NOTICE INVITING TENDER


Department of Biotechnology (hereinafter referred to as DBT) invites bids from experienced, eligible and interested parties on the subject matter. Complete details of the NIT, viz. Scope of Work, formats for submission of the bids, Terms and Conditions etc. are as per Tender Documents attached.

2. Technical Bids and Financial Bids, as per the instructions contained in the Tender Document have to be submitted separately in sealed covers.

3. Key Dates and information pertaining to this NIT are as under:

| Name, Designation and address of the authority to whom the bids have to be submitted | Sh. J.K.Dora, Under Secretary to the Govt. of India, RoomNo.518, 5thFloor, Block No.3, CGO Complex, New Delhi -110003 |
| Mode for sending the bids | Speed post/courier/by hand |
| Closing date & time for submission of bids. | 24.12.2018 at 11.00 AM |
| Venue, date & time for opening of Technical Bids | Room No. 503, 5th Floor, Block-3, CGO Complex, New Delhi at 3.00 PM |
| Opening of Financial Bids | On 24.12.2018 after evaluating Technical Bids or as decided by the Committee Venue, date & time will be intimated to the concerned bidders through e-mail. |
| Amount of Earnest Money Deposit | Rupees 30,000/- (Thirty Thousand Only) |
| Bid Validity Period | 120 days from the date of opening of the Technical Bids |
4. This Notice Inviting Tender shall also form part of Tender Document and shall be returned as part of the bids.

J.K.Dora  
Under Secretary to Govt. of India  
011-24363989
1. **Type and nature of work:** Details of Scope of Work, Deliverables and Timelines are as per Annexure I to this Tender Document.

2. **Submission of Tenders:** Two bid (Technical & Financial) system.

   (i) Technical and Financial bids should be submitted in separate sealed covers and both put in a main cover.

   (ii) The cover containing the Technical Bid should be superscribed as “Technical Bids and the cover containing Financial Bid should be superscribed as “Financial Bid”. The main cover containing Technical and Financial Bids should be superscribed as "Bids for the DBT Annual Report 2018-19". All the three covers should be sealed.

   (iii) **Technical Bid** should be submitted in the prescribed format as per Annexure II containing Earnest Money Deposit as prescribed and information/documents as mentioned in Para 4 of this Tender Document duly completed in all respects, signed and stamped at all pages but without indicating the rates quoted.

   (iv) **Financial Bid** containing price bid should be submitted in the prescribed format as per Annexure III. Further information relating to submission of Financial Bids may be referred to in Para (9) of this Tender Document.

   (v) Bids should be sent through Speed Post, courier or by hand so as to reach the Authority on or before the closing date & time as prescribed (please refer to 'Key dates and Information' given in the Tender Notice).

   (vi) Tenders received after prescribed closing time shall not be accepted under any circumstances.

   (vii) Bids received in the format prescribed in this tender document shall only be considered. Bidders have to furnish the Technical and Financial Bids only in the prescribed forms as per Annexure II and Annexure III respectively. Bids not received in prescribed format shall be rejected and no correspondence in this regard will be entertained.

3. **Earnest Money Deposit (EMD)**

   (i) An amount of Rs 30,000/- (Rupees Thirty Thousands only) shall be submitted by way of Demand Draft/Pay Order/Bankers Cheque drawn on
any Nationalized Banks payable at Delhi in favour of DDO, Department of Biotechnology, New Delhi along with the Technical Bid.

(ii) Bids received without EMD shall be summarily rejected.

(iii) EMD of tendering firms who submits the sealed tender but withdraws the same before expiry of the tender validity date shall be forfeited.

(iv) EMD of the successful tenderer shall be released only after submission of Performance Security Deposit of specific amount prescribed in this Tender Document.

(v) EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department.

(vi) No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.

(vii) EMD will be returned to unsuccessful tenderers immediately after the completion of the tendering process.

(viii) Exemption from submitting EMD: Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) will be exempt from submission of the EMD. However, the MSE bidder has to enclose the documentary proof of its MSE status.

4. **Details to be furnished in the Technical Bid**

(i) This Notice Inviting Tender and the Tender Documents duly signed and stamped will be submitted with the technical bid.

(ii) Agency/bidders should enclose brief organizational profile including background and experience of the firm.

(iii) The Bidders should have office in Delhi, Address, Telephone number of the office alongwith proof of the office at Delhi should be attached.

(iv) Agency/bidders should have at least 5 years’ experience in the field of the subject matter of this Tender Notice and should have provided/have been providing services in the field to Govt. Departments/organizations/ PSUs/ State Govt. / Quasi Govt. organizations etc. Documentary proof in this regard should be attached.

(v) The bidders should have completed at least 3 contracts at minimum value of Rs.5.00 lakh during the period of last 5 years with the Govt. Departments/organizations/ PSUs/ State Govt. / Quasi Govt. organizations
etc. Copies of work orders with certificate of satisfactory completion of such contracts shall be attached.

(vi) The Bidder’s average annual turnover should not be below Rs. 40.00 lakh for the last three years. Tenderer should enclose the Audited Balance Sheet for the last three years (2015-16, 2016-17, 2017-18).

(vii) The firm should be registered under the Goods and Services Tax Rules. The Tenderer should submit a copy of registration certificate to this effect.

(viii) The firm should be income tax assesse for last five years. Copies of Income tax returns for last 3 years and PAN/TAN Card should be enclosed.

(ix) The bids should be accompanied by Earnest Money Deposit (EMD) of the value and in the form as specified in para 3 of this Tender Document.

5. **Validity of bids:** Bids should be kept valid for acceptance by DBT for a period of 120 days after the tender opening date.

6. **Date & Time of receipt and opening of bids:** Closing date & time for receipt of bids and opening of technical bids has been specified in the Tender Notice. Bidders shall note that if the date of tender opening given in the Tender Notice is declared a closed holiday by the Central Government, the tenders shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DBT will stand automatically extended up to same hours of the next working day.

7. **Evaluation and comparison of proposals**

The technical bids will be evaluated on the basis of its responsiveness to the requirements to be fulfilled at the technical stage. In the Second Stage, the financial bid of all bidders who have technically qualified will be opened and compared. The contract will be awarded to the bidder offering the lowest total bid amount (L-1 rates).

8. **Financial Bids**

(i) All the bids which qualify in the technical evaluation stage will only be considered for opening of their financial bids.

(ii) Venue, date and time for opening of the financial bids will be informed to the selected bidders by e-mail or to the concerned person authorized by the firm.

(iii) Financial bids will be opened in the presence of technically qualified bidders, who wish to be present on the occasion.

(iv) The financial bid must be submitted as per the format given at Annexure III.

(v) The rates quoted should be inclusive of GST. The rate at which the GST has been included should be clearly mentioned in the bid. In case nothing is
mentioned, it will be assumed that taxes/other levies are included in the rates quoted.

(vi) Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.

(vii) In case two firms offer the same lowest net bundled prices, then only the past experience for similar kind of work by the firms shall be considered for evaluation purpose. The decision of the Department shall be final and binding.

9. **Award of contract:**

(i) The contract will be awarded to the tenderer who quotes lowest rates in the financial bid.

(ii) The tenderer whose rate is accepted shall be notified for award of the contract prior to expiration of the tender validity period.

(iii) The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded.

10. **Payment Terms**

(i) No advance payment will be made.

(ii) The payment will be made only after satisfactory printing and supplying of Annual Report within the stipulated time and on submission of Invoice.

(iii) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

(iv) The documents required for processing of payments are:-

   a) Invoice.

   b) Certificate of completed work, for which the invoice has been raised, from the authority designated to oversee the progress/execution of the contract.

11. **Applicable law:**

   The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.
12. **Disputes & Arbitration**

(i) All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

(ii) Sole Arbitrator shall be appointed by Secretary, DBT, New Delhi within 30 days of notice regarding appointment of Arbitrator.

(iii) The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.

(iv) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

13. **Liquidated Damages / Penalty Clause**

Any delay in delivery or failure to supply requisite number of copies of Annual Report and other printed materials as per agreed quality and specifications will entitle the Department to invoke penalty clause or even cancel whole/part of the order. In the event of cancellation of the order, the Department shall not be liable to pay any amount including the cost incurred by the bidder/printer to execute the job and the bidder shall not be entitled to recover from the Department any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Department shall be entitled to recover the loss, which it may incur on account of non delivery of items as per quality and quantity.

Penalty @ 5% of contract price or more will be imposed by the Department at its discretion for slippage in delivery schedule, substandard quality of papers, printing etc., or unsatisfactory quality of job or any other grievances suffered by Department.

