



**Government of India
MINISTRY OF WATER RESOURCES
Central Water & Power Research Station
Khadakwasla, Pune – 411 024**

LIMITED TENDER ENQUIRY

FOR

**"JOB WORK FOR CONCEPT MAKING AND DESIGNING
OF A COFFEE TABLE BOOK"**

DUE DATE OF OPENING 15.07.2016

EXECUTIVE ENGINEER (CIVIL), CW&PRS, PUNE

July 2016

**THIS DOCUMENT FROM PAGE 2 ONWARDS SHOULD BE
RETURNED IN ORIGINAL DULY SIGNED**

**BID DOCUMENT
FOR
JOB WORK FOR CONCEPT MAKING AND DESIGNING OF
A COFFEE TABLE BOOK**

INQUIRY NO. :

NAME OF BIDDER :

PHONE:

FAX :

THIS BID DOCUMENT CONTAINS THE FOLLOWING:

1. TERMS & CONDITIONS
2. BILL OF QUANTITY
3. TWO HAND RECEIPTS
4. BRIEF DESCRIPTION AND DETAILED SPECIFICATIONS

**THE BIDDER SHOULD READ ALL THE INSTRUCTIONS IN THE DOCUMENT
THOROUGHLY BEFORE SUBMITTING THE BID AND ADHERE TO THE DATES
GIVEN.**

(SIGNATURE AND SEAL OF BIDDER)

**EXECUTIVE ENGINEER (CIVIL)
CW&PRS, PUNE-24**

TERMS AND CONDITIONS

A) GENERAL

1. ADHERENCE TO ALL THE TERMS AND CONDITIONS: The bidder should adhere to all the terms and conditions. If there is any discrepancy in complying with any term and condition laid down, the bid is liable to be rejected and the decision of the competent authority would be binding on the bidder.

2. OBTAINING TENDER DOCUMENTS: The tender forms can be obtained from the office of Executive Engineer (Civil), CW&PRS, Pune-24 between 0930 hrs and 1600 hrs from 04.07.2016 to 13.07.2016 on payment of non-refundable fee of Rs. **500/-** each plus (postal charges of Rs.50/- if required by post) by cash /Demand Draft down in favour of Executive Engineer (Civil), CW&PRS, payable at Pune. Tender documents can also be downloaded from the CW&PRS website www.cwprs.gov.in and should be submitted along with tender fee of Rs. 500/- in the form of DD drawn in favour of Executive Engineer (Civil), CW&PRS, payable at Pune. Tenders without tender fee WILL BE REJECTED.

3. EARNEST MONEY DEPOSIT: EMD of Rs.9,000/- should be enclosed with bid document. Bids received without adequate EMD, are likely to be summarily rejected.

4. DUE DATE: The bid received after the due date and time will be rejected. Unsigned bid will be rejected.

5. REJECTION OF BID: The competent authority reserves the right to accept or reject any or all the bids without assigning any reasons therefore.

6. LOWEST BIDDER (L1) : L1 vendor (bidder) shall be decided on the comprehensive total of all items/item wise cost of Job work. Single option with most economical prices for the job work meeting specification ONLY will be accepted.

7. BILL OF QUANTITY : The rates of job work are stated in "Bill of Quantity". (Proforma enclosed)

8. BID CLARIFICATION : The bidder may obtain the required clarification if any, before presenting the bid. No clarification will be sought after opening of the tender.

Signature and Seal of Bidder

**Executive Engineer (Civil)
CWPRS, Pune -24**

9. VALIDITY OF THE BID: The bid for the work/supply shall remain open for a period of 180 days from the date of opening of bids. The Government shall without prejudice to any other right or remedy, be at liberty of forfeit 50% of the earnest money if any bidder withdraws his bid before that date or makes any modification in the terms and conditions of the bid which are not acceptable to the department, and to forfeit whole of the earnest money if the bidder, whose bid is accepted, fails to commence the work/supply specified in the LTI (along with changes in scope, if any) is prescribed time or abandons the work supply before its completion.

