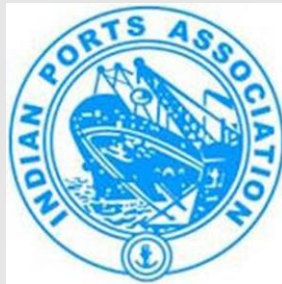


**Q.I.T FOR DESIGNING AND DEVELOPMENT OF
QUARTERLY e-Book 'INDIAN PORTS'**



**LAST DATE OF SUBMISSION OF TENDER
21/01/2022**

INDIAN PORTS ASSOCIATION
**1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New
Delhi – 110 003**

1. Introduction

Maritime Transport is a critical infrastructure for the social and economic development of a country. It influences the pace, structure and pattern of development. The Ministry of Ports, Shipping and Waterways (MoPSW) encompasses within its fold include shipbuilding and ship-repair, major ports, national waterways, and inland water transport etc. MoPSW has been entrusted with the responsibility to formulate policies and programmes on these subjects and their implementation.

Indian Ports Association (IPA) which already publishes a quarterly publication namely 'Indian Ports' is planning to release e-Book to disseminate knowledge, policies, programmes and all developments relating to the sector among stakeholders including policy makers in various government Ministries, Departments, other agencies, investors (both domestic and foreign) and other stakeholders besides the general public.

2. Objective

The objective is to disseminate well-packaged, high-quality and effective contents for all our stakeholders. The quarterly e-Book through its various sections will provide insights into the latest from the ports and maritime sector, current affairs national and global affairs and economy.

3. Scope of work

Designing and developing a quarterly e-Book namely "Indian Ports". Tasks to be carried out by the agency:

- a) Collection of all contents relating to the e-Book from IPA.
- b) To undertake the task of developing the e-Book, typesetting, designing the text pages and cover design 'Indian Ports' on a fixed date.

4. Earnest Money

The Earnest Money Deposit (EMD) of Rs. 12,000/- by way of demand draft from any scheduled bank issued in favour of "Indian Ports Association payable at New Delhi" in the proforma prescribed (**Annexure-A**) must be attached to the tender. MSME vendors/NSIC registered vendors registered for subject work are exempted for submission of EMD.

5. Refund of Earnest Money Deposit:

The earnest money deposits of all unsuccessful tenderers shall be released within 7 days of issue of work order to the successful tenderer. The earnest money deposit of successful tenderer shall be kept till furnishing of performance security

The earnest Money Deposit shall be forfeited:

- If a tenderer withdraws its offer during the period of tender validity specified by the tenderer.
- If a tenderer furnishes false information.

6. Marking of Tenders

Tender shall be submitted in **two separate covers** i.e. (i) Technical bid and (ii) Price bid. The tenderers shall mark and seal both the envelopes as:

- “Tender Bid for designing and development of Quarterly e-Book – ‘Indian Ports’: Technical bid”. Please submit the technical bid online at CPP Portal and hard copy at IPA office.
- “Tender Bid for designing and developing of Quarterly e-Book ‘Indian Ports’: Price bid” (Annexure – C) Please submit the price bid online only and hard copy is not allowed.

The guidelines for online bid submission is given at Appendix-I

7. Technical Bid

The Technical bid shall indicate the following information:

- (i) Work order of successfully designing and development of at least 3 periodic journals/magazine, annual report or in-house magazines etc. for Government bodies or Public sector undertaking or Organisations like CII, FICCI, ASSOCHAM etc.
- (ii) Samples of 3 e- books during last 3 years i.e. 2018-19, 2019-20 and 2020-21
- (iii) Average Annual Turnover certificate for Rs. 5 lakhs from a Chartered Accountant for last 3 years (2018-19, 2019-20 and 2020-21).
- (iv) EMD of Rs. 12,000/- (Twelve thousand rupees only)
- (v) PAN / GST numbers, etc. Copies to be submitted along with technical bids.
- (vi) Name and signature of authorized representative of the Tenderer on all the pages of the tender document.
- (vii) An undertaking that the terms and condition mentioned in the tender document are acceptable.

The technical specification of designing and printing of above publication is enclosed as Annexure B.

8. Price Bid

The price will be quoted by the tenderers in figure and words. In case of any doubt the price quoted in words shall be treated final. No change in the price shall be permitted after submission of the tender documents. Any over writing in the price bid is liable for rejection.

The proforma for filling up of the Price Bid is given as Annexure C

9. Deadline for submission of offer

The Tenders as per the specifications under item 6 & 7 above must be received on or before **21st January 2022 at 3.00 PM.** at IPA. **Technical offer will be opened on 21st January 2022 at 3.30 PM.**

10. Late Receipt of Tender

Any tender received after the deadline for submission shall be marked “late” and rejected and shall be returned unopened to the tenderers.

11. Tender evaluation

IPA will open the price bid of those parties who have:

- Experience of designing and publishing of at least 3 e-books satisfactorily during the last three years (2018-19, 2019-20 and 2020-21) for Government bodies or Public sector undertakings or **Organisations like CII, FICCI ASSOCHAM etc.** Samples and satisfactory work completion certificates to be produced, and
- Achieved average annual turnover of Rs. 5 lakhs during the last 3 years (2018-19, 2019-20 and 2020-21). A certificate from a Chartered Accountant is to be enclosed.
- Submitted EMD of Rs. 12,000/-
- Undertaking indicating that the terms & conditions mentioned in the tender document are acceptable.

Price bid will be opened in the presence of tenderer’s representative who wish to be present. The authorized representative shall be allowed to participate in the opening of price bid after providing the authorization letter. The date of opening of the price bid shall be communicated in due course of time.

12. Selection of the Printer/Publisher /Tenderer

Selection will be made on the basis of lump sum total cost quoted for per page under different heads as indicated under **Annexure C.** Normally, the pages under 2-colour & 4-colour are 50% each and cover page are in 4-colours & in 4 pages.-front & back .

13. Right to accept any tender and to reject any or all tenders

The IPA reserves the right to accept or reject any or all tenders without assigning any reason.

14. Performance Security

Within 15 days from the date of issue of the letter of intent/work order, or before the commencement of work whichever is earlier, the successful Bidder shall deposit 10% of the accepted value of Tender towards Performance Security for the performance of

the Contract in the form of Demand Draft, irrevocable Bank Guarantee from a nationalized bank as per the specimen given in Annexure D without any modifications.

However, IPA may relax the time limit of 15 days and extend it by further period as deemed fit in extraordinary circumstances for the reasons recorded. If the Performance Security is not deposited in time as prescribed above, the work order shall stand cancelled automatically and the Earnest Money Deposit shall be forfeited. The Performance Security shall remain in force throughout the period of contract and shall be refunded thereafter.

The proforma for filling up of the Performance Security is given as Annexure D.

15. Delivery Schedule

- i) The first issue of the publication to be brought in January 2022 and thereafter every quarter on an agreed date.
- ii) The IPA shall provide all the data, details of government policies and programs and any such developments relating to the sector that's needed as part of the contents of the publication.

16. Delay in printer's performance

The publication of the magazine should be printed and circulated within one month preceding the quarter. Thereafter, for everyday delay, 5% of the quarterly payment for the publication of magazine shall be deducted.

17. Taxes and Duties

IPA will pay taxes payable or deduct taxes deductible from the payment to the contractor towards Income Tax, GST, etc wherever applicable as per the respective rules of the Government in force at the time of payment. The agency shall be entirely responsible for payment of all taxes, and other levies arising out of this contract to the Government.

18. Terms of Payment

No advance payment shall be made for the work. IPA shall pay the Agency on a quarterly basis after designing and developing of the e-Book and submitting the same to IPA and on receipt of invoice.

19. e-Book Specifications

The general specifications for the eBook are as follows:

- eBooks in HTML format

- eBooks should include the complete text of the printed textbook, along with all figures and illustrations.
- eBooks should have a table of contents that you can click to navigate to specific chapters or sections.
- There should be search for text in eBooks.
- Navigation to a specific page number should be available by typing the page number in a text box.
- Option of bookmark pages in the eBook.
- Zoom in and out provision when viewing the eBook.
- Option of click on links in the eBook which open media such as videos, images
- Printing pages from the e-Book.
- Saving the eBook to the computer for offline viewing/ PDF format
- Social Sharing Buttons
- Size of the e-Book should be A4 and resolution should be 20 MB or less
- e-Book should have photo and video gallery
- Background of the e-Book should be animated
- Graphs and pie chart of the e-Book should be in a working or animated format.

20 Contract Period

The period of the contract shall be for two years i.e. designing and development of 8 issues of e-Books quarterly. The period of contact may be extended further on mutually written consent and performance.

21. Disputes

All disputes will be under the jurisdiction of courts in Delhi.

If any disputes or difference arises in r/o the contract, the same shall be settled amicably, failing which by an arbitrator to be nominated by MD, IPA.

PROFORMA FOR SUBMISSION OF EARNEST MONEY DEPOSIT

The Managing Director,
Indian Port Association,
1st Floor, South Tower, NBCC Place,
Lodi Road,
New Delhi – 110 003.

Sir,

In response to your advertisement dated..... for designing and developing quarterly e-Book, we enclose a demand draft No..... dated..... drawn on the bank..... in favour of Indian Ports Association, payable at New Delhi for Rs. 12,000 [Twelve Thousand only] towards Earnest Money Deposit (EMD).

Please acknowledge receipt.

Thanking you,

Yours faithfully,

(Authorized Signatory)
(Seal of the Tenderer)

Encl: As above

TECHNICAL SPECIFICATIONS

The Technical specification for the printing of the e-Magazine is given below: -

PARTICULARS	TECHNICAL SPECIFICATIONS
Name of the Proposed Publication	‘Quarterly Magazine (Indian Ports) e-Book
No. of Issues and copies in each issue to printed	Four (4) quarterly issues in one year.
No. of pages	Upto 32 in each issue
Size of e-book	Size: A4 and resolution – 20 MB or less
Jobs to be undertaken	Processing, Page making, Photo Composing, text - setting, and sharing the designed product at the email id – mediaipa17@gmail.com & cao.ipa@nic.in

PRICE BID

(To be submitted in a separate sealed cover)

Sl. no	Particulars	Quantity	Amount (Per e-Book) without taxes	Total Amount (4 e-Books) without taxes
1.	Development & Designing of e-Book “Indian Ports”	4 e-Books in a year published quarterly.		
2.	Taxes (GST) %age & amount			
3.	Grand Total			

Quotation is not inclusive of taxes; therefore, taxes shall be paid as per the Government’s tax rules. Bidder to quote separately for taxes as percentage and amount.

- (i) The rate shall be inclusive of the entire cost of processing, page making, photo composing, typing and setting, printing and binding including cost of necessary material etc. No. extra charges / Cost in this respect shall be made to the Publisher/ Printer.
- (ii) Taxes, as applicable, shall be paid extra.
- (iii) Any escalation in prices of paper or other materials due to change in government policy or any other reason will be taken into consideration by the Publisher / Printer and in no case, IPA shall allow to revise the price.
- (iv) Rates quoted shall be valid and firm for two years, without any change whatsoever.
- (v) The approved rates shall also be applicable for other similar printing job of same volume to be undertaken by IPA from time to time during the validity period.
- (vi) Designing of e-Book: All costs for designing and hosting it in the website of IPA shall be borne by the publisher.

**Signature of the Tenderer
with seal**

INDIAN PORTS ASSOCIATION

Specimen Bank Guarantee – Performance Security
(Refer 12.1.57.Ia (vii) of GVV)

**SPECIMEN FORM OF BANK GUARANTEE BOND
FOR PERFORMANCE SECURITY**

In consideration of the Managing Director representing the Indian Ports Association (hereinafter called “IPA”) having agreed to exempt
..... (hereinafter called the “the said Contractor(s)” from the demand, under the terms and conditions of Contract awarded in No..... dated..... made between..... and..... for.....
..... (hereinafter called “the said Agreement”) of Performance Security for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs (Rupees only).

2. We* (hereinafter referred to as the Bank) at the request of Contractor(s) do hereby undertake to pay to the IPA an amount not exceeding Rs against any loss or damage caused to or suffered or would be caused to or suffered by the IPA by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement.

3. We* do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the IPA stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IPA by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....

4. We undertake to pay to the IPA any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceedings before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

5. The payment so made by us under this bond shall be valid discharge of our liability

for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

6. We*..... further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IPA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the IPA certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing within three months from the date of expiry of the validity of the Guarantee period we shall be discharged from all liability under this Guarantee thereafter provided further that the Bank shall at the request of the IPA but at the cost of Contractor(s) renew or extend this Guarantee for such further period ore periods as the IPA may require.

7. We*.....further agree with the IPA, that the IPA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IPA against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the IPA, or any indulgence by the IPA to the said Contractor(s) or by any such matter or thing whatsoever which under the Law relating to sureties world but for this provision, have effect of so relieving us.

8. This Guarantee will not be discharged due to the charge in the constitution of the Bank or the Contractor(s).

9. We*.....lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IPA in writing.

10. This guarantee is valid upto..... (period).

Dated the day of _____ for **

* Indicate here the name of the Bank

** Indicate here the period or date.

**Signature of the Tenderer
with seal**

12 Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the eProcurement/ e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the eProcurement site using the “Click here to Enroll” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email-id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the eToken/Smart Card to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However, if the file size is less than 1 MB the transaction uploading time shall be very fast.
14. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder shall take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument shall be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
19. The details of the DD/any other accepted instrument, physically sent, must tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid shall be rejected.
22. If the price bid format is provided in a spread sheet file like PDF_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/PDF template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA shall not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system must be printed by the bidder and kept as a

record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders must follow this time during bid submission.
25. All the data being entered by the bidders must be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered shall not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
28. The bidder must logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 0120-4200462, 0120-4001002 and 8826246593 or send a mail over to cppp-nic@nic.in ; support-eproc@nic.in.
