

## Request for Proposal

National Bank for Agriculture and Rural Development (NABARD) invites sealed quotations from eligible, reputed publishers/ document designers for providing print-ready PDF version and web version in PDF, of its **Annual Report 2020-21 and Annual Statistical Statements 2020-21** in English, Hindi and Bilingual. This work will involve copy editing / re-drafting, layout, designing, and proof-reading before providing the print-ready files for both. The agencies intending to bid for the aforementioned job may submit sealed quotations as per the details specified in this invitation document. It may be noted that the assignment will be granted by NABARD to an agency for preparing Annual Report for 2020-21 and Annual Statistical Statements 2020-21. NABARD reserves the right to terminate the contract with the agency at any time, without assigning any reasons thereof.

The quotations must be delivered duly completed, in a written form, at the following address:

The Chief General Manager,  
Department of Economic Analysis and Research (DEAR),  
NABARD Head Office, 4<sup>th</sup> Floor 'C' Wing,  
Plot No. C-24, 'G' Block,  
Bandra-Kurla Complex, Bandra (East)  
Mumbai – 400 051.  
E-mail: [dear@nabard.org](mailto:dear@nabard.org)

**Last Date and Time for Submission of Bids: 16.00 hours on 14 January 2021.**

### **Tender Methodology and Process of selection:**

The tender methodology and process of selection proposed to be adopted by NABARD is as under:

- a) Two-stage bidding process will be followed for the purpose of selection of the vendor/bidder. The response is to be submitted in two parts, i.e. the Technical Bid and the Financial Bid. These are two distinct and separate parts of the proposal.
  - Quotation Part I – Technical Bid shall be enclosed in a separate sealed envelope duly superscribed '**Quotation for Editing / Redrafting, Layout, Designing, and Proof-Reading of NABARD Annual Report 2020-21 and Annual Statistical Statements 2020-21 - Technical Bid**' and shall be submitted with a set of sample publication/ documents. The Annual Report may comprise about 250 pages each in English and Hindi. The agency should submit the item-wise breakup of cost of the task to be taken up, like editing / redrafting, designing, etc. and the timeline required to finish the job.
  - Quotation Part II – Financial Bid shall be enclosed in a separate sealed envelope duly superscribed '**Quotation for Editing / Redrafting, Layout, Designing, and Proof-Reading of NABARD Annual Report 2020-21 and Annual Statistical Statements 2020-21– Financial Bid**'. The agency should submit the item-wise breakup of cost.

Quotations submitted through Fax/E-mail or in any other manner, other than the above specified, will not be considered and no correspondence will be entertained in that regard.

The Quotation should be **either typed or written legibly in English**. Alterations, if any, in the Quotation should be **attested properly** by the person signing the same. Quotations with alterations, which are not authenticated as above, will result in rejection of the quotation. **Over-writing** in the Quotation may render it invalid.

NABARD reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.

Any attempt to negotiate directly or indirectly on the part of the bidder with any official of the Bank to influence the acceptance of quotations by any means shall render his/her quotation liable for exclusion from consideration and may lead to blacklisting of the firm by the Bank.

- b) Bids received for **Annual Report 2020-21** will be evaluated on Technical and Financial Parameters as shown below:

#### Technical Scores

Sr.	Parameters for evaluating agency	Maximum score
1	Idea for cover design presented by agency	15
2	Page designing and layout	10
3	Experience on preparing Annual Report	30
4	Visuals, Graphics, etc.	30
5	Editing/ Re-drafting	15
	<b>Total</b>	<b>100</b>

Assessment will be based on Presentation and samples provided by the agencies.

- c) Agencies will be shortlisted based on the quality of technical bids. The shortlisted agencies will be invited at NABARD Head Office, Mumbai on **18 January 2021** to make presentations on editing, layout and designing of NABARD's Annual Report 2020-21. NABARD may appoint a committee to screen the Technical Bids. Earlier issues of NABARD's Annual Report and Statistical Statements are available at NABARD's website [www.nabard.org](http://www.nabard.org) (<https://www.nabard.org/financialreport.aspx?cid=505&id=24> ).
- d) Financial bids will be opened in respect of the agencies shortlisted on the basis of the presentations.
- e) Final selection will involve weightage of 80:20 in favour of technical bid and quality of presentation, against financial bid.

- f) The agency should provide one or two Service Provider till the job completed (as and when required by NABARD) for carrying out the job of editing, layout, designing and proof-reading of NABARD's Annual Report 2020-21 in consultation with respective departments. If need be, the staff should be placed in NABARD's premises.
- g) NABARD reserves the right to accept or reject any proposal without assigning any reasons thereof.

**Eligibility Criteria (*Kindly provide the necessary certificates/ sample reports*)**

- a) Only registered agencies engaged in editing, designing and/ or publishing of documents are eligible.
- b) The agency should normally have been in existence for a period of at least 3 years on the date of the application. On merit, this condition may be relaxed.
- c) The agency should have proven ability in editing, designing and publishing documents on behalf of reputed institutions.
- d) The agency should preferably have permanent qualified core staff on its rolls.

**Checklist for Technical Quotation**

Sr.No	Particulars	Remarks
1	Cover Page Design sample	Yes/NO
2	One inside page content editing, layout and design <i>(write-ups submitted by NABARD staff members will be furnished for editing and managing the content)</i>	Yes/ NO
3	No. of years in the business (proof)	Yes/ NO
4	Annual Reports designed for last 3 years (list)	Yes/ NO
5	Submitted copies of publications by the agency furnished for evaluation on quality of editing, design and content	Yes/ NO

Annexures for Sr. No 1, 2 & 5 to be attached with the Technical Quotation.

**Timeline for the assignment:**

- The work will start in February 2021 itself. Manuscript and data tables (base draft) along with all inputs and instructions will be provided by NABARD to the selected agency on or before 15 March 2021.
- First document in MS Word along with cover page design and inside page editing and redrafting, layout and design options may be provided by the agency to NABARD by 31 March 2021.

- Updated document (Final draft based on 31 March 2021 figures) will be provided by NABARD to the agency by the last week of April 2021.
- Draft Annual Report 2020-21 (before Board approval) in MS Word may be provided by the agency to NABARD by the first week of May 2021.
- Board approved Annual Report 2020-21 (English) in MS Office will be provided by NABARD to the agency by the last week of May 2021.
- Hindi version of Annual Report will be provided to the agency by the last week of May 2021.
- Final ready-to-print PDF of English version of Annual Report 2020-21 may be submitted by the agency to NABARD on or before 01 June 2021.
- Final ready-to-print PDF of Hindi version of Annual Report 2020-21 may be submitted by the agency to NABARD on or before 15 June 2021.
- Web-versions of Annual Report 2020-21 (English and Hindi) in PDF may be submitted by the agency to NABARD by the last week of June 2021.
- Apart from soft copies, the agency is expected to provide 5 hard copies at different stages for NABARD's approval.
- Work for Annual Statistical Statements 2020-21 may be completed within 15 days of receipt of data from NABARD.

In case any clarification is required for filling up tender documents, the bidders may contact Dr. Alaka Padhi, Deputy General Manager, DEAR on #022-26539517 or Ms. Swati Ranadive, Manager 022-26539187.