



PLANNING COMMISSION
Government of India
Yojana Bhavan Sansad Marg,
New Delhi-110001.
Phone: 011-23042018
E-mail: plancom@nic.in
www.planningcommission.gov.in

NO: D-29013/7/2009-10-GA/Tender/Editors/PC

Date: 10.03.2010

**SUBJECT: OUTSOURCING THE SERVICES OF EDITORS FOR
PLANNING COMMISSION DOCUMENTS**

The Planning Commission was setup by a resolution of the government of India in March 1950. The Planning Commission has been charged with the responsibility of making assessment of all resources of the country, augmenting deficient resources, formulating plans for the most effective and balanced utilization of resources and determining priorities. It brings out various reports, plans and other documents to achieve this end.

2. The PLANNING COMMISSION publishes its publications like Annual Plan, Annual Reports etc. and in this regard, would like to outsource the services of professional experienced editors/ professional agencies for carrying out editing job of its documents. Interested persons / agencies, may submit their qualification application and rate schedule.

3. The Tender document may be obtained from the Soochna Dwar, GF-6B, Yojana Bhavan, Sansad Marg, New Delhi -110001 on any working day between 10.00 a.m. and 5.00 p.m. The application can also be downloaded from Planning Commission website: www.planningcommission.gov.in.

4. The tenders received till 3.00pm on 12th April 2010 will be opened at 3.30pm on the day in room no GF-6B (Soochna Dwar), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi -110001 in two stages. The technical bids will be opened on 12th April 2010 while financial bids will be opened later. The bidders will be informed accordingly.

(Mahender Chaudhary)
Under Secretary (Gen.II)

TENDER DOCUMENT

**OUTSOURCING THE SERVICES OF EDITORS
FOR PLANNING COMMISSION DOCUMENTS**

2010-12 (for Two Years)

LAST DATE FOR SUBMISSION: 12/04/ 2010

PLANNING COMMISSION
Government of India
Yojana Bhavan Sansad Marg, New Delhi -110001.
Phone: 011-23042018
E-mail: plancom@nic.in
Web: www.planningcommission.gov.in

PROCEDURES FOR SUBMISSION OF TENDER DOCUMENTS

1. Preparation of Proposal

(A) Technical Bid

- (i) The Technical Bid of the applicant, complete in all respects, shall be made in the form specified in Annexure III. While submitting the Technical Bid, the applicant shall, in particular, ensure that the copy of their experience and qualification indicated in S.No. 5 of Annexure III are enclosed.
- (ii) The Technical Bid must not include any financial information.

(B) Financial Bid

- (i) The Financial Bid of the applicant complete in all respect, shall be made in the form specified in Annexure IV.
- (ii) While submitting the Financial Bid the applicant shall ensure the following:
 - (a) All items indicated in Annexure IV are filled in.

(C) EMD - The EMD should be in the form of DD payable to ***Pay & Accounts Officer (P&AO), Planning Commission, New Delhi-110001.***

- (i) Rs.2000/- in case of individual and
- (ii) Rs.10,000/- in case of an agency

2. Submission of tender document

- i. This outer envelope will contain three separate sealed envelopes, one clearly marked "**Technical Bid**", the other clearly marked "**Financial Bid**" and the third containing the EMD.
- ii. The Technical Bid and Financial Bid must be prepared in indelible ink and must be signed by the Authorised Representative of the Applicant. All pages of the original Technical Bid and Financial Bid must be numbered and initialled by the authorised signatory.
- iii. Two separate applications in sealed covers duly superscribing, "Technical Bid" and "Financial Bid", should be placed in a bigger sealed cover alongwith EMD, superscribing "**Tender for providing the services of experienced Editors/ Agencies for editing of Planning Commission documents - 2010-12**" and addressed to the Under Secretary (Gen.II), and marked "Kind attention: Under Secretary (Gen.II)", should be

submitted latest by 12/04/2010 upto 03.00 P.M.

