



State Institute for Rural Development
Panchayati Raj Department
Government of Orissa
UNIT 8, Gopabandhu Nagar, Bhubaneswar 7510012



INVITING BID FOR PUBLICATION & DISTRIBUTION OF NEWSLETTER

Proposals are invited from agencies having experience in the field of publication of newsletter for local governance. The agency would be responsible to conceptualize, design, edit, print and deliver bimonthly Panchayat Samachar both in English and Oriya for a period of one year. Interested agencies having high quality editorial skills, capability of designing and publication of panchayat samachar and distribution of the journal as per the Terms of Reference prescribed are eligible to apply. The agencies are required to submit the technical and financial bids separately along with their applications and EMD of Rs.5,000/- (Rupees Five Thousand Only). The Terms of Reference (ToR) along with the format of Technical & Financial Bid for production and distribution of Bi-monthly newsletter of Panchayati Raj Department, Government of Orissa is available in the official website www.sirdorissa.org or www.orissapanchayat.gov.in. The last date for submission of application to the undersigned is 21.06.10 and the same would be opened on 25.06.10 at 03.30 PM.

Director
SIRD
Bhubaneswar

Terms of Reference

Production and Distribution of Bi-monthly Newsletter of Panchayati Raj Department, Orissa

Sealed Tenders are invited for editing, designing, printing and delivery of the bi-monthly newsletter "Panchayat Samachar" for the Department of Panchayati Raj. The Terms of Reference outlines requirement of an agency to support SIRD on behalf of Department of Panchayati Raj in collection, compilation, designing, editing, printing and delivery of the bi-monthly newsletter both in Oriya and English for a period of one year for 6 issues. The overall coordination responsibility will be with SIRD, Orissa. The agency will take responsibility of **material collection and compilation, edition, designing and layout, printing and dispatch to 30 districts**. The newsletter must comply with the SIRD, Orissa requirement.

The brief specifications / terms & conditions of the assignment are as under: -

1. Technical Specifications for production and delivery of "Panchayat Samachar":

Sl. No.	Name of the task	Editing/Designing/Printing/Delivery of bi-monthly newsletter "Panchayat Samachar"
1	Size	A-4 (8.5x11 inches)
2	Number of pages	10 pages including cover
3	Languages	Oriya and English
4	Designing	Designing of covers and content has to be done by the agency to the satisfaction of SIRD, Department of Panchayati Raj
5	Language translation & Proof reading	Language translations & Proof-reading has to be done by the Agency
6	Paper	130 gsm Real Art paper for cover page. 100 gsm matt paper for inner pages.(Paper samples should be attached)
7	Photographs / tables	As provided by SIRD, PR Department
8	Issues annually	6 issues
9	Printing	4 colours throughout (offset)
10	Binding	Centre Staple

11	No. of copies	7000 in Oriya / 500 in English
12	Packaging	Appropriate packaging
13	Distribution	Timely distribution as per the list provided by Department of Panchayati Raj

2. Packing & Forwarding:

- The newsletter should be duly packed very well to ensure safety of the contents so as to avoid loss or damage in transit.
- Electronic copies will be made available on a regular basis throughout the editorial process and the final electronic copy will be provided in pdf version to SIRD, Orissa for website

3. Delivery:

- The Printer will, at his own cost, deliver the printed copies to the concerned agencies which includes all Panchayats, Blocks, DRDAs as well as other offices/agencies.

4. Penalty for delay:

- 5% penalty of the bill for delay in dispatch.

5. Editing:

- SIRD, Orissa retains editorial control over selection of material, content of the newsletter
- The agency will be responsible for a range of editorial activities, including compilation, editing and proof reading along with up to 2-3 rounds of editorial discussion with SIRD, Orissa
- All data used in the newsletter will be verified and approved by SIRD, Orissa
- The agency would be responsible to collect basic material for the newsletter (news, reports, case studies and photos/illustrations/ideas from Deputy Director, SIRD, Orissa
- As and when directed by SIRD, Orissa capture highlights of the workshops with photography within the state for reporting in the newsletter.
- Prepare the content plan of the newsletter in consultation with SIRD, Orissa

6. Design and Layout:

- Provide SIRD with 3-4 options for the cover page and inside layout
- The agency will be responsible for developing high quality format, design and layout of the Newsletter, (including graphics) in agreement with SIRD.
- Hard copy in colour for the 1st and final feedback will be submitted for feedback and approval to SIRD.
- Every new correction on the design will be mailed as pdf. to SIRD
- Upon approval of the content, the agency will develop proofs in the approved design for final approval by the technical committee of SIRD
- The agency will be responsible for proof reading the various proofs, including the final and machine proof and getting it sanctioned from SIRD
- The final approved copy by Deputy Director, SIRD or his authorized officer for printing

7. Approval of Contents and Delivery:

- Seven (7) working days prior to the publication of each issue of the newsletter, the agency will be required to submit to the SIRD, for approval, an editorial line up and synopsis of each article (in English) to appear in the publication. SIRD will within two (2) working days from receipt of the editorial line-up and synopsis, advise the agency of its approval of the material. In case SIRD disapproves the material, the agency will submit alternative material to SIRD for approval within two (2) working days from the date of disapproval. SIRD will give approval for the alternative / revised material within two (2) working days from the date of receipt of the same.

