



**REQUEST FOR PROPOSAL
FOR SELECTION OF BIDDER FOR DIRECTORY PRINTING JOB**

December, 2023

RFP No. : _____

Date of Release of RFP	20.11.23
Last date of Submission of RFP	30.11.23



Calcutta Club Limited

241, A J C Bose Road, Kolkata - 700 020

CIN : U91990W8191,1GAP002567

REQUEST FOR PROPOSAL

FOR SELECTION OF BIDDER FOR DIRECTORY PRINTING JOB

Calcutta Club Limited

Project Implementation Agencies (PIAs) DATA SHEET

SI No		Particulars
1.	Name of the Client inviting RFP	Calcutta Club Limited
2.	Name of the Assignment	SELECTION OF BIDDER FOR DIRECTORY PRINTING JOB
3.	Date of Issue of RFP	20.11.23
4.	Last date and time for receipt of RFP	30.11.23
5.	Date and time of opening of 1. Technical Proposal 2. Financial Proposal	02.12.23 02.12.23
6.	Earnest Money Deposit (EMD)	One Lakh
7.	Name of the Contact Officer	Chief Executive Officer
8.	Address for Submission of Proposal	Calcutta Club Limited 241, A. J. C. Bose Road, Kolkata - 700 020, West Bengal



1. Introduction

Calcutta Club is an elite social club located on Lower Circular Road in Kolkata. It was established in 1907 and the first president of the club was the Maharajah of Cooch Behar, Sir Nripendra Narayan. The Prince of Wales, later King Edward VIII of Great Britain, was among the first royal guests to visit the club when he was invited to a lunch on 28 December 1921. First prime minister of India Pandit Jawaharlal Nehru visited the club in 1961. The club has always maintained distinguished members from every community - from Maharaja of Cooch Behar to Maharaja of Burdwan, Maharaja of Darbhanga, Nawab Sir KGM Farouqi of Ratanpur to Bhupendra Nath Bose, President of the Indian National Congress to Indian economist and philosopher Amartya Sen. Internationally acclaimed artists like Gaganendranath Tagore and Abanindranath Tagore were regular visitors to the club, as was Oscar award-winning legendary film-maker Satyajit Ray, longest-serving chief minister of West Bengal Jyoti Basu. In 2007, 11th president of India Dr. A. P. J. Abdul Kalam visited the club to launch the centenary scholarship fund. Other notable visitors to the club include prominent Indian artists and celebrities such as Amitabh Bachchan and Jaya Bhaduri. Today Calcutta Club stands as an iconic landmark in Kolkata and represents the elite Bengal with rich history and culture.

We are seeking proposals from qualified printing companies to print our club's membership directory for the upcoming year. We are interested in partnering with a reputable and experienced printer to produce a high-quality directory that reflects the excellence of our club.

2. Objective:

The main objective is to print our club's membership directory for the upcoming year. It will help the members to identify fellow members details by using the dictionary.

3. INSTRUCTIONS TO THE BIDDER

3.1. The project will be handed over to CEO, Calcutta Club.



4. Broad Scope of Work:

The scope of work to be undertaken by the Bidder would be as below:

Quantity	:	4,500 copies
Size	:	Directory - 215mm x 139mm Page mark - 180mm x 65mm
No. of pages	:	512
Colour	:	Gel - 4 colour print End paper - 4 colours both sides print Text - 4 colours both sides print Page mark - 4 colours both sides print
Paper	:	Gel - 130 gsm art paper End paper - 170 gsm art paper Text - 90 gsm art paper Pagemark - 300 gsm art board
Lamination	:	Matt on gel
Fabrication	:	1. Gold foil at 2 locations on Gel 2. Page mark with blue ribbon
Binding	:	Hard case binding using 2.4mm thickness hard board
Design and proof reading	:	To be done at printer's end
Copy matter	:	To be provided by the Club
Box	:	
Colour	:	4 colour printing
Paper	:	300 gsm FBB



5. Eligible Bidder:

The applicant should fulfill the following minimum requirement:

Sl No	Criteria	Whether Met	Reference Details
1.	The Bidder should be a Company/ Firm/ Society/ Trust registered in India and in existence in India for the last 3 years or more.	Yes/No	Certificate of Incorporation/Any other relevant document
2.	The Bidder should have own four-color printing machine	Yes/No	Self-certification required in organization letterhead
3.	The Bidder should have completed a minimum of 2000 printing job till date of tender	Yes/No	Self-certification required in organization letterhead and work order to be attached for the specified job
4.	The Bidder should have average turnover of Rs.50 Lakhs in last three financial years (FY 22-23 and FY 21-22)	Yes/No	Chartered Accountant Certificate for last three years. (FY 22-23 and FY 21-22) ending 31st March 2023.