14. **GENERAL TERMS AND CONDITIONS:**

Bidder’s designing unit should have the necessary infrastructure for designing and printing the Annual report and other materials. The Bidder should be available on phone for all jobs on all working days. Delivery person(s) should be available for sending/receiving jobs to and fro.

(i) Technical & Price Bid should be separately submitted.
(ii) The tender documents should be typed. Any crossing over / overwriting should be signed by the tenderer otherwise the rates in r/o that particular item may not be considered.

(iii) Each and every page of the tender must be numbered and signed by the tenderer along with the seal of the firm.

(iv) Covering letter should clearly indicate the list of enclosures.

(v) The EMD is liable to be forfeited if the tenderer withdraws the tender, impairs or derogates the bid in any respect.

(vi) EMD shall be released to the unsuccessful bidders after completion of the tendering process, subject to compliance to all terms & conditions of tender.

(vii) Penalty clause for Non-compliance of work order: EMD will be forfeited and necessary action will be initiated.

(viii) Pre-receipt of triplicate bills with appropriate revenue stamp to be submitted in the name of the Under Secretary (Admn.), Department of Biotechnology, New Delhi.

(ix) The bill should be in printed form having printed bill number, GST No.

(x) In case it is a computer-generated bill it must have the seal of the firm affixed on it.

(xi) Payment: Payment will be made after successful completion of work.

(xii) Any conditional offers made by the tenderer or any alternations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender documents will be summarily rejected.

(xiii) Bids submitted by fax/email or after the due date and time will not be accepted.

(xiv) While submitting the tender for this work the tenderers shall be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Requests for postponing the tender opening date for the same shall not be accepted.

(xv) DBT reserves the right to reject any or all tenders and to cancel the process at any time prior to award of contract without assigning any reason.

(xvi) The contractor shall not divulge any information that is made known to him or he may come across during execution of the contract to any person not authorized to receive such information.

(xvii) All information, document, photos and data coming in the possession of firm as a result of the execution of the job shall all at time remain the property of DBT. The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the DBT. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.

(xviii) The DBT will have no liability regarding transportation, boarding and lodging of firm and their staff.
(xix) The rate quoted shall remain firm during the period of contract.

*************
Type and nature of work & Specification

Printing of 2500 copies of Annual Report (2018-2019) of Department of Biotechnology as per specifications given below:

Specification:

i)  Size of report: 8.5" X 11"

ii) No. of copies: English 2500 & Hindi 1000 copies along with 300 Nos. of English Softcopy and 100 in Hindi in a good quality Pen Drive with properly labelled as DBT Annual Report 2018-19.

iii) No. of pages: 200 pages (approx)

vi) Photographs: 120 (Approx.)

v) Colour of text: Four colour

vii) Lamination: Cover page only

viii) Stitching: Side stitching

ix) Language: English & Hindi

x) Paper to be used: 110 GSM Mat Finish for text and 300 GSM Mat Finish for cover page

2. The tender will be submitted in two bid system i.e. the technical bid (Annexure-II) and financial bid (Annexure-III). The technical bid will contain the profile of the bidding firm, past experience in printing of Annual Reports and other important documents of the Ministries/Departments of the Govt. of India, ability to design the cover page and also the text portion (dummy cover as well as text pages to be enclosed), availability of infrastructure including software Hindi printing, etc.

3. The technical bid shall be followed by the financial bid, which shall contain the quotes in terms of rupees for the printing and supply of hard copies as well as Compact Disks of the Report. It may, however, be noted that financial bids of the firms who are successful in technical bids shall only be considered.

4. Rates to be quoted may also include the designing charges for the cover page. Further,

   a) Rates indicated should include all taxes, Camera Ready copy (CRC) making and other charges.

   b) Rates for ± 4 pages may also be indicated.
c) The Reports will be delivered in the Department of Biotechnology at Room No. 519, 5th Floor, Block No.3, CGO Complex, Lodhi Road, New Delhi -110003.
d) Once the rates quoted by the firms are accepted by the Department, no increase in rates whatsoever shall be entertained.
e) The delivery of the Reports will have to be made within 10 days after the final draft material is collected.
f) The firm must indicate GST registration No.
g) No running payment shall be released. Full and final payment will be made after all the requisite copies of Reports and soft copy pen drive are delivered in good condition and as per the done satisfactorily.
h) The Department reserves the right to cancel the tender and forfeit the earnest money of the tenders, if any false information is furnished or the tenderer fails to execute the job as per the Department’s specification and time schedule.
i) Hindi Software shall be used for Hindi version of the Report.
j) An amount of Rs.30,000/- (Rupees Thirty thousand only) drawn on any Nationalized /Schedule Bank in the form of Demand Draft favouring DDO, DBT, New Delhi may be enclosed with the Technical bid towards EMD, without which the bids shall not be entertained.

