

Tender No. CCRT/27015/01/2024/

17th October, 2025

Centre for Culture Resources & Training

Plot No 15 A, Sector 7, Dwarka

New Delhi 110075

Request For Proposal (RFP)

Guidelines and Tender Document

For

**Drawing, Designing, Editing and Printing of Booklets (Illustrated Cartoon Type Booklet
(Four Coloured)) – DDR Stories Uploaded on the AKAM Website**

Important Dates and Information

Critical Dates	Date	Time (Hrs : Mins)
Date of Publication of Bid	17 October, 2025	
Document Sale Start Date	-	
Document Sale End Date	-	
Seek Clarification Start Date	22 October, 2025	1000h
Seek Clarification End Date	31 October, 2025	1730h
Pre Bid Meeting Date	04 November, 2025	1100h
Bid Submission End Date	06 November, 2025	1730h
Bid Opening Date	07 November, 2025	1100h
Place of opening of Bids	Conference Hall, Centre for Culture Resources & Training Plot No 15 A, Sector 7, Dwarka, New Delhi 110075	
Address For Communication	Centre for Culture Resources & Training Plot No 15 A, Sector 7, Dwarka, New Delhi 110075	

1. Instruction to Bidders

Bidders are advised to study this BID/TENDER document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the BID/TENDER with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligations under the Bid.

Definitions

In this document, the following terms shall have following respective meanings: -

- a) **“Acceptance”** means the Complying and Agreeing to the terms and conditions for the purpose of this tender by the Tenderer/Bidder, herein provided by Government that the following term(s) and condition(s) (or specific part thereof) has been mutually agreed, accepted and/or shall be fully accepted by the Tendered or bidder, in accordance with the Terms and Condition laid down in the Tender/Bid Documents.
- b) **“Agreement”** means the Agreement to be signed by the Successful Bidder and Centre for Cultural Resources and Training, New Delhi.
- c) **“Authorized Representative”** shall mean any person/agency authorized by either of the parties.
- d) **“BOQ”** means Bill of Quantity
- e) **“Bidder”** means any firm offering the solution(s), service(s) and/ or materials required in the BID/TENDER. The word Bidder, when used in the pre-award period shall be synonymous with Bidder and when used after intimation of successful bidder shall mean the successful bidder, also called ‘ Vendor or Implementation Partner’, with whom CCRT signs the Contract.
- f) **“Contract”** issued synonymously with agreement.
- g) **“Documentary evidence”** means any matter expressed or described upon any substance by means of letters, figures or marks intended to be used for the recording of that matter or to substantiate the claims or authenticate the submitted document or items put under tender and which can produce before a court of Law.
- h) **“CCRT”** shall mean Center for Culture Resources and Training.
- i) **“Go live”** shall mean from the date of signing contract/Agreement between Bidder and Center for Culture Resources and Training.
- j) **“Law”** shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Government of India or State Government or regulatory authority or political subdivision of government agency.
- k) **“LOA”** means issuing of Letter of Award which shall constitute the intention of the Tenderer to place the purchase order with the successful bidder.

- l) **“Party”** shall mean CCRT or Bidder individually and **“Parties”** shall mean CCRT and Bidder collectively.
- m) **“PBC”** means Pre-Bid Conference
- n) **“Rates/Prices”** means prices of supply of equipment and services quoted by the Bidder in the Commercial Bid submitted by him and/or mentioned in the Contract
- o) **“BID/TENDER (request for proposal)”** means the detailed notification seeking a set of solution(s), service(s), materials and/or any combination of them.
- p) **“Services”** means the work to be performed by the Bidder pursuant to this Contract, as detailed in the Scope of Work.
- q) **“Site”** shall mean the location(s) for which the Contract has been issued and where the service shall be provided as per Agreement.
- r) **“Manufacturer”** shall mean the selected vendor.
- s) **“Director”** shall mean the authority issuing this Request for Proposal (BID/TENDER) and the authority under whom the said project is to be implemented and this authority shall be representing the CCRT.
- t) **“Termination notice”** means the written notice of termination of the Agreement issued by one party to the other in terms hereof.

1. Qualification Criteria Bidders

The following are the Pre-conditions, which are to be necessarily fulfilled, to be eligible for technical evaluation of the proposed solution. Only those interested bidders who satisfy the following eligibility criteria should respond to this BID/TENDER:

(I) Pre-Qualification for Bidders

The cost of BID/Tender document and Earnest Money Deposit (EMD) shall be submitted in original on or before the bid Submission end date (refer to data sheet in page 1)

- a) The pre-qualification bid shall contain the following document:
 - i. Earnest Money Deposit of Rs.2,00,000/- (Rupees Two Lakhs Only).
 - ii. Firms registered under MSME/Starter are exempted from furnishing the EMD. A copy of certificate issued by the Competent Authority may attached with bid documents in a separate envelope.
 - iii. Samples of bid item(s). The samples of each item bearing name & signature of the vendor should be submitted on the particular date at his / her on cost and risk. **The vendor should submit Samples along with Technical Bid.** All Samples should be as per specification attached with the tender. Non submission of the samples will lead to the rejection of the tender.

