

**Government of India**  
**Department of Personnel, Public Grievances and Pensions**

**RFP/ Tender Document published by the Department vide No. P-11014/2/2020-DD-DARPG**  
**(Comp. No. 6747) dated 7<sup>th</sup> August, 2020**

(Clarification to the common queries received by the Department)

Dated: 19.08.2020

Qn. 1: *What is the precise number of Coffee Table Books for which the Agency is to be engaged?*

Ans. 1: The Department would engage the Agency to manage, re-write, edit the content and design Two (2) or Three (3) Coffee Table Books.

Qn. 2: *How can the bidders submit financial quotes when the precise number of CTBs to be prepared is not fixed?*

Ans. 2: **The bidders are supposed to quote the price/cost in the Financial Bid document for only for One (1) Unit i.e., only one Coffee Table Book**, to maintain uniformity in quotations. If the number of CTBs is two it will be automatically doubled and if three it will be tripled.

Qn. 3: *If the number of Coffee Table Books is more than one shall the Agencies submit only one sample of work (i.e., 8 pages with 2 cover pages) or more?*

Ans. 3: **The Agencies are required to submit only one Sample of 8 Pages [8 Pages, not surfaces i.e., not 4 pages into 2 = 8 surfaces but 8 leaves and 16 surfaces, as the number of pages will not be counted back to back] and 2 Cover Pages.** However, both sides of the leaf should be printed/ designed. That means there should be 8 leaves inside and two cover pages (Total – 10 Physical Units in the booklet) Counting back to back it will have 20 page surfaces.

Qn. 4: *Can any agency submit the proposal/ participate in the bidding process?*

Ans. 4: No. **Only Bureau of Outreach and Communications (BOC, erstwhile DAVP) empanelled agencies can submit the bids.** The Department has got a list of BOC empanelled agencies. It will be good, but is not mandatory, if the Agency also submits a certificate of empanelment with BOC. If an agency is empanelled with some other Department but not BOC, it is not eligible.

Qn. 5: *A few Agencies are facing difficulty to access the previous publications of this Department from the link given in the RFP/Tender?*

Ans. 5: To access the previous publications of this Department, the Agency may try alternative route... *Open... DARPG.GOV.IN –Go to----> Publications –Go to----> Books.* The names of the four Coffee Table Books published by this Department are given below:-

- (a) The Change Makers
- (b) New Beginning
- (c) Fostering Excellence
- (d) New Pathways

Qn. 6: From where can an Agency get material for preparing the sample?

Ans. 6: The link to the PM Award Scheme and the page on which the list of Programmes/ Categories is available is given in RFP/ Tender Document. It is also available on this Department's website. The content may thereafter be obtained from the websites of the respective administrative ministries/ departments. However, a list of the Programmes for PM Awards, 2020 is given below:-

- 1) Inclusive Development through Credit Flow to the Priority Sector
- 2) Promoting people's movements through Jan Bhagidari SBM (Urban)
- 3) Improving Service Delivery and Redressal of Public Grievances
- 4) Promoting people's movements through Jan Bhagidari SBM (Gramin)
- 5) Namami Gange Program
- 6) Innovations General
- 7) Aspirational Districts Program

The list of four Priority Programmes for 2019 is given below:-

- a) eNAM (National Agriculture Market)
- b) National Rural Livelihood Mission
- c) Soubhagya (PM Sahaj Bijli Har Ghar Yojana)
- d) Mission Indradhanush

Sufficient material on these Programmes is available on the website of the respective administrative/ programme - Ministries/ Departments of the Government, and may be taken from there.

Qn. 7: At what price was the work awarded to the Agencies in the previous years?

Ans. 7: It may be clarified that unlike previous years, cost is not the only factor on the basis of which the agency would be selected this year. This year, weightage would also be given to the quality of work. The evaluation criteria is given in Part-V (Page 14-16) of the RFP dated 7<sup>th</sup> August, 2020.

**The final selection will be done on the basis of combined Quality-cum-Cost Based Selection (QCCBS) procedure. The contract will be awarded on the basis of highest combined score of Technical and Financial Evaluations. For this purpose of determining T1L1, 70% weightage would be given to technical proposals (that is the sample that would be submitted) and 30% to financial proposals.**