



**REQUEST FOR PROPOSAL**

RFP No : ASDMA/21/2015/1  
RFP on : Printing of IEC materials.  
ISSUED BY: : Assam State Disaster Management Authority.  
ISSUE DATE: : 18/11/2015  
Closing Time: : 10/12/2015 (4:00 pm)  
Contact Person: : Chief Executive Officer  
Assam State Disaster Management Authority  
Ancillary Block, Opp SBI, Secretariat Branch  
Assam State Secretariat  
Dispur, Guwahati

**Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposals from Printing Presses approved and registered by the Government of Assam for the printing of IEC material on Disaster Management themes.

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Assam State Disaster Management Authority (ASDMA).

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**Contents**

1. REQUEST FOR PROPOSAL TERMINOLOGY	3
2. EXECUTIVE SUMMARY	4
3. SCOPE OF WORK	4
4. RFP PROCESS	4
5. INSTRUCTIONS TO APPLICANT	5
6. SUBMISSION OF RFP DOCUMENT	5
7. PREPARATION OF RFP DOCUMENT	6
8. EVALUATION OF PROPOSAL	7
9. EMD & Performance Guarantee	10
10. GENERAL	11
11. Annexure A – UNDERTAKING	13
12. Annexure B -- Financial bid	14
13. Annexure C -- Content for sample	15

## 1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.

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## 1. EXECUTIVE SUMMARY

### (A) Background

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 under the Disaster Management Act, 2005 and has the responsibility inter alia to take steps to build a disaster resilient community in the state. Citizen Engagement is, therefore, an important activity of ASDMA.

One of the challenges in the way of effective way of engagement with citizens at a large scale is to devise strategies to ensure that critical messages and information travel to them without losing their force and intensity as they pass through various layers of message-carriers. It is in this context that ASDMA proposes to print IEC material on various Disasters Management themes.

### (B) Scope of work

- I. The IEC material will have to be printed on the paper size of 20 inch X 30 inch and will consist of 8 sheets of paper to be printed on both sides.
- II. Each copy of IEC material will therefore have 16 printed pages and have to have Spiral/ Wireo binding (White and Black).
- III. Other specifications are as follows:
  - a. 170 GSM Art Board and Matte Finish Paper.
  - b. Multicolour printing.
  - c. Font Size of the printed work: 40
- ✓ IV. 20,000 copies of the IEC material will be printed.
- V. Content for the IEC material will be provided by ASDMA.
- VI. The design of the IEC material and sample will have to be approved by ASDMA before the printing of the required number is taken up.
- VII. The Work will have to be completed within a month of the date of signing of agreement.
- VIII. It shall be responsibility of the selected bidder to dispatch the material to the district headquarters on the addresses given by ASDMA.

## 2. RFP Process:

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.

- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in ANNEXURE – A.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any costs of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. ***Any query/ requests for clarifications on the RFP by the Applicant should be sent via e-mail (only) to [asdmaghy@gmail.com](mailto:asdmaghy@gmail.com).***

#### 4. INSTRUCTIONS TO APPLICANT

##### A. General Requirements

- a) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- b) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- c) All information supplied by the Authority in connection with this RFP shall be treated as confidential.
- d) The copyright of the printed material shall rest with ASDMA and can be used by the successful bidder only with the prior approval of ASDMA.

##### B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

<b>Activity</b>	<b>Date</b>
Issue of RFP Document	18/11/2015
Deadline for Proposal submission	10/12/2015 (4PM)
Opening of Technical Bid	Will be notified later
Opening of Financial Bid	Will be notified later

##### C. SUBMISSION OF RFP Document

1. Potential Applicant must complete and sign the Undertaking at **ANNEXURE - A**
2. Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
3. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.

4. The proposal submitted must be without any overwriting, corrections, double typing, etc.
5. Applicant will submit their proposal in two parts. The first part will contain documents relating to **Technical Bid** along with samples of previous works and the second part will contain the documents relating to **financial proposal**.
6. The documents containing the Eligibility Criteria and Financial Proposal should be submitted in two separate sealed envelope marked "**Technical Bid**", & "**Financial Proposal**".
7. The 2 sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Confidential RFP Document - Do not open**" and this envelope should be clearly marked "**Request for Proposal for printing of IEC material for Assam State Disaster Management Authority**".
8. The cover thus prepared should also indicate clearly the name, address, email id and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
9. The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
10. The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **4:00 PM** on any working day up to **10/12/2015**. Envelopes /documents received after the stated time and date will be rejected. Postal Delays will not be entertained.

#### **D) Preparation of RFP Document**

##### **1. For Technical Bid:**

- a. The Bidder shall be Registered with the printing and Stationery Department of Government of Assam and the registration shall remain valid till the completion of the work. The bidder shall submit a copy of the certificate/document in support of the registration.
- b. The Bidder shall have at least 5 years of experience of printing high quality IEC material and submit copies of work orders/ completion reports in support of such experience.
- c. The Bidder shall have average annual turnover of at least Rs. 2 crores and submit Copies of IT return of last three years.
- d. The Bidder shall submit the samples of at least three IEC material of similar format printed by him.
- e. The bidder shall furnish the sample of the paper of the size 20 inch X 30 inch, which he will use for the printing of IEC material. The sample should bear the signature and stamp of the bidder.

