems with all the required state of the art infrastructure facilities like hardware and software systems and capability to arrange quality translation and typesetting in regional languages Viz; English, Hindi, Malayalam, Tamil, Kannada and Telugu and any other Indian Language as required and laying out the pages, with the capability to do even last minute changes and corrections.
- The bidder should have a dedicated team with sufficient employee strength including designers for undertaking this project.
- 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 and execute the raw data given authentically.
- The bidder should have at least 10 years of experience in production of magazines, brochures, journals and annual report and multi language work.
- The bidder should have an annual turnover of at least 50 lakhs, average for last three years.
- The bidder may preferably have office or contact office in Kochi.

Scope of Work

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

1) Designing and layout of the monthly magazine *Spice India* in English, Hindi, Malayalam, Tamil, Kannada and Telugu and other languages as required along with the DTP works for an initial period of one year, extendable on the basis of performance.

- The input matter will be given as soft copy or hard copy. Photographs will be provided by Spices Board officials.
- The agency shall preferably use the services of the approved translators for translating and editing Tamil, Malayalam, Kannada, Hindi 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 mater will be given to the agency 6 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 proofreading in the mentioned languages, vetted by Spices board officials.
- The magazine will feature photographs which may appear as a part of articles, in-between the articles or as separate collage pages. Good quality photographs will be provided by Spices Board. In case of scanning or basic colour correction the agency will handle the same.

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 print ready files 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 50% advance payment in the beginning of every month and the remaining 50% payment will be done after the printing of the issue every month.

4) All data and inputs for the monthly magazine of the designated month will be handed over by the Board 6 weeks prior to the corresponding month of release of the magazine.

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 superscribed as

- ***"Part-I Technical Bid - Tender for designing and layout of 'Spice India' for 'Spices Board'"***
- ***"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 Bhavan, N H By pass, Palarivattom P.O. Kochi - 682 025** with respective cover details, so as to reach not later than 2.00 pm on 27.6.2017.

Bids not submitted in two separate envelopes will be rejected.

2. No Tender will be entertained after 2.00 p.m. on 27.6.2017 under any circumstances, Whatsoever

Part - I : Technical Bid will be opened on 27.6.2017 at 3.30 p.m.

Part - II: Price Bid of the technically; qualified vendors may be opened on the same day or later, which shall be advised separately to them.

3. Technical Bid will be evaluated by the committee of Board Officials and the commercial bid for only the technically acceptable agency shall be opened and reckoned for deciding the commercial bid.

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 Multilanguage work, designing and production of brochure and other journals.
- PAN No, TAN No, ST No. & Service Tax 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 signed will be rejected.

(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 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 you may please contact the following officials on any working day during office hours:-

Assistant Director (Publicity)

Tel. No.: 0484-2333610,

Email : sbpublicity@indianspices.com

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

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., TAN No, and VAT No.	
4	Whether all DTP related activities are done at one place or at different place.	
5	Banker and their address, a/c no. with RTGS/N EFT details.	
6	Capability of handling Multi-language work.	
7	Whether you have minimum 10 years of experience in handling typesetting, designing and DTP works or brochures, magazine etc. 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 Report/Audited Balance Sheet, IT Return for the last 3 years
2. Copies of satisfactory work completion certificates from the client (atleast two.)
3. Statement of Experience (including name of client/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., ST NO. & Service Tax 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 authorized 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 10 years of experience in typesetting and designing of magazine/brochures/News-letters and such print artworks.
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 read to my disqualification at any stage by the Board.

Authorised Signatory

Name :

Date :

Place :

COMMERCIAL BID

Sl. No.	Description	Cost per page	Taxes	Total
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'.