6. Location of delivery of the material:

A bidder will be delivered the requisite number of dictionaries to Chief Executive Officer Calcutta Club Limited, 241, A. J. C. Bose Road, Kolkata - 700 020, West Bengal.

7. Payment Terms

The Payment schedule is as follows:

Sl No	Deliverables	Percentage of Payment
1.	Mobilization advance after signing the agreement with Club	10% of the contract value
2.	On successful completion of preparing the dictionary and issue of certificate for going ahead of printing the dictionary from Club.	30% of the balance contract value
3.	Delivery of 4,500 number of printed dictionaries at Club and issue of certificate for delivering requisite number of dictionaries from Club	60% of the balance contract value



8. Requisite Documents to be submitted along with the Proposal:

The interested Bidders have to furnish the attested copies of requisite documents and other statutory instruments along with their technical proposal:

- The covering letter on Bidder's letter head requesting to participate in the selection process.
- Cost towards RFP Document and Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Registration
- Copy of PAN Card
- Copy of GST Registration Certificate
- Company Profile
- Documentary evidence regarding engagement letter or letters from the clients served in similar assignments.
- Authorization Letter in favour of the person signing the proposal documentation behalf of the bidder. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the agency
- Failure to submit any one of the documents as mentioned above list along with the technical proposal, leads to out rightly rejection of the proposal

9. Validity of the Proposal:

Proposals shall remain valid for a period of 90 (Ninety) days from the date of opening of the technical proposal. Calcutta Club reserves rights to reject a proposal valid for a shorter period as non-responsive. Calcutta Club will make the best efforts to finalization of the selection process within this period.

10. Submission of Proposals:

The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall submit their proposals through Registered Post / Speed Post/ Courier attach office address on or before the last date and time for receipt of proposals mentioned in document control sheet. Calcutta Club will not be responsible for any delay/ postal delay in receiving of the proposal. The technical proposal must be submitted in a sealed envelope (with marking in bold letter) along with the information required as per the formats given in the RFP Document. The envelope should boldly mark as "TECHNICAL PROPOSAL" should include the required information and documents duly signed in each page by the authorized representative of the Agency. The envelopes containing "Technical Proposal" should put



inside a separately sealed envelope marking on it "SELECTION OF BIDDER FOR DIRECTORY PRINTING JOB", NAME OF THE AGENCY, NAME OF THE TRADE APPLIED:.....".

11. Selection Process:

The selection for the job would be done by a competent committee formed by Calcutta Club. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.

12. Evaluation of the Proposals:

A single stage evaluation of the proposals will be done by the selection committee as the following parameters mentioned below: -

	Criteria of evaluation of technical proposal	Maximum Marks
1.	Past Experience and Expertise: Experience & organizational details with documentary proof specifying the details of the dictionary or related printing made / imparted previously.	20
2.	Key Professionals: Qualification & experience of key personnel proposed in the team for the assignment	20
3.	Availability of adequate infrastructure and support system to carry out the assignment	20
4.	Availability of own four-color printing machine	20
5.	Number of printing made to by the bidder in last three years in any state of West Bengal / India <ul style="list-style-type: none"> • 2000 printing done - 05 marks • 2001 to 5000 printing done - 10 Marks • 5001 or more printing done - 20 marks Specification will be as follows: Paper - 100 gsm, Binding - Hardboard cover binding, Number of Pages - 80 to 100 back-to-back with 12 different pictures for last 12 months, Color - 4 Colour printing	20
	Maximum Technical Score	100

A duly constituted Evaluation Committee (EC) will evaluate the Commercial Bids. The proposals will be evaluated on Quality & Cost Based Selection (QCBS) basis. The Proposals will be ranked according to their combined technical (St) and commercial (Sf) scores using the weights (T = the



weight given to the Technical Proposal (70%); P = the weight given to the Financial Proposal = 30%; T + P = 100%) using the formula -

$$S = St \times T\% + Sf \times P\%$$

This evaluation procedure reflects the high importance attached to quality and competence. Please note that the Calcutta Club Limited is not bound in any manner to select any of the bidders submitting proposals or to select the firm offering the lower price.

The bidder achieving the highest combined technical and commercial score (S) will get the highest rank, followed by others. The bidder obtaining the highest number of points will be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders Submitting Proposals should clearly understand that any or all parts of their proposals are liable to be part of the negotiation procedure.

The technical proposal will be evaluated out of 100. The bidder will have to score at least 70 marks combined technical evaluation ($St \geq 70$ marks) to be declared as technically qualified.

Note: Bidders scoring **60 or more of the maximum marks** (i.e. 100) in the technical bid shall become **eligible** for opening of Financial Bid, subject to fulfillment of other essential criteria.

13. Tender Opening and Evaluation

13.1. Technical Bid Evaluation

The Tender Evaluation Committee will evaluate the proposals on the basis of their responsiveness to the selection criteria. The Bidder who satisfies the documentary evidence as per the Eligibility Criteria is considered as technically qualified. Minimum Qualifying Mark in technical evaluation, to get selected for Opening of Financial Bid is scoring 60% or more of the maximum marks in the technical bid. The technical scores of the bidder against each criterion would be totaled up, and thereafter the technical scores of all the bidders would be listed in decreasing order. Any proposal not achieving the abovementioned scores will be treated as “Not Technically Qualifying the Requirements” and will not be considered further. Only the technically qualified bidders will be informed for opening of the financial proposal.

13.2 Financial Bid Evaluation

The technically qualified bidders will be called for opening of the financial bids. The lowest evaluated financial Bid (Fm) will be given the maximum financial score (Sf) of 100



points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula $Sf = 100 \times (Fm / F)$, in which Sf is the Financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

14. Tender Evaluation

A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids. The proposals will be evaluated on Quality & Cost Based Selection (QCBS) basis.

The Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal (70%); P = the weight given to the Financial Proposal = 30%; T + P = 100%) using the formula - $S = St \times T\% + Sf \times P\%$. St will be calculated as per formula - $St = 100 \times T / TM$, where TM is the maximum technical score and T is the technical score of the bidder.

Please note that the authority is not bound in any manner to select any of the bidders submitting proposals or to select the firm offering the lower price.

The bidder achieving the highest combined technical and financial score (S) will get the highest rank, followed by others. The bidder obtaining the highest number of points will be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders Submitting Proposals should clearly understand that any or all parts of their proposals are liable to be part of the negotiation procedure.

15. Letter of Acceptance (LOA)

After successful completion of the negotiations, a Letter of Acceptance will be issued to the successful Bidder by Calcutta Club Ltd. The successful bidder should start the work within 10 days from the date of release of LOA. Tenure of the completion of setting up of centre will be maximum three months from the date of release of LOA.



FORM -1
Technical Proposal Submission Form

[Place], [Date]

FROM:

TO:

Chief Executive Officer
Calcutta Club Limited
241, A. J. C. Bose Road,
Kolkata - 700 020, West Bengal

Subject: PROPOSAL FOR DICTIONARY PRINTING JOB - TECHNICAL PROPOSAL

Dear Sir,

I the undersigned, offer to provide the services in respect to your Request for Proposal. I am here by submitting our Proposal which includes this Technical Proposal sealed under a separate envelope. Our proposal is valid for acceptance for 90 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process.

I hereby declare that our company has not been debarred / black listed by any Government / Semi Government / Private organizations. I further certify that I am the competent authority in my company authorized me to make this declaration and signatory authority on behalf of the organization.

I remain,

Yours sincerely,



Calcutta Club Limited

241, A J C Bose Road, Kolkata - 700 020

CIN : U91990W8191,1GAP002567

Authorized Signatory:

Name and Title of the Signatory:

Name of the organization with complete address:



FORM -2
General Information of the Organization / Institute

1.	Name of the Organization / Institute	:	
2.	Nature of the Organization / Institute	:	
3.	Incorporation	:	
4.	Registered Office Address	:	
5.	Branch Office Address within the State (if any)	:	
6.	Name of the Head of the Institute / Organization	:	
7.	Designation	:	
8.	Telephone /Mobile Number	:	
9.	Address of Communication	:	
10.	FAX and E-Mail	:	
11.	Income Tax Registration No. (PAN)	:	
12.	GST Number	:	
13.	Have own Four-color printing machine in-house	:	Yes/No

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



FORM -3
Detail Profile of the Organization

Please provide a detailed organization profile

Authorized Signatory [In full and initials:]
With Seal



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FORM -4 Details of Organization's Past Experience

Similar Assignment Details for the last three years:

Name of the project was imparted	Name of the organization	Year	No of printing job made	Brief Scope of Work for the assignment

Authorized Signatory [In full and initials]:
With Seal



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FORM -5

Summary of CVs of Proposed Key Professional and Support Staff for the Assignment

Sl No	Name of Key Professional	Area of Expertise	Position Assigned	Employment Status with The Institution (Full Time / Part Time)	Highest Educational Qualification	No of Years of experience	No of years of experience in similar assignment
KEY PROFESSIONALS							
1.							
2.							
3.							
4.							
SUPPORT STAFF							
1.							
2.							
3.							
4.							

Authorized Signatory [In full and initials]:

With Seal



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FORM -6

Financial Turnover of the Organization

Sl. No	Year	Turn Over in INR
1.	2020-21	
2.	2021-22	
3.	2022-23	
	Average Annual Turnover for the last 3 Years	

Authorized Signatory [In full initials and Seal]:

Name of the Organization: