



राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड

NATIONAL CAPITAL REGION PLANNING BOARD

प्रथम तल, कोर-IV बी, / 1st Floor, Core-IV-B,

भारत पर्यावास केन्द्र, / India Habitat Centre,

लोधी रोड, नई दिल्ली-110003 / Lodhi Road, New Delhi-110003

आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs

दूरभाष / Phone : 011-24642284, 24642287 फ़ैक्स / Fax : 011-24642163

Bid Reference No. K-14011/7/2019/PMC/NCRPB

Date: 18.10.2019

CORRIGENDUM

Subject: Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board

With reference to the subject mentioned above, it is hereby notified for general information that Section 1, 2 & 3 as appended below shall replace the earlier ones in the Bid Document No. K-14011/7/2019/PMC/NCRPB dated 23.08.2019. The other terms & condition contained in the Bid Document shall remain intact/unchanged.

This issues with the approval of the Competent Authority.


(Jagdish Parwani)
Director (A&F)
NCR Planning Board

National Capital Region Planning Board

Section 1

INVITATION FOR BIDS (IFB)

Bid Reference No. K-14011/7/2019/PMC/NCRPB

Date: 18.10.2019

The National Capital Region Planning Board is a statutory body under Ministry of Housing and Urban Affairs, constituted by an Act of Parliament viz. NCR Planning Board Act 1985. The Board is a planning body which prepares Plans for National Capital Region. Beside preparation of Plans, it also arranges & oversees the financing of selected development projects in the National Capital Region and Counter Magnet Areas. NCRPB intends to showcase its journey over the years through a top of notch quality coffee table book. NCRPB, invites **bids** under **single stage two packet system with Quality and Cost Based Selection (QCBS) system at 80:20**, from Proprietor/ Partnership Firms or Limited Liability Partnerships (LLPs), having requisite experience for execution of the work detailed hereinafter.

1.1 Name of Work: Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board

1.2 BID SCHEDULE/ DETAILS

a.	Estimated Cost of Work	Not disclosed
c.	Completion period of work	Two months from date of award
f.	Last date of Seeking Clarifications	13.11.2019 (Up to 12:00 Hrs) (Queries from bidders after due date and time shall not be acknowledged) Clarification will be uploaded on website.
i.	Date and time of submission of Bid	18.11.2019 (Up to 14:00 Hrs)
j.	Date & Time of opening of Bid (Technical Bid only)	18.11.2019 at 14:30 Hrs.
k.	Date & Time of opening of Bid (Financial Bid only)	21.11.2019 at 14:00 Hrs.
l.	Authority and place for submission of Bid	Director (Admin & Finance) National Capital Region Planning Board, 1 st floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi Email :- ncrpb-dr@nic.in

2. Bidders are advised to note the eligibility and minimum qualifying criteria specified below
 - i) A Bidder may be a Proprietor/Partnership Firms/Limited Liability Partnerships (LLPs)/Pvt. firm. The bidder must ensure the following:
 - ii) Registration Certificate.
 - iii) Accreditation with DAVP.
 - iv) Should be in business for a minimum 10 years. A certificate of incorporation should be included in the bid.
 - v) Successfully undertaken publication of Coffee Table Book/Annual Reports/Newsletters for works implemented by State/Central Government & their Departments.
3. The bidder may submit their relevant queries by **13.11.2019** (Up to 12:00 Hrs) (Queries from bidders after due date and time shall not be acknowledged).
4. **Last Date of receipt of Bids: 18.11.2019** (Up to 14:00 Hrs)
5. **Opening of Bids:** Technical Bid – **18.11.2019** at 14:30 Hrs.
Financial Bid – **21.11.2019** at 14:00 Hrs

6. **General Instructions:-**

- i. Bid shall be valid for a period of **30 days** (both days inclusive i.e. the last date of submission of bids and the last date of period of validity of the bid) from the date of submission of Bids (from the revised date of submission of Bids in case revised in corrigendum/addendum).
- ii. NCRPB shall not be responsible for any postal delay.
- iii. NCRPB reserves the right to accept or reject any or all bids any time without assigning any reasons. No bidder shall have any cause of action or claim against the NCRPB for rejection of bids.
- iv. Successful bidder/their authorized representative can be present at the time of financial bids.
- v. The Letter of Award (LOA) to the successful bidder shall be issued through email/letter and uploaded on NCRPB website.
- vi. NCR Planning Board reserves the right to withdraw, amend and can go for nomination basis at any point of time.

