

No. BT/A.09/02/2015
Government of India
Ministry of Science & Technology
Department of Biotechnology
(Admn Section)

6th-8th Floor Block No. 2,
C.G.O. Complex, Lodi Road,
New Delhi-110003
Dated: 7th January, 2016

Tender Notice

Subject: Printing of Annual Report of Department of Biotechnology for the year 2015-16.

Department of Biotechnology invites sealed quotation for printing of its Annual Report for the year 2015-16 as per the specifications given below:

- | | | | |
|-------|----------------------|---|--------------------------------------------------------------------------------------------------------------------------------|
| i) | Size of Report | : | 8.5"x11" |
| ii) | No. of copies | : | English 2500 & Hindi 1000 copies alongwith 500 CDs in English and 50 CDs in Hindi (CD & CD covers should be properly labelled) |
| iii) | No. of pages | : | 200 pages (approximately) |
| iv) | Photographs | : | 120 |
| 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 and Hindi |
| x) | Paper to be used | : | 110 GSM Mat Finish for text and 300 GSM Mat Finish for cover page. |

2. The tender should be submitted in two bid systems i.e. technical and financial bids. The technical bid will contain the profile of the bidding firms vis-a-vis past experience in printing of Annual Reports and other important documents of the Ministries /Departments of the Government of India particularly Scientific Departments, 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 UNICODE font for 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 (CDs) of the Report. It may, however, be noted that financial bids of the firms who are successful in technical bids shall only be considered.

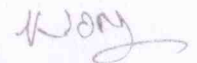
4. Rates to be quoted may also include the designing charges for the cover page. In the event of providing the material on CDs/floppies, the rates may be quoted separately. Other terms and conditions shall be as under:-

- i) Rates indicated should include all taxes, Camera Ready Copy (CRC) making and other charges;
- ii) Rates for ± 4 pages and per extra photograph may also be indicated;
- iii) Report 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 Report 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 Report are delivered and the job has been found done satisfactorily;
- viii) UNICODE software shall be used for Hindi version of the Report;
- ix) An amount of Rs.30,000/- (Rupees thirty 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.

5. Technical Bid and Financial bid should be sent in separate sealed cover duly superscribed as **"Technical bid for printing of Annual Report of D/o Biotechnology 2015-16"** and **"Financial bid for printing of Annual Report of D/o Biotechnology for 2015-16"** 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"**.

6. The tender, complete in all respect, should be submitted to Under Secretary, Administration Section, Department of Biotechnology, Room No. 704, 7th Floor, Block No. 2, C.G.O. Complex, Lodi Road, New Delhi-110003 by **11.00 a.m. on 29th January, 2016**. The tender will be opened on the last day of submission of tender i.e. **29th January, 2016 at 11.30 a.m. in Room No. 727, 7th Floor, Block No. 2, C.G.O. Complex, Lodi Road, New Delhi-110003** in the presence of authorised representatives of tender submitting firms, who may wish to be present at the time of opening of the tender (a valid authority letter on firm's letter-head should be submitted at that time).

7. 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.



(J.K.Dora)

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No.BT/A.09/003/2015
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY

Room No.704, 7th Floor,
Block No.2, CGO Complex,
Lodhi Road, New Delhi

Date: 12th January, 2016

TENDER INVITING NOTICE

PRINTING AND SUPPLYING OF "DIRECTORY OF BIOTECH COMPANIES INVOLVED IN BIOTECH INDUSTRIAL TRAINING PROGRAMME- FEBRUARY, 2016

On behalf of the President of India, sealed quotations are invited in two bids system for printing and supplying of "Directory of Biotech Companies Involved in Biotech Industrial Training Programme" in Department of Biotechnology as per the specifications given below:

DIRECTORY SPECIFICATION

- | | | | |
|------|----------------------|---|--------------------------------------------------------|
| i) | Size of the book | : | W 8.5" X H 11.5" (inches) |
| ii) | Number of pages | : | Appx. 350 pages |
| iii) | Number of copies | : | 2000 copies |
| iv) | Type of Binding Book | : | Section Binding |
| | V) Printing process | : | CMYK Process |
| v) | Printing medium | : | Offset printing |
| vi) | Cover | : | THICK 300 GSM Matt Art Paper, UV
with CMYK PRINTING |
| vii) | Inside pages | : | 100 GSM or less/Off White Colour Matt
Paper |

CARDBOARD SPECIFICATION

- | | | | |
|-----|-----------------------------------------------------------|---|----|
| i) | No. of Cardboard Box needed for Inauguration Function | : | 10 |
| ii) | Print Process: SCREEN PRINTING (TWO, THREE COLOR PROCESS) | | |

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 books/Directory 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 supplying of hard copies. 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 in one sealed cover must reach to the undersigned in Room No.704, 7th Floor, Block No.2, CGO Complex, New Delhi by 22.01.2016 at 11.00 A.M. in sealed covers clearly indicating "Technical/Financial quotation for printing and supplying of book of "Directory of Biotech Companies Involved in Biotech Industrial Training Programme – February, 2016" 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 "Directory of Biotech Companies Involved in Biotech Industrial Training Programme – February, 2016 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.20,000/- 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 certificates as per provisions of Contract Labour (Regulation & Abolition) Act 1970 applicable to the workers 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 "Directory of Biotech Companies Involved in Biotech Industrial Training Programme" – February, 2016 in Department of Biotechnology" which shall contain quotes in terms of rupees for the printing and supplying of hard copies. This cover should be superscribed "FINANCIAL BID" for printing and

supplying of "Directory of Biotech Companies Involved in Biotech Industrial Training Programme" in Department of Biotechnology-February, 2016". 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 "Directory of Biotech Companies Involved in Biotech Industrial Training Programme -February, 2016" in Department of Biotechnology not to be opened before 11.30 A.M. on 22.01.2016.

- (d) The first cover i.e. Technical Bid shall be opened on the date of tender opening i.e. 22.01.2016 at 11.30 A.M in Room No.727, Block No.2, CGO Complex, New Delhi. Thereafter, the financial bids of only those firms will be opened who qualify in their technical bid in the presence of an 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).

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

- i) Rates indicated should include all taxes, Camera Ready Copy (CRC) making and other charges;
- ii) Rates for \pm 4 pages and per extra photograph may also be indicated;
- iii) The directory 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 directory will have to be made within 07 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 directory delivered and the job has been found done satisfactorily;
- viii) An amount of Rs.20,000/- (Rupees Twenty 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 Drafts, 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. 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 vendors 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 06 months from the date of Tender Closing i.e. 22.01.2016. 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 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 Vendors 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 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.
- xix) 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.


(J.K.Dora)

Under Secretary to the Govt. of India.

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