



**REQUEST FOR PROPOSAL (RFP)
FOR EMPANELMENT OF FIRMS FOR PAGE LAYOUT (INDESIGN) OF TECHNICAL
BOOKS IN ENGLISH AND 12 INDIAN LANGUAGES FOR ENGINEERING DEGREE
AND DIPLOMA LEVEL COURSES**

RFP NO. 15/AICTE/FDC/TBW/2ND YEAR/RFP/2022-23

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE)
(A Statutory Body of Government of India)
Nelson Mandela Marg,
Vasant Kunj, New Delhi-110 070.**

All India Council for Technical Education, New Delhi (AICTE)

e-Bids are invited by AICTE through Central Public Procurement Portal (CPPP) for **“EMPANELMENT OF FIRMS FOR PAGE LAYOUT (INDESIGN) OF TECHNICAL BOOKS IN ENGLISH AND 12 INDIAN LANGUAGES FOR ENGINEERING DEGREE AND DIPLOMA LEVEL COURSES”** valid for a minimum period of 180 days from the date of opening.

BID DATA SHEET

	Description of event	Date
1	Start date of issuance of RFP document	21.11.2022
2	Last date for Online Submission of e-bids	20.12.2022
3	Date for opening of Technical e-bids	21.12.2022
4	Validity of the Empanelment	Three Years from award of contract to the successful bidder

Please Note: All clarifications/queries by bidders may be sent through email tbwdegree@aicte-india.org at least 72 hours before the closing date of bid submission.

Member Secretary

SECTION I

1. ABOUT AICTE

- a) The AICTE was set up by an Act of Parliament (52 of 1987) in 1987 and is responsible for proper planning and coordinated development of the technical education and management education in India.
- b) The AICTE has its headquarters in New Delhi on the Nelson Mandela Road, Vasant Kunj, New Delhi, 110070, which has the offices of the Chairman, Vice-Chairman and the Member Secretary.

2. ABOUT TECHNICAL BOOK WRITING

- (a) The National Education Policy (NEP) 2020 emphasizes on providing higher education including technical education in Indian languages. Therefore, a need has arisen to promote original book writing as well as translation of books with latest developments in technical subjects incorporated therein in all Indian languages. To promote use of 'Indian Languages in Technical Education the AICTE has initiated developing Technical Books through AICTE's "Technical Book Writing" (TBW) Scheme in English & 12 Indian Languages for Under-graduate and Diploma courses covering AICTE Model Curriculum viz., Hindi, Tamil, Telugu, Kannada, Bangla, Odiya, Gujarati, Punjabi, Assamese, Malayalam, Marathi and Urdu totalling 1144 Books in 2nd year. However, the number of books as well as Indian Languages may increase or decrease over a period of time.

SECTION II

1. INVITATION OF BIDS

- (a) E-bids are invited from eligible, reputed, technically sound and financially capable firm for page layout work of Technical Books in print and e-book (e pub & .in dd format with package) in English and 12 Indian languages for Under Graduate (UG)/ Diploma Engineering courses .the AICTE will provide books in English and other required Indian languages in MS word format. The AICTE reserves the right to give work for English and 12 Indian languages on requirement basis (on number of translated books received from time to time) to more than one bidder.
- (b) This invitation to e-bid is open to all bidders meeting the criteria for technical evaluation as mentioned in the RFP document.

- (c) Bidders are required to download RFP document from website of the AICTE at **www.aicte-india.org / www.eprocure.gov.in** and go through the RFP document carefully and seek details and clarification from AICTE in case of any doubt.
- (d) As per Rule 161 (iv) of GFR, no cost of bid document is payable for the bid documents downloaded by the bidders.
- (e) The bids shall be invited for empanelment of agencies for page layout (In Design) work related to English and 12 or more Indian languages in print and e-book. All work proposed for execution by contract will be notified in the form of invitation of bid through publication in Newspapers or/and posted on website as the case may be. This bid will state the work to be carried out, as well as the date for submitting and opening bid.
- (f) In the event of bid being submitted by a partnership firm, it must be signed by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him/her to do so. Such power of attorney to be produced with the bid, and it must disclose that the firm is duly registered under the **Indian Partnership Act 1952**.
- (g) Keeping into consideration the uniqueness and quantum of work through this bid, the AICTE reserves the right to offer complete/ partial work as deemed fit, to one/ more than one successful agencies qualifying in the technical bid at the rates quoted by the successful bidders.
- (h) The officer inviting bid or his duly authorized official will open bids in the presence of any intending bidder or who may be present at the time.
- (i) If selected bidders fail to execute the order, they shall not be allowed to participate in there-tender in process of the work.
- (j) On acceptance of the bid, the name of the authorized representative(s) of the bidder who would be responsible for taking instructions from the Officer-in-Charge shall be communicated in writing to the Officer-in-Charge.
- (k) GST or any other tax applicable in respect of inputs procured by the bidder or Desk Top Publishing (DTP) firm for this contract shall be payable by the Bidder or DTP firm and AICTE will not entertain any claim whatsoever in respect of the same.
- (l) The Bidder firm shall be deemed to have satisfied itself before submission as to the correctness and sufficiency of its bid for the works and of the rates and prices quoted in the Schedule of Quantities. The rates and prices shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for the proper completion of the works.