- f. The bidder shall also furnish one sheet of printed IEC material as detailed in the scope of work. The content to be printed is at Annexure C.
- g. Self - declaration certificate that the Professional/ Firm was not barred by any PSU/Govt. Department in doing projects with them.

## 2) Financial Bid

- a. The financial bid will be the unit cost of the IEC material produced as well as the total cost of the IEC material
- b. The financial bid should also include the cost of dispatching the material to destination.
- c. Bidder should provide all prices as per the prescribed format under this Form. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate "0" (Zero) in all such field.
- d. All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- f. The final Financial Bid of the Bidder shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.

11. Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

## E) Period of Validity

Proposals shall remain open for acceptance for a minimum of 180 days.

## 5. EVALUATION OF PROPOSAL

The evaluation would consist of following phases:

*Phase I: Evaluation of Technical Bids.*

*Phase II: Evaluation of Financial Bids.*

*Phase III: Combined Evaluation of Technical and Financial Bids.*

### Phase I: Evaluation of Technical Bids:

The technical bid will be analyzed and evaluated on:

- i) Experience of carrying out work of similar nature
- ii) Quality of work on the basis of samples of previous works
- iii) Quality of work on the basis of the printed sample submitted

2) The technical bid will be analysed and evaluated and the technical bid marks shall be assigned to each bid on the basis of following evaluation matrix

Bid Component	Weightage in Technical Score: 100 marks	Minimum Qualification Score: 60 marks
Experience of carrying out work of similar nature	30	18
Quality of work on the basis of samples of previous works	30	18
Quality of work on the basis of the printed sample submitted	40	24

Each element criterion will be considered while evaluating the bids. Technical bids receiving marks equal or greater than the minimum Qualification Score will qualify for the second phase.

### 3) Analysis of technical bid

- In this part, the technical bid will be analyzed and evaluated and the technical bid marks ( $S_{tm}$ ) shall be assigned to each bid on the basis of following above evaluation matrix
- Each competency group will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the Bidder(s).
- The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.
- Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under

$$S_t = (S_{tm}/S_H), \text{ where}$$

$S_t$  is the Technical Bid Score

$S_{tm}$  = Total technical bid marks of the bid under consideration

$S_H$  = Highest total technical bid marks amongst all evaluated bids

- 4) The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder.

### **Phase II: Evaluation of Financial Bids:**

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows

$$S_f = (F_L / F),$$



**Where**

$S_f$  is the Financial Score

$F_L$  is the value of lowest Commercial Bid

$F$  is the price quoted in the bid under consideration

**Phase III: Combined Evaluation of Technical & Financial Bid**

- The Total score of the Bidder will be determined as under

$$\text{Total Score } (T_s) = (70 \times S_t) + (30 \times S_f)$$

- The Bid of the Bidder, who obtains the highest  $T_s$  value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score ( $S_t$ ) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.
- The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

**8. Right to Vary Scope of work at the time of Award:**

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's changed order.

**9. Right to accept any Bid and to reject any or all Bids:**

The Authority reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action.

**10. Notification of Award:**

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

**11. Issuing the Work Order:**


At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Bidder shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

**12. EMD & Performance Guarantee:**

- i) The bidders shall submit EMD amounting to Rs. 1,00,000/- (Rupees One lakh Only) in one of the following forms.
  - a. A bank Guarantee issued by any nationalised bank in favour of the purchaser valid for a period of 150 days from the date of tender opening.
  - b. Demand Draft from a Nationalised Bank in favour of "CEO, Assam State Disaster Management Authority" payable at Guwahati.
- ii) The bid not secured in accordance with the above shall be rejected by the Purchaser as being non-responsive.
- iii) EMD of the unsuccessful bidder will be discharged/returned as promptly as possible but not later than 30 days after expiry of the bid validity period prescribed by the Purchaser.
- iv) The successful bidder's EMD will be discharged upon the bidder's submission of the Performance Guarantee.
- v) EMD may be forfeited under the following circumstances –
  - a. If a bidder withdraws his bid during the period of bid validity specified by the bidder on the bid form
  - b. In case of a successful bidder, if he fails to submit the Performance Guarantee within the time prescribed or
  - c. If he fails to supply the material in terms of the conditions of the contract
- vi) No interest is payable on EMD
- vii) In case of inadequacy or non-submission of prescribed EMD, the tender shall be deemed to be disqualified and shall be summarily rejected in the Technical Evaluation
- viii) The successful agency will execute a Performance Guarantee for **10 %** of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.

