



## Indian Sign Language Research and Training Centre (ISLRTC)

Department of Empowerment of Persons with Disabilities, Divyangjan

Ministry of Social Justice & Empowerment, Govt. of India

A- 91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 20

Telephone: 26387558/59, Email- [islrtcnewdelhi@gmail.com](mailto:islrtcnewdelhi@gmail.com)

### **NOTICE FOR INVITING TENDER**

**Subject: - Tender for calling the rates for Offset printing and supply of booklets “Annual Report 2019-20” of ISLRTC.**

Tenders are invited from reputed firms having experience of more than 5 years in printing work with Government organizations from A-class empanelled Printers with DAVP and Directorate of Printing for printing and supplying of Booklets “Annual Report 2019-20” of ISLRTC. The Annual Report after printing to be delivered at A-91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi. High standard craftsmanship and quality of printing are required for the publication.

<b>Tender No.</b>	<b>12-4(ISLRTC)/2021/tender-01/2021</b>
<b>Tender Forms Available at Website</b>	<a href="http://eprocure.gov.in/">http://eprocure.gov.in/</a> & <a href="http://www.islrtc.nic.in">http://www.islrtc.nic.in</a>
<b>Date and Time of Issue/ Publishing</b>	<b>19<sup>th</sup> February, 2021 05:00 PM</b>
<b>Document Download/Sale Start Date &amp; Time</b>	<b>19<sup>th</sup> February, 2021 05:10 PM</b>
<b>Bid Submission Start Date &amp; Time</b>	<b>20<sup>th</sup> February, 2021 10:00 AM</b>
<b>Bid Submission Last Date &amp; Time</b>	<b>08<sup>th</sup> March, 2021 4:00 PM</b>
<b>Date and Time of Opening of Technical bid</b>	<b>08<sup>th</sup> March, 2021 4:00 PM</b>
<b>Place of Opening of Technical bid</b>	<b>A-91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020.</b>
<b>Date of Opening of Financial bid</b>	<b>After submitting the report by Purchase Committee for Technical bid.</b>

**1. The tender are invited in two bid system as per details given below:-**

**(i) Technical Bid**

This should contain the following (Tenderer should invariably mention his/her name, address with FAX and e-mail, empanelled printer with DAVP/DOP etc. )

- Partnership Deed/Ownership Proof.
- Copy of the Registration of the firm.
- Copy of the GST Registration Certificate.
- Copy of the PAN Card in the name of the firm.
- For Bid security/ Earnest Money Deposit (EMD) declaration is to be submitted in the prescribed format placed at Annexure-C valid to be signed by the authorized signatory.
- Copy of empanelment letter/certificate with DAVP and Directorate of Printing or copy of experience of more than 5 years in printing work with Government organizations.

**(ii) FINANCIAL BID**

**The rates are to be quoted in the prescribed pro-forma given for financial bid as per Annexure-A.**

## 2. Instructions to Bidders:-

- i) The eligible contractors should submit their bids **on or before 08<sup>th</sup> March, 2021 till 4:00 PM preferably by Speed Post** to Indian Sign Language Research and Training Centre, A-91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi – 110020.
- ii) The technical bid and financial bid should be in a cover duly super-scribed as the tender notice (**Part-A-Technical and Part-B-Financial**). Both the envelope i.e. Part-A-Technical and Part-B-Financial shall be in a sealed envelope and to be put in a single cover envelope and super-scribed as “Tender No ..... dt ..... due on ..... for ..... item ..... .
- iii) **Material for Reproduction :-** The matter will be provided in MS Word both in English & Hindi. The Printer should have adequate Technical man-power/staff to handle typing, page setting, proof reading and corrections in Hindi and English. The Printer should produce first proof within one week and subsequent, i.e. second or third proof within three days (Hindi & English simultaneously). Transportation/ Delivery cost whatsoever will be borne by the vendor.
- iv) Time Schedule for Delivery of Annual Report: This is a **time bound job**. The printed booklets are required to be delivered at A-91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi **within 5 days after the final print order. Transportation cost whatsoever will be borne by the vendor.**
- v) **Mode of Payment:-** Payment will be made through NEFT/ PFMS against the Invoice submitted by selected printing firm within 15 working days of receipt of the Annual Reports at the ISLRTC, New Delhi subject to the items delivered as per the required specification and as per the terms and conditions of the tender.
- vi) If Goods and Service Tax is required to be paid by the Institute, it should be mentioned separately and clearly in the quotations to be submitted by you with your GST Number.
- vii) All the documents in support of eligibility criteria are also to be enclosed alongwith Technical bid. **The Tenderers are advised in their own interest to submit the desired papers/documents with their bids failing which their bids may be declared non-responsive.**
- viii) Sample of the publication can be seen on any working days, between 10.30 AM to 5.00 PM in the office of the Room No. 15, A-91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020 upto 7<sup>th</sup> March, 2021.
- ix) For Bid security/ Earnest Money Deposit (EMD) declaration in the prescribed format (**Annexure-C**) valid for 90 days is to be submitted duly signed by the authorized signatory. If the Bidder withdraw and modifies their bids during the period of validity they will be suspended for a period of 3 years.
- x) In the event of a tie among two or more bidders having quoted the same price, the firm having more experience firstly and then their turnover for previous year secondly will be considered. Necessary documents for the same should be kept available.
- xi) **Performance Security Deposit:** The successful bidder will submit Performance Deposit of an amount of 3% of the final tender value towards the end of “Specifications of the work” of Notice for Inviting Tender.