In case of failure of submitting the Earnest Money Deposit (EMD) and Samples the bids received will not be considered for opening and will be out rightly rejected without any reason thereof.

(II) General Qualification for Bidders

- a) Documents to be closed with bid :
 - a. Permanent Account Number (PAN) Card
 - b. Registration Certificate
 - c. Valid Trade license
 - d. GST Clearance
 - e. Bidder Address Format Details
 - f. Income Tax Registration/Clearance/Exemption Certificate
 - g. In case of Consortium, copy of Partnership documents should be attached
 - h. Annual Turn over Certificate from Chartered Accountant
 - i. Balance sheet for last three years
 - j. Principle place of business/Printing House detail
 - k. Procurement/Similar types of supply work
- b) The vendor/ Printing house/dealers/Firms etc. who are in the business of printing are invited to bid for the project. The prospective bidder as the case should have annual turnover of Rs. 1 Crores for last 3 consecutive financial years.
- c) Consortium bidding is allowed with the prime bidder having turnover of Rs. 1 Crores for last 3 consecutive financial years. The consortium partner should be a printing house/dealers or in to the same business of printing for a minimum of 3 years.

- d) In case of the consortium bidding the Teaming/consortium Agreement of the consortium partners duly signed by the signing authorities of the respective partner companies, needs to be submitted and produced in original on demand by CCRT.

Any incomplete section/sections will be rejected out rightly.

- e) The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted/penalized for uncompleted work with any of the Central Government / State Government /PSU/ Any Corporation / Any Society / Any Government agencies in last 5 years ending on 31st March 2025
- f) The bidders can visit the office of Centre for Culture Resources & Training, Plot No 15 A, Sector 7, Dwarka, New Delhi 110075 **the from 03 November, 2025 to inspect the samples of tendered items till 03 November 2025, the timing of display of samples would be 10:00AM to 4:00PM.**

Bidders Eligibility Criteria

The following are the conditions, which are to be necessarily fulfilled, to be eligible for technical evaluation of the proposed scheme. Only those interested bidders who satisfy the following criteria should respond to this TENDER.

The bidder shall meet the following Qualification for Eligibility:

- a) Registered firms/ organizations/ suppliers/ printers/ publishers/ societies/ public limited companies/private limited companies should possess certificate of registration as the case may be.
- b) In case of consortium bidding, the prime bidder should have local presence in Delhi and NCR and this should be an existing set up established prior to 31st March 2020 or at least before 31st March 2023. The MoU between the consortium bidders should also be submitted to the Center for Culture Resources and Training.
- c) Reputed, experience and financially sound bidders/Tenderer, fulfilling the eligibility qualification as specified in the Bid documents” shall be eligible to bid for printing & supply of story books:
- i. All qualified Bidders who fulfill the required terms & conditions and specifications shall be allowed to supply and print the story books on the same terms & conditions of the tender.
 - ii. The Bidders shall possess the previous knowledge & experience of composing, printing, publication & supply of books and language books or having tied up with company/firm having knowledge & experience of printing and publication of books along with the requisite printing and publishing facilities for books.

- iii. The bid should be accompanied with Demand Draft of Rs.2,00,000/- (Rupees two lakhs only) in favour of **EMD Account, CCRT** from any Nationalized Bank in India towards EMD.
- iv. The envelope for EMD should be clearly marked as “Printing and Supply of Story books” and the tender No. CCRT/27015/01/2024 and should be addressed to

**The Director
Centre for Culture Resources & Training
Plot No 15 A, Sector 7, Dwarka,
New Delhi 110075**

- d) The bidder shall submit the above details with documentary evidence including copies of the list of past supplies, details of composing, printing and binding facilities available etc. in support of the fulfilling the eligibility requirements.
- e) The contract will ordinarily be awarded to the most eligible bidder whose bid would be found to be responsive and who will be eligible and qualified to perform the contract satisfactorily as per the terms and conditions of the tender document.
- f) Documents once submitted by bidder will be considered as final. Any deficiency in the documents shall render the bidder liable for rejection without any reasons thereof.
- g) The tender will be opened in two parts / stages i.e. firstly, as per clause (I) **Pre-Qualification for Bidders**, the required document will have to be submitted in hard copy to the office and will be opened and if documents therein are found as per the terms and conditions of tender document, then only Technical Bid will be opened. Only those **Financial bids** will be open who qualify for the technical bid.
- h) The Bidder should have experience of working with various State Governments of the Country. Preference would be given to the bidder who has prior experience of working with Government of India for at least 3 years ended with 31st March 2025. However, such preference would be subjected to fulfillment of technical eligibility and quality standards.
- i) Successful bidder shall furnish a performance guarantee in the form of FDR/DD/Bank Guarantee of 5% of the total tender value within 15 days of issue of award letter.
- j) The bidder shall be deemed to have carefully examined all the bidding Documents and also to have satisfied himself as to the nature and character of the work to be executed and other relevant matters/details.

IMPORTANT NOTE: Please submit all the documentary evidence in support of the above conditions WHEREEVER applicable to support the claims of the bidder as the eligibility criteria.

2. Tender Document

Cost of the Tender Document

The Tender document is available free of cost on line, and to be down loaded from the website of CCRT i.e. www.ccrtindia.gov.in.

Proposal Preparation Cost

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of in formative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, producing sample or samples, in providing any additional information required by CCRT to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process. This BID/TENDER does not commit the CCRT to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

Entire Tender Document

Bidder is expected to examine all instructions, forms, terms, condition, qualification criteria, specifications, and other information in the BID/TENDER document carefully and comply with all such requirement thereof. Failure to furnish all information required by the BID/TENDER document or to submit a Bid not substantially responsive to the BID/TENDER document in every respect will be at Bidder's risk and may result in the rejection of Bid.

Clarification on BID/TENDER Document and Pre Bid Conference

The bidder or its official representative is invited to attend a pre-bid meeting as mentioned in the schedule of events at the office of the Centre for Culture Resources & Training, Plot No 15 A, Sector 7, Dwarka, New Delhi 110075. The purpose of the meeting will be to clarify issues and to address clarifications sought by the bidders in this context. The responses for the clarifications sought by the bidders will be distributed to all the bidders. All the clarification will be done on Pre-Bid meeting day. Further to this if any modifications in the Tender documents, which the CCRT finds deemed fit to be amended after the pre-bid meeting, shall be made by CCRT exclusively through the issue of a corrigendum. The decision of CCRT on the need for any modification shall be final and binding on all.

However, it is not binding on CCRT to hold a pre-bid meeting or restrict itself to holding only one such meeting. If it feels, that the clarifications sought by the bidders do not warrant a pre-bid meeting, it can cancel the meeting and send the replies to the bidders by emails.

Amendment to Bid/Tender Document

1. At any time prior to the deadline (or as extended by CCRT) for submission of bids, CCRT, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder, may modify the BID/TENDER document by issuing amendment (s)
2. All bidders will be notified of the amendment(s) by publishing on the websites and these will be binding on them.

3. In order to allow bidders are as on able time to take the amendment(s) into account in preparing their bids, CCRT, at its discretion, may extend the deadline for the submission of bids.

Documents comprising the Bid

The bid prepared by the bidder shall include the following documents

- i. Filled in Guaranteed & Technical Particulars
- ii. Documentary evidence establishing bidder's eligibility and qualification in accordance to the bid document that bidder is eligible to bid and is qualified to perform the contract
- iii. Bid security in the form of Earnest Money Deposit and Fixed Deposit Receipt.
- iv. The document showing Minimum Average Annual Turnover during the last 3 financial years i.e. 2022-23, 2023-24 & 2024-25.
- v. The bidders are also to submit sample of all the items they are bidding for and any other relevant information required as per the specification or deemed necessary by the bidder to illustrate his/her bid.
- vi. No alteration shall be made to any Performa/BOQ or to any format in the bid document.

Language of BID

The bid prepared by the bidder, as well as all correspondence and documents relating to the Bid exchanged between the bidder and the CCRT shall be in English.

Performa of Bid

The bidder shall complete the Performa of letter of undertaking, format for technical and financial offer furnishes in the bidding document.

Bid Prices

- i. The bidder shall quote the rate for items strictly as per the design, quality and samples displayed in the Office of the Center for Culture Resources and Training.
- ii. The prices of the items have to fill in the separate BOQ. Any changes made by the bidder on the BOQ document other than they are required to fill up would render their bid canceled without assigning any reasons thereof.
- iii. All prices quoted shall be in INR and inclusive of all taxes.

3. Bid Submission

Instructions for Bid Submission

This tender document has been published on the CCRT web Portal (URL: <https://ccrtindia.gov.in>). The bidders are required to download the bid documents from the CCRT web site and submit hard copies of their bids to the office of the Centre for Culture Resources & Training, Plot No 15 A, Sector 7, Dwarka, New Delhi 110075.

Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from the seamy invite rejection of the bid.
3. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Deputy Director, CCRT for a tender or the relevant contact person indicated in the tender.

Only detailed complete bids in the form indicated above received prior to bid submission end date shall be taken as valid for consideration.

Bid Due Date

The Bid Due date is mentioned in the schedule of events.

The Tender Committee, CCRT may, in exceptional circumstances and at their discretion, extend the deadline for submission of proposals by issuing an Addendum online through the website <https://ccrtindia.gov.in>.

Modification and Withdrawal of BID

The bidders can modify parts of or entire bids submitted by them on before the designated bid submission closing date.

Period of Validity of Bids

- i. The bid shall remain valid for 120 days from the date of Technical Bid Opening being specified. Bidder should ensure that in all circumstances, its Bid fulfils the validity condition. Any bid valid for a shorter period shall be rejected as non- responsive.

- ii. In exceptional circumstances, CCRT reserves right to solicit bidder's consent for the extension of the period of validity. The request and the responses thereto shall be made in writing or by Fax. Bid Security shall also be suitably extended. A bidder granting the request is neither required nor permitted to modify the bid.

Price Adjustment

The prices quoted by the bidder shall be firm during the execution of the contract. No price escalation will be accepted at any point before or during or after the contract executions.

Documents Establishing Bidder's eligibility and Qualifications

- i. Pursuant to the bid document, the bidder shall furnish, as part of his bid, documents establishing the Bidder's eligibility to bid and his/her qualification to perform the contract.
- ii. Bidder may note that they are subjected to be disqualified, if they have made misleading or false representation on the Proforma, statements and have record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, or financial failure etc.
- iii. The Bidder has to organize visits/inspections of officials of CCRT Department in particular, to its printing premises/publishing house, etc. within India required for quality and assurance.

4. Evaluation Criteria

Part 1 (Bid Security)

Bidders who have submitted the valid bid security as per the format shall be considered for further evaluation. In case EMD has not been deposited /submitted the Bid shall be outrightly rejected.

Only the bids of those firms who fulfill all the conditions for Pre-Qualification as mentioned in tender documents will be considered for Technical and Financial Evaluation.

Opening and Evaluation of Technical Bids

The Tender Committee would evaluate the technical bids. The Tender committee comprising of officials appointed by CCRT would evaluate the technical bid at a date time and location as indicated in the first page.

CCRT may also undertake or clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.

In order to facilitate the Technical Bid evaluation, the technical criteria laid down along with the assigned weights have been presented in (Annexure- 8). The marking scheme presented is an indication of the relative importance of the evaluation criteria.

Bidders securing a minimum of 70% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids which don't secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered from Commercial evaluation. Scores of technically qualified Bidders shall be weighed prorata on a scale of 70 and shall be carried forward for evaluation together with the scores of Commercial evaluations.

Opening and Evaluation of Commercial Bids

Upon the declaration of the results of the technical evaluation, an auto generated email and SMS will be sent to all successful bidders informing them of the date and time of the opening of the commercial bids.

After evaluating the Technical Bids, CCRT shall notify the bidders whose Technical Bids were considered acceptable to CCRT, indicating the date, time and place for opening of the Commercial Bids and bidders provide a power point presentation on Technical bid.

The following points may be noted for the evaluation of the Commercial Bid

1. Prices should be bid in the standard BOQ format that has been provided with the online tender, which can be accessed after completion of the technical evaluation.
2. Prices mentioned in BOQ will be final. No further changes will be entertained.

Scores of the Commercial evaluation would be weighed prorata on a scale of 100 with the Bidder with the lowest commercial quote getting 100. These commercial scores would then be added up with the score of the technical evaluation and the Bidder getting the maximum total score out of 100 would be considered as the successful bidder (i.e. H1 Bidder).

Formula for Final Bid Evaluation is

$$B_m = .70 (TM) + .30(F_n)$$

$$F_n = (F_{min}/F_b) * 100$$

Where

B_m is total marks of the bidder in consideration

TM is Technical Marks of the bidder in consideration

F_n is Normalized financial score of the bidder in consideration

F_b is Evaluated Cost of bidder under consideration

F_{min} is Minimum evaluated cost of any bidder.

Bid Security

All bidders shall furnish, as part of its Technical Bid, an Earnest Money amounting to **Rs 2,00,000/- (Rupees Two Lakhs Only)**. Bids without this EMD will be rejected. Firms registered under MSME/Starter are exempted from furnishing the EMD.

1. The Bid Security shall be in Indian Rupees and shall be in the form of Demand Draft/Pay Order/Fixed Deposit Receipt/Term Deposit Receipt, issued by any Nationalized bank in India, drawn in favour of “EMD A/C, CCRT” payable at New Delhi. Such negotiable instrument should be valid for at least sixty (60) days beyond the validity of the Bid.
2. Unsuccessful bidder's Bid security will be discharged or returned within sixty (60) days after the expiration of the period of Bid validity prescribed.
3. The successful bidder's Bid security will be discharged upon the bidder signing the Contract Agreement, and furnishing the Performance Security.

Forfeiture of BID Security

The Bid security may be forfeited either in full or in part, at the discretion of CCRT, on account of one or more of the following reasons:

1. The bidder withdraws his Bid during the period of Bid validity specified by him on the Bid Letter Form
2. The bidder fails to co-operate in the Bid evaluation process
3. If the bid or its submission is not in conformity with the instruction mentioned herein
4. If the bidder violates any of the provisions of the terms and conditions of the tender.
5. In the case of a successful bidder fails to (a) accept award of work, (b) sign the Contract Agreement with CCRT, after acceptance of communication on placement of award, (c) furnish performance security, (d) fails to sign the Contract Agreement in time, (e) or the bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of CCRT in timely finalization of this tender.(f) Misrepresentation of facts.

The decision of CCRT regarding forfeiture of bid security shall be final and shall not be called up on question under any circumstances. A default in such a case may involve black-listing of the bidder by CCRT.

Award of Contract

1. The CCRT will determine to its satisfaction, whether the Bidder selected as having submitted the most competitive and lowest evaluated is qualified to satisfactorily perform title contract.
2. The determination will take in to account bidders financial, technical and production capabilities based upon the examination of the documentary evidence of the bidder's bid qualification by the bidder.
3. An affirmative determination to tender terms will be prerequisite for award of contract to the bidder. A negative determination will result in rejection of the bid, in which the event the CCRT will proceed to consider the next evaluated bid to make a similar determination of the bidder's capabilities to perform the contract satisfactorily.

