

REQUEST FOR PROPOSAL
FOR
HIRING SERVICES OF GRAPHIC DESIGNER
ON AS REQUIRED BASIS



राष्ट्रीय सहकारी विकास निगम
4, सिरी इंस्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली-110016

National Cooperative Development Corporation
4, Siri Institutional Area, Hauz Khas New Delhi- 110016

वेबसाईट: <http://www.ncdc.in>

निविदा की लागत - मुफ्त

सूचकांक
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पूर्व अहर्ता बोली

Pre-Qualification Bid

National Cooperative Development Corporation
(General Administration Division)

No. NCDC:10-15/2019-Genl.

Date: 11/03/2019

Request for Proposal

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites RFP for "Hiring services of graphic designer on as required basis". NCDC is looking to bring onboard a graphic designer to create unique and quality graphic pages for the required niche.

The prospective bidder shall fulfill the following mandatory eligibility criteria:

- i) Bidder should have at least three years experience in the area of graphic designing.
- ii) Bidder has to submit portfolio of last three years work.
2. Should have valid PAN.
3. Prospective Bidder shall submit their offers in the bidding document at National Cooperative Development Corporation (NCDC), 4-Siri Institutional Area, Hauz Khas, New Delhi-110016, 4th Floor, West Wing from 11.00 AM to 4.00 P.M. on all working days (Monday to Friday). The bid document is also available on NCDC's website www.ncdc.in. Each page of the bid document should be signed by the bidder before submission.
4. The bidding document is required to be submitted in sealed envelope super scribed as "Request for proposal for hiring of services of graphic designer".
5. The offer (duly filled in & signed), in sealed covers, duly marked "RFP for hiring of services of graphic designer" must reach the office of Executive Director (GA), NCDC by P.M on 02/04/2019 and the Pre-qualification Bid shall be opened at 3:30 P.M on dated 02/04/2019 in the office of Executive Director (GA).
6. The price bid of only those bidders shall be opened whose pre-qualification bid is found to be acceptable as per eligibility criteria mentioned in the RFP document. The date and time of opening of price bid shall be fixed and intimated to the eligible bidders separately.
7. The Corporation reserves the right to accept any or reject all the bids without assigning any reasons thereof.



(Krishan Kumar)

Executive Director (Genl. Admin.)

Copy To:

Chief Director (MIS): With request to upload the RFP on NCDC website & CPP Portal of Govt. of India.

PARTICULARS OF THE FIRM

1.	Name of the Bidder	
2.	Office address	
3.	Telephone No.	
4.	Mobile No.	
5.	E-mail address	
7.	Experience of at least 3 years experience in the area of graphic designing. (Attach relevant document)	
8.	Fax No.	
9.	PAN No: (photocopy to be enclosed)	
10.	Any other relevant information	

Signature of the Bidder**(Name & Address of the Bidder)****(Please attach self attested separate sheet/s, if required)**

DETAILS OF WORK EXPERIENCE

Name/Address of Institution	Description of Work	Year	Rate
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Signature of the Bidder

(Name & Address of the Bidder)

(Important Note: Please attach self attested copies of award letters)

Scope of Work

NCDC is looking to bring onboard a Graphic Designer to create unique and quality graphic for the required niche. This would be in the form of desk and online writing to promote NCDC Schemes & Activities according to the brief provided by the Corporation, on as required basis.

The scope of work would broadly include the following:

1. To produce high quality and impactful designs of brochures, pamphlets, booklets, flyer, banner, large size hording, newsletter, magazine etc.
2. All the produced designed and approved pages should be in ready-to-print format.
3. Create visually stunning and impressive designs to help boost the overall brand image of the corporation.
4. Softcopy of the document/page in editable format, printable in different sizes should be provided by the bidder.
5. Would be required to meet the deadlines as per the work demand.
6. Ensure that the output confirms to the user expectations and is effective.
7. Designer should follow the format and style of the deliverable as indicated by the corporation time to time.
8. Graphic designer would create, find, and develop innovative and value added concepts/ designs to effectively project NCDC products, Schemes and events so as to enhance brand value of the Corporation/improve business.
9. Any other work as per requirement.

Work with MIS & Corporate Communication division of NCDC on shortlisted initiatives, themes, compiling & editing of collected information etc.

General Terms and Conditions

1. The sealed bids are to be submitted super-scribing "Request for proposal for hiring services of graphic designer" addressed to Executive Director (GA), 4, Siri Institutional Area, Hauz Khas, New Delhi 110016. The bid shall be submitted in sealed envelope.
2. Each Bidder can submit only one bid by himself.
3. Successful bidder must have to handover the job with valid facts and figures for graphic designs instructed by NCDC. No image or content should be copyright by anyone in anyway.
4. Intellectual property rights of the designs shall remain with NCDC.
5. Required raw data, pictures of cooperative societies, if required will be provided from regional offices through E-mail/ Telephone.
6. All the raw data provided by the NCDC for designing shall be returned after completion of the job.
7. Contract will be for the work chargeable @ per page basis (including logo, images, text etc) for the approved design.
8. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
9. If the Bidder deliberately/ knowingly provide wrong/false information/credentials / documents in support, the Corporation reserves the right to terminate the contract at any stage and to take any other action as may be deemed fit.
10. CANCELLATION OF CONTRACT: In the event of Bidder's failure to deliver work of acceptable quality and as per stipulated delivery schedule and specifications, the Corporation reserves the right to cancel the Work Order by giving seven days notice and get the work done from any other source.
11. The bidder should submit a copy of their PAN number along with the bid – including complete address and telephone/ mobile numbers and E-mail Ids. In case this information is not indicated, NCDC reserves the right to reject the bid.
12. The bidder should be well versed with the graphic designing tools (Coral, Photoshop and Illustrator).
13. No change in the rates shall be allowed under any circumstance in any item once quoted by the bidder.
14. The bidder should have at least three years experience in the area of graphic designing. The bidder should enclose necessary proofs in this regard such as copies of orders/ work completion certificates.
15. The payment shall be made on after satisfactory performance/ service and submission of bills. No advance payment shall be given for this job.
16. The Corporation at its discretion may impose a penalty as under on the bill of the party in case of delay in execution of work, deficiency in quality work, and the decision of the Corporation in this case shall be final and binding on the successful bidder. No further correspondence will be entertained in this regard.
17. The Corporation reserves the right to cancel the contract at any time in case the job is not found satisfactory and work is not done as per the time schedule given by the Corporation.
18. The per unit price quoted by L1 bidder would be fixed as the final price and negotiation will be done with L2, L3 and onward bidders to provide services at the L1 price. A panel will be formed and future graphic designing works of the Corporation will be allotted to suitable empanelled graphic designer.
19. Performa for furnishing rates for "RFP for hiring services of graphic designer" is enclosed. In case bidders need any clarification, the office of Executive Director (GA),

NCDC as indicated above may be visited on any working day (Monday to Friday) between 11.00 AM to 4.00 PM.

20. Rate should be quoted both in figures & in words in English in the Financial Bid.
21. Opened/ stapled/ improperly sealed/ bids or received after expiry of last date shall not be entertained.
22. It will not be permissible for the bidders to further outsource the work.
23. NCDC reserves the right to select or reject any or all bids without assigning any reasons thereof. Conditional & incomplete bids shall be summarily rejected.
24. The Evaluation Criteria:
 - a) Evaluation will be undertaken for those bids who have submitted bids with all required information with documents.
 - b) The bid will be scrutinized with respect of eligibility conditions. The financial bid of only those bidders shall be opened whose bid is found to be acceptable as per eligibility criteria mentioned in the bid document.
25. After receiving the confirmed offer from NCDC, the successful bidder will give his acceptance.

26. **ARBITRATION**

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Managing Director, NCDC, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be New Delhi. Subject here to the court in New Delhi shall have exclusive jurisdiction to the exclusion of all other courts.

**Signature of the Bidder
(Name & Address of the Bidder)**

FINANCIAL BID

Financial Bid for hiring of services of graphic designer on as required basis.

S.No.	Description	Rate (₹)	GST	Total Amount incl. GST (₹)
1.	<p>Graphic Design (Rate per page) for the approved design.</p> <p>(Producing high quality and impactful designs of brochures, pamphlets, booklets, flyer, banner, large size hording, newsletter, magazine etc.)</p>			

1. Certified that the above rates are inclusive of statutory taxes, as may be applicable.
2. Certified that I agree to all the terms & conditions of the bid document.

Signature of the Bidder

(Name & Address of the Bidder)