

**NOTICE INVITING EXPRESSION OF INTEREST/TENDER FOR COFFEE-TABLE
BOOK ON PERFUME HERITAGE OF INDIA**

Fragrance and Flavour Development Centre (FFDC), A Government of India Autonomous Body under Ministry of Micro, Small & Medium Enterprises, Industrial Estate, Makrand Nagar, Kannauj intends to bring out a Coffee Table Book. The expression of interest is invited for empanelment of consultant/firm for production & publication of Coffee Table Book for FFDC. The following is the schedule for this tender:

Tender No: FFDC/KNJ/TRG/14/22(CTB)/2023-24/1 Dated December 20, 2023	
<u>Important Dates</u>	
Description of Items	Date
Published Date	20 th December, 2023 (10:00 Hrs.)
Bids Submission Start Date	20 th December, 2023 (11:00 Hrs.)
Bids Submission End Date	29 th December, 2023 (15:00 Hrs.)
Technical bid opening Date	29 th December, 2023 (15:00 Hrs.)
Financial bid opening Date	29 th December, 2023 (16:00 Hrs.)
Submission of dummy booklets by Vendor	24 th January, 2024 (14:00 Hrs.)
Books to be delivered (at Chennai, Kolkata & Kannauj)	04 th February, 2024 (14:00 Hrs.)

The Tender document along with the schedule can be downloaded from the website: <http://www.ffdcindia.org> or collected from Principal Director, Fragrance & Flavour Development Centre, Kannauj during office hours (09:30AM to 18:00PM from Monday to Friday).

Principal Director
Fragrance & Flavour Development Centre
Industrial Estate, G.T. Road, Makrand Nagar
Kannauj-209726 (U.P.) INDIA
Email: ffdcknj@gmail.com

1. Background

The Fragrance & Flavour Development Centre, Ministry of MSME, Govt. of India, Kannauj has decided to commission a coffee-table book, showcasing the story of PERFUME HERITAGE OF INDIA in accordance with the Scope of work and Deliverables mentioned in this Tender document. This book would also give a detailed overview of the rich and diverse perfume-making traditions of India, showcase the historical and cultural significance of Indian perfumery, educate readers about the unique ingredients and techniques used in Indian perfumes and inspire appreciation for the artistry and craftsmanship of Indian perfumers.

The FFDC, Kannauj will adopt a two stage selection process (collectively the “Selection Process”) in evaluating the Proposals comprising in Two Covers (Technical and Financial bids)

In the first stage, a basic evaluation will be carried out and bidders who comply with submission of documents requested in Annexure A would qualify. In the second stage, technical and financial evaluation will be carried out and the Bidder having the highest cumulative score based on formulae mentioned in para 18 will be considered for Award of Work.

2. Terms & Conditions

- i.** The tenders must be accompanied with an Earnest Money Deposit (Refundable) amounting to Rs. 20,000/- (Rupees Twenty thousand only) in the form of DD/Pay Order in favour of Principal Director, Fragrance & Flavour Development Centre, Kannauj. Tenders without EMD and required information with supporting document shall be summarily rejected. No Cheque shall be accepted towards Earnest Money Deposit (EMD). No interest will be payable on earnest money deposit.
- ii.** The Earnest Money Deposit of the un-successful tenderer would be released only after finalization of the Contract.
- iii.** The tender document can be downloaded from the website <http://www.ffdcindia.org> or collected from Principal Director, Fragrance & Flavour Development Centre, Kannauj during office hours (09:30AM to 18:00PM from Monday to Friday)
- iv.** The quoted price should include all taxes & duties, octroi, labour, transportation etc.
- v.** Bidder must be a registered firm/Company, having appropriate licenses like PAN, TAN and GSTIN etc. in their own name. Copies of all registrations to be submitted with the bid.
- vi.** TDS, if applicable, will be deducted as per Income Tax Rules.
- vii.** The firm should not have been blacklisted by any Government organization/ Dept.