Director (Admin & Finance)
National Capital Region Planning Board

7. **SUBMISSION OF BIDS:-**

- 1) The bidder has to sign on each page of the required bid document.
- 2) Bidders are requested to necessarily submit their financial bids in Separate envelope duly sealed and marked "financial bid" on the envelope; the same should be submitted along with the technical bid.

- 3) The quoted price shall include the cost of the photographer to visit the site of projects as per Annexure-I and HQ of borrowers for taking the project photographs for inclusion in the Coffee Table Book.

ASSISTANCE TO BIDDERS

For any queries related to bid Contact at: Tel: 011-24642284 and 011-24642287.

Section 2
Bid Data Sheet (BDS)

This section consists of provisions that are specific to each procurement and supplement the information or requirements included in Section I – Instructions to Bidders.

A. Introduction

The number of the Invitation for Bids is:

K-14011/7/2019/PMC/NCRPB

The Employer is: **National Capital Region Planning Board.**

The name of the work is:

Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board

B. Preparation of Bids

The bidders are required to quote fee for Publication of Coffee Table Book for Infrastructure Development Projects funded by NCR Planning Board.

The quoted price shall include the cost of the photographer to visit the site of projects as per Annexure-I and HQ of borrowers for taking the project photographs for inclusion in the Coffee Table Book.

C. Submission and Opening of Bids

In case, the successful Bidder considers that they will not be able to sign, date and return the contract agreement to the employer, the successful Bidder shall inform possible date to return to the Employer not later than 7 (seven) days prior to the time limit. The modified time limit shall be subject to agreement by both the contracting parties.

The Courts at New Delhi shall have exclusive jurisdiction over all the disputes/issues arising under, pursuant to and/ or in connection with the bidding process.

SECTION -3
EVALUATION AND QUALIFICATION CRITERIA

1 Evaluation Sequence

Bids will be evaluated as follows:

- i) Evaluation of Administrative Requirements, Compliance and Responsiveness
- ii) Evaluation of Eligibility and Qualification Requirements
- iii) Evaluation of Technical Proposal/Data
- iv) Financial Evaluation

i) Evaluation of Administrative Requirements, Compliance and Responsiveness

1.1 Generally

- a) The Evaluation will consist of checking the Bids to confirm whether they are substantially responsive to the administrative requirements, Compliance and Responsiveness of the Bid Documents.
- b) The following Administrative Requirements, Compliance and Responsiveness Items will be checked for substantially responsiveness:
 - i. All Bid Forms have been signed and stamped.
 - ii. All pages of Bid are initialed.
 - iii. The bid forms are not altered.
 - iv. One Bid per Bidder
 - v. Submission of separate envelope for Financial Bid.
- c) A "substantially responsive" Bid is one which conforms to all the terms, conditions and specifications of the Bid Documents, without material deviation or reservation. A material deviation or reservation is one:
 - i. which affects in any substantial way the scope, quality or performance of the Services;
 - ii. which limits in any substantial way, inconsistent with the Bid Documents, the Employer's rights or the Bidder's obligations under the Contract; or
 - iii. whose rectification would affect unfairly the competitive position of other Bidders presenting fully responsive Bids.
- d) If a Bid is not substantially responsive, it will be rejected by the Employer, and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

1.2 Result of Evaluation

- a) Subject to the requirements of Clause 1.1 of these Bid Evaluation Procedures, any other deficiency found in the evaluation of the above items shall be clarified by the Employer and corrected by the Bidder. No material alteration shall be made to the Bid in rectifying the deficiency.

- b) This Stage of the evaluation shall be on a "Pass" or "Fail" basis. Each of the items listed above will be checked and if any item is evaluated to "Fail" then the entire Bid will be failed under this Stage of the evaluation.
- c) In case the Bidder does not respond in an acceptable manner to the request for Clarification, the Bid will be considered as not substantially responsive and therefore, will be rejected at this Stage and will not be subjected to any further evaluation.

ii) Minimum Eligibility /Qualification Requirements

A bidder for his qualification in technical bid must qualify in all the requirements of Minimum Eligibility Criteria as stipulated in this clause. A bidder not meeting any of the requirements of eligibility criteria shall not be considered for further evaluation of their technical/financial bid.