**13. Confidentiality of the Document:**

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

**14. Rejection Criteria:**

Besides other conditions and terms highlighted in the RFP document, bids may be rejected under following circumstances:



- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the RFP Process
- Technical Bid containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid
- Bids not submitted in Two Bid systems in separate envelopes.
- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E. Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP
- Bids in which the Bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

#### 15. General

- i) Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.
  - ii) If at any stage of RFP process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Bidder.
  - iii) The Bidder shall deem to have complied with all clauses in the RFP under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
  - iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.
- v) **Other important Information**
- a) The ownership of the Printed Material and all its elements will at all times vest with Authority and the agency will have no proprietary or other rights or other rights in respect of the same
  - b) The Authority is not bound to accept the lowest or any RFP or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.

- c) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work
- d) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- e) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- f) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.



**UNDERTAKING**

TO: The Chief Executive Officer  
Assam State Disaster Management Authority  
Assam State Secretariat  
Dispur, Guwahati

I/We \_\_\_\_\_  
Of (insert business address)  
\_\_\_\_\_  
\_\_\_\_\_

Hereby submit our proposal in response to the Request for Proposal (RFP) for Printing of IEC material and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 90 days from \_\_\_\_\_.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature  
Name in full:  
Agency Name  
Title  
Date



## Annexure B

**Financial Bid  
For Printing IEC material**

Sl.No.	Description	Value in INR
✓ 1	Cost of Printing of 20,000 copies of IEC material as per the scope of work	
2	Cost of the dispatch of the IEC material as mentioned in clause (viii) of Scope of work	
3	Taxes & Fees _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	



### ভূমিকম্পৰ আগতে কৰিবলগীয়া

কাৰ্য	কি কৰা উচিত
বিপদসংকুলতাৰ চিনাক্তকৰণ	<ul style="list-style-type: none"> <li>• গাওঁসমূহত থকা বিপদসংকুল গৃহবোৰ ।</li> <li>• বিপদসংকুল ৰাজহুৱা ভৱন, বিদ্যালয়, মন্দিৰ, মছজিদ, সমূহীয়া প্ৰেক্ষাগৃহ আদি চিনাক্তকৰণ ।</li> <li>• মথাউৰিৰ দুৰ্বল অংশ, জৰাজীৰ্ণ দলং, ভূমিস্থলনৰ সম্ভাৱনা থকা পথৰ অংশ আদি ।</li> <li>• বিষাক্ত গেছ, বৰ্জিত পনীয়া দ্ৰব্য ব্যৱহাৰ / উৎপাদন কৰা কাৰখানা বা ঔদ্যোগিক প্ৰতিষ্ঠান ।</li> <li>• ভূমিস্থলন প্ৰৱণ অঞ্চল, উচ্চ ক্ষমতা সম্পন্ন বিদ্যুৎ পৰিবাহী তাঁৰ, পুৰণি আৰু দুৰ্বল গছ আদি চিনাক্তকৰণ ।</li> <li>• বৃদ্ধ আৰু ৰুগীয়া, শিশু, বাধাগ্ৰস্ত লোক, শিশু থকা মাতৃ, গৰ্ভৱতী মহিলা আদিৰ দৰে সহজে বিপদৰ কবলত পৰিব পৰা লোকৰ চিনাক্তকৰণ ।</li> </ul>
সম্পদসমূহৰ চিনাক্তকৰণ	<ul style="list-style-type: none"> <li>• আশ্ৰয়স্থল হিচাপে ব্যৱহাৰ কৰিব পৰা সুৰক্ষিত ভৱন আৰু মুকলি স্থান চিনাক্তকৰণ।</li> <li>• চিকিৎসালয়, অগ্নি নিৰ্বাপণ কেন্দ্ৰ, আৰক্ষী থানা, সামৰিক ঘাটি (যদি আছে) আদিৰ বিষয়ে তথ্য উপলব্ধকৰণ ।</li> <li>• বেলছা, কোৰ, লোৰ শিকলি, ৰছী, টৰ্চ লাইচ, বাহন আদিৰ দৰে সন্ধান তথা উদ্ধাৰ কাৰ্যত ব্যৱহৃত হ'ব পৰা সামগ্ৰী সম্পৰ্কে জ্ঞাত থকা ।</li> <li>• পৰিবহনৰ বিকল্প পথ ।</li> <li>• যোগাযোগৰ বিকল্প ব্যৱস্থা ।</li> <li>• আৱৰ্জনা নিষ্কাশণ ,সন্ধান আৰু উদ্ধাৰ অভিযান, গুৰুতৰভাৱে আহত ব্যক্তিক সহায় কৰা তথা জীৱ-জন্তুৰ মৃতদেহ নিষ্কাশণ কৰাৰ প্ৰশিক্ষণ লোৱাৰ বাবে সমাজিক কৰ্মত ইচ্ছুক যুৱকসকলক প্ৰস্তুতকৰণ ।</li> <li>• গাওঁৰ পুৰুষ আৰু মহিলাসকলক প্ৰভাৱিত পৰিয়ালসমূহলৈ মনস্তাত্ত্বিক তথা সামাজিক সহায় আগবঢ়াব পৰাকৈ প্ৰশিক্ষণৰ ব্যৱস্থা কৰা ।</li> </ul>