



**Request for Proposal  
For  
Selection of an Agency for Concept, Designing and Printing of  
Pictorial Coffee Table Book for Jharcraft**

Ref. No.-.....

Date : -...../.../.....



(A Govt. of Jharkhand Undertaking)  
(CIN: U17122JH2006SGC012606)

**Udyog Bhawan, Ratu Road, Ranchi**  
Phone:0651-3506352, email: jharcraft@gmail.com, Web: <https://jharcraft.in>



(A Govt. of Jharkhand Undertaking)



(CIN: U17122JH2006SGC012606)

**Jharkhand Silk, Textile & Handicraft Development Corporation Ltd.**

**Udyog Bhawan, Ratu Road, Ranchi**

Phone:9771498540, email: [jharcraft@gmail.com](mailto:jharcraft@gmail.com), Web: <https://jharcraft.in>

**NOTICE INVITING TENDER  
FOR  
SELECTION OF AN AGENCY FOR CONCEPT, DESIGNING AND PRINTING OF  
PICTORIAL COFFEE TABLE BOOK FOR JHARCRAFT**

Ref.No. :-

Dated :-

Jharcraft, Govt. of Jharkhand undertaking invites proposals from interested agencies for selection of an agency for concept, designing and printing of Pictorial coffee table book for Jharcraft as per the details given in Bidding Documents.

The Bidding Documents may be downloaded from the website

**[www.jharcraft.in](http://www.jharcraft.in)**

The pre-proposal meeting for the tender shall be organized at the Jharcraft at 1600 hours on **26<sup>th</sup> Sep, 2023**. The last date for submission of proposal shall be **04<sup>th</sup> Oct, 2023** up to 1500 hours at the office of Jharcraft at the above mentioned address. All notifications, changes and amendments to the Bidding Document will be posted only on the website [www.jharcraft.in](http://www.jharcraft.in) and shall not be published in the newspapers.

Jharcraft shall have the right to reject one or all proposals and also cancel the bid process at any stage without assigning any reason whatsoever.

In case of any queries/clarifications on the tender/ documents please contact Jharcraft.

Sd/-  
Managing Director,  
Jharcraft

## 1. Bidding Terms and Conditions :-

Jharcraft reserves right to accept or reject any or all bids without assigning any reason whatsoever at any stage.

Bid forms are not transferable.

Bid received without bid tender fee and EMD or any other required document may be rejected.

In the event of Bid being submitted by parties/firms, it must be signed by each Partner thereof and in the event of attorney authorizing him to do so.

The right is reserved by the Jharcraft to revise or amend the Bid Document fully or in part before the deadline for submission and deviations/ amendments if any shall be communicated in the form of Corrigendum or by letter as may be considered suitable.

The Bidder is expected to examine carefully all instructions, Forms and general rules in the Bid document. Failure to comply with the requirements will be at the bidder's own risk. Bids which are not responsive to the requirements of the Bid Document will be rejected.

Bid which do not fulfill all or any of the conditions or incomplete in any of the conditions or incomplete in any respect are liable for rejection.

The acceptance of Bid shall be communicated to the successful bidder on approval of the Competent Authority.

## 2. Bidding Schedule:

Sr. No.	Particular	Details
1.	Name of the Tender	Selection of an agency for concept, designing and printing of Pictorial coffee table book for Jharcraft
2.	Tender Period	Within Sixty Days after issuing workOrder to the Selected Agency
3.	Date of Publishing and Downloading of tender	15/09/2023 from 05:00 p.m. onwards
4.	Pre-bid Meeting at Jharcraft Address: Udyog Bhawan, Ratu Road, Ranchi-834001	26/09/2023 upto 04:00 p.m.
5.	Last Date of submission of Bid	04/10/2023 upto 03:00 p.m.
6	Opening of Technical Bid	04/10/2023 upto 04:00 p.m.

### Contact Details:

Ashwini sahay

DGM Marketing,

**Phone:0651-3506352**

**Mobile No. : 9771498540**

**Email: [jharcraft@gmail.com](mailto:jharcraft@gmail.com)**

### 3. Important Information Related to Bid :

Sl. No.	Item	Description
1.	Earnest Money Deposit (EMD)	Rs. 20,000/-
2.	Bid Tender fee	Rs. 2,000/-
3.	Bid Validity Period	180 days
4.	Performance Security (in form of Bank Guarantee)	5% of contract value
5.	Last date for furnishing Performance Security to Jharcraft (By Selected bidder)	Within 15 days after work order
6.	Performance Bank Guarantee (PBG) validity period	15 months
7.	Last date for signing contract	Within 10 days after submission of Performance Bank Guarantee

### 4. Eligibility Criteria:

The bidder should meet the following criteria:

**4.1 Technical Terms:** Bidder must have at least three years of experience in Idea creation, Conceptualization, Designing, Layout, Photo development, Text content development, illustrations, Editing and Printing. Atleast 3 work orders in last 5 years (FY: 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) of National level or State or equivalent agency. Attach hard copy of the coffee table book designed for the above works.

**4.2 Financial Terms:** should have average Turnover of at least Rs.50 lakh in the any three out of last five financial years (2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).

Bidder should have sound financial position. Bidder should enclose Financial Statement/ Balance Sheet (Audited) of last 3 Years (2019-20, 2020-21 and 2021-22).