- xii) The vendor printer have their own facility for printing and own Designer / Required Manpower for Printing and Binding regularly available at his workplace. The agency should be in a position to undertake the assignment even on holidays and at odd hours, if required. To clarify the infrastructure the technical Committee of the Centre may visit to the workplace of the printing agency in any working day and based on their report the financial bid will be opened.

**So printing agency should ensure that they should have the following Infrastructure at their own workplace:**

- a) Own printing facility at workplace
- b) Required manpower to operate the printing machine
- c) Binder
- d) Computer system with appropriate software
- e) Trained Designer should be well concerned Designing and formatting book with both English and Hindi.

In case any of the above facility not available, the printing agency will not be considered for further process.

- xiii) Since it is a time bound task the agency should be a in a position to get the task completed if required on Sundays/ holidays.

### **3. Terms and Conditions of the tender:-**

- a) Technical bid shall be opened first and only those who qualify inspection shall participate in the financial bid.
- b) Incomplete or conditional tenders will not be entertained. The Institute's reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.
- c) The acceptance of tender, will rest with the Centre, who does not bind himself to accept the lowest tender and reserve to himself the authority to reject/cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the tender documents without assigning any reason thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the firm will be suspended for a period of 3 years.
- d) The bid shall remain open for acceptance for a period of 90 days from the date of receipt.
- e) Director, ISLRTC, New Delhi, shall not be liable for postal delays. The incomplete tenders or the tenders received after due date will not be considered.
- f) If a bidder withdraws or amends the bid/tender or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to accept order within the stipulated period. If they withdraw or modified their bids during the period of validity they will be suspended for a period of 3 years.
- g) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand fully the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Institute.
- h) Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by Institute. The Institute keeps the right to reject the entire or

part supply of defected material which is not found satisfactory as per demand. In such cases Department shall be entitled to get the work done from elsewhere and recover the consequential loss sustain from the firm for getting the work done either through other firm or the firms selected through the process afresh. The firm will have to ensure the safety of printed material during binding, packing & delivery.

- i) Rate(s) shall be quoted in **INR** only and of all inclusive i.e. inclusive of materials, loading, unloading, packing, unpacking, delivery, transportation, supply, installation, testing, commissioning, labour, toll, parking, incidental, & any other charges and should be in Indian Rupees. However, all the pricing components to be shown separately in the Offer. Charges of GST shall be shown separately. Quoted Rate shall be fixed and price escalation shall not be accepted under any circumstances.
- j) Firms backing out after participating in the tendering process or unable to maintain the timeline shall be liable for black listing from Directorate of Printing & will be suspended by the Centre for 3 years.
- k) Conditional rates or terms attached with rates will not be accepted and all such rates will be rejected out rightly.
- l) All the disputes are subject to the Arbitration of this Institute.

#### **4. Schedule of Requirements:-**

Time Schedule for Delivery of Annual Report: This is a **time bound job**. The printed booklets are required to be delivered at A-91, 1<sup>st</sup> Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi **within 5 days after the final print order**. **Transportation/ Delivery cost whatsoever will be borne by the Vendor**.

#### **5. The details of Specifications of Booklets Annual Report 2019-20 is as follows:-**

<b>S.No.</b>	<b>Name of Publication</b>	<b>Printing of Booklets Annual Report 2019-20</b>
<b>1.</b>	Size	Book Size : 8.12" x 11.5"
<b>2.</b>	No. of pages	56 pages (The cost of increased/decreased pages will be charged on pro-data basis)
<b>3.</b>	No. of Copies	50 in English and 50 in Hindi
<b>4.</b>	Text	Four colour printing on 130 Imported Art Paper (Matt finish)
<b>5.</b>	Cover	Four colour printing on 300 GSM Imported Art Card with Thermal Gloss Lamination.
<b>6.</b>	Fabrication	Central Stitching with thermal lamination on the cover
<b>7.</b>	Material for reproduction	The matter for printing will be provided in soft copy (MS word) along with hard copy.

The documents are also available in the Website of this Department at [CPP Portal](#).

**Deputy Director (Admin)**

**Format of Financial Bid**

(on firm's letter head)

S.No.	Description of Work	<b>Rates per page with packing and delivery charges. (Exclusive of GST)</b>
1.		<b>Rates for Offset Print per page</b>
	Printing of Booklets Annual Report, 2019-20 (English and Hindi)	

Date: \_\_\_\_\_

(To be signed by the authorized signatory  
of the firm with seal of the firm)

**DECLARATION**

It is declared that our firm namely M/s\_\_\_\_\_

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has not been blacklisted by any Ministry, Department, Public Sector Undertaking or Autonomous Body under Government of India.

(To be signed by the authorized signatory  
Of the firm with seal of the firm)

**Bid Security Declaration form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration) Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**CHECK LIST**

- |  |   |
|--|---|
| a) Partnership Deed/Ownership Proof.   | Yes / No  |
|  | <input type="checkbox"/> <input type="checkbox"/> |
| b) Copy of the Registration of the firm.   | Yes / No  |
|  | <input type="checkbox"/> <input type="checkbox"/> |
| c) Copy of the GST Registration Certificate.   | Yes / No  |
|  | <input type="checkbox"/> <input type="checkbox"/> |
| d) Copy of the PAN Card in the name of the firm.   | Yes / No  |
|  | <input type="checkbox"/> <input type="checkbox"/> |
| e) Bid Security Declaration Form   | Yes / No  |
|  | <input type="checkbox"/> <input type="checkbox"/> |
| f) Copy of empanelment letter/certificate with DAVP and Directorate of Printing or copy of experience of more than 5 years in printing work with Government organizations. | Yes / No  |
|  | <input type="checkbox"/> <input type="checkbox"/> |