

	RURAL ELECTRIFICATION CORPORATION LIMITED (A Government of India Enterprise) Corporate Office: Core-4, Scope Complex, Lodi Road, New Delhi-110003 www.recindia.com
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No.REC/3/2/2005-CCPR/

Dated 02.10.2009

The Bidder,

**Sub: Appointment Of Agency To Run An Onsite Design And Production Studio At
Rural Electrification Corporation Ltd., New Delhi**

Sir,

Sealed tenders are invited for works pertaining to appointment of an Agency to run an Onsite Design and Production Studio at Rural Electrification Corporation, Core-4, SCOPE Complex, Lodhi Road, New Delhi.

1 Nature and Scope of Work

The agency shall provide Onsite Design, production and Reprographic Services to REC by setting up an Onsite Studio at New Delhi Office of REC. The Agency shall man, equip, manage and run this Onsite Studio. The agency's main office shall be responsible for the quality of work and its timely completion. Detailed of Scope of Work is given at Annexure-I.

2. Terms and Conditions

The agency shall have to provide Equipment, Software, Manpower and other related services to REC to make the Onsite Studio to carry out the jobs. The detailed Terms and Conditions including Commercial terms are given at Annexure-I.

3. Instruction to bidders

The offer/quotation shall be submitted in two parts. First part will consist of "**Technical Bid**" and the second part will consist of "**Financial Bid**"

a) Technical Bid

Technical Bid shall be placed in a sealed envelope duly superscribed as "**Technical bid for onsite Design and Production studio**" and shall contain information as desired in Annexure-I.

b) Financial Bid

Financial Bid should be submitted strictly as per format given at Annexure-I, and should be placed in a separate sealed envelope duly superscribed as "**Financial bid for onsite Design and Production studio**". In addition to financial bid, the envelope should also contain the charges for Bromides, Positives, Color outputs etc. as desired in (b) i) Charge Structure of Annexure-II.

Agency should quote fees on monthly basis in financial bid. Agency should mention Taxes as per statutory rules / law including service tax etc. in respect of the contract and the Corporation will not entertain any claim during the period of contract due to increase in Manpower/ Equipment / Consumables costs, etc. Except writing rates and amount, the bidder should not write any other conditions or make any changes, additions, alterations, deviations and modifications in the Financial Bid. The tenderer shall quote total amount both in figures and words. Income Tax and any other taxes or charges will be deducted at source from the aforesaid fee or charge.

The Technical Bid and the Financial Bid sealed separately as above shall be placed together in another sealed envelope duly superscripted as **"Bids for onsite Design and Production studio"**. Incomplete offers/quotations or offers received without Technical and/or Financial Bids are liable to be rejected/not considered. Tenderers must ensure that all pages of the technical and financial bids are signed by authorized signatories.

4. Evaluation Criterion

The evaluation of the Agency shall be done on the basis of Technical and Financial bids. The financial bids of only those firms who have been found technically suitable by the committee shall be opened.

5. No canvassing

Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.

6. Validity period

Tender submitted shall remain valid for **120 days from the date of opening of tenders** for the purpose of acceptance and award of work; validity beyond 120 days from the date of opening shall be by mutual consent.

7. Clarifications

Before tendering, the bidder is requested to study thoroughly the 'Scope of Work' and 'Terms and conditions' before submitting the offer. Bidder should also inspect REC office to assess REC's requirements. Any clarification, if required, may be obtained prior to filling of tender from REC. No claim whatsoever on such account shall be entertained by the Corporation in any circumstances.

8. Performance Bank Guarantee

In the event of award of work, the Agency shall have to submit Performance bank guarantee of an **amount equivalent to 10% of the annual value (fees) of the Contract**. Also, the agency should start functioning at REC's allotted space within three weeks from the date of placement of order.

9. EMD: An amount of Rs.1,00,000/- (One lakh only) in the form of draft from a Nationalized Bank in favour of Rural Electrification Corporation Ltd. and payable at New Delhi, is to be submitted along with the technical bid in a separate sealed envelop superscripted "EMD for REC on-sight design and production studio" which is refundable and the EMD of successful bidder shall be adjusted towards Compulsory Performance Guarantee. No interest is payable on EMD and EMD of unsuccessful bidder shall be released on finalization of tenders and placement of order. Proposal submitted without EMD will be rejected summarily.

10. Appointment Terms

The agency would be appointed initially for three (3) months trial period. If the work is not satisfactory to REC, the order shall be cancelled and the agency shall be paid only for the 3 months period after one month. Upon satisfactory trial period of first three months, payment shall be made to the agency on 15th of the fourth month. REC, at its sole discretion may confirm and extend the period upto 2 years including 3 months trial period. However REC reserves the right to discontinue the services of the agency at any time by giving 30 days notice without assigning any reason whatsoever. For the notice period proportionate payment will be payable, if any, for the month after the agency dismantle the set up and hand over the space to REC. Upon cancellation, no charges other than above will be paid. Contract may further be extended beyond first two years, upto another one year total being three years on existing terms and conditions.

11. Payment Terms

The payments shall be released on monthly basis based upon satisfactory completion of assignments as certified by the officer-in-charge.

12. Last Date of Submission

The tenders completed in all respects should reach the undersigned by **15.00 hrs** on 22.10.2009. The tenders received after the due date/time will not be considered. The Techno-Commercial offers shall be opened at 16.00 hrs on **22.10. 2009** in the presence of Tenderers or their representatives present at the time of tender opening.

REC reserves the right to annul the bidding process at anytime prior to award of contract including rejection of any or all the bids after the same have been received, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of REC's action. In case of any further clarifications, you may contact undersigned or Shri. S.L.Kapoor, Chief Manager (Corporate Communications), (Tele.No.9899290488).

Yours faithfully,

(Rama Vijay)
Manager (CC)

Encl: **As Above**

**Appointment Of Agency To Run An On Site Design And Production Studio At REC,
New Delhi – Scope Of Work**

Reprographic services

The agency shall provide Onsite Design, Production and Reprographic Services to REC by setting up a Onsite Studio at the New Delhi Office of REC. The Agency shall man, equip, manage and run this Onsite Studio. The agency's main office shall be responsible for the quality of work and its timely completion.

The Following are the services to be handled by the onsite design and production studio.

(A) On-site services

The Onsite Studio at REC Office to be set up to provide the following services:

1. Designing

Designing of publicity, promotional and corporate identify material and other communication viz. corporate presentations/brochures etc. Designing of New Year calendars/dairies, exhibition panels, hoardings, stationary/signages/press clipping management etc. and any other material as per REC requirements.

2. Artwork and Scanning

Converting design into artwork involving Scanning of pictures from reflective media, transparencies and negatives supplied by REC for placement in layouts.

3. Processing

The studio would also handle all the processing work required to convert artwork into printable format which include high resolution scanning, retouching, system work, output of bromides and positives, and proofing.

4. Layouts

Positioning and assembly of various elements like pictures, text, illustrations etc. to form appealing layouts.

5. Print outs

The agency shall provide Black & White / Color outputs of the matter designed in a media that is the outputs should be compatible with printer / REC requirements

6. Personnel

The Agency shall provide **adequate and experienced** man power to man the in-house Onsite Studio. Manpower should be well qualified in their respective field to handle the jobs. The Agency shall not appoint any manpower as trainees. These people should be backed by Senior Design and Operations personnel operating out of the Agency's main office.

7. Print Coordination

The Agency shall co-ordinate printing and shall interact with printers on operational issues on behalf of REC to ensure quality of work. The agency will provide REC with specifications for print order and clear the proofs.

For the in-house Onsite Studio, REC agrees to provide space and infrastructure. The infrastructure would include seating arrangement, electrical connections, telephonic connections, network connections and access to internet and e-mail services. However, the bidder may clearly indicate the requirements in their bid including layout.

(B) Off-Site Services

Generally the assignments are to be completed at onsite studio only. But the bidder can provide off-site services for specialized jobs requiring high capital value equipment as follows:

a. Designing

Designing of communications for advertising, promotional material and packaging material, corporate identity and other marketing communications. And also creating illustrations and digitizing logos.

b. Final Scanning Scanning of pictures from reflective media, transparencies and negatives supplies by REC for final reproduction. retouching of images, colour correction etc.

c. Retouchning

Retouching of images, colour correction and other manipulations of images.

8. Proofing

Generate digital proofs of finished jobs.

9. Work which cannot be done on-site due to constraints of time, equipment and personnel

At times it happens that the workload at REC is higher than that can be handled with the facilities provided at the Onsite Studio. On such occasions, work should be done using the facilities at the Agency's main office. Also, from time to time, there may be services for which capabilities do not exist at the facilities available at REC (like Indian languages). All such work should be handled out of the facilities at the main office of the Agency.

**Appointment Of Agency To Run An Onsite Design And Production Studio At Rural
Electrification Corporation Ltd. (REC) Office, New Delhi**

TERMS AND CONDITIONS

(a) Equipment and Software

1. Equipment

a) The Agency shall provide all equipments (new) that will be needed to make the Onsite Studio at REC Office functional. The agency shall provide a minimum of four computers, one scanner, one colour printer, one black & white laser printer (A3), one DVD writer, one centralized UPS to support power back up to all the equipment and one modem. However, based on work and activity, the **Agency should decide and provide additional equipment as required to meet the desired quality and timely deliveries.**

b) Software

The Agency shall provide all software (operating and applications) for the effective functioning of the Onsite Studio at REC within the stipulated monthly fee.

c) Manpower

To man the Digital Studio the Agency has to provide one Creative Graphic Designer, one Copywriter, one reprographic executive, Office boy and one Client Servicing Executive plus any other staff as required for completing assignments in time.

2. Operations

The team manning the site at REC Office shall operate as per the office timings of REC and observe the same holidays. However, as per requirement, they have to work overtime/on holidays without extra fee/charges or remuneration to complete the assigned job in time as required by REC.

3. (a) Other services

i) Process Management

Design and Reprographics is a multidisciplinary process. Agency shall provide the skills and services required to manage this process. Essentially, the Agency has to do the design all reprographic activities and provide colour-separated positives that can be handed over for printing.

ii) Technical support

The agency shall provide technical support as required for the effective functioning of the Onsite Studio at REC. And these technical services are a part of the services required to be rendered under agreement.

iii) Pick-up and delivery of jobs

The Agency shall organize to pickup and deliver jobs.

iv) Turn around time

The agency should be able to finish and deliver the assigned job within 24 hours to REC.

(b) Commercial Terms

i). Charge Structure

REC would appoint the Agency and pay the charges as per this tender. The decided fee does not include charges for Bromides, Positives (Black & White and Colour-separated), Colour outputs and Digital Proofs. The agency shall include in their proposal the rate list of expected consumables valid for one year. Consumables means repetitive bulk assignments which are otherwise to be got done from market. And also, Service Tax as applicable as per law will be added to the fees/charges payable. However, Income Tax and other rates, charges, taxes if any, shall be deducted at source from the aforesaid fees and charges.

ii). Due date for payments

The invoice for services rendered during a month will be raised by Agency on the last date of the month and the amount will be payable by the 15th of the following month. That is, invoices for services rendered in the month of January will be payable by February.

iii). Duration of Agreement

The agency would be appointed initially for three (3) months trial period. If the work is not satisfactory to REC, the order shall be cancelled and the agency shall be paid only for the 3 months period after one month. Upon satisfactory trial period of first three months, payment shall be made to the agency on 15th of the fourth month. REC, at its sole discretion may confirm and extend the period for 2 years including 3 months trial period. However REC reserves the right to discontinue the services of the agency at any time by giving 30 days notice without assigning any reason whatsoever. For the notice period proportionate payment will be payable, if any, for the month after the agency dismantle the set up and hand over the space to REC. Upon cancellation, no charges other than above will be paid.

4. Work done

All work done will be the property of REC and that REC will have access to work done in the form of hard copies as well as the digital files in which the work was done. (Back up of work done shall be submitted every month on a CD)

(ii) Reviews

For smooth operations and improvements, REC and the Agency will conduct periodic /monthly reviews.

5. In order to complete the jobs the agency will have to work overtime at times to finish their work. No overtime or additional payment will be made for this.

6. Submission of Financial Bid

- a. The agency should quote fees on a monthly basis.
- b. Service Tax as applicable as per statutory rules/ law will be added to the fees/charges payable to the agency (agency to indicate the taxes).
- c. Income Tax and any other rates, taxes or charges will be deducted at source from the aforesaid fees and charges.

7. The agency has to provide information of jobs done on a monthly basis to REC for the purpose of Management Information System.
8. The onsite studio shall be used exclusively for REC assignments only.

9. Settlement of dispute

Both organizations would be working very closely and will be able to resolve any issue or dispute amicably through mutual discussions. However, should there be a dispute which cannot be resolved between the two organizations, the matter will be referred to, for arbitration to the Chairman & Managing Director of REC.

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Format for submitting the proposal**TECHNICAL BID**

(to be submitted in separate sealed envelope superscripting Technical Bid
For Onsite Design and Production Studio)

(I) General Information of the Company

1. Name of the Company/ Firm :
 Address :
 Telephone No. :
 Fax No. :
 E-mail address :
 Registered office Address :
2. Description of Company/Firm & its Core Business:
3. Number of years of experience in handling relevant projects:
4. Name and address of associate consultants and subsidiaries to be involved in the assignment and a short description of their role in the assignment.
5. Organization chart.
6. Financial highlights along with financial statements for the last three years (including that of subsidiaries and associates if any).
7. Brief details of relevant projects/assignment handled.
8. Additional information if any.

(II) Pre- Qualification Criteria:**(a) Turnover**

Average Annual financial turnover during the last 3 years, ending 31st March, 2009, should be at least Rs.21 lakhs.

(b) Experience:

Experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which applications are invited should be either of the following:

- (a) Three similar completed works costing not less than the amount equal to Rs.28 lakhs each.
- Or**
- (b) Two similar completed works costing not less than the amount equal to Rs.36 Lakhs each.
- Or**
- (c) One similar completed work costing not less than the amount equal to 57 lakhs.

Note: Similar works means running of onsite design studio at Client's site and executing works such as designing of advertisement, promotional and corporate identify material and other communication viz. corporate presentations/brochures etc. Designing of New Year calendars/dairies, exhibition panels, hoardings, stationary/signages/press clipping management etc. **in bidders own design studio.**

(d) The organization/firm should be in existence for the last 3 years. Documentary evidence to be provided like, Certificate of Incorporation, Registration or any other documents as proof.

(III) Other requirements

(a) Details of Clients list in respect of Design studio along with their brief profiles and duration of work.

(b) Details of In-house processing equipments at the Agencies premises.

(c) Sample works done pertaining to advertisements, artwork, presentations, web designing and signages etc.(please attach)

(IV) Equipment: (a) Please indicate the make & model of equipment that would be exclusively installed in the onsite design and production studio, at REC in the format given as under;

Sr. No.	Items	No.	Details of configuration and its advantages
1	Graphic work station	1	
2	Latest Desktop/laptop Computers with UPS	4	
3	Latest high resolution & high speed professional Color Scanner (supporting A3,A4, B4 & B5 sizes)	1	
4	B/W laser Printers(supporting A3, A4, B4 & B5 letter envelop	1	
5	Color Laser Printer (supporting A4, B4, B5)	1	
6	Color Photocopier	1	
7	CD & DVD writer		
8	Any other equipment(please specify)	1	

(III) Man power:

Please indicate man power as per the table given below giving details of area of expertise, position assigned and task assigned as per **Annexure-IV** who would be assigned for the REC onsite design and production studio and also attaché CV of expected manpower. Manpower proposed to be provided should have degree/diploma of a recognized institute acceptable for the purpose.

S.No.	Designation	Number	(Attach C.V.) & give Experience in years (Average)
1	Copy writer	1	
2	Artist	1	
3	Graphic Designer/visualiser	1	
4	Reprographic Assistant/executive	1	
5	Client Servicing Executive	1	
6	Office/delivery boy	1	

Annexure-IV**TEAM COMPOSITION AND TASK ASSIGNMENTS**

Name of Staff (if finalised) otherwise give brief of the proposed professional's Educational qualifications etc	Area of Expertise	Position Assigned	Task Assigned
(1)	(2)	(3)	(4)

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(Format for submitting the proposal)

APPOINTMENT OF AGENCY TO RUN an on site design and production STUDIO AT
RURAL ELECTRIFICATION CORPORATION LTD. (REC) OFFICE, NEW DELHI

FINANCIAL BID

Fixed fees payable for rendering the services to REC on a monthly basis

Rs. (In figures):	Rs. (In words):
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Signature :

Name :

Designation :

Company Name & Address :

Tel. :

Fax :

E-mail :

(Please submit this proposal in a separate sealed envelope superscripting "financial bid for onsite design and production studio)

Note: Please indicate any other charges to be paid by REC for consumables in addition to the fixed monthly fee. The agency shall include in their proposal the rate list of expected consumables valid for one year.