- iv. The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialled by the authorised signatory.
- v. The complete Proposal must be delivered on or before the specified time on the Due Date.
- vi. The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- vii. Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
- viii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted in case the envelope is not sealed and marked as instructed above,
- ix. The rates should be quoted in Indian rupee and shall remain firm/intact throughout the period of empanelment.
- x. All details should be filled in the prescribed format only.
- xi. The decision of the competent authority of Planning Commission in all the above matters shall be final. The Planning Commission is not bound to accept the lowest quotation and reserves the right to reject any or all the tenders without assigning any reason, thereof. For further details or clarifications, if any, please contact the Under Secretary (Gen.II), Telephone: 23042486 between 10.00 a.m. and 5.00 p.m. on any working day.
- xii. Every sheet of the Tender document should be signed and stamped by authorised signatory (of the firm), Name/Address/Telephone/Mobile no. of the Contact person should be mentioned in document. Rates not quoted as per the Format provided will be rejected.
- xiii. The EMD of unsuccessful bidders shall be refunded within a period of one month from finalisation of the process.
- xiv. The Technical Bid will be opened on 12/04/2010 at 3.30 p.m. in Room N0.GF-6B, Yojana Bhavan in the presence of the participating Editors/Agencies or their representatives, as may choose to be present. The rates agreed upon would be valid and binding on the empanelled service provides for a period of 2 years from the date of execution of the contract.
- xv. Minimum 04 specimen copies of earlier work consisting of atleast 1000 words each should be submitted for evaluation along with the Technical Bid. Out of these four two samples should be relating to government assignment.
- xvi. The Planning Commission reserves the right to reject any or all the applications without assigning any reason, thereof. For further details or clarifications, if any, please contact the Under Secretary (Gen.II) (Phone:

23042486 Extn.2486) between 10.00 a.m. and 5.00 p.m. on any working day.

3. Evaluation/Selection process

- i. There will be a two-stage evaluation to select the professional editors for the empanelment of two years.
- ii. Planning Commission would open the proposal same day at 3.30 pm. The packets marked "Technical Bid" will be opened first in front of the editors/representatives of the agency who wish to be present. In the first stage, sealed covers 'Technical bid' containing particulars with regard to their and experience, specialization in the field of undertaking similar works by the professional editors will be evaluated by a Selection Committee constituted by the Competent Authority, Planning Commission. The packets marked "Financial Bid" will be opened later.
- iii. The technical evaluation will base on the parameters shown in S.No.4 to 6 of Technical Bid (Annexure III).
- iv. After Technical Evaluation, Planning Commission would prepare a list of pre-qualified applicants for opening of their financial proposals. A date, time and venue will be notified to all applicants for announcing the result of evaluation and opening of financial proposals.
- v. In the second stage, financial bids submitted by the qualified short-listed bidders only will be opened at time and date as per decision of the committee and accordingly they will be informed in advance about the opening of the financial bids date and time. They will be selected on the recommendation of CEC following evaluation of their technical bids and the rate quoted in the financial bid. On the acceptance of the rate quoted, the successful tenderer shall be required to give a Security Deposit of Rs.2000/- in case of individual and Rs.10,000/- in case of an agency for a period of 2 years from the date of execution of the contract. The security deposit will be accepted in the form of DD payable to P&AO, Planning Commission, New Delhi-110001. However, the financial bids of such unsuccessful bidders who do not qualify in the technical bid, will not be opened and therefore not considered.
- vi. The financial offers of the applicants will be ranked L-1, L-2 on the basis on the rates quoted by them in Annexure IV. For empanelment of the Editor/Agency the other technically qualified applicants would be give an opportunity to match the rates approved by CEC adopted by applicants.

Tender for providing the services of experienced Editors/ Agencies for editing of Planning Commission documents - 2010-12

TERMS AND CONDITIONS

1. Scope

The Experienced Editors/ Professional Agencies should undertake the responsibility of executing the specific assignments of Editing entrusted to them. The Editors/Agencies should submit at least four specimen copies of the specific jobs undertaken by them earlier in English/Hindi or both. Out of these four atleast two should have been undertaken for government agencies. This will facilitate the Planning Commission to evaluate their performance.