OR

Cancel the tender process with out assigning any reason thereof, which is at the sole discretion of CCRT.

CCRT's Right to Change

1. CCRT reserves the right to increase or decrease the quantity of any items without any change in unit rates or other terms and condition during the execution of the contract.
2. CCRT may make any variation in the form of quality or quantity of the items or make substitution for original specification, design and instruction that may in its opinion be necessary and for that purpose or if for any other reason it shall have power to order the contract or to do the following and contractor shall do the same:
 - a. Increase or decrease the quantity of any items mentioned in BOQ.
 - b. Omit or substitute any items mentioned in BOQ.
 - c. Change the design specification, or quality or kind of any items mentioned in BOQ.
 - d. Change the size and dimension of any part of items.
 - e. Execute additional work of any kind necessary for the work.
 - f. Change method of dispatch or packing
 - g. Change the place of delivery.

Submission of Performance Security Money

Within seven (07) days of the receipt of letter of award from the CCRT but not later than the date of signing of contract agreement, the successful bidder shall furnish to the CCRT, a performance security @5% of the total Bid amount in the form of Demand Draft/Pay Order/Fixed Deposit Receipt/Term Deposit Receipt, issued by any Nationalized bank in India, drawn in favour of "EMD A/C, CCRT" payable at New Delhi, valid up to 60 days more from the date of completion of agreement, in accordance with the Conditions of the contract.

Failure of the successful bidder to comply with the requirements shall constitute sufficient ground for the annulment of the notification and forfeiture of the bid security in which event, the CCRT may award the contract in accordance with its prescribed rules.

Signing of Agreement

- 1 Within two (02) days of receipt of Letter of Award (LOI), the successful bidder shall submit Acceptance letter to Director, CCRT, accepting the terms of the contract.
- 2 Within ten (10) days of receipt of the Letter of Award, or a date and time mutually agreed upon, the successful bidder or his authorized representative shall attend the office of Director, CCRT, New Delhi for signing of the Agreement.
- 3 The Bidder before starting the delivery of items to location/store shall submit 10 numbers of samples to the Director, CCRT, New Delhi for preparing the same for display and quality control.
- 4 Failure on the part of the successful bidder to comply with the requirement of clause of tender shall constitute sufficient grounds for the forfeiture of the performance security & Earnest Money deposited, in which the CCRT may call for new bids.

Completion Time/Time Extension & Penalty for Delay

- i. The complete Delivery of materials to destination should be completed within 60 days from the date of issue for the Letter of Award.
- ii. Supply of Books is a time bound work and therefore extension of time shall not be given, Earnest Money shall be forfeited if the bidder fails to collect the Letter of Award within one week of issue of same, In that event, the bidder may be debarred from bidding in CCRT/ Government of India. In the event of failure to complete the total work, the 5% Contract performance Security will be forfeited. Further, the bidder shall be liable to pay penalty @ 0.10% of work value per day for delay in work completion beyond stipulated time.

Special Terms & Conditions

1. Any expenses related to sample manufacturing and submitted along with the bid shall be borne by the bidders themselves and CCRT shall in no way be liable.
2. That the Government shall not be liable to make payment for the items which are defective and not according to the quality specifications and samples.
3. The Bidder shall submit the sample of Books before final printing. Expenses in securing the sample copy have to be borne by the bidder themselves. The quality or texture of materials should be strictly as per sample provided.
4. The bid from the Tenderer of the manufacturing unit already debarred/black listed by the CCRT, CCRT shall not be accepted at all.
5. The rate shall be quoted based on the samples displayed by the department. The rate quoted should be inclusive of transportation, packaging & handling, delivery and unloading charges up to the CCRT Hqrs The chargeable taxes(GSTetc.) should be included with the prices. The department will provide exact details of size, colour and quantity to be supplied along with LOA. The items shall be delivered to the Centre for Culture Resources & Training Plot No 15 A, Sector 7, Dwarka, New Delhi 110075

CCRT's Right to Accept Bid and to reject any or all Bids

- i. Prior to expiration of the period of Bid validity, CCRT will notify the successful bidder in writing that its Bid has been accepted
- ii. Within 2 days of receipt of such intimation, the successful bidder shall give its acceptance to the CCRT
- iii. Upon the successful bidder's furnishing of Performance Security pursuant to clauses of tender, acceptance by successful Bidder, CCRT will promptly notify all unsuccessful bidders and will discharge their Bid security
- iv. Effort will be made by the CCRT to sign an agreement with the successful bidder within 15days.

Lack of Information to Bidder

The bidder shall be deemed to have carefully examined TENDER document to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the bid.

Fraudulent & Corrupt Practice

"Fraudulent Practice "means a misrepresentation of facts in order to influence procurement Process of the execution of the project and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the CCRT of the benefits of free and open competition.

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution. CCRT will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

5. General Conditions

Application

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the bid document.

Governing Language

The Contract shall be written in English language. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India.

Assigning of Sub-Contracts

The Vendor shall not assign any one in whole or in parts, its obligations to perform under the Contract, except with the CCRT’s prior written consent.

