**REQUEST FOR EXPRESSION OF INTEREST**

**PRINTING SERVICES FOR ESTABLISHING LONG TERM ARRANGMENT TO UNICEF GUJARAT OFFICE, GANDHINAGAR (OPEN FOR INDIAN ENTITIES ONLY)**

The UNICEF Gujarat Office is seeking Expression of Interest (EOI) to pre-qualify suitable renowned institutions firms who will be invited to submit proposals to enter into a Long Term Arrangement to UNICEF Gandhiangar Office, Gujarat.

The specific Terms of Reference will be described in detail in the relevant Bid when issued.

1. **BACKGROUND:**

UNICEF, Gujarat Office, established Long Term Arrangements (LTAs) with Printers ongoing need for high quality printing services for a range of material including reports, booklets, banners, brochures, infographics, posters and other items against requirements of the office. This arrangement is to carry out bulk printing comprising documents/reports etc. including spiral binding depending on the need.

1. **PURPOSE OF ASSIGNMENT**

The purpose of establishing the LTA is:

* To provide quality and cost-effective printing services for programmatic requirements;
* To shorten the turnaround time to complete printing assignments. The use of the LTAs for printing not only allows for shorter processing and procurement time but also facilitates expeditious delivery of finished product to the end user.

1. **Major Tasks to be Accomplished:**

Printing services may be required for a range of communication products, including but not limited to publications, posters, banners, folders, leaflets, brochures, stickers and specialty and promotional items. As needs dictate by project, the selected printing company will be expected to:

* Bulk Paper printing of all the print related items which include Posters, books, flier, training materials, modules, reports etc. including binding fabrication spiral binding, lamination based on the need.
* The specification art work and material/sample will be shared online or at times CDs/EHD may be collected by the agency from UNICEF Gujarat office and the finished product will be delivered to the consignee, by the agency within the stipulated time without any additional charge for labour/cartage etc. within the city limit.
* Depending on the value and volume of the assignment, and to maintain the platform of the Quality Assurance UNICEF will conduct third party QA verifications of the printed materials. Agency must have adequate space to store the materials safely to ensure a pre-shipment inspection under which the quality of work will be inspected by an UNICEF identified inspection agency, contracted by UNICEF, and if found to be of poor and/or sub-standard quality or not as per the terms and conditions of the contract, the finished product will not be accepted. The agency shall be responsible for any loss, damage etc. which might be caused to the original materials of UNICEF Gujarat office.
* UNICEF requests printers to deliver the materials to the end users, it will be an added advantage to have the expertise and experience of transportation and packaging for entire state of Gujarat

1. **Estimated Duration of LONG-TERM Arrangement**

The new LTA will remain valid for an initial period of 24 months, with a right of renewal for an additional period of 12 months on satisfactory performance

1. **LOCATION:**

The LTA services are required in UNICEF Gujarat office based at Gandhinagar

1. **ELIGIBILITY AND EVALAUTION CRITERIA:**

* Reputable printing company with minimum three (3) years progressive experience in print production and in-depth knowledge of printing processes (offset and digital).
* Must have their presence in Ahmedabad/ Gandhinagar, Gujarat.
* Adherence to the highest quality printing standards in keeping with regulations and developments within the printing industry.
* Capacity to manage major print jobs and to adhere to deadlines.
* Client service representatives with excellent communication and interpersonal skills.
* Previous experience with UNICEF, other UN agencies, government and non-profit organizations is an asset.
* It will be an added advantage to have the expertise and experience of transportation and packaging for entire state of Gujarat.

**Evaluation Criteria for Stage – 1**

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| --- | --- | --- | --- |
| **S. No** | **Criteria** | **Remarks** | **Qualification Criteria (YES/NO)** |
| 1 | Experience of the firm – minimum 3 years existence in the printing business | Attach company registration certificate |  |
| 2 | Minimum Average Turnover over the Past three years should be INR 1.5 Crores | Attach duly signed and stamped balance sheets for the last three financial years by the Authorized Chartered Accountant |  |
| 3 | Capacity of Handling Similar Assignments and previous experience of working with UNICEF/Other International development organizations and government partners | Attach copies of latest purchase orders/contracts of similar assignments |  |
| 4 | Presence in Gandhinagar/Ahmedabad, Gujarat is a must | Local Registration Certificate / or any other certificate certifying their presence locally |  |

**Evaluation Criteria for Stage – II**

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| --- | --- | --- | --- |
| S. No | Criteria | Remarks | Qualification Criteria (YES/NO) |
| 1 | Infrastructure, Staffing, CV of Inhouse designers, licensed software, certificates and Awards | Refer Annexure – I – Printers Asset Information Sheet |  |

The Inspection of premises shall not only be limited to physical verification of the setup but also to review the conditions of the machines, their Quality control measures and their output capacity. This report will be confidential and would have objective of qualification.

UNICEF to obtain financial offers only from the Pre-qualified bidders (Qualified from Stage I and Stage II).

1. **APPLICATION PROCESS - *Interested Institutions / Bidders should submit the following:***

A detailed and complete institutional profile information and documents. The proposal should include:

* Description of the lead bidding entity - legal status and their presence in Ahmedabad/Gandhinagar, Gujarat (see above);
* Total number of years of experience in Printing Industry (see above);
* Description of Annual turnover (see above)
* Description of similar assignments undertaken including name of the project, location, name and contact details (e-mail and telephone) of the client (see above);
* Organizational structure key team members (full names, years of working with the institution, total years of experience matching the eligibility requirements (see above), academic and language qualifications and any other relevant information.
* UNICEF promotes gender equality, hence, bidders outlining how they reserve a portion of contracted labour opportunities for women will be preferred.
* Bidders Asset Information sheet (Refer to Annexure-I)

UNICEF will organize a virtual pre bid meeting for the interested agencies when bids will be shared

For Institutions interested in participating in the planned pre-qualification exercise and meets the requirements with suitable experience, please reply to this EOI with the reference: “**EOI IND 2021 – PRINTING SERVICES FOR ESTABLISHING LONG TERM ARRANGMENT TO UNICEF GUJARAT OFFICE, GANDHINAGAR”**. Responses must be received in UNICEF by email [vvaidya@unicef.org](mailto:vvaidya@unicef.org) no later than midnight 10 February 2021.