5. The tender documents can also be downloaded from the DBT’s official website [http://www.dbtindia.nic.in](http://www.dbtindia.nic.in).

6. Technical Bid and Financial bid should be submitted in separate sealed cover envelop duly superscribed as “Technical bid” and “Financial bid” respectively” and both the sealed covers are to be put in a bigger cover duly superscribed as “Tender for printing of Annual Report of D/o Biotechnology 2018-19”.

7. The tender, complete in all respects, should be submitted to The Under Secretary (Administration), Department of Biotechnology, Room No.519, 5th Floor, Block No. 2, C.G.O. Complex, Lodhi Road, New Delhi – 110003 by 11.00 am on or before 24.12.2018. The Technical Bid will be opened on the same day at 3.00 pm at Room No.503, 5th Floor, Block 3, CGO Complex, Lodhi Road, New Delhi and Financial Bid also will be opened on the same day, in the presence of authorized representatives of tender submitting firms, who may wish to be present at the time of opening of the tender or as decided by the Committee (a valid authority letter on firm’s letter – head should be submitted by the Representative of the participating firm).
8. EMD will not carry any interest.

EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after execution of work successfully within the time stipulated.

9. The Competent Authority in Department of Biotechnology will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation and incomplete tender/quotation will not be entertained.

10. The Department may at its description, reduce the number of books/pages/copies.
TECHNICAL BID

To be sealed and placed in separate envelope super scribed “Technical Bid”, having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for Printing of Annual Report of DBT 2018-19 as follows.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the bidder</th>
<th>Particulars</th>
<th>Page No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Year of Establishment</td>
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<td>2</td>
<td>Type of Entity (public limited/Private Limited /Partnership /Proprietary)</td>
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<td>3</td>
<td>Contact person, Telephone No., Email &amp; Address</td>
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<td>4</td>
<td>Registration Details, Attach copy of certificate (s), GST Number and PAN Number.</td>
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<td>5</td>
<td>List of Institutions /Ministry / Department /Organizations where the firm carried out similar works during the last three years (Enclose copy of work order)</td>
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<tr>
<td>6</td>
<td>Last 3 years balance sheet and Income Tax returns for the period 2015-16, 2016-17 and 2017-18 (pls attach copies)</td>
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<td>7</td>
<td>An undertaking on the firm’s Letter Head that the firm is not blacklisted by any State Government/ Central Government/PSU</td>
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<tr>
<td>8</td>
<td>Sample papers to be used with description of brand, make, GSM etc.</td>
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<td>9</td>
<td>Sample of Copies of Annual Reports printed in recent part</td>
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<tr>
<td>10</td>
<td>Sample design and layout (3 design to be enclosed)</td>
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<td>11</td>
<td>EMD attached (YES/NO)</td>
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<td>12</td>
<td>ISO Certificate</td>
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<td>13</td>
<td>Three dummy samples of cover with Text pages design</td>
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<td>14</td>
<td>The selected printer will have to set up its Desk Top Printing (DTP) facility with suitable skilled persons for Hindi and English photo typesetting at their premises from first proof stage onwards for carrying out corrections/changes in the subsequent proofs of the Annual Report till the strike order for printing is given. Self-Certification on the Letter head signed by the Authorized Signatory may be attached.</td>
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</table>

Signature of the Tenderer with Seal
1. Name of Bidder

2. Address and contact No. of Bidder

3. Amount quoted for printing and supplying of 2500 copies English and 1000 copies in Hindi of Annual Report 2018-19 of Department of Biotechnology with 300 soft copies of English and 100 soft copies of Hindi in good quality Pendrive.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Rate per copy in rupees</th>
<th>GST</th>
<th>Total (3+4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a) Printing cost of 2500 copies of English Annual Report 2018-19 of Department of Biotechnology, New Delhi as per specification. (inclusive of 300 soft copies of English in Pendrive with properly labeled as DBT Annual Report 2018-19)</td>
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<td></td>
<td>b) Printing cost of 1000 copies of Hindi Annual Report 2018-19 of Department of Biotechnology, New Delhi as per specification. (inclusive of 100 soft copies of Hindi with properly labeled as DBT Annual Report 2018-19)</td>
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<td>c) Rate for +4 pages</td>
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<td>a) For English</td>
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<td>b) For Hindi</td>
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<td><strong>TOTAL</strong></td>
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</table>

Signature of Authorized signatory
Name of the Tenderer with Seal
OTHER TERMS AND CONDITIONS OF CONTRACT

1. Design and Layout of Annual Report:

   (a) Preparation and submission of tender document:

      (i) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.

