

No.BT/A.09/004/2014
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY

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

Dated: 10th April, 2015

TENDER INVITING NOTICE

SUB: PRINTING AND SUPPLYING OF BOOK ENTITLED “DBT SUPPORTED POST GRADUATE TEACHING PROGRAMMES IN BIOTECHNOLOGY”

On behalf of the President of India, sealed quotations are invited in two bids system for printing and supplying specialised publication of book which has colour photographs, graphs, illustrations alongwith text and tables entitled “DBT Supported Post Graduate Teaching programmes in Department of Biotechnology as per the specifications given below:

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|------|------------------------------|---|--------------------------------------|
| i) | Size of the book | : | 21 cm x 30 cm |
| ii) | Number of pages | : | Appx. 250 – 300 pages |
| iii) | Colour printing | : | 4 colours CMYK process |
| iv) | Printing medium | : | Offset |
| v) | cover paper printing finish | : | 300 GSM matt Art paper, UV with CMYK |
| vi) | Inside paper printing finish | : | 100 GSM Matt finish |
| vii) | Type of Binding Book | : | Perfect |

2. The bids will be submitted in two parts namely the technical and financial bids. The technical bid will contain the profile of the bidding firms, vis-à-vis past experience in printing and supplying similar nature of books for various 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 supplying of 1000 (one thousand) hard copies of the book. It may, however, be noted that financial bids of the firms which are successful in technical bids shall only be considered.

3. Separate envelops for technical and financial bids must reach to the undersigned in Room No.724, 7th Floor, Block No.2, CGO Complex, New Delhi by **20.4.2015 at 3.00 pm** in sealed covers clearly indicating “Technical/Financial quotations for printing and supply of books in 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 firms vis-à-vis past experience in printing of books for publication and other important documents of the Ministries/Departments of Government of India, particularly scientific Departments. This cover should be superscribed “TECHNICAL BID for printing and supplying of book entitled “DBT Supported Post Graduate Teaching Programmes in Biotechnology” alongwith Tender No., Name and Date of opening” containing the following:
- i) Tender documents duly completed and signed.
 - ii) Earnest Money Deposit (EMD) amounting to Rs.25,000/- 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 for having experience in executing similar nature of jobs/services for Govt. Departments/ PSUs/ State Govt. / Quasi Govt. to be attached.
 - iv) Income Tax Returns for the last three years.
 - v) Original tender document duly signed and stamped at all pages.
- (b) SECOND COVER should contain the “Financial Bid” for designing, printing and supplying of 1000 (one thousand) hard copies of the book entitled “DBT Supported Post Graduate Teaching Programmes in Biotechnology” which shall contain quotes in terms of rupees for the printing and supplying of 1000 (one thousand) hard copies of the book.
- (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 BOOK ENTITLED
“DBT SUPPORTED POST GRADUATE TEACHING PROGRAMMES IN
BIOTECHNOLOGY” NOT TO BE OPENED BEFORE 3.00 PM ON
20.04.2015

- (d) Only the first cover i.e. Technical Bid shall be opened on the date of tender opening i.e. **20.04.2015 at 3.00 P.M. in Room No.727, Block No.2, CGO Complex, Lodi Road, New Delhi.** Thereafter, Financial bids of only those printing firms will be considered for opening who are qualified in their Technical bids and shall be opened in presence of authorised 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). The decision of the Committee for technical evaluation of a printing firm shall be final.

4. The other terms and conditions shall be as under: -

- i. Rates quoted should be for designing, printing and supplying of 1000 (one thousand) hard copies of the book including all taxes and other charges, if any;
- ii. Rates for ± 4 pages and may also be indicated;
- iii. Books will be delivered in the Department of Biotechnology at Room No.704, 7th Floor, block No.2,CGO Complex, Lodi road, New Delhi.
- 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 printed books will have to be made within 7 days of handing over the final draft material;
- vi. Firm must indicate Registration No. Income Tax No. and Sales Tax Registration No.;No running payment shall be released full and final; payment will be made after all the copies of the books delivered and the job has been found done satisfactorily;
- vii. An amount of Rs.25,000/- (Rupees Twenty 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.
- viii. 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.
- ix. The EMD of the successful bidder(s) shall be returned after timely delivery of all copies of the book. 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.
- x. 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 vendors which must be furnished to the Committee in a stipulated time.
- xi. 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 06 months from the date of Tender Closing i.e. 20.04.2015 No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.
- xii. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- xiii. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- xiv. DBT reserves the right to accept/reject any or all bids without assigning any reasons thereof.

- xv. Any set of terms and conditions from the Vendors will not be acceptable to DBT.
- xvi. DBT reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- xvii. The bids should be valid for 6 months and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.
- xviii. 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.

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