Change orders

1. The CCRT may at any time, give written order to the Vendor to make changes for additional functionalities specifically required, but not falling within the general scope of the current BID/TENDER/Contract. If any such change causes an increase in the cost of, or the time required for, the vendor’s performance of any provisions under the Contract, the vendor should notify CCRT in terms of the person, time, efforts required for executing the change requests, CCRT will examine the efforts estimate & agreed efforts will be compensated in terms of person time charges.
2. Any claims by the vendor for adjustment under this clause must be asserted within 6 working Days from the date of the vendor’s receipt of the CCRT’s change order.

5.6 Notices

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile to the other party’s address, and confirmed in writing by the other party.
2. A notice shall be effective when delivered or tendered to other party which ever is earlier.

5.7. Patent Rights

The Bidder shall indemnify the Tenderer against all third party claims of infringement of patent, trademark or industrial design and intellectual property rights arising from the use of materials and services or any part thereof.

5.8 Taxes and Duties

- (a) All payments will be subjected to tax payment/deduction at source as applicable/required at the prevailing tax rates.
- (b) CCRT shall not pay any increase in duties, taxes and surcharges and other charges on account of any revision, enactment during the period of validity of the Bids and also during the contract period. The decision of CCRT in this regard will be final and binding and no disputes in this regard will be entertained.

5.9. Force Majeure

- (a) For the purpose of this Article, Force “Majeure” means any cause, which is beyond the control of the vendor, which such party could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the Contract, such as:-
- (b) War/hostilities
- (c) Riot or civil commotion
- (d) Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
- (e) Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the vendor, which prevent or delay the execution of the order by the vendor.
- (f) If a Force Majeure situation arises, the vendor is required to promptly notify CCRT in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by CCRT in writing, the vendor will continue to perform its obligations under this supply order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

5.10 Acquaintance with local conditions

- (a) Each Bidder is expected to fully get acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost.
- (b) The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Intent/Award as described in the bidding documents. The CCRT shall not entertain any request for clarification from the Bidder regarding such local conditions.
- (c) It is the Bidder’s responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the CCRT. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the CCRT on account of failure of the Bidder to know the local laws / conditions.

5.11 Statutory and Regular Approvals

The Bidder shall be responsible for obtaining approvals for any statutory and regulatory requirements from any of the authorities. Further, the Bidder shall be responsible to get required documentation completed for obtaining such approvals from time to time.

5.12 Confidentiality

Any information pertaining to CCRT or any other agency involved in the project, matters concerning CCRT that comes to the knowledge of the vendor in connection with this contract, will be deemed to be confidential and the vendor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The vendor shall ensure due secrecy of information and data not intended for public distribution.

5.13 Limitation of Liability

The liability of the CCRT for its obligations under the Contract shall in no case exceed the total value of the Contract.

5.14 Failure to Agree with the Terms and Conditions of the BID/TENDER

Failure of the successful Bidder to agree with the Terms and Conditions of the BID/TENDER shall constitute sufficient grounds for the annulment of the award, in which event CCRT may award the Contract to the next best value Bidder or call for new Bids.

5.15 Payment Terms

- i. No advance will be paid. Full payment will be released only after successful completion of the entire contract.
- ii. Payment will be released only on submission of Bills (In duplicate) in the office of the Director, CCRT.
- iii. The Earnest money and contract Performance Security will be released only after successful completion of the entire contract and on submission of **“Certificate of Successful Work Completion”** issued either by Deputy Director or Director of CCRT.

6. Scope of Work

- (a) 170 stories will be divided into 17 books each.
- (b) Each book will carry 10 stories of different leaders.
- (c) Research and Story Selection: Finalizing from DDR archives.
- (d) Design and Illustration: Creating visuals inspired by traditional art forms for each story.
- (e) Content Development: Writing and editing stories in an engaging, age-appropriate format.
- (f) Printing and Distribution: Publishing 1,000 copies of each book.

7. Specifications

(a)	Size	11”X8.5”
(b)	Cover Paper	220 GSM Indian Art Card (Study, textures feel with a premium finish) + thermal lamination and QV quoting
(c)	Inside Paper	101 – 110 GSM gloss paper (enhances the vibrancy of illustrations and provides a smooth, reflective surface)
(d)	Pages	80 + 4 in each booklets (10 stories in each booklets)
(e)	Binding	Central Stitching
(f)	Qty	1000 copies each x 17 books
(g)	Colour	4 + 4
(hi)	Printing	Offset
(i)	Illustration per page	Not less than 4
(j)	Drawing and Formatting	Illustrations featuring traditional Indian art forms, including: ❖ Phad ❖ Cheriyal ❖ Pattachitra ❖ Kalighat ❖ Madhubani ❖ Gond ❖ Bhil ❖ Warli ❖ Miniature ❖ Kerala Mural ❖ Kalamkari ❖ Tanjore ❖ Pichwai ❖ And many more depending on the region. Please note that these illustrations have to be done by the vendor.
(k)	Component	Research and Content Development + Art and Design (170 Stories in 17 Books)

- (l) The illustrations will complement the stories, celebrating India’s diverse artistic heritage in relation to unsung heroes.
- (m) 3 Draft for proof reading and 1 Final Draft.

Annexure 1 : Bidder Profile

BID/TENDER No. CCRT/27015/01/2024

Name of the Project : Drawing, Designing, Editing and Printing of Booklets (Illustrated Cartoon Type Booklet (Four Coloured)) – DDR Stories Uploaded on the AKAM Website

1	Name of the company	
2	Company registered office address Telephone number Fax number e-mail	
3	Correspondence/contact address	
4	Details of contact person (Name, designation, address etc.) Telephone number	
5	Is the company a registered company? If yes, Submit documentary proof. Year and place of the establishment of the company	
6	Former name of the company, if any.	
7	Is the company? - Registered firms - Organizations - Suppliers - Societies - Public limited companies - Private limited companies - Consortium Bidders - Printing House	
8	Is the company registered with sales tax department? If yes, submit valid sales tax registration certificate.	
9	Number of years in the relevant field	
10	Are the company registered with any Government/Department/Public Sector undertaking? (if yes, give details)	

11	How many years have your organization been in business under your present name? What were your fields when you established your organization? When did you add new fields (if any)?	
----	--	--

12	What type best describes your company? (Documentary proof to be submitted) Supplier, Dealer and Manufacturer	
13	Do you have a local representation /office in Delhi? If so, please give the address and the details of staff, infrastructure etc. in the office and No of years of operation of the local office	
14	List the major clients with whom your organization has been/is currently associated.	
15	What is the total year of experience of handling Government projects?	
16	Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)	
17	Submit receipt of latest Income Tax Return filed with Income Tax Department and PAN no.	

Signature:-

Name of the Authorized

signatory : Company Seal

Annexure 2 : Performa of Letter of Undertaking (Printed in companies letter Head)

BID/TENDER No. CCRT/27015/01/2024

Name of the Project : Drawing, Designing, Editing and Printing of Booklets (Illustrated Cartoon Type Booklet (Four Coloured)) – DDR Stories Uploaded on the AKAM Website
To

The Director,
CCRT, Plot No. 15-A, Sector 7,
Dwarka, New Delhi 110075.

Sub : Bid for _____ (Specify
name of items for which the bid is made)

Dear Sir,

With reference to bidding Documents for above mentioned work, we the undersigned, having examined the Bidding documents, including corrigendum/addendum for the executions of the above named work, offer to execute and complete the whole of the works in conformity with the said Bidding Documents.

We are enclosing herewith the Earnest money amounting to _____ (in words and in figures) in the form of TDR as prescribed in clause 1.2 of the “Eligibility bidders criteria, clause 1 (d)” for Printing & supply of Story Books.

We confirm that our Bid shall remain valid for one hundred and eighty (120) calendar days and the EMD shall remain valid for the period of one year from the date of submission of the bid.

We undertake that if our bid is accepted, to commence and to complete the whole of the works comprised in the contract within the time specified by CCRT in the Bidding Documents.

We further confirm that in the event the Bid is accepted we shall furnish performance security in accordance with the various clauses of the tender document towards successful performance of time contract and shall execute the contract agreement in accordance with the tender document and criteria set in by the competent authority.

Unless and until a formal contract agreement is executed, this bid, subsequent correspondences together with the letter of Award of CCRT shall constitute a binding contract between us and CCRT, New Delhi,

We understand that CCRT, New Delhi is at liberty not to accept the lowest Bid Price. We also understand that CCRT is at liberty not to accept any or all Bid sand

Dated _____
Day of _____ 2025

Signature:-

Name of the Authorized signatory: Witness (Signature & Name,

Address) Company Seal:-

Annexure 3 : Format for Queries

Bidders requiring specific points of clarification may communicate with CCRT during the specific period using the following format.

BID/TENDER No. CCRT/27015/01/2024

Name of Project: Drawing, Designing, Editing and Printing of Booklets (Illustrated Cartoon Type Booklet (Four Coloured)) – DDR Stories Uploaded on the AKAM Website

Name of the Bidder-

Contact Address of the Bidder-

Sl No.	Section No.	Page No	Query

Signature:

Name of the Authorized signatory : Company seal:

Note : All the queries should be sent in this format to : Director, CCRT, New Delhi

Annexure 4 : Technical Bid letter

To,

The Director,
CCRT, Plot No. 15-A, Sector 7,
Dwarka, New Delhi 110075.

Reference : BID/TENDER No. CCRT/27015/01/2024

Sir,

We hereby declare

1. That we have knowledge and experience in printing of Story Books,
2. We are equipped with adequate manpower / machinery / technology for providing the Services as per the parameters laid down in the Tender Document and we are prepared for live/technical demonstration of our capability and preparedness before the representatives of CCRT and We/our principals are also equipped with adequate maintenance and service facilities within New Delhi for supporting the offered document.
3. We hereby offer to provide the Services at the prices and rates mentioned in the BOQ submitted with Tender Documents.
4. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
5. We enclose herewith the complete Technical Bid as required by you. This includes:
 - a) This Bid Letter
 - b) Statement of Technical Deviation (s)
 - c) Statement of deviations from tender terms and conditions.
 - d) Technical specification/representative samples of the item (s) quoted for.

We agree to abide by our offer for a period of 120 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the technical specification (s) are only those mentioned in Annexure and the deviations from the tender terms and conditions are only those mentioned in Annexure.

Certified that the Tenderer is a Company and the person signing the tender is the duly constituted attorney. Bid Security (Earnest Money) for an amount equal to **Rs.2.00.000/- (Rupees Two Lakhs Only)**/Firms registered under MSME/Starter are exempted from furnishing the EMD is enclosed in the cover containing the letter for Pre-Qualifying requirements.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this Day of 2025 (Signature) (In

the capacity of)

Duly authorized to sign the Tender Response for and on behalf of : (Name and Address of Company)

Seal/ Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

Annexure 5 Statement of Deviation from Technical Specification

To,

The Director,
CCRT, Plot No. 15-A, Sector 7,
Dwarka, New Delhi 110075.

Reference . BID/TENDER No. CCRT/27015/01/2024

Dear Sir,

Following are the deviations and variations from the Technical Specifications of tendered items. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specifications and documents.

Sl. No.	Section No.& Page No.	Deviation in the Bid	Brief Reason
1.			
2.			
3.			

Annexure 6 : Statement of Deviation from Tender Terms and Condition

To,

The Director,
CCRT, Plot No. 15-A, Sector 7,
Dwarka, New Delhi 110075.

Reference : BID/TENDER No. CCRT/27015/01/2024

Dear Sir,

Following are the deviations and variations from the Terms and Conditions of the Tender. These deviations and variations are exhaustive. Except these deviations and variations, the entire works shall be performed as per your specifications and documents.

Sl. No.	Section No.& Page No.	Deviation in the Bid	Brief Reason
1.			
2.			
3.			

Annexure 7: Commercial Bid Letter:

To,

The Director,
CCRT, Plot No. 15-A, Sector 7,
Dwarka, New Delhi 110075.

Reference : BID/TENDER No. CCRT/27015/01/2024

Sir,

We hereby declare

1. That we have knowledge and experience in Printing & Supply of Story Books.
2. We are equipped with adequate manpower / machinery / technology for providing the Services as per the parameters laid down in the Tender Document and we are prepared for live/technical demonstration of our capability and preparedness before the representatives of CCRT and We/our principals are also equipped with adequate maintenance and service facilities within New Delhi for supporting the offered document.
3. We hereby offer to provide the Services at the prices and rates mentioned in the BOQ.
4. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
5. We enclose herewith the complete Commercial Bid as required by you. This includes:
 - a. This Bid Letter(Annexure)
 - b. BOQ

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

Certified that the tenderer is a Company and the person signing the tender is the duly constituted attorney.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this Day of _____ 2025 (Signature) (In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

Annexure 8: Technical Evaluation Criteria

Sl No.	Criteria/Sub Criteria	Description	Point System	Max Criteria/ Sub Criteria Points	Section No. and Page No in the Bidders Proposal
1	Bidder			55	
a.	Turnover figure for Last three Years	Turnover of the bidder in last three years i.e. 2022-23, 2023-24 and 2024-25	Qualifying turnover should be at least Rs. 1 crores 1-3 crores = 10 Above 3- 5 crores =15 5 crores or more = 20	20	
b	Presence at Delhi, NCR	Presence of office at Delhi & NCR	Office at Delhi & NCR Since 1-3 years = 10 Above 3-5 years = 15 5 years or more = 20	20	
c	Proposed methodology adopted	1. Time line of printing and submission 2. Process & procedures for composing final drafting and final printing	15	15	
2	Evaluation of Sample Text Books			45	
c.	Sample Evaluation	The bidder's submission of sample and its evaluation by the tender evaluation committee	Material Manufacturer- 10 Quality of Paper (Inside) – 10 Quality of Cover page – 5 Print Quality – 10 Lamination Quality-10	45	
	Total Points			100	

FINANCIAL BID

Annexure 9: Printing and supply of Books Story Books

Sl. No	Title of the Story book	Approx. No. of Copies to be Printed	Amount Quoted
(1)	(2)	(7)	(8)
1	10 Stories in one Book (total 170 Stories in 17 books)	5000	

Note: Quoted Amount include all Taxes and Expenses

Specifications of the books

(a)	Size	11”X8.5”
(b)	Cover Paper	220 GSM Indian Art Card (Study, textures feel with a premium finish)
(c)	Inside Paper	101 – 110 GSM gloss paper (enhances the vibrancy of illustrations and provides a smooth, reflective surface)
(d)	Pages	80 + 4 in each booklets (10 stories in each booklets)
(e)	Binding	Central Stitching
(f)	Qty	1000 copies each x 17 books
(g)	Colour	4 + 4
(hi)	Printing	Offset
(i)	Illustration per page	Not less than 4
(j)	Drawing and Formatting	Illustrations featuring traditional Indian art forms, including: ❖ Phad ❖ Cheriya ❖ Pattachitra ❖ Kalighat ❖ Madhubani ❖ Gond ❖ Bhil ❖ Warli ❖ Miniature ❖ Kerala Mural ❖ Kalamkari ❖ Tanjore ❖ Pichwai ❖ And many more depending on the region.
(k)	Component	Research and Content Development + Art and Design (170 Stories in 17 Books)

