No. BT/A.09/001/2016
Government of India
Ministry of Science & Technology
Department of Biotechnology
R.No.518, Block 3, 5th Floor,
CGO Complex, Lodhi Road,
New Delhi-110003

Dated: 23.11.2017

TENDER NOTICE


Sir,

Sealed quotations are invited for the printing of the Annual Report of the Department of Biotechnology for the year 2017-18. The scope of work shall include printing of Annual Report in English and Hindi for the financial year 2017-18 as per specifications given hereunder:

1. Last date and time for receipt of Quotation: 2.00 pm on 13.12.2017
2. Date and time of opening of bids: 3.30 pm on 13.12.2017
3. Place of submitting quotations: Department of Biotechnology, C.G.O. Complex, Lodhi Road, New Delhi – 110003 Ph:011-24361822

Specification: (Annexure-I)

i) Size of report : 8.5” X 11”
ii) No. of copies : English 2500 & Hindi 1000 copies along with 500 CDs in English and 50 in Hindi (CD & CD covers should be properly labelled)
iii) No. of pages : 200 pages (approx).
iv) Photographs : 120 (Approx.)
v) Colour of cover page : Four colour
vi) 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 Discs 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 CD’s are delivered and the job has been 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.25,000/- (Rupees twenty five thousand only) drawn on any Nationalized /Schedule Bank in the form of Demand Draft/Pay Order 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.

6. Technical Bid and Financial bid should be sent 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 super-scribed as “Tender for printing of Annual Report of D/o Biotechnology 2017-18”.

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 2.00 pm on or before 13.12.2017. The Technical Bid will be opened at 3.30 pm on 13.12.2017 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.

11. Other Terms & Conditions of the tender shall be as per Annexure-IV

Yours faithfully,

(J.K. Dora)
Under Secretary to the Govt. of India
Tele/Fax: 24363989
## INSTRUCTIONS TO BIDDERS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Work</td>
<td>Printing of Annual Report 2017-18 (Scope of work at Annexure I)</td>
</tr>
<tr>
<td>2.</td>
<td>Tender Enquiry No</td>
<td>BT/A.09/001/2016</td>
</tr>
</tbody>
</table>
|   | Eligibility Criteria | The tenderer should be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.  

(ii) All the printing works like Page layout, Printing, Lamination and Binding should be done with in house press only.  

(iii) The bidder should have experience of similar multi - colour printing work of annual reports, etc. of Central / State Governments/ Universities / Commercial Organization etc., for quantity of minimum 1000 numbers (with each having a minimum of 200 pages) during the last three years and submit proof of work order. |
| 3 | EMD | The tenderer shall deposit an Earnest Money Deposit of Rs.25,000/- by way of Demand Draft / pay order drawn in favour of “DDO,DBT, New Delhi” (on any Nationalized Banks payable at Delhi), which will be returned in respect of unsuccessful tenderers. THE DEMAND DRAFT OF EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY. |
| 4 | Submission of Offer | Two Bid System: Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid (Annexure II) and Financial bid (Annexure III) in two separate sealed envelopes. These envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No: 1 – Technical Bid” and “Envelope No: 2 – Financial Bid” respectively. EMD should be placed in the Technical Bid. This two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item. |
| 5 | Last Date for submission of bids | 2.00 pm on 13.12.2017 |
| 6 | Opening of Technical bid/Financial Bid | 3.30 pm on 13.12.2017 |
| 7 | Selection Process | All the technical bid will be scrutinized by the Tender Evaluation Committee constituted by the Competent Authority. and the agencies meeting the technical criteria will be shortlisted for consideration for opening of Financial bid. |
| 9 | Commencement of Operation | The work shall commence immediately on issue of work order and shall be completed as stipulated in delivery schedule |
Annexure-I

Specification:

i) Size of report : 8.5” X 11”

ii) No. of copies : English 2500 & Hindi 1000 copies along with 500 CDs in English and 50 in Hindi (CD & CD covers should be properly labelled)

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

iv) Photographs : 120 (Approx.)

v) Colour of cover page : Four colour

vi) 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
### 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 2017-18 as follows.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the bidder</th>
<th>Particulars</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Year of Establishment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Type of Entity (public limited/Private Limited /Partnership /Proprietary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Contact person, Telephone No., Email &amp; Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Registration Details, Attach copy of certificate (s), GST Number and PAN Number.</td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Last 3 years balance sheet and Income Tax returns (pls attach copies)</td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sample papers to be used with description of brand, make, GSM etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Copies of Annual Reports printed in recent period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Sample design and layout (3 design to be enclosed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>EMD attached (YES/NO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>ISO Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Three dummy samples of cover with Text pages design</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Tenderer with Seal
## Annexure-III

### FINANCIAL BID

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 2017-18 of Department of Biotechnology + 500 CDs in English & 50 CDs in Hindi + refer of ± 4 pages.**

<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 2017-18 of Department of Biotechnology, New Delhi as per specification. (inclusive of 500 CDs in English with cover)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>b) Printing cost of 1000 copies of Hindi Annual Report 2017-18 of Department of Biotechnology, New Delhi as per specification. (inclusive of 50 CDs in Hindi with cover)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>c) Rate for ± 4 pages</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Signature of Authorized signatory

NAME OF THE BIDDER WITH SEAL

Signature of the Authorized Representative

Authorized Person Name:

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.

3. 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 Annual Reports /CDs 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 contract 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 AUTHORISATION 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