- viii. The bidders that are registered with Directorate of Printing, M/o Urban Development or Directorate of Advertisement and Visual Publicity will be given preference.
- ix. The bidder should have the proven ability to deliver in a time bound manner.
- x. In case of delay by the printer, 0.5% of the total value will be recovered for every single day's delay subject to a maximum of 10% of the total cost.
- xi. The FFDC Kannauj reserves the right to cancel any/all the tender(s) without assigning any reason.
- xii. The work is required to be done with precision and high quality is to be maintained.
- xiii. Any extra job(s), if required to be executed for due completion of the work are to be attended by the contractor and the rates for such job(s) will be decided on mutual negotiations. However, the final rates for such items fixed by the FFDC Kannauj would be binding on the contractor.
- xiv. The FFDC Kannauj decision in any of the matter(s) is final and binding on each other.
- xv. Annual turnover of the bidder during the last three years should be at least INR 50 Crore.
- xvi. The bidder should having experience of 30 Years in Print Publication.
- xvii. The bidder should have experience in published 40+ Coffee Table Books.

xviii. Force Majeure:-

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non - performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, party may, at its option, terminate the contract.

xix. Governing Law and Dispute Resolution:

a. Specify the jurisdiction and governing law for any legal disputes.

–Any dispute arises due to misunderstanding in relation to terms & conditions of agreement to be resolved amicably by the executants of the agreement without resorting to the court of law and /or by Heads of the both parties. The decision of settlement of disputes arrived at shall be final and binding on both the parties. At the same time, utmost confidentiality to be maintained by both the parties during the validity of agreement.

3. Scope of Work

The company/firm/publishing agency would work under the instructions and overall supervision of the **Principal Director and Assistant Director (I.S.), Fragrance & Flavour Development Centre (FFDC), Kannauj**. Quotation is invited for production & publication of the coffee table book, as per following requirements.

- Content Writing
- Content Coordination
- Editing
- Photography
- Printing
- Publishing
- Digital PDF format
- Delivery at various locations.

The proposed coffee-table book shall mandatorily carry information on the following topics with rich collection of photographs:-

Title: Perfume Heritage of India

Target Audience: Art and history enthusiasts, perfume connoisseurs, general readers interested in Indian culture and heritage.

Objectives:

- To celebrate the rich and diverse perfume-making traditions of India.
- To showcase the historical and cultural significance of Indian perfumery.
- To educate readers about the unique ingredients and techniques used in Indian perfumes.
- To inspire appreciation for the artistry and craftsmanship of Indian perfumers.
- Conceptualization, Designing, Lay-out, Photo-development, Text content development, Illustrations, Editing and Printing, All pages of Coffee Table Book as per the details in the Tender documents.
- Photo research, photo-sourcing, photo-selection, photo-correction and if need be, buying photos for the project on its own, if better sources available.
- Text-content development and its editing & copy writing for the project.
- Delivery of 1000 hard copies of Coffee Table Books as per specifications provided on item no. 4 by 4th February 2024 at Kolkata, Chennai, Delhi & Kannauj as per quantity asked by FFDC, Kannauj.

- Delivery of hard copies and soft copies.
- Sample of the coffee table book may be seen in the office of FFDC Kannauj.
- The applicant will have to make a presentation before FFDC with brief concept & roadmap to complete the task.

Chapters: Each chapter will focus on a specific aspect of Indian perfumery, such as:

