



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, 1st Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 20

Telephone: 26387558/59, Email- islrtnewdelhi@gmail.com

NOTICE FOR INVITING TENDER

Tender No. 78-3(ISLRTC)/2018/tender-01/2020

Subject: - Tenders are invited in sealed cover for Dewy Decimal Classification (DDC) 23rd Edition of 4 Vol. Set (Hard Copy)

(A) Instructions for Bidders :-

(i) Tender Schedule :-

Tender No.	78-3(ISLRTC)/2018/tender-01/2020
Tender Forms Available at Website	Http://eprocure.gov.in/ http://www.islrtnic.in
Date and Time of Issue/ Publishing	4th March, 2020 4:00PM
Document Download/Sale Start Date & Time	4th March, 2020 5:00PM
Bid Submission Start Date & Time	5th March, 2020 10:00AM
Bid Submission Last Date & Time	20th March, 2020 3:00PM
Date and Time of Opening of Technical bid	20th March, 2020 4:00PM
Place of Opening of Technical bid	A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020.

(ii) The tender are invited in two bid system as per details given below:-

a) 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.)

- 1) Partnership Deed/Ownership Proof.
- 2) Copy of the Registration of the firm.
- 3) Copy of the GST Registration Certificate.
- 4) Copy of the PAN Card in the name of the firm.
- 5) Earnest Money Deposit (EMD) of ₹ 2,000/- in the form of Demand Draft/Bankers cheque. Without EMD the quotation of the tenderer will be summarily rejected.
- 6) 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.

b) FINANCIAL BID

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

- (iii) The eligible contractors should submit their bids **on or before 20th March, 2020 till 3:00PM.**
- (iv) Tender document is to be submitted in a sealed cover duly superscribed "Tender No.....dt.....due on.....for....." the sealed cover should have complete with all details otherwise tender may not be opened/considered. Preferably the tender document is to be forwarded by **Speed Post** addressed to the **'Section Officer, ISLRTC, A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020.**
- (v) The technical bid and financial bid **must be submitted in two parts in separate sealed covers by the bidder (Part-A-Technical and Part-B-Financial).** The technical bid and financial bid should be sealed by the bidder in separate covers duly superscribed as financial bid and technical bid and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as per Point No.(iv).
- (vi) 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) **Material for Reproduction:** The matter will be provided in MS Word preferably in English. The Printer should have adequate Technical man-power/staff to handle typing, page setting, proof reading and corrections in English. The Printer should produce first proof within one week and subsequent, i.e. second or third proof within three days (English simultaneously). Transportation cost whatsoever will be borne by the vender.
- (ix) Time Schedule for Delivered of DDC 23rd Edition of 4 vol set: This is a **time bound job.** The supply of DDC 23rd Edition of 4 Vol set are required to be delivered at A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020 .Transportation cost whatsoever will be borne by the vendor.
- (x) **Mode of Payment:** Payment will be made through NEFT against the Invoice submitted by selected printing firm within 15 working days of receipt of the supply of DDC 23rd Edition of 4 Vol. set to the ISLRTC Library, New Delhi subject to the supply of DDC 23rd Edition of 4 Vol. set to the required specification and delivered in accordance with the terms and conditions of the tender.
- (xi) 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.

- (xii) 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, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020.
- (xiii) **Earnest Money Deposit:** An earnest money deposit (EMD) of ₹ 2,000/- (Rupees Two Thousand only) in the form of Demand Draft/Bankers cheque in the favour of **ISLRTC, New Delhi payable at New Delhi** shall accompany the technical bid of tender. The bid security deposit is normally to remain valid for a period of 90 days beyond the final bid validity period. Without EMD the quotation of the tenderer will be summarily rejected. The EMD exemption to NSIC registered firms will be allowed.
- (xiv) 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.
- (xv) **Performance Security Deposit:** The successful bidder will submit Performance Deposit of an amount of 5 % of the final tender value towards the end of "Specifications of the work" of Notice for Inviting Tender.
- (xvi) The bidder has to provide a declaration on his letter head of the agency/firm in the prescribed Proforma as per **Annexure 'B'**.

(B) Terms and Conditions of the tender:-

Sealed Quotation are invited for the supply of DDC 23rd Edition of 4 Vol. Set to the ISLRTC Library, Delhi as per the terms and conditions given below:

1. The Quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the Official seal of the firm.
2. At any point of time any of the document furnished by the firms/Vendors/Suppliers/Publishers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
3. The Director, ISLRTC, Delhi, reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
4. Incomplete and conditional Quotations are liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification.
5. Quotations received after due date and time will not be considered.
6. The price of book set should be mentioned clearly.
7. All duties, taxes, packing and forwarding charges (if any), and other levies payable and all other charges connected to delivery and other allied items at the destination shall be included in the price. All such price components may be shown in the quotation clearly.
8. Each bidder shall submit only one quotation.

9. Income Tax, Permanent Account No. (PAN) of the Supplier / Vendor must be provided.
10. The prices should be correctly charged in accordance with the Publisher's/Importer's/ Distributor's Invoices and Publisher's Catalogues.
11. Conversion Rate – The current bank exchange rate on the date of remittance shall be used for countersigned by the supplier. The exchange rate as per bank rates RBI/SBI, New Delhi, will be calculated as on date of invoice.
12. The set of book will have to be supplied at the institute library within the 15 days of the order.
13. The book Set must be original.
14. Payment will be made after/within 15 working days of receipt of the book set at the ISLRTC Library, Delhi.
15. The order may be terminated at any time if there is any defect of book set and delay in the delivery period.

Note: After evaluating the quotations, the supply order to successful vendor will be issued thereafter by email/Fax/post.



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Annexure – 'A'

Format for the Submitting Quotation

Quotations should be submitted in the format given below on letter head

S.No.	Name of the Vendor	
1.	Full Address	
2.	Telephone No.	
3.	Email	
4.	Fax No.	
5.	PAN No.	
6.	Name of the books Set	
7.	Edition	
8.	MRP	
9.	Max. Discount (%)	
10.	Price after Discount	
11.	Any other Information	

Date: _____

Signature and Seal of Vendor



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ANNEXURE – B

DECLARATION

It is declared that our firm namely M/s _____

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)



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ANNEXURE – C

CHECK LIST

- | | |
|---|---|
| a) Copy of the Registration of the firm. | Yes / No
<input type="checkbox"/> <input type="checkbox"/> |
| b) Copy of the GST Registration Certificate. | Yes / No
<input type="checkbox"/> <input type="checkbox"/> |
| c) Earnest Money Deposit (EMD) of ₹.5,000/- in the form of Demand Draft/Bankers cheque. | Yes / No
<input type="checkbox"/> <input type="checkbox"/> |
| d) Copy of supply/ work order issued by any Government organization if any, as a proof of experience. | Yes / No
<input type="checkbox"/> <input type="checkbox"/> |
| (e) Proprietary certificate and/or authorization letter, if any, may be included. | Yes / No
<input type="checkbox"/> <input type="checkbox"/> |