No.14/4/2020/I&PA
Government of India
Ministry of New and Renewable Energy

Block No. 14, CGO Complex,
Lodi Road, New Delhi – 110 003
Date: 04.11.2020

Subject:- Call for Expression of Interest for selection of Individual/Professional to be engaged for the job of “Annual Report 2020-21” of MNRE.

The Ministry of New and Renewable Energy, Government of India, New Delhi invites Expression of Interest (EoI) for selection of an Individual/Professional for editing, proof reading, co-ordination with officers of the Ministry and designer/printer, etc.in connection with the job of Annual Report of the Ministry for the year 2020-21. Interested Individual/Professional having experience in handling such type of work may apply on or before 03.12.2020 by 14:30 hrs. in two separate sealed envelopes.

2. One envelope of Expression of Interest should contain qualification, experience, etc., with supporting documents against his claim and on the envelope reference number 14/4/2020/I&PA, “Technical-EOI” for the job of MNRE’s Annual Report 2020-21 should be mentioned. The second envelope of Expression of Interest should contain financial offer/rate and on the envelope, reference number 14/4/2020/I&PA, “Financial-EOI” for professional job of MNRE’s Annual Report 2020-21 should be mentioned.

3. In case the Expression of Interest (both Technical and Financial) is deposited by hand, it should reach the Under Secretary (I&PA), Room No.1002, Pandit Deendayal Antyodaya Bhawan (previously known as Paryavaran Bhawan), C.G.O. Complex, Lodhi Road, New Delhi 110003 and in case of delivery by post, it should be addressed to Under Secretary(I&PA), Ministry of New and Renewable Energy, Block No.14, CGO Complex, Lodhi Road, New Delhi-110003 and should reach there before the above mentioned date and time.

4. The scope of work and terms & conditions for the said job are as follows:-

   i. The services to be provided by the Individual/Professional will include preparation of the Overview, compilation of the material, editing, proof reading, co-ordination with the concerned Divisions and creative agency, printing press, etc.
   
   ii. Service period will start from December, 2020 till the completion of the printing of the Annual Report 2020-21.
   
   iii. The Ministry will pay a lump sum amount for the entire job. The estimated remuneration is Rs.75,000/- (Rupees Seventy Five Thousand Only). Selection of the professional Editor for the job will be done based on “Quality Cost Based Selection (QCBS)” approach. The financial bids will be opened only of those professional Editors whose technical bids would be complete in all respects as per tender document and who score a minimum of 75 Marks out of 100 marks in the technical evaluation based on the parameters as per Annexure. The Financial bids will carry a total of 30 Marks. An example of “Quality Cost Based Selection (QCBS)” approach is given below:
• It has been decided to have minimum qualifying marks for technical qualifications as 75 (Seventy five) and the weightage of the technical bids and financial bids has been kept as 70: 30 (Seventy: Thirty). In response to the RFP, if three proposals, A, B & C are being received and if the technical evaluation committee awarded the following marks as under:

A: 75 Marks  
B: 80 Marks  
C: 90 Marks  

• The minimum qualifying marks were 75 (Seventy five) thus, all the three proposals would be found technically suitable. Using the formula $T/T_{\text{high}}$ (where $T$ is total Technical Score awarded to the Bid and $T_{\text{high}}$ is the technical Score achieved by the Bid that has scored best among all responsive bids), the following technical points awarded by the evaluation committee:

A: $75/90 = 83 \text{ points}$  
B: $80/90 = 89 \text{ points}$  
C: $90/90 = 100 \text{ points}$

• The financial proposals of each qualified bidder will be opened after notifying the date and time of bid opening to the successful participants. The evaluation committee examined the financial proposals and found the quoted prices as under:

A: Rs.120.  
B: Rs.100.  
C: Rs.110.  

• Using the formula $C_{\text{low}}/C$ (Where $C$ is evaluated Bid Price and $C_{\text{low}}$ is the lowest of all evaluated Bid Prices among responsive Bids), the committee gave them the following points for financial proposals:

A: $100/120 = 83 \text{ points}$  
B: $100/100 = 100 \text{ points}$  
C: $100/110 = 91 \text{ points}$

• In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $83 \times 0.30 + 83 \times 0.70 = 83 \text{ points.}$  
Proposal B: $100 \times 0.30 + 89 \times 0.70 = 92.3 \text{ points}$  
Proposal C: $91 \times 0.30 + 100 \times 0.70 = 97.3 \text{ points.}$

• The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 83 points: H-3  
Proposal B: 92.3 points: H-2  
Proposal C: 97.3 points: H-1
- Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) will, therefore, be declared as winner being H-1 and will recommend for negotiations/approval, to the competent authority.

iv. The Ministry will not provide any conveyance or conveyance allowance or any other allowances.

v. The Ministry will not pay or reimburse any extra amount or any expenses incurred on account of cost of paper to be used as well as any expenses towards phone/fax/e-mail, etc.

vi. The Ministry will not pay any advance amount for the said job. Payment will be paid on receipt of bill and completion of the total job to the satisfaction of Ministry.

vii. Services are to be provided as per the requirement of the Ministry as and when required till the completion of the entire printing job of the Annual Report, 2020-21.

viii. The Ministry will not pay any advance payment and the payment will be made only after successful completion of the job to the satisfaction of the Ministry.

ix. In case of any ambiguity found in the Notice of Expression of Interest at any stage, the decision of MNRE shall be final and binding on the bidders

x. In case of non-adherence of the terms & conditions of the contract for reasons other than beyond the Individual/Professional’s control, the Ministry shall be entitled either to (a) cancel the order or (b) recover the liquidated damages by way of imposing penalty up to the amount 10% of the contract price and the decision of the Ministry shall be final and binding on the bidder

(D. K. Pandey)
Under Secretary (I&PA)
Parameters for evaluating the Technical offers of the Professional Person for editing, proof reading, co-ordination with the Officers, Creative Agency and Printer for the job of the MNRE’s Annual Report for the year 2020-21

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<thead>
<tr>
<th>S. No.</th>
<th>Parameters/Criteria</th>
<th>Marks</th>
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<tbody>
<tr>
<td>i</td>
<td>Experience on the successfully completed assignments of similar nature and challenges for the Government Departments, Ministries, Organisations, PSUs, etc. of India/Professional Bodies for the last three years (to be submitted with supporting documents)</td>
<td>50</td>
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<td>ii</td>
<td>Strategy for the assignment, plan, concept, timelines, details of methodologies proposed to be followed for the job</td>
<td>30</td>
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<tr>
<td>iii</td>
<td>Qualification and experience specially in the area of renewable Energy with detail of available infrastructure and resources</td>
<td>20</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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