

NATIONAL PRODUCTIVITY COUNCIL, NEW DELHI

ADVERTISEMENT INVITING QUOTATION FOR DESIGNING & DEVELOPMENT OF E-BOOKLET

1.0 DESCRIPTION OF WORK:

National Productivity Council (NPC) invites technical and financial quote from reputed professional printing agencies for designing, development of E-booklet. The E-booklet would contain text, designs, pictures, graphics etc. Detail of scope is mentioned as below:

2.0 SCOPE OF WORK:

Scope of the work would include formatting, designing, content setting with integration of flash/ dynamic design. The content for the E-booklet will be provided by NPC which would be in the form of Text, Picture, graphs, charts etc.

2.1 Description of Work:

- Number of Pages: 50-125
- Image/ Display Quality: High Resolution (Compatible in both mobile/ Tablets and desktop)
- E-booklet category: Flip booklet

3.0 SELECTION CRITERIA:

3.1 Technical Evaluation Criteria:

(A) Turnover of the agency during last 2 years: Minimum Annual turnover of Rs. 5 lakhs (Please provide last 2 years audited financial statement/ balance sheet)

(B) Professional Experience: Experience of executing similar assignments/ work orders (List of relevant work orders to be enclosed) Sample Soft copy of E-booklets prepared to be submitted in pen drive/ CD/ E-mail (sk.dwivedi@npcindia.gov.in)

(C) Professional/manpower details of the agency: The agency should provide details (Qualification & number of years of experience) about full time and part time manpower engaged for designing and development of E-booklet.

(D) Provide details of software to be used for preparation of E-booklet.

3.2 Financial Bid Evaluation:

The financial proposal may be submitted as per the following format:

Sl. No.	Particulars	Rate per Page/ Unit (in INR)	GST (in INR)	Total Cost inclusive of GST (in INR)
A	Designing, Formatting and development of E-booklet (with plain text content)			

Sl. No.	Particulars	Rate per Page/ Unit (in INR)	GST (in INR)	Total Cost inclusive of GST (in INR)
B	Designing, Formatting and development of E-booklet (with flash/ dynamic design content)			
Total				

The selection shall be done based on combined Quality cum Cost based criteria considering both technical and financial score.

4.0 LIST OF DOCUMENTS TO BE SUBMITTED:

4.1 Documents for Technical Bid:

- (A) Please provide last 2 years audited financial statement/ balance sheet
- (B) List of relevant work orders to be enclosed
- (C) Qualification & number of years of experience of full time and part time professional engaged with the agency
- (D) Provide details of software to be used for preparation of E-booklet.

4.2 Documents for Financial Bid:

Please refer Point 3.2

5.0 PARTICULARS OF TIMELINE:

The sealed technical/ financial bid (separate envelope superscribing “**Quotation for designing and development of E-booklet**”) should be submitted latest **by 4:30 PM of 23rd March 2021.**

The hardcopy of the bid should be submitted to:

**Group Head (Industrial Engineering)
National Productivity Council (NPC)
5-6 Institutional Area, Lodi Road, New Delhi, 110003**

PS: NPC reserves the right to cancel the advertisement without assigning reason

