

No.BT/A.09/004/2014
Government of India
Ministry of Science & Technology
Department of Biotechnology

Room No.724, 7th Floor,
Block No.2, CGO Complex,
Lodhi Road, New Delhi
Dated the 7th August, 2015.

TENDER INVITING NOTICE

SUBJECT : PRINTING AND SUPPLY OF THE ‘DBT HINDI GRIH PATRIKA’

On behalf of the President of India, sealed quotations are invited in two bids system for printing and supplying specialized printing of 2000 copies of Hindi booklet titled “DBT Hindi Grih Patrika” in Department of Biotechnology as per the specifications given below:-

(i) Size of the book	-	10.5 X 8.1 inches
(ii) No. of pages	-	52 pages (approximately)
(iii) Colour printing	-	4 colour CMYK Process
(iv) Cover paper printing finish	-	250-300 GSM, Matt finish
(v) Inside paper printing finish	-	100-120 GSM, matt finish
(vi) Type of Binding Book	-	Centre staple/imperfect binding
(vii) Typing	-	Material shall be provided only in hard copy form and required to be typed by printer.

2. The bids will be submitted in two parts namely the technical (Form – I) and financial bids (Form II). The technical bids will contain the profile of the bidding firms, vis-à-vis past experience in printing and supplying of books for publication to the Ministries/Departments of the Govt. of India, particularly scientific Departments, availability of infrastructure, ability to design the cover page and also the text portion (dummy cover as well as text pages to be enclosed). The technical bid shall be followed by the financial bid in a separate envelop which shall contain the quotes in terms of rupees for the printing and supply of the booklets. It may, however, be noted that financial bids of the firms which are successful in technical bids shall only be considered.

3. **TECHNICAL EVALUATION:** Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Department’s determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Department shall evaluate the technical bids also to determine whether they are complete, whether required

sureties have been furnished, whether the documents have been properly signed and whether the bids are in order, etc.

- a) The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. As stated above, only hard copy will be given and the bidder is required for typing the same. The committee shall have sole discretion to call for discussion/presentation, if required.
- b) Financial bids of only those bidders, who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- c) A bid determined as substantially non-responsive will be rejected by the Institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.
- d) DBT shall have right to accept or reject any or all tenders without assigning any reasons thereof.

4. **FINANCIAL EVALUATION:** The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present.

- a) The Financial Bids of unsuccessful bidders would not be opened and will be returned back to respective bidders.
- b) The rates must be quoted as per format prescribed (Form-II).
- c) The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & Taxes i.e., Service Tax, Sales Tax, VAT, insurance etc. as indicated in the Financial bid (Form-II) of the Bid Document.
- d) Quoting minimum rate just for acquiring the tender will not be the only criteria for award of the contract. Therefore, Bidder should carefully assess the work before offering the rates.
- e) The DBT does not bind itself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The DBT reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

5. Separate envelopes for technical and financial bids must reach to the undersigned in Room No.724, 7th Floor, CGO Complex, Lodhi Road, New Delhi – 110 003 by 21st August, 2015 at 11.00 A.M. sealed covers clearly indicating “Technical/Financial quotation for printing and supply of Hindi booklets to the Department of Biotechnology”. All bidders are, therefore, required to submit their offers in two covers as under:

- (a) FIRST COVER should contain the “Technical Bid” which shall contain the profile of the bidding firm vis-à-vis past experience in printing and supplying of books for publication to the Ministries/ Departments of the Govt. of India, particularly scientific Departments. This cover should be superscribed “TECHNICAL BID” for printing and supplying of booklets entitled DBT’s Hindi Grih Patrika alongwith Tender No., Name and Date of opening” containing the following:
- i) Tender documents duly completed and singed.
 - ii) Earnest Money Deposit (EMD) amount to Rs.5,000/- in the form of Demand Draft/Pay Order in favour of Drawing and Disbursing Officer, Department of Biotechnology.
 - iii) Experience Certificate for atleast three years of experience in executing contract for similar services to Govt. Departments/PSUs/State Govt./Quasi Govt. to be attached.
 - iv) Income Tax Returns for the last three years.
 - v) Manufacturers/Firms should be registered with ESI, EPF and a copy of ESI & EPF Registration certificate as per provisions of contract Labour (Regulation & Abolition) Act 1970 applicable to the works shall be attached.
 - vi) Original tender document duly signed and stamped at all pages.
- (b) SECOND COVER should contain the “Financial Bid” for printing and supplying of booklets entitled “DBT Hindi Grih Patrika” of the Department of Biotechnology which shall contain quotes in terms of rupees of the printing and supplying of the booklets. This cover should be superscribed “FINANCIAL BID” for printing and supplying of booklets for publication entitled “DBT Hindi Grih Patrika” in Department of Biotechnology. Rates to be quoted may also include the designing charges for the cover page.
- (c) THIRD COVER : Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and again sealed. This cover should also be superscribed with the Tender No., date of tender opening as under:
- “TENDER FOR PRINTING AND SUPPLYING OF HINDI BOOKLETS
ENTITLED “DBT HINDI GRIH PATRIKA IN THE DEPARTMENT OF
BIOTECHNOLOGY NOT TO BE OPENED BEFORE 21ST AUGUST, 2015
AT 11.30 A.M”.
- (d) On the date of tender opening first cover i.e. Technical Bid shall be opened on the and subsequently Financial bids of only those firms will be considered for opening who are qualified as per Technical Bid and shall be opened in presence of authorized representative of participating firms, if present, on the same day (A valid authority letter on firm’s letter-head should be submitted at that time).

Terms and Conditions

1. Last date and time for receipt of Quotations : **11.00 A.M. on 21st August, 2015**
2. Date and time of opening of bids : **11.30 A.M. on 21st August, 2015**
3. Place of submitting quotations : **Room No.724, 7th Floor, CGO Complex, Lodhi Road, New Delhi – 110 003**
4. Specification:

Printing and supplying specialized printing of 2000 copies of Hindi booklet namely “DBT Hindi Grih Patrika” in Department of Biotechnology as per the specifications given below:-

- | | | | |
|-----|------------------------------|---|--|
| (a) | Size of the book | - | 10.5 X 8.1 inches |
| (b) | No. of pages | - | Appx. 52 pages |
| (c) | Colour printing | - | 4 colour CMYK Process |
| (d) | Cover paper printing finish | - | 250-300 gsm, matt/finish |
| (e) | Inside paper printing finish | - | 100-120 gsm, matt finish |
| (f) | Type of Binding Book | - | Centre staple/imperfect binding |
| (g) | Typing | - | Material shall be provided only in hard copy form and required to be typed by printer. |
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- i) Rates indicated should include all taxes,
 - ii) Rate for ± 4 sheets.
 - iii) Booklets will be delivered in the Department of Biotechnology at Room No.704, 7th Floor, CGO Complex, Lodhi Road, New Delhi – 110 003.
 - iv) Once the rates quoted by the firms are accepted by the department, no increase in whatsoever manner shall be entertained;
 - v) The delivery of the printing booklets will have to be made within 10 days after the final draft material is collected;
 - vi) Firm must indicate Registration No. Income Tax No. and Sales Tax Registration No.;
 - vii) No running payment shall be released Full and Final; payment will be made after all the copies of the booklets delivered and the job has been found done satisfactorily;
 - viii) An amount of Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft/Pay Order favouring DDO,DBT and payable at New Delhi may be enclosed with the technical bids towards Earnest Money Deposit without which the bids shall not be entertained.
 - ix) The bids not accompanied with the above Pay Order/Demand Draft, shall be summarily rejected. The EMD of unsuccessful bidders will be returned to them on completion of the tender process.
 - x) The EMD of the successful bidder(s) shall be returned after timely delivery & successful installation. 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.

- xi) The bids will be examined by a Committee of Officers including technical officers of the Department which may call for clarifications/additional information from the printers which must be furnished to the Committee in a stipulated time.
- xii) The prices quoted should be Local Delivery at site inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit insurance, loading-unloading, installation charges etc. The rate should be firm and valid for 02 months from the date of Tender Closing i.e. 21st August, 2015. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.
- xiii) Tender should strictly conform to the specifications. Tenders not conforming to the specifications. Tender not conforming to the specifications will be rejected summarily.
- xiv) Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- xv) DBT reserves the right to accept/reject any or all bids without assigning any reasons thereof.
- xvi) Any set of terms and conditions from the Printers will not be acceptable to DBT.
- xvii) DBT reserves the right to stop; the tender process at any stage and go in for fresh tendering without assigning any reasons.
- xviii) The name of L-1 printer whose rates are the lowest one shall be declared immediately after opening of financial bids of eligible printers who qualify in the evaluation of their technical bids.
- xix) The bids should be valid for 02 months. However, L-1 printer is bound to execute the orders placed at L-1 rates by 31st August, 2015 and shall deliver the copies in the Department of Biotechnology by this date.
- xx) DBT reserves the right to impose and recover penalty from the printers who violate the terms and conditions of the tender including refusal to execute the order placed on them for any reasons.

(M.K Sinha)
Under Secretary to the Govt. of India
Tel: 011 24366268/24361822
E-mail: mk.sinha26@nic.in

Form – I
TECHNICAL BID

Note: Documentary evidence is required to establish fulfilment of all conditions mentioned herein

1. Name of the company/firm/agency
With Tel/Mobile Nos.)
(The Bidder Company/Firm/Agency
should have been registered under the law as applicable)
2. Office address with
with Fax/Mobile Nos.
3. Contact person(s) name
with Fax/Mobile Nos.
4. Details of EMD
5. Whether Terms and Conditions issued by
DBT, New Delhi is acceptable
6. Details of past experience (Minimum three years in the field with at least one year
experience in Govt. /PSU (Please enclose a proof).

Sl.No.	Period (year)	Name of the client with the address and contact number	Contract value
1			
2			
3			

- 5 The following documents must be accompanied with the bid if applicable:-

- (a) Self attested copy of PAN No. card under Income Tax Act.
- (b) Self attested copy of Service Tax Registration Number.
- (c) Self attested copy of Valid Registration No. of the Agency/Firm.
- (d) Self attested copy of Valid Provident Fund Registration Number.
- (e) Self attested copy of Valid, EPF, ESI Registration Number.
- (f) Self attested copy of Valid License and Number

Name, Designation, Company Seal

6. I/We declare that no contract has been cancelled during the period of past three years.

Note: Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender forthwith or later.

I/We certify that all the terms and conditions of the tender documents are acceptable to me/us.

Signature of the authorized person of the printer

Date

Place:

Form-II

FINANCIAL BIDS

1. Name of Bidder
2. Address and contact No. of Bidder
3. Amount quoted for printing and supplying of 2000 copies of “**DBT’s Hindi Grih Patrika**” of Department of Biotechnology.:

Sl. No.	Description	Amount
a)	Printing cost of 2000 copies of “ DBT’s Hindi Grih Patrika ” as per specification	
b)	Rate for ± 4 pages	
c)	VAT etc.	
TOTAL		

Note: (i) The Service Tax and other levies, if any should be indicated separately. In case, nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.

Certificate

I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the Notice inviting Tender.

Signature of Authorized signatory
NAME OF THE BIDDER WITH SEAL