



NATIONAL COOPERATIVE UNION OF INDIA
3, SIRI INSTITUTIONAL AREA, AUGUST KRANTI MARG,
NEW DELHI – 110016

BID DOCUMENT
FOR
EDITING, DESIGNING AND PRINTING
OF
“THE COOPERATOR”
(MONTHLY MAGAZINE PUBLISHED BY NCUI)

UNDER TWO-BID SYSTEM
(TECHNICAL AND FINANCIAL)

INFO ON COST OF TENDER DOCs / EMD AND SCHEDULE

Cost of Tender Documents	: Rs. 500/- (Non-Refundable)
Earnest Money Deposit	: Rs. 5,000/-
Last date for Receipt of Bids	: 04/06/2021 (03.00 P.M)
Date of Opening of Technical Bids	: 07/06/2021 (03.30 P.M)
Date of Opening of Financial Bids	: 08/06/2021 (03.30 P.M)

Note: The above dates are subject to covid pandemic and lockdown in several places.

TENDER DOCUMENTS SALE DETAILS

Name & Address of the Agency : _____

GST No. _____

Contact Person Name : _____

Mobile No. : _____

Email : _____

TENDER DOCUMENTS PAYMENT DETAILS (To be filled by Tenderer)

Paid a sum of Rs 500/- (Five Hundred Only) towards the cost of Tender i/r/o
M/S _____

Vide Transaction /UTR No. _____

Dated _____ **(Copy attached)**

Place:

Sign / Name & Address of the tenderer

Date:

with rubber stamp of Agency

FOR OFFICE USE (To be filled by NCU)

Received a sum of Rs 500/- (Five Hundred Only) towards the cost of Tender as per
above details Vide Receipt No. _____ Dated _____

PR Division

National Co-operative Union of India

ABOUT NCUI

National Cooperative Union of India (NCUI) is an apex organization of the cooperative movement in the country with focus on cooperative education and training. Please see the website for details at <https://ncui.coop>

ABOUT “THE COOPERATOR”

“**The Cooperator**” is a monthly magazine published by NCUI. The current issue of *The Cooperator* runs into 36 pages (including 4 cover pages) in A4 size having cover pages printed in four-colour and inside pages printed in single colour (black).

SCOPE OF WORK

- Editing and proof reading of the content supplied by NCUI in soft format.
- Making the content more reader-friendly with the help of introductory remarks, catchphrases, highlights etc.
- Designing cover pages and all other pages (except paid advertisements) with the help of professionals having expertise in graphic designing. Laying out of the pages, with the capability to do even last minute change and corrections.
- The vendor shall be required to make *The Cooperator* look attractive by appropriately using photographs supplied by NCUI and generic images/illustrations depending on the nature of the content.
- Printing (offset) and supplying the copies of *The Cooperator* to NCUI premises located in Hauz Khas, Delhi in prescribed time.

WORK SCHEDULE

The entire content in soft copy (including photographs, advertisements etc.) will be supplied to the vendor by the end of every month. By 5th of the next month, the vendor will mail the pdf of the draft design for appraisal by NCUI. By 8th of the month the final draft will be approved by NCUI. The printed copies and final copy in soft (in pdf) will be supplied by the vendor by 11th of the month in NCUI office positively.

PERIOD OF AGREEMENT

The award will be valid for one year (12 issues). However, the contract may be extended for another year on the same terms and conditions, if NCUI is satisfied with the work of the vendor.

PAYMENT TERMS

The payment will be made by NCUI within one month of the submission of invoice by the vendor and on submission of a satisfactory completion of work certified by NCUI for this purpose

ELIGIBILITY

- The bidder must have been in the business of editing, designing and printing for the last five years.
- The bidder should have executed similar work for other organisations, preferably government organisations. Samples of work done by the bidder may be attached.
- The bidder shall not have been blacklisted by any state or central government or the agencies thereof in India.
- The bidder must have a turnover of minimum Rs 10 lakh per year during the last three financial years. The bidder must also submit IT returns of last three years.

BID SYSTEM

The Two Bid System consists of Financial Bid and Technical Bid. The detailed document about tender/bid may be downloaded from official website of NCUI (<https://ncui.coop/>) against payment of Rs.500/- which can be remitted online in the following NCUI bank account:-

Name : **National Cooperative Union of India**
A/c No. : **65270943179** IFSC Code : SBIN0007407
Bank & Branch : SBI, Asian Games Village, Hauz Khas, New Delhi – 110 016

Technical Bid should contain:

- Samples of similar works (magazines, journals, etc. executed by the bidder). Attach at least 3 copies of work executed recently.
- List of Clients showing name and address of client, contract duration and type of work executed in last 5 years (Attach copy of at least 5 work orders as supporting documents).
- Work Profile of the Bidder (printed, if any).
- Brief profiles of the key persons to be engaged for editing and designing works
- EMD (in form of cheque/DD) as per amount shown of Rs 5000/ shown on cover page, by Pay Order/ Demand Draft in favour of National Cooperative Union of India, New Delhi.

Financial Bid should contain duly filled and signed Annexure - I.

PROCEDURE FOR BID SUBMISSION

Technical and Financial Bids should be submitted in two separate sealed envelopes superscribed as “**Technical Bid**” and “**Financial Bid**” respectively in a third duly sealed envelope superscribed as “**Bid for Editing, Designing and Printing of The Cooperator**” and should be sent to:

The Executive Director (Administration)
National Cooperative Union of India
3, Siri Institutional Area,
August Kranti Marg, New Delhi – 110 016

The Bid documents must reach NCUI as per tender schedule given on cover page. Bid documents received after the due time & date shall not be entertained.

SELECTION CRITERIA

Bidders will be shortlisted on the basis of evaluation of their Technical Bids by a Competent Committee of NCUI. Thereafter Financial Bids of only the bidders shortlisted by the committee on technical evaluation will be opened and the job will be awarded to the L1 bidder among the technically shortlisted bidders. The NCUI, however, reserves the right not to award the job to the L1 bidder, if the committee has any bonafide reasons to do so.

GENERAL TERMS

- NCUI reserves the right to accept or reject whole or any part of an offer by the bidder without assigning any reason thereof. NCUI also reserves the right to cancel or withdraw or postpone the tender notice or any part thereof any time
- Technical and financial bids will be opened in the premises of NCUI, 3, Siri Institutional Area, August Kranti Marg, new Delhi 110016.
- Submission of completed bids in the prescribed format shall be deemed as the final acceptance of all the terms and conditions mentioned in this bid document.
- The contract can be terminated by NCUI by giving one month or on short period notice in writing without giving reasons.
- The Tender will be accepted only along with Earnest Money Deposit through a bank draft in favour of NCUI and Cost of Tender Documents paid online. Tender received without EMD & Tender document's cost details will be summarily rejected.
- The Agency shall deposit 10% of total value of contract as security within seven days after award of the contract. The EMD of successful awardee will be adjusted in the security amount.

DISPUTES

- All queries and disputes arising of this contract shall be referred to the Sole Arbitrator appointed by the President, NCUI whose decision shall be final conclusive and binding on both the parties.
- The Courts at Delhi shall have jurisdiction to try all suits and proceedings related to the contract.

FINANCIAL BID

SPECIFICATIONS

- Quantity : 1000
Size : 8 ¼ x 11¾ (A4)
Pages : 32 (text) + 4 (Cover) = 36 pages
Paper : 210 gsm Art Card Gloss for Cover
100 gsm Art Paper Gloss for Inside Pages
Colour 1) 4 +1 (Cover 4 colour, inside pages single black colour)
2) All pages Four Colour (subject to decision to switch to this format)
Lamination : Thermal Gloss on Outer Cover
Fabrication : Centre Staple with two pins

Specification	Rate (In Rs)
Rate (all inclusive) as per above specifications in case of inside pages single black, and cover four colour	
Rate (all inclusive) as per above specifications if all pages including cover in four colour	
Rate for additional 4 inside pages in single colour	
Rate for additional 4 inside pages in four colour	

- Goods and Service Tax (GST) as per prevalent rules shall be paid by NCUI.
- The rates should be quoted in figures as well as words.
- The rates quoted should include editing, designing and all other charges related to production and supply of “The Cooperator” and should be valid for the period of contract.
- The printer should supply a pdf copy, in the case of printing of the journal, and in cases, if the journal is not printed due to any reason.
- In case of any query, DD(Pub/PR), NCUI may be contacted at 9871146034

Signature of the Bidder/ Authorised Representative