- **Regional perfumery traditions:** Exploring the unique styles and techniques of perfumery practiced in different parts of India.
- **Traditional ingredients:** A detailed look at the diverse array of natural ingredients used in Indian perfumes, including flowers, spices, woods, and resins.
- **Ancient perfumery texts:** Discussing the knowledge and techniques preserved in ancient Indian texts like the Sushruta Samhita and the Arthashastra.
- **Modern Indian perfumery:** Highlighting the work of contemporary Indian perfumers who are reinterpreting traditional methods and creating new olfactory experiences.
- **The art of attar making:** A step-by-step guide to the traditional process of attar distillation, showcasing the skill and artistry involved.
- **Perfume in Indian culture and rituals:** Exploring the role of perfume in Indian weddings, religious ceremonies, and everyday life.
- **The future of Indian perfumery:** Discussing the challenges and opportunities facing Indian perfumery in the global market.
- **Visuals:** High-quality photographs and illustrations will be used to complement the text and bring the story of Indian perfumery. These may include:
 - Images of traditional perfume-making processes and tools.
 - Portraits of renowned Indian perfumers and artisans.
 - Photographs of iconic Indian gardens and landscapes that have inspired perfumers.
 - Historical paintings and illustrations depicting the use of perfume in Indian culture.
- **Text:** The text will be engaging and informative, written in a style that is accessible to a general audience. It will be well-researched and factually accurate, drawing on the expertise of historians, perfumers, and other relevant specialists.
- **Timeline:** The project will be completed by 04th February 2024 with regular communication and progress updates provided to the centre.

- **Deliverables:** The final product will be a high-quality, visually stunning coffee-table book that meets or exceeds the centre's expectations. The deliverables will include:
 - A fully edited and proofread manuscript.
 - High-resolution images and illustrations.
 - A professionally designed and formatted book layout.
 - Printed 1000 copies of the book along-with digital form.

Additional Considerations:

- The possibility of including interactive elements, such as augmented reality experiences or scent samples, could be explored.
- Partnerships with museums, cultural institutions, or perfume brands could be sought to support the project and reach a wider audience.

4. Technical Specifications

– The detail design and layout specification for Coffee Table Book is as follows:

S.No.	Name of Work	Production & Publication of Coffee Table Book
1.	Proposed Title	Perfume Heritage of India
2.	Quantity	1000 copies
3.	Size	14" (w) x 11" (h) (Close) Landscape and 28 (w) x 11" (h) (Open)
4.	Pages:	Text 92 PP + 8PP Ends + PLC + Jacket
5.	Inner Paper	130 GSM Special Imported Art Card
6.	Cover Page	170 GSM Imported Art Paper for PLC & Jacket
7.	Fabrication	Cover will have Embossing, Spot UV / Different Treatments
8.	End Paper	120 GSM SSP for ends Pages
9.	Binding	Imp Hard-Case with Section Sewed with 2.5mm Board
10.	Printing	CMYK-4 Colour Printing with Varnish on all pages
11.	Packing	Shrink Single C Box Packing
12.	Proof Reading	It will be the sole responsibility of the Publishing agency/firm. Dummy print to be provided before final printing

5. The Technical Bid should contain the following documents, failing which the bid will be rejected and will not be considered further:

- a) The requisite information may be duly filled-in as per proforma at Annexure-A;
- b) Attested copies of GSTIN Registration Certificates;
- c) Attested copy of PAN/GIR/TAN Card;
- d) Attested copy of Income Tax Return files for last three financial years.

6. The Financial Bid should be furnished as per proforma at Annexure-B.

7. If any information furnished by the applicant is found to be incorrect at a later

stage, the bidder shall be liable to be debarred from any future tendering by FFDC Kannauj, besides annulment of the contract. FFDC Kannauj reserves the right to verify the particulars furnished by the bidder independently.

8. EMD may be submitted to Principal Director, Fragrance & Flavour Development Centre, Industrial Estate, Makrand Nagar, Kannauj 209726 (U.P.) INDIA on or before 15:00 Hrs. 29th December, 2023.

9. Bank Guarantee: This amount has to be submitted before the commencement/print out order is given and within 10 days of signing the final agreement with the successful bidder and it shall remain valid during the tenure of contract period. The value of the Bank guarantee will be an amount equal to 10% of the total amount of the project.

a) This Bank guarantee deposit money shall be returned within 30 days after the expiry of contract provided there is no breach of contract during the period of the contract.

b) No Interest shall be paid on the Bank guarantee.

10. Disqualification: Even though the applicants meet the above criteria, they are subject to be disqualified if any applicant has:

a) A criminal history or has been convicted by any court of law for any of the offences under any Indian laws.

b) If, any criminal proceedings is/are pending in any court of law in India against any of the applicant and if any such proceeding culminates into conviction.

c) Made misleading or false representation in the forms, statements and attachments submitted.