10. AMENDMENTS TO THE BIDS: The amendments shall be notified in writing or by FAX to all prospective bidders on the address intimated at the time binding on them.

11. BID OPENING: - Reputed firms may send their lowest offers for the same in Sealed Envelops super scribing Tender for the above mentioned material in person/by post so as to reach Executive Engineer (Civil), CW&PRS, Pune-411 024 on or before 15.07.2016 up to 14.30 hrs. The Tender would be opened at **15.00 hrs on 15.07.2016**.

a) CWPRS shall open bids in the presence of bidders or their authorized representatives who choose to attend, on due date. The bidder's representatives, who are present, shall sign an attendance register. The bidders shall submit authority letter to this effect before they are allowed to participate in bid opening.

b) Maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

c) The bidder's names, Bid prices, modifications, bid withdrawals and such other details as CWPRS, at its discretion, may consider appropriate will be announced at the time of opening.

d) The date fixed for opening of bids if subsequently declared as holiday by the CWPRS the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

Signature and Seal of Bidder

**Executive Engineer (Civil)
CWPRS, Pune -24**

12. PLACEMENT OF ORDER: CWPRS shall consider placement of orders to those eligible bidders whose offers have been found technically, commercially and financially acceptable.

13. TERMINATION FOR DEFAULT: CWPRS may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part: -

- a) If the supplier fails to deliver within the time period(s) specified in the contract, or extension thereof granted by CWPRS.
- b) If the supplier fails to perform any other obligation(s) under the Contract; and
- c) If the supplier, in either of the above circumstance, does not remedy his failure within a period of 15 days (or such longer period as CWPRS may authorise in writing) after receipt of the default notice from CWPRS.

14. ARBITRATION: - In case of dispute the decision of the Director, CWPRS, Pune will be binding.

15. Resultant Contract will be interpreted under Indian laws.

16. OTHER TERMS AND CONDITIONS: Any other conditions not mentioned shall be dealt as per/GFR 2005 and CPWD Works Manual 2003.

17. LIQUIDATED DAMAGE: If a firm accepts the order & fails to execute the order, in full or part as per terms and conditions stipulated therein, it will be opened to the Director to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof subject to maximum of 5% of the value of the undelivered stores. It will also be open to the Director, alternatively, to arrange procurement of the required stores from any source, at the risk and expenses of the firm accepted and failed to execute the order accordingly to stipulations agreed upon. This will also entail removal of the defaulter's name from the approved/registered list of suppliers.

Signature and Seal of Bidder

**Executive Engineer (Civil)
CWPRS, Pune -24**

b) FINANCIAL

1. EARNEST MONEY DEPOSIT: EMD of Rs. 9,000/- (Rupees Nine thousand only) in the form of Demand Draft/Fixed Deposit Receipt on any Scheduled Bank drawn in favour of Executive Engineer (Civil), CWPRS, Khadakwasla, Pune - 411 024 should be enclosed. No interest will be paid on the amount of EMD. Exemption from payment of EMD will be granted wherever applicable on submission of necessary valid documents along with the tender. A Proforma of hand receipt form is also sent herewith. The same may be completed and sent duly affixed with one rupee revenue stamp (stamp is not required on transactions of less than Rs. 5,000/-) along with the quotation/bid for arranging refund or Earnest Money Deposit as and when it becomes due.

2. RATES TO BE QUOTED: All the rates may be quoted in Indian Rupees. The Cost to be indicated for each item should be the landed cost inclusive of all taxes, levies, freight, etc. However rate amount of Excise Duty, Custom Duty, VAT or any other chargeable levies will be shown separately to make for the landed cost. The benefit of reduction in cost due to decrease in taxes etc.

3. DISCREPANCY IN RATES: The rates quoted shall be written in ink, both in figures and in words, If there is any discrepancy in the rates quoted in figures and words, the rates quoted in words would be considered.

4. TERMS OF PAYMENT: In case of indigenous supplies, 100% payment will be made within 30 days after completion of job work satisfactorily.