Payment will be made after deductions of TDS, GST, taxes etc. as per the Govt. Rules.

### 5. The bidder should submit following documents:

- (a) EOI Application Demand Draft of Rs.2,000/-.
- (b) EMD Demand Draft Rs.20,000/-.
- (c) Agency Profile along with financial Statement / Balance sheet / Income statement any of the three financial years.
- (d) Project Profile to prove previous experience in similar assignment and similar conditions.
- (e) Bidder should submit Turnover certificate duly signed by C.A.
- (f) Company/firms history/ service Centre in Jharkhand.
- (g) Type of Print/Agency work undertaken.
- (h) Proof of supply of printing work to different private, Govt. Concerns in last five years.
- (i) Sample model of deliverables as mentioned in point no. 9 below.

## **6. Financial Bid Proposal:**

(Content For Envelop No. 2)

- a. Envelop 2 shall contain price bid in prescribed quotation form as per Annexure 'A'

## **7. Evaluation of Bids :**

### **Technical Experience**

1. The technical qualification experience of all the Eligible Bidders will be evaluated and the successful bidders will be eligible for the financial bid opening.

### **Evaluation of Financial Proposal**

1. Each Financial Proposal shall be evaluated and the agency quoting the lowest (L1) will be declared the qualified.

## **8. Scope of Work and Specifications:**

The Scope of work is on the basis of turnkey project and deliverables will include:-

- a) Conceptualization, Designing, Layout, and Photo-development, content (text) development, illustrations, Editing and Printing of all the pages of the Coffee Table Book must be done as per the details mentioned in the Bid documents.
- b) Necessary Images for coffee table book.
- c) Text –content Development and its editing & copy writing for the project.
- d) Delivery of hard copies (as described below in the Financial Bid Format) and soft copies in COREL DRAW or IN-DESIGN in 15 days of time.
- e) Bidder should submit E-copy (Digital book) & Raw Content of coffee table book to the Jharcraft, in editable format.

## **9. Type and Specifications of Coffee Table Book:**

### **Coffee Table Book with hard cover:**

- a) Quantity – 100 copies
- b) Size – 11×12 inches
- c) No. of Pages – 80 pages approx
- d) Inner Page - 170 GSM A/P
- e) End Page - 120 GSM Maplitho
- f) Cover Page in hard cover - 3 mm board
- g) Packing: Individual shrink wrapping

**Coffee Table Book with Soft cover :**

- a) Quantity – 500 copies
- b) Size – 11×12 inches
- c) No. of Pages – 80 pages approx
- d) Inner Page - 170 GSM A/P
- e) End Page - 120 GSM Maplitho
- f) Cover Page - 300 GSM with Mat finish
- g) Packing: Bulk shrink wrapping

Please Note : Rate of printing of coffee table book(multiples of 100).The rates will be valid for one year. The quantity can vary as per requirement. The Jharcraft may issue fresh work order on similar rates.

**10. General Terms and Conditions:**

Sealed Tender Bids are invited for printing of Coffee Table Books as per the specification as specified in scope of work and Type and Specifications of Coffee Table Book. The Bid should be addressed to the Jharkhand Silk, Textile & Handicraft Development Corporation Ltd. Udyog Bhawan, Ratu Road, Ranchi-834001 in a sealed cover written as “EOI for Printing Coffee Table Book”.

**11. Bid Procedure:**

**Submission of Bid:** Bid should be submitted offline. (The two sealed envelopes (Technical and Financial) shall be put together in one common cover and sealed. The sealed cover shall be marked on the left hand top corner physically to the Managing Director, Jharcraft, Govt. of Jharkhand undertaking.

**Annexure A**

**Financial Bid Letter**

**BLANK FORM OF BID LETTER NO.2 FOR ENVELOPE NO.2**

Bidder's Name and Address

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**The Managing Director,**  
Jharcraft,  
Udyog Bhawan,  
Ratu Road,  
Ranchi- 834004

**Sub : Concept, Designing and Printing of Pictorial Coffee Table Book for Jharcraft.**

Sir,

In Response to your advertisement which appeared in \_\_\_\_\_ News papers dated \_\_\_\_\_ having carefully studied and understood the provisions and terms and conditions. General rules. Specification and directions given in the EOI document. We <Company Name> submit my offer for the same.

Our financial offer as per specification given in Annexure-A for supply of printing material and cost of transportation, GST, Insurance and other all charges are or quoted below.

Thanking You.

Yours Faithfully

(Signature)  
Signature of bidder with Company Seal,  
Name & Designation

**Annexure – A**

**Concept, Designing and Printing of Pictorial Coffee Table Book for Jharcraft.**

**Format for Bid :**

<b>Commodity</b>	<b>Printing material cost</b>	<b>Transportation cost</b>	<b>GST Amt.</b>	<b>Insurance</b>	<b>Other charge if any</b>	<b>Total</b>
Coffee table cost H/C						
Coffee table cost S/C						

Note -: Rates given for 100 copies

**Annexure - B**

**Concept, Designing and Printing of Pictorial Coffee Table Book for Jharcraft.**

**Format for Pre-Bid Queries :**

<b>Sl. No.</b>	<b>Clause No.</b>	<b>Page No.</b>	<b>Content of EOI Requiring Clarification</b>	<b>Change Requested/ Clarification Required</b>	<b>Decision of committee</b>