**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161 Mahatma Gandhi Road,
Fort, Mumbai - 400023
Maharashtra, India.

Tender No.CSMVS/**E132**/2021-22 February 17, 2022

**TENDER NOTICE – E132**

**PRINTING & SUPPLY OF BI-LINGUAL POP-UP BOOK**

**INTRODUCTION**

1. CSMVS invites sealed tenders in **SINGLE STAGE, TWO ENVELOPES METHOD**, (Techno-Commercial in one envelope and Financial Bid in another envelope) for Printing of Pop-Up Book to commemorate the six years of Museum on Wheels outreach project.
2. CSMVS invites Bids on Limited Tender basis from well reputed printers who have prior experience is making paper cut out type products or publications. The Bidder should be located in Mumbai, where the work needs to be carried out. The printer must have experience in similar type of work with museums, cultural institutions, Central / State Government Undertaking or other reputed organizations in appropriate class. The Tenders complete in all respect should be submitted in Tender box at the CSMVS or sent by post so as to reach CSMVS on or before the due date at the following address

**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Fort,

Mumbai - 400023.

1. Name of Work: **Journey of the Museums on Wheels – A Pop Book**

200 nos. (100 each in Marathi and English)

(190 pages in each copy approx.)

**SUBMISISON OF TENDER**

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| --- | --- |
| Estimated Cost of Work | Rs. 25 Lakh |
| Earnest Money Deposit | Rs.50,000/- as Demand draft in the name of ‘Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai’ |
| Bid Document Published Date | 17th February 2022 |
| Bid submission end date | 24th February 2022, 3 pm. |
| Technical Bid Opening date | 25th February 2022 |
| Technical Presentation date | 28th February 2022 |
| Technical Evaluation will be completed by | 5th March 2022 |
| Period of Completion of Work | 120 days |

1. The sealed tender in one stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. “**Techno- Commercial Bid”** and “**Financial Bid”** super scribed with the name of work, due date of submission, in the following manner:

2a. **Techno-commercial Bid (Envelope):** First sealed cover super scribed as “**Tender Notice E132 -** **Techno-commercial Bid for Printing & Supply for Pop Book”** containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

1. Earnest Money Deposit of Rs. 50,000/- (Rs. Fifty thousand only) by way of Demand Draft in favour of CSMVS. Mumbai
2. Authorized person name, Designation, Postal address including telephone numbers & email ID on letterhead.
3. Details of the Directors / Proprietor of the firm (Name, Designation,etc). on letterhead
4. Contractor’s technical & Administration staff / employees to carry out the proposed project (Attach list). on letterhead
5. Copy of registration of the firm.
6. Copy of Income Tax PAN No.
7. Income Tax Return of previous three years.
8. GST Registration Certificate.
9. Documents mentioned in **QUALIFYING REQUIREMENTS**

2b) **Financial Bid (Second Sealed Envelope):** Second sealed cover superscribed as: **“Tender Notice E132 -** **Financial Bid for Printing & Supply for Pop Book”** containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per **Technical specifications of the book**

**SCOPE OF WORK**

The job of printing includes frequent interaction with the team at CSMVS for design and layout and proof-reading of both English as well as Marathi, cover design, planning and plate-making, text-printing, complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of the books etc. in the allocated time. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period. The illustrations for all parts of the book will be supplied by CSMVS, based on engineering drawings given by printer.

**Technical specifications of the book**

1. Type of Publication - Museum Pop-up book

2. Quantity = 200 books (100 in Marathi and 100 in English)

3. Production elements Include:

1. Hardcover
2. 16 spreads printing
3. 26 punches
4. Full back spot gumming
5. Design of pop ups
6. Final artworks for printing
7. Book assembly (final book/product)
8. Design cost for only pop-ups
9. Graphic design
10. Content management or layouts

**QUALIFYING REQUIREMENTS**

1. The bidder should have successfully completed at least one similar printing work of paper engineering costing not less than Rs. 20 Lakhs.
2. Copies of any 2 purchase or work order of some of the printing work done by the bidder specifically works amounting to Rs.10 Lakhs and above.
3. Details about the bidder with complete credentials may be submitted.
4. Number of years of experience in the similar field of printing of books including pop up books should be clarified.
5. Infrastructure and other facilities available with bidder to ensure timely completion of the work – team members, access to printing equipment and craft etc.
6. The bidder should have requisite infrastructure available and shall employ suitable expertise for the work on full time basis. Time is the essence of the project.

**IMPORTANT DETAILS & METHOD OF SELECTION**

1. The Earnest Money deposited by successful bidder will be converted as Security Deposit for performance of the contract after award of the tender. The earnest money will be refunded to all unsuccessful parties. The Earnest Money will not carry any interest. All tenders which are received without earnest money will be rejected.
2. Security Deposit will be refunded to the successful Bidder after satisfactory completion of job. There will be no interest whatsoever on the security deposit
3. The tender shall remain valid for 1 month from the date of opening of tender.
4. Only technically qualified tenders will be eligible to be considered for Financial Bid opening.
5. If delivered by Registered post, it should reach on or before the due date of opening of Bid, CSMVS Shall not be responsible for any loss or delay in transit.

Before submitting the tender, the bidder may visit the CSMVS or All queries regarding the Tender may be addressed to CSMVS via email sent to csmvsmumbai@gmail.com to discuss with the concerned persons about the artistic and technical needs for the pop-up book so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.

1. Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value. In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
2. If the bidder fails to comply with the tender conditions, the work shall be got done by CSMVS at the risk and cost of successful Bidder and its responsibility will be fully with the Bidder.
3. Successful bidder will have to submit cover design, and a dummy of the book for approval in case of award of tender, as per mutually agreeable timeline between the CSMVS and the printer. The Dummy should contain at least 2 pop-ups out of the many planned in the book.The printing will start only after obtaining written approval from CSMVS.
4. Liquidated damages: The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is 4 months from the date of award of contract. If the bidder fails to deliver any or all the printing material to the satisfaction of CSMVS or fails to perform the services within the specified period in the contract, CSMVS shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages, an amount at the rate of 1% of the order subject to a maximum of 10% of the ordered value.
5. Successful bidder shall have to deliver all copies of the books in Marathi and English to CSMVS within the specified time and the prices shall be deemed to be included with the offer price.
6. Payment terms: Payment may be staged in the following manner
	1. 35% of total amount quoted on completion of design of at least 3 pop-up spreads
	2. 45% of total amount quoted on completion of design of all spreads
	3. 20% of total amount quoted after printing and delivery of all 200 copies.
		1. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.

j. The acceptance and declaration of best value bidder will rest solely with the CSMVS, who is not bound to accept the lowest bid and reserves the right to reject any or all tenders without assigning any reasons whatsoever.

k. Arbitration**:** All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed jointly by the Competent Authority of CSMVS and the bidder or any person nominated by them. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The Arbitration proceedings shall be held in Mumbai.

l.Code of Ethics - The bidder should will never share any of the materials of CSMVS given to the bidder with any other bidder in any form.

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya is free to accept any tender in whole or in part and reserve the right to reject any or all tenders in whole or in part. Any tender that may not have been duly completed and signed will be considered invalid.