8. Printing:

- It will be 4 colour offset printing on both the paper
- Once content and layout is approved by SIRD, the agency will print the Newsletter in line with technical specifications specified (Newsletter Specifications).

9. Expected Outcomes:

- Premium quality production and timely distribution of "Panchayat Samachar" of SIRD on a bi monthly basis both in Oriya and/or English as per agreed specifications.

10. Copyright:

- The SIRD will have the copyrights of the newsletter
- Agency shall not resort to plagiarism, and will themselves be responsible for copy right issues concerning usage of images, footages, text material etc. obtained from various sources. SIRD will not be a party to any disputes relating to copyright violation by the agency.

11. Termination by Default:

- SIRD reserves the right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services or to blacklist it in the event of highly unsatisfactory performance.

12. 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, or 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 the other within 21 days from the date of occurrence thereof
- Neither party shall by reason of 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 SIRD 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 of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

13. Reporting and Administrative arrangements:

- The work will be under the supervision of Deputy Director, SIRD
- If there is delay in publication written clarification must be sent to SIRD; however, SIRD will reserves the right to impose penalty for any departure by the agency from the timeline given above.
- A technical committee consisting of Director, Deputy Director and Faculty members, SIRD will review the performance of the selected agency on a quarterly basis, or when required.

1. Eligibility Criteria for Empanelment of Agencies

- Should have minimum three years' experience and proven competence in publication and distribution of newsletters in the social sectors (e.g. Education/Health/Women & Child Development/Poverty Alleviation/Safe Drinking Water/Sanitation, etc.), in both Oriya and English.
- Should have registered under Companies Act/Society Registration Act or any other relevant act.
- Registration of the agency should be of 3 yrs or more
- The agency should have an annual turnover of Rs.10 lacs per annum in at least two of the previous four financial years (2006-07, 2007-08, 2008-09 and 2009-10)
- 3 years annual audit report along with IT return should be submitted
- The agency should have INS accreditation
- The agency should not have been blacklisted/banned for Government grant by the State Government or International funding agency
- The agency should have experience of working with the Government Departments.
- Should have committed and professional members for designing concept, documentation and circulation
- Should have the capability of designing and layout of international standard publication along with experience in offset printing and distribution system

2. Financial Requirements:

- The agencies who qualify for technical bid only will be called for opening of financial bid. The agency has to deposit an EMD of Rs.5000/- along with the application and technical bid
- The total payment will be released on satisfactory completion of each issue of newsletter including their dispatch and production of appropriate documentation proof in support of the same.

1. Guidelines for Submission of Proposals:

- Interested agencies should submit two proposals, viz. (i) technical, and (ii) financial – in two separate envelopes.
- Technical proposal should be submitted in the format given in Annexure-I along with supporting documents.
- Financial proposal should be submitted in the format given in Annexure-II along with supporting documents.

2. Supporting Documents:

- 3 yrs audit report of the agency
- Registration of the agency
- Bio data of professional to be involved in the process should be submitted
- Consignment letter of the organization for whom publication has been done should be attached
- Paper samples should be attached

Both the sealed envelopes-technical bid (Form A) along with EMD and financial bid (Form-B) will be placed into an outer sealed envelope clearly marked, **“Bid for Production and Distribution of BI-Monthly Newsletter of Department of Panchayati Raj, Govt. of Orissa”** may be submitted by ----- on the following address:

DIRECTOR,

State Institute for Rural Development
Department of Panchayati Raj
Government of Orissa
Unit-8, Gopabandhu Nagar,
Bhubaneswar. 751012
Email: sirdorissa@gmail.com; sirdorissa@yahoo.com
Web: www.sirdorissa.org
Ph. No. 0674-2560059

Annexure 1

Form A Technical Bid

Application for Production and Distribution of Bi-Monthly Newsletter

1. Name & Address of the Agency :
2. Nature of the Agency : Yes/No
 - I. Publication House ()
 - II. Private Firm ()
 - III. NGO ()
 - IV. Corporate agency ()
3. Legal Status: Whether registered or not:
4. If Yes, details:
5. Contact Person Details/address 9email, telephone, fax etc):
6. Previous Experiences in the field of Publications of Newsletter:

Sl. No.	Name of Publication	Name of the Client/Donor/Agency	Total Value of the Assignment	Duration of the Assignment	No. Of copies produced/ languages

7. Biodata of Technical Team Members available with the agency:

Sl. No	Name of Technical Person	Qualification	Experience

8. Financial Turnover (Audited) of the agency for last 3 yrs;
 - i. 2009-10 - Rs.
 - ii. 2008-09 - Rs.
 - iii. 2007-08 - Rs.

iv. 2006-07 - Rs.