SECTION III

1. SUBMISSION PROCEDURE OF PROPOSAL

(a) Online Submission

- i. Bidders are required to enrol on the e-Procurement module www.eprocure.gov.in.
- ii. As part of the enrolment process, the bidders shall be required to choose a unique username and assign a password for the account.
- iii. Bidders are advised to register their valid email IDs and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) - Class II or Class III with signing key usage, issued by any certifying authority recognized by CCA India with their profile.
- v. Only one valid DSC should be registered by a bidder. It must be noted that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- vi. The system allows uploading of bid in terms of packets as follows:

Packet No.	Documents to be Uploaded	Format
1	Technical Proposal	PDF
2	Financial Proposal	PDF

- vii. The bidder must ensure that the bid is digitally signed by the authorized signatory of the bidding firm and has been duly submitted (frozen) within the submission timeline. The AICTE will, in no case, be responsible if the bid is not submitted online within the specified timeline.
- viii. All the pages of the proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

(b) Bidder's Authorized Signatory

The proposal should be accompanied by an appropriate board resolution or power of attorney in the name of authorized signatory of the Bidder stating that he/she is authorized to execute documents and to undertake any activity associated with the

Bidder's Proposal. A copy of the same should be uploaded under the relevant section / folder on the e-Procurement portal. Furthermore, the bid must also be submitted online after being digitally signed by the authorized representative of the bidding entity.

(c) Proposal Preparation Cost

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by vendor to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The AICTE will, in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

(d) Amendment of the RFP document

At any time prior to the deadline for submission of bids, the AICTE may, for any reason modify the Bid Document by an amendment. All the amendments made in the document would be informed to all the participating agencies through e-mail and will also be displayed on AICTE's website and Central Public Procurement Portal (CPP) portal. The Bidders are advised to visit the AICTE website and CPP Portal regularly for checking necessary updates. The AICTE also reserves the rights to amend the dates mentioned in this Bid Document for bid process and may, at its discretion, extend the last date for the receipt of Bids.

(e) Bid Validity Period

- (i) Bid shall remain valid for 2 years.
- (ii) The AICTE may request the Bidder(s) for an extension of the period of validity for a period of 1 year.
- (iii) The request and the responses thereto shall be made in writing or by Email.

(f) Rights to Terminate the Process

The AICTE may terminate the RFP process/negotiations at any time and without assigning any reason. The AICTE makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by the AICTE. The bidder's participation in this process may result in the AICTE selecting the bidders to engage in discussions and negotiations towards execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the AICTE to execute a contract or to continue negotiations.

(g) Language of Bid

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and AICTE, shall be written and communicated in English language.

SECTION IV

(i) CRITERIA FOR TECHNICAL EVALUATION OF BIDS

- a. The vendor should have minimum 2 years of experience in DTP work (Certificate of incorporation/ inception of the entity/ firm/ company must be attached)
- b. The firm should have annual financial turnover of at least Rs. 5 Lakh during any two of the preceding 3 financial years. Copies of the balance sheet, certificate from Chartered Accountant for turnover and ITR (Income Tax Return) of the vendor/ bidder for financial years 2021-22, 2020-21, 2019-20 must be attached.
- c. The firm should have been awarded contract for DTP work by minimum 2 Govt. Departments/ Autonomous Bodies/ Universities/ Private Firms in preceding three Financial Year i.e. 2021-22, 2020-21 & 2019-20.
- d. The firm should have carried out DTP work of minimum 20 book in last three years i.e. F/Y 2021-22, 2020-21 & 2019-20.

(ii) DOCUMENTS TO BE UPLOADED (ENCLOSED)

- a. Filled in and duly signed Annexure 1.(Technical Bid) & Annexure 2.(Financial Bid)
- b. Related documents in support of Technical bid as per Annexure 1& Financial Bid as per annexure 2.
- c. Copy of GSTIN registration certificate.
- d. Copy of Income Tax Permanent Account Number.
- e. Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- f. Documents in support of address of the Firm.
- g. Copy of Authorization for Participation in subject bid (not required in case of

- Proprietorship firm).
- h. All pages of bid document including various sections shall be signed and uploaded by bidder.
 - i. Bids will be singular in nature (Joint submission is not permitted).
 - j. Copies of work orders in support of clause i(c) &i(d) as above.
 - k. Copies of the balance sheet, certificate from Chartered Accountant for turnover and ITR (Income Tax Return) of the vendor/ bidder for financial years 2021-22, 2020-21, 2019-20.

(iii) TIME ALLOWED

The vendor must complete the DTP work to the satisfaction of AICTE, as per time frame given in work order.

(iv) TECHNICAL & FINANCIAL BIDS

- a. The Technical Bids shall be evaluated by a Committee of experts to be appointed by the AICTE for this purpose.
- b. The financial Bids will be opened in respect of those bidders who qualify in the Technical Bid.
- c. L1 shall be fixed based on financial bids and all technically qualified bidders will have the option to agree to offer services at L1 to get empanelled. However, awarding work/quantum of work to an empanelled vendor shall be sole discretion of AICTE. Further, AICTE may negotiate with the L1 bidder.

SECTION V

(i) SPECIAL CONDITIONS OF CONTRACT(SCC)

The special conditions of Contract are to be kept in mind by bidder while finalizing the financial component of this bid.

a. Indemnification

The successful bidder is solely liable to fully indemnify and keep AICTE indemnified against all losses/penalties/awards/decrees arising out of litigation/claims/application initiated against the AICTE on account of acts of omission/commission attributable to the Bidder and which are punishable under the provisions of various Central Labour and Employment Acts, including the Acts as amended from time to time.

(ii) RESOLUTION OF DISPUTE AMICABLY THROUGH ARBITRATION:

- a. Any dispute between the parties arising in connection with the performance of this contract shall be resolved amicably between the representatives nominated by both the parties through the process of negotiation amicably. In case the dispute is not resolved, then it shall be referred to the Chairman, AICTE and the Chief of the opposite party for settlement.
- b. If the dispute is not resolved, then it shall be referred to the Sole Arbitrator who shall be appointed with the consent of both the parties. The arbitration proceedings shall be conducted as per the provisions contained in the Indian Arbitration and Conciliation Act, 1996(as amended from time to time and in force at the time when the reference is made). The Sole Arbitrator shall be appointed within a period of 30 days from date of receipt of written notice/demand of appointment of Arbitrator from either party. The decision of the Arbitrator shall be binding on both the parties. The seat and jurisdiction of the arbitration proceedings shall be at New Delhi. The arbitration proceedings shall be in English language. The cost of the arbitration proceedings shall be borne equally by both the parties as per Arbitration Rules.
- c. If any dispute still remains unsettled, it shall be adjudicated by the Courts of Law at New Delhi"

Annexure 1

Details for Technical Bid

S. No.	Particulars	Details
1.	Number of Years of Experience in DTP work (certificate of incorporation/ inception of the entity/ firm/ company must be attached separately).	
2.	Annual financial turnover of last 3 financial years i.e. 2019- 20, 2020- 21, 2021-22 (Copies of the balance sheet and ITR (Income Tax Return) of the vendor/ bidder for the last 3 financial years must be attached separately).	
3.	Number of Govt. Department/Autonomous bodies/Universities/ Private Firms from whom DTP work received in F.Y. 2019-20, 2020-21 & 2021-22. (Please enclosed relevant work order).	
4.	Number of books for which DTP work carried out in last three F.Y. i.e. 2019-20, 2020-21 & 2021-2022. (Please enclose work orders).	

Date:

(Signature of Authorised person)

Place:

Name:

Designation:

Stamp:

Note: Non submission of the above details along with related documents will lead to rejection of bid.

Financial Bid

Performa for quoting rates based on parameters given therein:

Specification

Sr. No.	<i>Description of work:</i>
1	<p>Page Layout (InDesign) of 1200 (appx) Technical Text Books in English and different Indian Languages (in specified language) with following specifications:</p> <p>(i) Book size – 7.25 Inch (width) x 9.5 Inch (height) (Trim size) (ii) Text Area: 35 pica x 50 pica (iii) Inner Area (Text pages) in Single colour (Black) (iv) Outer cover in 4 Colour (may be designed in Illustrator/Photoshop/InDesign)</p> <p>(v) (a) Font Size English: 10.5 points for Text (b) Indian Language (Hindi, Odia etc.): 14 points or visually similar to English in size.</p> <p>(vi) Only use Unicode font. (vii) Resolution of the images/illustration/diagram must be in 300 dpi (dot per inch) (viii) All the drawings/ illustrations/ graphics should be in digital tiff format with source file.</p>

Rate for Page Layout (InDesign):

S. No.	Particular	In Rs. (words)	In Rs. (Figure)
1.	<p>Rate for English & other Indian languages (Hindi, Marathi, Punjabi, Gujarati, Bengali, Kannada, Tamil, Telugu, Malayalam, Urdu, Assamese, Odia, etc.) for formatting per page. Formatting includes the following:</p> <p>(i) Rate for designing of Cover i, ii, iii, iv (Four Colour) (ii) Detailed Geometrical Drawing or Charts used in Text / Technical / Scientific and Engineering Drawing (iii) Formatting of inner pages.</p>		

Date:

(Signature of Authorised person)

Place:

Name:

Designation:

Stamp:

Terms and Conditions:

- i. The rates quoted shall be exclusive of all taxes. Applicable taxes will be paid as per prevailing rates.
- ii. The rates quoted shall be inclusive of work to be done in professional publishing software (adobe In Design).
- iii. The rates quoted shall remain applicable for a period of three years. No request for variation in rates due to variation in input costs shall be entertained.
- iv. In case of any ambiguity while ascertaining the quoted rates, Rates quoted in words will supersede that in figures.
- v. The contract will be valid for two years extendable to one more year based on performance.
- vi. Non submission of the Annexure1 & 2 along with related documents will lead to rejection of bid.
- vii. Copyright of the books will be with AICTE.