

**EXPRESSION OF INTEREST**

**(EOI)**

**EOI NO. 1**

**PSDM/EIKS/2018-19/01**

**DATE 28.02.18**

**Finalization of Agency for Printing of Magazine Kitta Suchna**

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## 1. Introduction

Punjab Skill Development Mission (PSDM) ([www.psdm.gov.in](http://www.psdm.gov.in)) is the nodal agency in the state of Punjab to ensure organization of skill training programs for the rural and urban youth through nationally accredited training partners.

It integrates the efforts of various departments and public and private stakeholders engaged in skilling the youth of the state through numerous skill development schemes such as DDU-GKY, NULM, BOCW, PMKVY-II, etc. and brings necessary scale, synergy, oversight and effective coordination in their implementation.

PSDM facilitates and monitors mobilization of eligible candidates at the grassroots level through empanelled training partners to participate in employment led and industry vetted hands-on skill training programs. The Mission also encourages and ensures organization of Kaushal-cum-Rozgar Melas and alumni meets from time to time in coordination with various stakeholders.

In pursuance of its overall objective , the Punjab Skill Development Mission invites the expression of interest from reputed agencies to undertake the printing work for a magazine titled **Kitta Suchna** in vernacular as well as in English language highlighting and showcasing the important activities undertaken by Punjab Skill Development Mission and the Department of Employment Generation and Training in the last one year. .

The agency finalized will be assigned the work of content creation based on the feedback and printing of copies of magazine titled Kitta Suchna and the assignment will be task specific. The special edition of the magazine will be circulated to govt functionaries, elected representatives, and other concerned stakeholders. The agency finalized through this EOI will remain valid for a period of six months on the quotes made by them for printing.

## 2. Scope of work

**Purpose:** To print the magazine titled Kitta Suchna which may be readily used for circulation amongst prospective stakeholders.

Proposed Activities:

- (a) Print copies of the magazine for mass circulation for the concerned stakeholders, after finalization of the content by the department. Setting of the content provided by the Department to ensure that the magazine is error free.

## 3. General Eligibility:

- (a) The agency should be an Indian Entity (Individual Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws.
- (b) Since the assignment and the scope of work demand a very strong local connect, the registered office of the Agency should be necessarily in Chandigarh / Punjab.
- (c) The Consortium will not be allowed in any form.
- (d) The agency should not be blacklisted by any of the Central/State government departments/PSUs.
- (e) An EMD amount of Rs. 20,000/- shall be submitted in the form of a Crossed Bank Draft in favour of '**PSDM, Member secretary, Chandigarh (payable at Chandigarh)**' which is refundable if not selected and if selected, will be considered as performance guarantee.
- (f) Completed application forms (in the prescribed format) along with the EMD should be sent only by post to the following address:  
**Punjab Skill Development Mission, SCO- 149-152, Sector 17- C, Chandigarh**

- (g) Last date for submission of proposal -: **7/03/2018 till 11:00 Hrs.** At this hour proposals will be opened . Bidders may attend this meeting in person or through the authorized representatives. Proposals received after the due date and time will not be accepted.
- (h) Application and the supporting documents should be a complete document and must be page numbered and each page duly signed by authorized representative.
- (i) A Self - declaration needs to be provided to the effect that the entire information submitted is correct. (The format for declaration is attached as Annexure D)
- (j) A covering letter must be attached with the proposal as Annexure C.
- (k)

The bidders found eligible will be considered for opening of Financial Bid on the same day. The decision of short listing of Technical Bid by the Punjab Skill Development Mission will be final and binding on all.

**4. Quantum of Work to be carried out**

Sr.No	Type of Scope	Deliverables	Quantity (Minimum)
A	Printing of the Magazine Kitta Suchna	Printing of Cover and Back Page and including 24 Leaves of the Magazine titled Kitta Suchna. ( Size 8" x11")	200 in English and 20000 in vernacular language

**Weight age criteria**

The award of assignment will entirely depend on the financial bid and will be given 100% weightage. The agency with the lowest financial bid against each category will be considered the preferred bidder.

**5.Key-Submission**

The interested Bidder may submit their proposal for the assignment with Financial proposal. The documents which will be a part of the Key submission proposal is listed below

1	Printing of the magazine titled Kitta Suchna	1. Annexure A ( Organization Profile) 2. EMD 3. Annexure B( Format for submission of financial Bid in separate envelope) 4. Annexure C( Covering Letter) 5. Annexure D- Self declaration
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## **7. Bid Rejection Criteria**

7.1 Bids shall be categorically rejected if the bids received after Tender closing date and time.

7.2 Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period.

## **8. Schedule of Payment**

8.1 A payment of 30% of the total contract value will be released upfront to the selected agency upon issuance of the work order/signing of the agreement. The agency is expected to submit 2000 copies of the printed magazine after getting the content duly approved by the department within 3 days of placement of the Work Order. The remaining copies will have to be provided within a week's time.

8.2 The agency will be raising an invoice for the remaining amount after the satisfactory completion of the work.

8.3 Payment shall be released within 10 days of invoice raised by the agency.

8.4 If the deliverables are not found to be of good quality then Member Secretary, Punjab Skill Development Mission will have the right to make suitable deductions from the payable amount or reject the payment bill to the agency on its sole discretion. The decision of Member Secretary, Department of Employment Generation and Training in this regard will be final.

## **9. General Terms and Conditions**

- The Contract Period will be valid for a period of six months.
- Punjab Skill Development Mission reserves the right to accept or reject the bid without assigning any reasons.
- Service Tax or any other tax as applicable shall be extra.

- Punjab Skill Development Mission shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
- The Agency shall have to execute project on time after getting confirmation/ Work Order from PSDM i.e 2000 copies **within a period of 3 days of placement of work order and the remaining within a week's time from the date of placement of work order.**
- The empanelled agency shall not assign the work, whole or in part, to any other agency, even its own subsidiary or parent agency, to perform its obligation under the work order, without prior consent of Punjab Skill Development Mission.
- Punjab Skill Development Mission may seek for any other information from the interested bidder in the form of documents, narratives, design etc. if it deems appropriate .
- All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the PSDM will be borne entirely and exclusively by the Bidders.
- In case of any dispute in the terms and conditions of this EOI document the decision of PSDM shall be final and binding on all.

#### **10. Contact Person for Queries**

For all queries related to the interpretation of any clauses of this document the prospective bidders may contact Dr Meenu Dhiman at the below mentioned contact details.

Contact Number: 0172-2720152,2724154

Email Id: [meenu.dhiman@psdm.gov.in](mailto:meenu.dhiman@psdm.gov.in), [steitpunjab@gmail.com](mailto:steitpunjab@gmail.com),



**Annexure A**  
**Organization Profile**

1	Name of Agency& Address	
2	Type of Agency-Individual Proprietorship, Partnership, Company, Society, and Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	GST No. (If applicable) If any other tax no (If applicable)	
5	Date	
6	Signature and Seal	

Signature \_\_\_\_\_ Name of Authorized signatory \_\_\_\_\_

Seal of the agency \_\_\_\_\_

**Annexure 'B'**

**Format for Submitting Financial Bid**

**(To be submitted in separate envelope)**

We M/s \_\_\_\_\_ at \_\_\_\_\_ registered office \_\_\_\_\_ read and understand the scope of work, payment schedule and other terms and conditions. We agree on all the clauses mentioned in the tender document. We hereby quote our financial quote as below:

**Financial Bid Format for Printing of the Magazine Kitta Suchna**

Sr. No.	Paper Specifications	Per Unit price	Additional price for per 4 Leaflet
1.	300 GSM Title( front and back) 130 GSM Matt paper Inside Leaflet for Punjabi , 20000 copies- No. of Leaflet- 24( Size 8" x11")		
2.	350 GSM Title( front and Back 170 GSM matt paper Inside Leaflets for English, 200 copies No. of Leaflet- 24( Size 8" x11")		

**Prices be quoted including Multicolored, printed lamination and binding of the magazine.**

**\*\* GST will be extra**

If the department needs 24 Leaflets the bidder with the lowest per unit price will be considered L1, In case the Department needs 28 or 32 Leaflets then L1 will be calculated including additional price for additional leaflets as quoted by Bidder.

In case L1 fails to deliver on time or is found lacking in quality or performance than the work order placed will be terminated and PBG retained by PSDM . Punjab Skill Development Mission reserves the right to award work to L2 in such an eventuality.

**Annexure - C**

*[Bidders are required to submit the covering letter as given here on their letterhead]*

To

**MemberSecretary,  
Punjab Skill Development Mission**

**Sub: Bid for Selection as Service Provider for printing of copies of the magazine titled Kitta  
Suchna**

Dear Sir,

1. We, the undersigned, have carefully examined the referred Tender Document no. ...., offer to propose for the selection as Service provider, in full conformity with the said Tender Document.
2. We have read all the provisions of Tender Document & Corrigendum and confirm that these are acceptable to us.
3. We further declare that additional conditions, variations, deviations (which have not been accepted by Department of Employment Generation and Training ), if any, found in our bid shall not be given effect to.
4. We agree to abide by this Bid, consisting of this letter, our Pre-qualification, Technical and Financial Bids, the duly notarized written power of attorney/Board Resolution, and all attachments,

5. We have indicated unit rates in the relevant bid forms. These unit rates are for the purpose of payment as well as for any price consideration in case of any increase / decrease of quantities from the scope of work under the contract.

6. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.

7. We understand you are not bound to accept any bid you receive, not to give reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

8. We declare that this is our sole participation in this Tender Document bid and we are not participating/co-participating through any of other related party or channel.

9. Banker's Cheque/ Demand draft no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on "Member Secretary Punjab Skill Development Mission " for INR 20,000 - towards EMD is submitted along with the bid.

Signature

Date:

Place:

Full name in the capacity of duly authorized to sign bid

#### **ANNEXURE- D**

#### Self -DECLARATION

I, ----- son/Daughter of Shri -----aged about -----years, resident of -----  
-----, do hereby solemnly declare and affirm as under:

1. That I am the Director/ proprietor of M/s. -----

2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by Punjab Skill Development Mission . And I hereby submit the proposal for-----.

3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.

4. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.

5. I/We accept all the terms and conditions set out in the EOI dated .....issued by Punjab Skill Development Mission.

I further state that if any information furnished by me in this declaration or otherwise is found to be incorrect, PSDM shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at ..... on this ----- day of ----- that the contents given above in the declaration are true and correct to the best of my knowledge.

(DEPONENT)

**Guidelines for Submission of Technical and Financial Bid:**

Tender(s) should be submitted up to the date and time as indicated in the Tender Notice. The tender will be in two parts i.e.

Technical Bid (Part `A`) and Financial Bid (Part `B`).

The bidder submitting Technical bid should submit all the documents demanded in **Key- Submission Guidelines column and documents required for general eligibility** in one envelope superscribed as TECHNICAL BID FOR EMPANELMENT AS AGENCY FOR PRINTING OF KITTA SUCHNA Page wise Index must be included for technical bid.

And a separate envelope for FINANCIAL BID – Annexure B in separate envelope super scribed as FINANCIAL BID FOR SELECTION AS AGENCY FOR PRINTING OF KITTA SUCHNA

Both these envelopes Technical Bid (Part `A`) and Financial Bid (Part `B`), shall be included in one envelope super scribed as PROPOSAL FOR SELECTION AS AGENCY FOR PRINTING OF KITTA SUCHNA from (Name and Address of the agency ) by ..... (Name of the bidder)

Non-submission of such details in time may render such bids for disqualification from further evaluations.