9. Income tax return of last 3 yrs;

10. Any other experiences/expertise in the field of publication activities

11. Enclosures;

- Profile of the agency
- 3 yrs audit report of the agency
- Registration of the agency
- Bio data of professional to be involved in the process should be submitted
- Consignment letter of the organization for whom publication has been done should be attached
- Paper samples should be attached
- Agency should enclose some of the specimen copies of similar work done earlier

*Signature of the head of
the Agency*

Annexure - 2

Form - B

Financial Bid

Financial Bid/Proposal for Production and Distribution of Bi-Monthly Newsletter

1. Name of the Agency:
2. Address of the Agency:
3. Budget Requirement for six issues of Newsletter:

Sl. No.	Activity	Unit Cost	Total Cost
1.	Material Collection & Compilation		
2	Editing		
3	Designing & layout		
4	Printing- 7000 copies in Oriya, 3000 copies in English		
5	Packaging & distribution & Postal Expenditure for each 1000 copies		
6	Administrative overhead		
7	Agency charges		
8	Other Expenditure		
	Total		

4. Bank Accounts details of the agency on which cheque / DD be prepared:
5. Other financial information for production of Newsletter if any:

Date:

Signature of the Chief Executive of the Agency

Place:

Memorandum of Understanding (MoU)
between
SIRD, Department of Panchayati Raj, Government of Orissa
And
_____ (Agency)
For Publication & Distribution of SIRD, Orissa, Newsletter

The agreement onday ofmonthyear between State Institute for Rural Development (SIRD), Panchayat Raj Department, Govt. of Orissa represented by Director SIRD having its permanent office at unit-8, Gopabandhu Nagar, Bhubaneswar, Orissa referred as 1st party as Supporting agency andthe Agency (Regd No.....) represented by having its registered office athereinafter referred as 2nd Party for undertaking publication & Distribution of "Panchayat Samachar". The agreement remains valid till end of March 2011 after which it may be renewed at the discretion of SIRD.

1. Preamble:

SIRD, Department of Panchayati Raj, Government of Orissa in order to disseminate the activities and achievement of SIRD, has decided to publish a bi-monthly newsletter both in English and Oriya through outsourcing the assignment to a private agency having outstanding experiences in the field of publication and circulation in the social sector.

And whereas, following invitation of expression of Interest (EOI) alongwith the technical and financial proposals, _____ (Name of Agency) has been selected to edit, design, publish and circulate the SIRD, Department of Panchayati Raj, Government of Orissa Newsletter on following terms and conditions

2. Objective of the Contract:

Premium quality production and timely distribution of the Department of Panchayati Raj, Government of Orissa, Newsletter on a bi-monthly basis both Oriya and English as per agreed specifications for dissemination of activities and achievements of Department of Panchayati Raj, Government of Orissa.

3. Duration of Contract: one year w.e.f. _____, 2010

4. Deliverables:

4.1 Roles and Responsibilities:

The agency has the responsibility to:

- Send the newsletter to 314 block offices, 6234 Gram Panchayats across the State
- The agency would be responsible to collect basic material for the newsletter (news, reports, case studies and photos/illustrations/ideas from Deputy Director, SIRD, Orissa
- As and when directed by SIRD, Orissa capture highlights of the workshops with photography within the state for reporting in the newsletter.
- Prepare the content plan of the newsletter in consultation with SIRD, Orissa

4.2 Editing:

- SIRD, Orissa retains editorial control over selection of material, content of the newsletter
- The agency will be responsible for a range of editorial activities, including compilation, editing and proof reading along with up to 2-3 rounds of editorial discussion with SIRD, Orissa
- All data used in the newsletter will be verified and approved by SIRD, Orissa
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- The agency will be responsible for proof reading the various proofs, including the final and machine proof and getting it sanctioned from SIRD
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4.5 Packing & Forwarding:

- The newsletter should be duly packed very well to ensure safety of the contents so as to avoid loss or damage in transit.
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5. Reporting and Administrative arrangements:

- The work will be under the supervision of Deputy Director, SIRD
- If there is delay in publication written clarification must be sent to SIRD; however, SIRD will reserves the right to impose penalty for any departure by the agency from the timeline given above.
- A technical committee consisting of Director, Deputy Director and Faculty members, SIRD will review the performance of the selected agency on a quarterly basis, or when required.

6. Funding:

The total grant-in-aid will be released in three installments. However, the release of second installment will be made after the publication of first issue of the newsletter and satisfactory report by the nodal officer of SIRD, Orissa.

7. Budget:

Following approved budget for publication of 6 issues of Department of Panchayati Raj, Government of Orissa newsletter will be provided.

Sl. No	Activity	Unit Cost	Budget
	Total		

8. Performance Monitoring:

A team from SIRD, Orissa consisting of Director, Deputy Director & Faculty members of SIRD will monitor the performance of the agency besides ensuring the quality publication and circulation of the newsletter.

9. Other modalities, if any:

Signature of the Agency Head

Signature

Director, SIRD, Orissa

Witness:

Witness:

Name:

Name:

Designation:

Designation: