



**REQUEST FOR PROPOSAL**

**RFP No** : **ASDMA/21/2015/1**  
**RFP on** : **Printing of IEC materials.**

**ISSUED BY:** : **Assam State Disaster Management Authority.**

**ISSUE DATE:** : **18/11/2015**

**Closing Time:** : **10/12/2015 (4:00 pm)**

**Contact Person:** : **Chief Executive Officer**  
**Assam State Disaster Management Authority**  
**Ancillary Block, Opp SBI, Secretariat Branch**  
**Assam State Secretariat**  
**Dispur, Guwahati**

**Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposals from Printing Presses approved and registered by the Government of Assam for the printing of IEC material on Disaster Management themes.

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*Assam State Disaster Management Authority (ASDMA).*

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## 1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.

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## 1. EXECUTIVE SUMMARY

### (A) Background

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 under the Disaster Management Act, 2005 and has the responsibility inter alia to take steps to build a disaster resilient community in the state. Citizen Engagement is, therefore, an important activity of ASDMA.

One of the challenges in the way of effective way of engagement with citizens at a large scale is to devise strategies to ensure that critical messages and information travel to them without losing their force and intensity as they pass through various layers of message-carriers. It is in this context that ASDMA proposes to print IEC material on various Disasters Management themes.

### (B) Scope of work

- I. The IEC material will have to be printed on the paper size of 20 inch X 30 inch and will consist of 8 sheets of paper to be printed on both sides.
- II. Each copy of IEC material will therefore have 16 printed pages and have to have Spiral/ Wireo binding (White and Black).
- III. Other specifications are as follows:
  - a. 170 GSM Art Board and Matte Finish Paper.
  - b. Multicolour printing.
  - c. Font Size of the printed work: 40
- ✓ IV. 20,000 copies of the IEC material will be printed.
- V. Content for the IEC material will be provided by ASDMA.
- VI. The design of the IEC material and sample will have to be approved by ASDMA before the printing of the required number is taken up.
- VII. The Work will have to be completed within a month of the date of signing of agreement.
- VIII. It shall be responsibility of the selected bidder to dispatch the material to the district headquarters on the addresses given by ASDMA.

## 2. RFP Process:

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.

- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in ANNEXURE – A.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any costs of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. ***Any query/ requests for clarifications on the RFP by the Applicant should be sent via e-mail (only) to [asdmaghy@gmail.com](mailto:asdmaghy@gmail.com).***

#### 4. INSTRUCTIONS TO APPLICANT

##### A. General Requirements

- a) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- b) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- c) All information supplied by the Authority in connection with this RFP shall be treated as confidential.
- d) The copyright of the printed material shall rest with ASDMA and can be used by the successful bidder only with the prior approval of ASDMA.

##### B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

<b>Activity</b>	<b>Date</b>
Issue of RFP Document	18/11/2015
Deadline for Proposal submission	10/12/2015 (4PM)
Opening of Technical Bid	Will be notified later
Opening of Financial Bid	Will be notified later

##### C. SUBMISSION OF RFP Document

1. Potential Applicant must complete and sign the Undertaking at ANNEXURE - A
2. Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
3. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.

4. The proposal submitted must be without any overwriting, corrections, double typing, etc.
5. Applicant will submit their proposal in two parts. The first part will contain documents relating to **Technical Bid** along with samples of previous works and the second part will contain the documents relating to **financial proposal**.
6. The documents containing the Eligibility Criteria and Financial Proposal should be submitted in two separate sealed envelope marked "**Technical Bid**", & "**Financial Proposal**".
7. The 2 sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Confidential RFP Document - Do not open**" and this envelope should be clearly marked "**Request for Proposal for printing of IEC material for Assam State Disaster Management Authority**".
8. The cover thus prepared should also indicate clearly the name, address, email id and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
9. The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
10. The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **4:00 PM** on any working day up to **10/12/2015**. Envelopes /documents received after the stated time and date will be rejected. Postal Delays will not be entertained.

#### **D) Preparation of RFP Document**

##### **1. For Technical Bid:**

- a. The Bidder shall be Registered with the printing and Stationery Department of Government of Assam and the registration shall remain valid till the completion of the work. The bidder shall submit a copy of the certificate/document in support of the registration.
- b. The Bidder shall have at least 5 years of experience of printing high quality IEC material and submit copies of work orders/ completion reports in support of such experience.
- c. The Bidder shall have average annual turnover of at least Rs. 2 crores and submit Copies of IT return of last three years.
- d. The Bidder shall submit the samples of at least three IEC material of similar format printed by him.
- e. The bidder shall furnish the sample of the paper of the size 20 inch X 30 inch, which he will use for the printing of IEC material. The sample should bear the signature and stamp of the bidder.