11. Notification of Award of Contract:

Within the validity of the period of bid prescribed by FFDC, Kannauj, the centre will notify the successful bidder by e-mail and confirm by letter that the particular bid has been accepted ("Notification of Award of Contract"). This notification of award shall name the sum which FFDC, Kannauj will pay to the bidder in consideration of the performance of the scope of work by the bidder as prescribed by the contract. The successful bidder on receipt of "Notification of Award" shall convey his/her acceptance by return e-mail and to be confirmed through speed post within seven (7) working days through a letter. The acceptance is to be accompanied by a signed contract in favour of Principal Director, Fragrance & Flavour Development Centre, Kannauj. **The Notification of Award of Contract and the letter of acceptance shall constitute the formation of the contract.**

12. Penalty

In case bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverable as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of EMD/performance guarantee as well as disqualification of the bidder from participating in future tenders.

For any kind of delay in adhering to the time schedule, bidder shall be liable to pay 5 % of total amount of the bill for every ten days, of delay and multiples thereof.

By virtue of being a Government of India publication, bidders are expected to deliver a publication of extremely high quality. Delivery of any kind of substandard work will attract penalty of upto 20% of the total amount of the bill.

13. Submission of bids:-

a) The bid shall be submitted manually at Fragrance & Flavour Development Centre, Kannauj. The bids (complete in all respect) must be sent in Two Covers (Technical and Financial bids).

14. The technical bid quotations will be opened in the presence of a committee in Principal Director's Office, Fragrance and Flavour Development Centre, Kannauj on 29th December 2023 at 04.00 PM (16:00hours). A representative of the bidder may be present at the time of opening of tenders for presentation on Power point presentation.

15. The tender must include all taxes, including GST as applicable and nothing extra will be paid by FFDC, Kannauj. Bidder must clearly mention itemised unit charges and all taxes separately for the scope of work and technical specifications as mentioned in Para 3 and Para 4 respectively.

16. Evaluation Criteria:

The applicants will be asked to present a few samples for the Coffee table book on the basis of their understanding of the Request for Proposal (RFP) document and the specifications mentioned.

The technical bid will be evaluated as follows (Total 100 points):

- a) Compliance with documents requested in Annexure A (Maximum 10 points)
- b) Layout, Concept development, Design templates and creativity and designing ability (Maximum 60 points): Concept development, layout and design templates are key elements of the presentation of the book. Samples of concepts, layout and design templates should be presented by the bidder for the coffee table book. An interview to ascertain designing, concept development capabilities of the bidder may be done by the FFDC to ensure their expertise and compatibility with our requirement.

- c) Prior Experience & presentation (Maximum 30 points): The firm will be expected to provide details their experience in specific contracts of this nature/ type/ complexity. Bidders must also provide samples of the books/coffee table books they have designed. Bidder may also present testimonials from previous or existing clients inform of Power point presentation.

Passing criteria for financial bid opening is 85points.

The Financial Bids will be evaluated as per:

The technically qualified bidder with lowest financial bid (L1) will be awarded 100% score.

Schedule of Submission of Bids

The following is the schedule for this tender.

The schedule may be subject to change depending on the results of the responses and a final schedule will be established prior to contracting with the successful bidder.

Description of Items	Date
Bids Submission Start Date	20 th December, 2023 (11:00 Hrs.)
Bids Submission End Date	29 th December, 2023 (15:00 Hrs.)
Technical bid opening Date	29 th December, 2023 (16:00 Hrs.)
Financial bid opening Date	29 th December, 2023 (17:00 Hrs.)
Award of Tender to selected publishing agency	29 th December, 2023 (17:30 Hrs.)
Submission of dummy booklets by Vendor	24 th January, 2024 (14:00 Hrs.)
Books to be delivered (at Chennai, Kolkata, Delhi & Kannauj)	04 th February, 2024 (14:00 Hrs.)

