

TENDER for publication of journal
Haryana Institute of Public Administration,
Plot No. 76, Sector-18,
Gurugram

Sr. No.	Name of Work	Tender Document Fee + e-Service Fee	EMD Fee	Approx. Value of the Items	Start date and time	Closing date and time
1	Publication of journal	Rs.200+Rs.1180= Rs. 1380/-	Rs.10000	Approx. Rs. 50000/-	12.11.2021	11.12.2021

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to

establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for

signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

4. Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

5. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

<https://etenders.hry.nic.in>

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>. For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>.

Technical Bid Part -I

S.No	Particulars	
1	Name of the company	
2	Details about office of the agency Address phone no.: Fax: Eail ID: Mobile no. and Contact Person: PAN No. (copy to be attached)	
3	Total Experience of the Publications of Journal /Books/Newsletter etc. (Copy to be attached)	
4	Turn Over in Rs. as per CA Certificate of 2018-19 2019-20 and 2020-21 (Copy to be attached)	
5	Balance sheet for the last 3 years 2018-19 2019-20 and 2020-21 (Copy to be attached)	

TERMSANDCONDITIONS

Technical Qualifications:-

- i. Turnover - 50 Lac per anum of last three (3) years.
- ii Experience - 5 years of Publication of Journal/Books/Newsletter

The bidders shall **quote** the prices in Financial bid format.

PART-II

Financial Bid

Rates to be quoted for Publication of Journal including Service Tax/GST etc.,any other charges etc.

S.No.	Item	Item Description	Qty.	Rate (Cost including GST and delivery at HIPA, Gurugram)
1	Printing of Journal	1. Composing, page layout & Offset printing Size: 20x26"/8 Paper: 80 gsm SS Maplitho (BILT) Colour: Black	1	
		2. Cover: on 300g. Art Card, Four colour	1	
		3. Lamination: Matte	1	
		4. Binding: Sewn & Perfect	1	
		5. Paper :250 gsm. Sinar Art Card	1	
		Paper Size of the Newsletter: 23x36"/8 Trim Size	1	
		Print Area per cm square	1	
		Printing :Four colour	1	
		Process : Offset Printing	1	
		Binding: Fanfold (Machine crease)	1	
		Lamination	1	

SCOPE OF WORK / DELIVERABLES

JOURNAL

The agency shall be responsible for the following, subject to overall supervision and control by HIPA:

Text formatting, printing, publication and distribution of the journal in a timely manner

Rate to be quoted on per page-form basis, including formatting, layout, printing, binding and delivery at HIPA, Gurugram.

Number of copies: 300 (three hundred) to begin with

Technical Specifications:

Formatting and Layout

Text formatting:

Text will be bilingual (Hindi & English) to be formatted in both running and tabular formats, may contain graphs, linear figures, tables and photos, etc. All input to be provided by HIPA in soft copy and standard formats.

Layout

Paper Size of the Journal: 20x26"/8

Trim Size: 23cmX15cm

Print Area: 20cmX12cm

Paper

Text: 80 gsm. Offset Maplitho

Cover: 250 gsm. Sinar Art Card

Printing: Colour

Text: Single-Black

Cover : four colours

Process: Offset Printing

Binding: Paperback, **Sewn** and Perfect

Lamination

Matt

Pre-Print Approval

- (i) The Agency shall provide five hard copies of the draft/initial edited version of the Journal along with soft copy in Word and PDF format for vetting by HIPA.
- (ii) Soft copy of the subsequent/second edited version of the document in Word and PDF format both, incorporating changes suggested and approved by HIPA shall be placed for final print-order approval.
- (iii) The approved version shall undergo printing after final approval.

NEWSLETTER

Number of copies: 300 (three hundred) to begin with

Number of pages: 6 (six) Fanfold

Formatting and Layout

Text formatting:

Text will be bilingual (Hindi & English) to be formatted in both running and tabular formats, may contain graphs, linear figures, tables and photos, etc. All input to be provided by HIPA in soft copy and standard formats.

Layout

Paper Size of the Newsletter: 23x36"/8

Trim Size:

Print Area:

Paper : 250 gsm. Sinar Art Card

Printing :Four colour

Process : Offset Printing

Binding: Fanfold (Machine crease)

Lamination : None

Pre-Print Approval

- (i) The printer shall provide five hard copies of the draft/initial edited version of the Journal along with soft copy in Word and PDF format for vetting by HIPA.
- (ii) Soft copy of the subsequent/second edited version of the document in Word and PDF format both, incorporating changes suggested and approved by HIPA shall be placed for final print-order approval.
- (iii) The approved version shall undergo printing after final approval.

Marketing and Sales of Journal

Marketing, Sales, Maintenance and updating subscription data and ensuring distribution of the Journal

The term of contract shall be for a period of 3 years and it is at the same terms and conditions can be extendable for a further period of 3 years.

The Publisher shall monitor the response of the journal among the subscribers and stakeholders and providing feedback to HIPA

Note: The Financial bid will be open only those bidders who are technically qualified as per DNIT

Terms and Conditions:

1. Extent: 200 pages
2. No. of copies: 200
3. Online bids under two bid systems will be accepted for the work.
4. Rate of the successful bidder will be applicable for one year.

5. **Arbitration**: In the event of any dispute arising between both the parties i.e. HIPA and Party, under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General, HIPA or some other persons appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.
6. **Jurisdiction**: The order executed will be subject to Indian law and local courts at Gurugram, Haryana only.
7. Director General, HIPA will reserve the right to accept or reject any or all the quotations received without assigning any reasons whatsoever.

Assistant Director (Admin.)