      (ii) The tenderer shall enclose the following along with the Technical Bid. Any tender documents without these shall be invalid and rejected.

         a. List of Organizations / Customer dealt by the tenderer.
         b. Copy of registration certificates, Viz. GST Registration, PAN Card etc.
         c. Sample papers, with the description of the paper viz brand, make, GSM etc.,
         d. Sample copies of Annual Reports printed along with work order for quantity of minimum 100 numbers along the last three years. The samples provided must be satisfactory both in terms of printing quality and editorial work.

      (c) Tender received without required EMD for the stipulated amount or lesser amount will be summarily rejected.

      (d) The tenders of the agency not in possession of valid statutory license / registrations are liable for rejections.

      (e) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

      (f) No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tendered would stand forfeited.

      (g) EMD will be liable to be forfeited if the tendered selected for the work fail to accept, execute and complete the work on the date stipulated in the work order.

2. Work Order and Security Deposit (EMD):

   (a) A work order shall be issued to successful tenderer. The EMD in this case will be converted into Security Deposit, which will remain in this
Department till final completion and delivery of the hard copies of Annual Reports and softcopy in pen drives as per the specification satisfactorily.

(b) The EMD so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract, if any, sustained by the Institute on account of failure or negligence on the part of successful tendered.

4. Right of DBT:

(a) The DBT reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(b) The DBT reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and its decision shall be final and binding on the tendered.

(c) The DBT reserves the right to terminate the contact at any time without assigning any reasons to the contracting agency/firm/company.

(d) The DBT reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses of the Tender document or the contract document, interpretation of the clauses by the DBT shall be final and bindings on all parties.

5. Breach of Terms and Conditions:

(a) The work order can be terminated by the DBT if it is felt that the work carried by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure / termination of contract.

(b) In case of breach of any terms and conditions as mentioned above, The DBT shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by DBT in that event and the Security Deposit (EMD) shall also stands forfeited.

6. Dispute Settlement:

(a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the HOD, DBT whose decision shall be final and binding on both the parties.
(b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at New Delhi. The resultant contract will be interpreted under Indian Laws.

Further,

i) After submitting of bids and Backing out would automatically debar the firm from any further dealing with this Department & the EMD amount would also be forfeited.

ii) The bids not accompanied with the above Pay order/Demand Drafts, shall be summarily rejected. The EMD of unsuccessful bidders will be returned to them on completion of the tender process.

iii) No interest shall be paid on the EMD. If any of the selected bidders, refuses/ or is unable to execute the order, the EMD will be forfeited.

iv) The bids will be examined by a Committee of officers of the Department which may call for clarifications/ additional information from the vendors which must be furnished to the Committee in a stipulated time.

v) Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.

vi) DBT reserves the right to accept/reject any or all bids without assigning any reasons thereof.

vii) Any set of terms and conditions from the Vendors will not be acceptable to DBT.

viii) DBT reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.

ix) DBT reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.

x) A firm black listed by any Govt. office will not be eligible to participate in this tender procedure.

xi) Quotations received without sealed cover or rates not quoted in specified proforma will not be accepted. The Department reserves the right to reduce or increase the number of proposed copies of Annual reports. The Department also reserves the right to reject any quotation without assigning any reason.

xii) Photocopy of valid PAN, GST No., ISO Certificates, photocopy of balance sheet for last three years, few copies of orders from various Govt. Depts., few printed samples of various Annual Reports etc., three dummy samples of cover with Text pages
design, list of machinery and software for hindi printing of the report may be submitted.
LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on…………………………………………………..(date) in the tender of…………………………………………………………………………………… .

Following is hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder)………………………………………………………………………………. Order of Preference Name Specimen Signatures

Alternate Representative

Signatures of bidder
or
Officer authorized to sign the bid documents
on behalf of the bidder