The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein. Empanelment does not guarantee any Editing work. The Planning Commission reserves the right to give jobs to any of the empanelled Editors/Agencies on the basis of the approved rates solely at its discretion and the decision of the Planning Commission will be final and binding.

2. Selection procedure

A Committee constituted by the competent authority, Planning Commission will evaluate the performance of the Experienced Editors/ Professional Agencies on the basis of their qualification, expertise and earlier experience in the specific field.

3. Additions and Corrections

The job entrusted to the editors/agencies will have to be executed within the stipulated time. The planning commission will provide sufficient time for execution of the specific jobs. Even after the base material is delivered for the job, there may be occasions involving last minute minor changes, additions and corrections of essential nature. When such an occasion arises, the Professional editors/agencies should be ready to accommodate the necessary changes without any extra charges.

4. Cancellation of the work

- The planning commission reserves the right to cancel the work order / reject the material produced, in case of undue delay, unsatisfactory production or low quality editing/ agencies work. Planning Commission may terminate/cancel the empanelment of any or all the Editors/Agencies at any point of time without assigning any reason. The decision of Planning Commission is binding on the firm and no court shall take cognisance of any dispute.
- If the editors / agency fails to execute the said work in good workmanship to the satisfaction of the Planning Commission, it shall be lawful for the Planning Commission in its discretion to reject the material in its entirety or in

the alternative withdraw or remove the whole or part of the said work and to entrust the same to some other agency for redoing, **at the cost and risk of the editors / agencies.**

- The judgement/analysis/evaluation of the edited work will be done by Planning Commission and will be consider final. No payment will be given to the Editor/Agency for the work not approved by the Planning Commission. The decision of the competent authority planning commission shall be final and binding on both the parties.
- The editors / agencies shall abide by the terms and conditions of the planning commission, specified above. If any conditions are violated, the planning commission reserves the right to cancel the work order / contract.
- The copy material and any related material produced, will become the sole property of the planning commission once the final production is complete. The editors / agencies will have no right to own or retain or make use of the material or part of it in their custody.

5. Validity of the Rate

The validity of rates offered by the editors / agencies should be for a period of two years from the date of execution of the contract.

6. RESPONSIBILITIES

Editor / Agency

- The responsibilities of the editor/agency include editing text copy to make it completely flawless i.e., removing spelling mistakes, typographical and grammatical errors, inconsistencies, incongruity between text and the data in tables and graphs; re-write material whenever required for a better flow in reading - making the text more communicative, adhering to the house style; summarising lengthy text; writing headlines and brief intros; writing the captions for pictures and ensure their relevance. The editor/agency is expected to have a good command over the language in addition to his creative capability.
- The Planning Commission will provide the text material. The editor/agency would develop a style to ensure consistency in hyphenation, capitalisation, formatting of references etc., and ensure adherence to it by all other agencies involved. He / She the agency is responsible for ensuring the tone, style, and layout matching the style and suiting to the target audience / group. He/She the agency would work in close co-ordination with the copy-writer / author / translator / composing / designing unit and ensure the correctness / appropriateness of the facts and details, flow of the text, the final layout or to say the publication in entirety.
- Data contained in the document shall not be used by the Editor/Agency or any of his/her associates for any kind of published material including any doctoral thesis or for any other degree/diploma etc. No part of document can be reproduced, stored in a retrieval system, or transmitted, in any form or means, electronic, mechanical, photocopying, recording or otherwise, without the prior writtern permission of the Planning Commission.