5. SECURITY DEPOSIT: The firm will have to deposit security deposit at the rate of 10% of the total supply order in the form of FDR from Nationalised Bank drawn in favour of Executive Engineer (Civil), CWPRS, Khadakwasla, Pune - 411 024 within 20 days of the receipt of acceptance of tender along with acknowledgement copy of supply order, failing which CWPRS will presume that the bidder is unable to accept the tender.

If the firm fails or neglects to observe or perform any of his obligations under the contract, it shall lawful for CWPRS to forfeit, either in whole or in part, the security deposit furnished by the firm. Save as aforesaid, if the firm duly performs and completes the contract in all respect and presents absolute "**NO DEMAND CERTIFICATE**" in the prescribed form and returns in good conditions, the specifications, drawing and samples or other property belonging to CWPRS. CWPRS shall refund the security deposit to the firm after deducting all costs and other expenses that CWPRS may have incurred and all dues and other moneys including all losses and damages which CWPRS is entitled to recover from the firm.

6. INCIDENTAL CHARGES: All other incidental charges, if any may be indicated.

7. DELIVERY PERIOD: Delivery period shall be **6-8 weeks** from the date of issue of supply order of CWPRS.

Signature and Seal of Bidder

**Executive Engineer (Civil)
CWPRS, Pune -24**

Documents to be enclosed along with Bids:-

- Bidder covering letter.
- EMD of Rs.9,000/- (Rupees Nine thousand only) in the form of Demand Draft/Fixed Deposit Receipts on any Scheduled Bank drawn in favour of "Executive Engineer (Civil)", CW&PRS, Khadakwasla, Pune-24. The bid will be summarily rejected if the exact EMD is not submitted in this envelope.
- Bid documents from page 2 onwards in original duly signed by the bidder.
- Two hand receipts duly signed by bidder.
- Price schedule for job work to be supplied in requisite format.

The bid should be submitted to:

Executive Engineer (Civil) (Room No.208)
Central Water and Power Research Station,
P.O. Khadakwasla Research Station,
Pune – 411 024, Maharashtra, India.
Fax: 01-020-24381004
Phones: 91-020-24103220/24103267

Signature and Seal of Bidder

**Executive Engineer (Civil)
CWPRS, Pune -24**

Phones : 020 2410 3220
Fax : 020-24381004



Email : ee_civil@cwprs.gov.in
Website: www.cwprs.gov.in

Government of India
Ministry of Water Resources River Development and Ganga Rejuvenation
CENTRAL WATER & POWER RESEARCH STATION
Khadakwasla, Pune 411 024

No.708/1/S/EE(C)/16-17/WQAM/

Date:

To,

Sub: Job work for concept making and designing of a 152 page(s) Coffee Table Book of CW&PRS for the Centenary year.

BILL OF QUANTITY

Sr. No.	Description of Job Work	Amount (Rs.)
1.	<p>Job work for concept making and designing of a Coffee Table Book (150 pages) of CW&PRS for the Centenary year including</p> <ol style="list-style-type: none">1. concept creation2. Visual Content Processing3. Text Content Processing & Designing of the Coffee Table Book <p>Specifications:</p> <p>a. Concept Creation:</p> <ul style="list-style-type: none">-Creation of a concept for the coffee table book-Finalization of the concept after due discussion <p>b. Visual Content Processing:</p> <ul style="list-style-type: none">-Collection-compilation of visual content (More than 600 photographs scanned images etc from various sources at CWPRS)-Scanning of documents wherever necessary-Correction and processing of more than 200 photographs using Adobe Photoshop. <p>c. Text Content Processing:</p> <ul style="list-style-type: none">-Collection of the content by various departments of CWPRS-Editing and proof reading of the content-Approval to the content <p>d. Designing of the coffee table book:</p> <ul style="list-style-type: none">-Concept and Design of Cover and Inner Pages-Use of illustrator, coral draw, photoshop software to enhance the design elements-Use of illustrations, sketches and art work as a value addition-Use of Indesign software for designing of the book	
2.	Taxes :	
Total Rs.		

Thanking you,

Yours faithfully

Executive Engineer(C)
CWPRS, Pune 411 024

Terms and Condition

- 1. Bidder/Agency should have minimum three years experience in the field of documentation. Documentation involves in depth research of the subject and its presentation in a digestible form for layman reader.**
- 2. Bidder/Agency should have at least two documentation based coffee table in English language, to its credit during the last 5 years and must be commissioned by the Government (State/Central) or the renowned institutions. Bidder/agency should provide the copy of work orders / documentary proof for same.**
- 3. Bidder/Agency must have its own content team. Bidder/Agency must be involved in creation of the content, visual content (photographs and other visuals), art work, design & layout of these coffee table books. Mere printing of coffee table books does not qualify bidder/agency for the bidding. Copy-right pages of above books must have mention of the bidder/agency as Concept-Content-Creation Team and not just as Printer/Publisher.**
- 4. Bidder/Agency should produce minimum one photographic coffee table book on demand in English, commissioned by the Government (State/Central) or the renowned institutions, to its credit during last 3 years.**
- 5. Outstation firms should have its office/representative at Pune for constant interaction with CW&PRS Officers.**
- 6. Consignee:**

**K K Gupta
Scientist C
WQAM Division
CWPRS, Khadakwasla
Pune-411024
Ph: 020-24103511**

Payment terms:

- 1. The payment will be made within 30 days after completion of job work in good condition.**
- 2. No advance will be made in any case.**

Signature and Seal of Bidder

Executive Engineer (Civil)

**Government of India
Central Water & Power Research Station
Khadakwasla, Pune – 411 024**

No.708/1/S/EE(C)/WQAM/2016/

Date:

TENDER NOTICE

Executive Engineer (Civil), CW&PRS, Pune-24, on behalf of President of India, are invited sealed tenders from eligible bidders for the supply of the following items/materials:

Items/Materials	Earnest Money for total Qty. Amount in Rs.
Job work for concept making and designing of a Coffee Table Book	9,000/-

Tender forms can be obtained from the office of Executive Engineer (Civil), CW&PRS, Pune-24 between **0930 hrs and 1600 hrs from 04.07.2016 to 13.07.2016** on payment of a non-refundable fee of Rs.500/-, in cash or by DD drawn in favour of Executive Engineer (Civil), CWPRS, payable at Pune.

The complete Tender Document can also be downloaded from CWPRS website www.cwprs.gov.in and should be submitted along with tender fee of **Rs.500/- (Rupees Five hundred only) in the form of DD drawn in favour of Executive Engineer (Civil), CWPRS payable at Pune. Tender without Tender Fee cannot be considered.**

Reputed Firms may send their lowest offers for the same in Sealed Envelopes superscribing tender for the above mentioned materials in person/ by post so as to reach Executive Engineer (Civil), CWPRS, Pune 411 024 (India) on or before 15.07.2016 up to **1430** hours. The Bids would be opened at **1500** hours on 15.07.2016.

Executive Engineer (Civil)

SPECIFICATIONS FOR JOB WORK FOR CONCEPT MAKING AND DESIGNING OF A 152 PAGE(S) COFFEE TABLE BOOK

The Job work for concept making and designing of a 152 page(s) Coffee Table Book comprise the following specifications as follows:

Specifications:

a. Concept Creation:

- Creation of a concept for the coffee table book
- Finalization of the concept after due discussion

b. Visual Content Processing:

- Collection-Compilation of visual content
(More than 600 photographs scanned images etc from various sources at CWPRS)
- Scanning of documents wherever necessary
- Correction and processing of more than 200 photographs using Adobe Photoshop.

c. Text Content Processing:

- Collection of the content by various departments of CWPRS
- Editing and proof reading of the content
- Approval to the content

d. Designing of the coffee table book:

- Concept and Design of Cover and Inner Pages
- Use of illustrator, coral draw, photoshop software to enhance the design elements
- Use of illustrations, sketches and art work as a value addition
- Use of Indesign software for designing of the book