2.1 Work Experience

Criteria/ Requirement	Documents Required
i) A Proprietor/Partnership Firms/ Limited Liability Partnerships (LLPs)/Pvt. firm.	i) Registration Certificate.
ii) Accreditation with DAVP	ii) Certificate for accreditation with DAVP.
iii) Should be in business for a minimum 10 years. A certificate of incorporation should be included in the bid.	iii) Certificate of incorporation/Registration.
iv) Successfully undertaken publication of Coffee Table Book/Newsletters/Annual Reports for works implemented by State/Central Government & their Departments.	iv) A certified declaration listing out the details of State/Central Government Departments for whom work of Coffee Table Book/Newsletters/Annual Reports has been undertaken (copies of award letter 'Or' list of work undertaken alongwith value of work should be enclosed). A Presentation shall be called for and atleast three separate samples of work under taken by the publisher should be brought in at the time of presentation.
v) Average turnover of the Firm for the latest three years should be not less than Rs. 10 Cr.	v) A self declaration stating that the Average turnover of the Firm for the last three years is Rs.10 Cr. and above (The successful bidder should submit, within 10 days of the award of the contract, the copies of the Profit & Loss account for the mentioned period, in case of false declaration, a penalty of Rs.10,000 (Rs. ten thousand only) will be levied/imposed and the same should be deposited with NCR Planning Board within 2 weeks failing which the firm would be declared black listed).

iii) **Evaluation of Technical Bid**

3.1 Evaluation of the technical bid shall be done as per the marking/ scoring system enumerated below.

a. (i) The evaluation committee appointed by the Employer shall carry out its technical evaluation applying the evaluation criteria and point system specified herein. Each responsive bid shall be attributed a technical score. The technical bid should score at least 50% of maximum marks to be technically qualified. The Employer shall shortlist maximum 3 (three) top bidders on the basis of their technical score to be eligible for the financial bid opening and financial bid of balance bidders shall be returned unopened.

(ii) The Employer shall notify the finally selected bidders (**maximum upto 3**) indicating the date and time set for opening of the financial bid.

(iii) In case of tie, the firm whose year of establishment is earlier will be shortlisted.

b. **Marking /Scoring System**

Item Code	Parameter	Max. Marks	Criteria
1	Year of Establishment (At least 10 year old proprietor/ partnership firm / LLP/Pvt. firm)	5	0.5 for each year
2	Publication of Coffee Table Book Book / Newsletters / Annual Reports for State / Central Government Departments	30	3 Marks for each work Note:- A certified declaration listing out the details of State/Central Government Departments for whom work of Coffee Table Book / Newsletters / Annual Reports has been undertaken should be submitted (copies of award letter 'Or' list of work undertaken alongwith value of work should be enclosed). A Presentation shall be called for and atleast three separate samples of work under taken by the publisher should be brought in at the time of presentation.
3	Average turnover of the Firm for the latest three years	5	Average turnover of the Firm for the latest three years should be not be less than Rs. 10 Cr.

4	Presentation.	60	A presentation shall be called for. <u>Presentation would be judged on:</u> Approach, concept, aesthetics.
	Grand Total	100	

c. Score of Technical Bidder (ST)

The evaluation of the technical bids shall be done on the basis of various documents submitted by the bidder, as per the method of evaluation stipulated above in 3.1.b to arrive at technical score (ST).

3.2 Score of Financial Bidder (SF)

Financial bid of only top 3 (maximum) bidders having maximum score in Technical bid, will only be opened for evaluation.

Financial Bid evaluation

Financial Score of the bidder (SF)

The financial score of a bidder shall be worked out as per the following formula

$$Sf = 100 \times Fm / F$$

Where;

Sf is the financial score of a bidder

Fm is the lowest total price received in the bidding

F the total quoted price of the bidder

3.3 Composite Score

The composite score of a bidder which shall be the deciding factor in award of the work shall be worked out as under:

$$\text{Composite Score of a bidder} = St \times 0.80 + Sf \times 0.20$$

Where,

St & Sf are the technical and financial scores of a bidder respectively.

Bidder with the highest composite score shall be considered for the award of the work.
