

Government of West Bengal
Panchayats & Rural Development Department
Joint Administrative Building, Floor-9A, Block-HC-7,
Sector- III, Salt Lake City, Kolkata- 106

Memo No- 1145 - RD/PH&S/S/1S-3/2015

Date- 06.02.2019.

Tender Notice

Rates are invited from professional organizations with appropriate credentials for similar nature of work for **content collection, development and designing of a high-quality Coffee Table Book in English version based on success stories in West Bengal State Government's journey towards Open Defecation Free status for its rural areas.** Items of work with specifications are given below.

The entire Coffee Table Book will have to be designed in an elegant style with focus on subtle visual impact. No use of excessive negative space, superfluous design, other patterns or textures are recommended.

While primary data would be provided by the districts/ sub-districts, the agency will have to organise the data in presentable form for use in the book. Photographs will have to be shot by the agency personnel on digital camera having appropriate specs and incorporated in the book with appropriate captions and /or explanatory notes. While inputs are to be collected extensively from the field, the agency teams will have to visit all the districts and selected sub-districts. The selected agency has to collect the messages/ items/ information/data/ story etc. for the coffee table book from all the districts, sub-districts and also from the state level from using as primary and secondary sources at their own expense. While the Department would advise/write to the district authority for rendering necessary assistance for undertaking the work, the agency has to send its personnel independent of the district. While we propose to include 50 stories selected from the districts, the agency will have to provide at least 2 contents for each of the districts. There may be additional stories collected and presented from some of the districts.

The content and photograph of the coffee table book shall be ODF based on success stories on sanitation programme and will focus on district wise historical path for ODF achievement, sustainability, IEC /BCC/ HRD activities, community led movement, retrofitting, SLWM, MHM, involvement of women SHG/faith based leaders/ students and other champions. Text and related graph, photograph, info-graph are to be collected by the selected agency and developed accordingly.

Along with the rates (Inclusive all kind of applicable taxes, duties and transportation), a sample design coffee table book with the photograph may be submitted in a separate sealed cover. The financial bid will have to be submitted in another sealed cover. Thus, there would be three separate covers,

Cover 1 containing the profile of the agency

Cover 2 containing sample designs

Cover 3 containing financial proposal

All 3 covers will have to be put in a larger sealed cover.

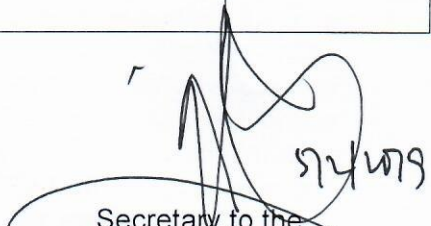
The proposal is to be addressed to the Mission Director, Mission Nirmal Bangla and Secretary to the Government of West Bengal, Department of Panchayats & Rural Development, HC-7, Salt Lake City, Sector- III, Kolkata- 700106. The rates containing the profile of the organization, the sample and financial bid are to be submitted to this office by positively. The bids will be received in the Department till 1.00 P.M on 19 February 2019 and opened on the same day. Intending tenderers may remain present at the time of opening the tenders at the scheduled hour.

The work is to be completed latest within eight weeks from the date of award of work. No initial earnest money deposit will be required. After successful completion of the work, the

agency is to submit the two copies of Tax Invoice (GST Compliant) and photocopy of work order to this office for making necessary payment.

Work Specification

Subject	Content Details	Language	Quality	Supply
Content collection, development, designing of a high quality Coffee Table Book based on success stories on Sanitation	<ol style="list-style-type: none">1. Front and back page2. Three foreword page3. One content page4. 50 impressive success stories with good quality high resolution photographs regarding ODF sustainability / MHM / SLWM / individual leadership / champions / Nirmal Sathi etc. involving all districts	English	Good quality impressive content collection, development and attractive art work Size- 9.5" X 10.75" Total Page- Approx 95 - 100 inner page Colour- Multi Process of production - offset	Soft copy of the document


Secretary to the
Government of West Bengal