- The Editor/Agency shall make suitable arrangements for the safe custody of material provided to him/her for the work assigned and shall handover them to the Planning Commission after completion of the work.
- General II of the Planning Commission will act as the Nodal Division and provide all such guidance and material as she may require and would ensure that she completes the work as per time schedule and direction given to her by the US(Gen.II), Planning Commission. US(Gen.II) will be the coordinating officer for the editing jobs.
- Every sheet of the Tender document should be signed and stamped by authorised signatory, Name/Address/Telephone/Mobile no. and other details of the Contact person/firm should be mentioned in document. Rates not quoted as per the Format provided will be rejected. They should be quoted in Indian rupees.

7. REVIEW OF THE WORK

- The empanelment will be initially for a period of two years subject to periodic review of the performance at completion of at least two assignments, and may be extended further by mutual agreement and for such further period as may be agreed upon.

**TENDER FOR PROVIDING THE SERVICES OF EXPERIENCED EDITORS/
AGENCIES FOR EDITING OF PLANNING COMMISSION DOCUMENTS - 2010-12**

A. TECHNICAL BID

1. Name & Address:
Contact person
Phone (Office)
Mobile
Fax
E-mail
Website URL
2. Classification
 - (a) Individual
 - (b) Agency
3. If individual, indicate activities for which you wish to apply (Please Tick)
 - (a) Editing (English) _____ / Hindi _____
4. If Agency, details about the Personnel engaged (a) Editor / Sub-editor
- 4A Infrastructure available
 - (a) Computers
 - (b) Soft-wares (for languages)
5. Educational Qualification and Experience
 - (a) The agency may kindly furnish complete bio-data / profile including educational qualification and experience of the individual personnel engaged for specific jobs (supported with documents)
 - (b) In case of individuals, please furnish complete biodata with educational qualifications and experience (supported with the documents)
 - (c) Experience in the field of publication work
6. Names of three clients to whom similar services have been provided
 - 1
 - 2
 - 3
7. Details about the specimen copies of the specific jobs of various natures undertaken by them earlier

Nature of the work	Language (tick)	Name of the client
a	Eng ___ Hindi___	
b	Eng ___ Hindi___	
c	Eng ___ Hindi___	
d	Eng ___ Hindi___	

e Eng ___ Hindi___
f Eng ___ Hindi___
g Eng ___ Hindi___
h Eng ___ Hindi___
i Eng ___ Hindi___
J Eng ___ Hindi___
k Eng ___ Hindi___
1 Eng ___ Hindi___

9. Other information, if any:

10. EMD particulars

Demand Draft No. _____

Date _____

Bank _____

Amount: Rs. 2,000.00 in case of individual &
Rs.10000.00 in case of an agency

DECLARATION

I/We,/ of (Firm's name) do hereby solemnly affirm that the entire information furnished by us in respect of qualification and past experience, are correct and we have no objection to the termination of the empanelment if the information furnished partly or wholly is found to be incorrect. I/We will abide by the decision of the Planning Commission with regarding empanelment.

PLACE: Delhi

DATED:

SIGNATURE AND SEAL

ANNEXURE IV

**TENDER FOR PROVIDING THE SERVICES OF EXPERIENCED EDITORS/
AGENCIES FOR EDITING OF PLANNING COMMISSION DOCUMENTS - 2010-12**

B. FINANCIAL BID (RATE SCHEDULE)

- 1 Name
- 2 Address
- 3 Contact person
Phone (Office)
Mobile
PAN No.:
Fax
E-mail
Website URL
- 4 Classification
(a) Individual
(b) Agency
- 5 If Agency, details about the Personnel engaged
(a) Editor / Sub-editor
- 6 **A. EDITING**

	ENGLISH	HINDI
(a) Rate upto 300 words	_____	_____
(b) Taxes, applicable)	_____	_____

1. Please indicate Service Tax and any other taxes that are applicable in excess of rates quoted above.
2. Earliest Delivery in case of order
3. Payment terms: within 90 (ninety) days from the date of receipt of the Bill along with the material in good conditions and its acceptance.
4. Please quote Service Tax / VAT Registration number and Permanent Account Number of Income tax as this is now mandatory.

Date:

SIGNATURE