The Tender document along with the schedule can be downloaded from the website: <http://www.ffdcindia.org> or collected from Principal Director, Fragrance & Flavour Development Centre, Kannauj during office hours (09:30AM to 18:00PM from Monday to Friday).

The completed application (printed, signed and bound copy) should be submitted in a sealed cover with the title “Tender for “Production & Publication of Coffee Table Book”, for FFDC, Kannauj and sent or direct submitted to the address given below:

Principal Director
Fragrance & Flavour Development Centre
Industrial Estate, G.T. Road, Makrand Nagar,
Kannauj-209726 (U.P.) INDIA
E-mail: ffdcknj@gmail.com
Telephone: +91-7703004468

Annexure A Technical Bid

S.No	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with Office Telephone Number, and Mobile Number and the names of the Contact persons	
4.	Whether computerized formatting, printing, binding and other facilities are available at one address. If not, give addresses for them separately.	
5.	Whether registered with all concerned Government Authorities (attested copies of all Licenses/Registrations to be enclosed)	
6.	PAN/GIR/TAN Number (attested copy to be enclosed)	
7.	GSTIN Registration Number (attested copies to be enclosed)	
8.	Income Tax Returns for the last three years to be attached	
9.	Whether the firm is black-listed by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
10.	Past experience of the company/firm/agency along with profile and past projects handled and minimum turnover for a year	
11.	Experience in dealing with Government Departments (Indicate the names of the Departments and attached list of few clients)	
12.	Experience in creating a publication on Investment Guides/ Bilateral Relations/Coffee Table Books. Kindly provide atleast three samples.	
13.	Minimum one year experience in editing photographs (give details and knowledge and experience in latest photography software)	
14.	Experience in putting up charts, graphs to present a fair analysis of data related to trade, investments, etc.	
15.	Whether the terms and conditions in the tender notice are acceptable to the bidder	
16.	Agency profile to be attached	
17.	List of other clients with letter from at least three customers in the last 3 years regarding Satisfactory Performance of the bidder for providing services for design and publication	
18.	Sample of the Coffee Table Book	

Annexure B

Financial Bid

Cover 2 - (Financial Bid)		
Sl. No.	Particulars	Amount (INR)
1	Financial bid for Production & Publication of Coffee Table Book & delivery at various locations	

Note: Bidders are requested to read the eligibility criteria and terms & conditions under Annexure C specified in the tender document while submitting the bids.

Annexure C

Terms & conditions

- 1) (Each page must be signed and sealed)
- 2) Fulfil all the columns in Technical Bid format
- 3) Copy right of the book will be held by FFDC, Kannauj
- 4) Validity of Proposal: 60 days, FFDC, Kannauj reserves the right to reject a proposal valid for a shorter period as non- responsive.
- 5) Right to Accept or Reject any Proposal: FFDC, Kannauj the right to annul the Tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant (s) of the grounds for such decision.
- 6) Clarifications & amendments of Tender Notice: During the process of evaluation of Proposals, FFDC, Kannauj may, at its discretion, ask Applicants for clarifications on their proposal. The Applicants are required to respond within the prescribed time- frame. FFDC Kannauj may for any reason, modify the Tender document before the date of submission of proposal. The amendment(s) to the Tender document would be clearly spelt out and the Applicants may be given sufficient time to amend their proposal due to such modifications.
- 7) Bid Currency: Prices shall be expressed in Indian Rupees only.

- 8) For verification of information submitted by the Applicants, the Committee may visit Applicant's offices at its own cost.
- 9) The Applicants shall provide all the necessary documents, samples and reference information as desired by the Committee.
- 10) The Applicants shall also assist the Committee in getting relevant information from the Applicants references, if desired.
- 11) The cost indicated in the Financial Bid shall be treated as final and reflecting all inclusive per book.
- 12) FFDC Kannauj reserves the right to accept or reject any or all the proposals assigning any reason.
- 13) Duly Filled and signed the Declaration Certificate Attached in Annexure D.

Annexure D

Declaration Certificate

This is to certify that I/We before signing this Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature:

Name:

Stamp