



## 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- [islrtnewdelhi@gmail.com](mailto:islrtnewdelhi@gmail.com)

### **NOTICE FOR INVITING TENDER**

**Subject :- Tender for calling the rates for Offset printing and supply of booklets “Annual Report 2018-19” of ISLRTC.**

The tender 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 supply of Booklets “Annual Report 2018-19” of ISLRTC, the Annual Report after printing will 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)/2017/tender-04/2019</b>
<b>Tender Forms Available at Website</b>	<a href="http://eprocure.gov.in/">Http://eprocure.gov.in/</a> <a href="http://www.islrtnic.in">http://www.islrtnic.in</a>
<b>Date and Time of Issue/ Publishing</b>	<b>01<sup>st</sup> October, 2019 3:00 PM</b>
<b>Document Download/Sale Start Date &amp; Time</b>	<b>01<sup>st</sup> October, 2019 , 3:10 PM</b>
<b>Bid Submission Start Date &amp; Time</b>	<b>03<sup>rd</sup> October, 2019 2:00 PM</b>
<b>Bid Submission Last Date &amp; Time</b>	<b>21<sup>st</sup> October, 2019, 4:00 PM</b>
<b>Date and Time of Opening of Technical bid</b>	<b>22<sup>nd</sup> October, 2019, 4:30 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>Immediately 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.
- Earnest Money Deposit (EMD) of Rs.5000/- in the form of Demand Draft/Bankers cheque. Without EMD the quotation of the tenderer will be summarily rejected.
- 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 proforma is given for financial bid as per **Annexure-A.**

## 2. Instructions to Bidders:-

- (i) The eligible contractors should submit their bids **on or before 18<sup>th</sup> October, 2019 till 4:00 PM by Speed Post**. The technical bids will be opened **immediately after submitting the report by Purchase Committee for Technical bid.**
- (ii) The technical bid and financial bid should be sealed by the bidder in separate covers duly superscribed as the tender notice for printing of Annual Report and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as per the notice for inviting tender for printing of Annual Report of ISLRTC.
- (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 cost whatsoever will be borne by the vender.
- (iv) Time Schedule for Delivered of Annual Report: This is a **time bound job**. The printed booklets are required to be delivered at A-9, 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 vender.**
- (v) **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 Annual Reports at the ISLRTC, New Delhi subject to the items has 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.
- (xi) **Earnest Money Deposit:** An earnest money deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft/Bankers cheque in the favour of ISLRTC, New Delhi shall accompany the technical bid of tender. The bid security deposit is normally to remain valid for a period of 45 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.
- (xiii) **In the event of a tie among two are 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.**
- (xiv) **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.

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

- a) Tender in sealed cover duly supercribed "Tender No.....dt.....due on .....for.....item....." complete with all details, other tender may not be opened/considered. The quotation should be in sealed cover separately, items as mentioned in the Tender No. 12-4 (ISLRTC)/2017/tender-..... dated 20.09.2018 due on 18<sup>th</sup> October, 2019 at 16:00 Hrs **must be submitted in two parts in separate sealed envelopes by the bidder in separate cover (Part-A-Technical and Part-B-Financial).**
- b) Technical bid shall be opened first and only those who qualify shall participate in the financial bid.
- c) 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.
- d) The acceptance of tender, will rest with the Director, ISLRTC, New Delhi, 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 EMD shall stand forfeited.**
- e) The shall remain open for acceptance for a period of 90 days from the date of receipt.
- f) 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.
- g) The EMD shall stand forfeited 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. No interest will be payable on this Amount. The EMD shall also stand forfeited in the event of premature withdrawals of the tenders by any of the Tenderers.
- h) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read to understand fully the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Institute.
- i) 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.
- j) The rates should be quoted both in the words and figures. Through the rates are obtained (exclusive of taxes) per page, the firm shall be liable to make all taxes as per GST rates if the contract is awarded.
- k) Firms backing out after participating in the tendering process shall be liable for black listing from Directorate of Printing including forfeiture of EMD.
- l) Conditional rates or terms attached with rates will not be accepted and all such rates will be rejected out rightly.
- m) In case of any dispute matter will be referred to the Arbitration appointed by Directorate of Printing.
- n) All the disputes are subject to the Arbitration of this Institute.

**4. Schedule of Requirements:-**

Time Schedule for Delivered of Annual Report: This is a **time bound job**. The printed booklets are required to be delivered at A-9, 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 vender.**

**5. The details of Specifications of Booklets Annual Report 2018-19 is as follows:-**

<b>S.No.</b>	<b>Name of Publication</b>	<b>Printing of Booklets Annual Report 2018-19</b>
<b>1.</b>	Size	Book Size : 11" x 8.5"
<b>2.</b>	No. of pages	60 pages (The cost of increased/decreased pages will be charged on pro-data basis)
<b>3.</b>	No. of Copies	100 in English and 100 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>	Binding	Section sewing perfect binding
<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 [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, 2018-19 (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\_\_\_\_\_

\_\_\_\_\_

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)

**CHECK LIST**

- a) Partnership Deed/Ownership Proof. Yes / No
- b) Copy of the Registration of the firm. Yes / No
- c) Copy of the GST Registration Certificate. Yes / No
- d) Copy of the PAN Card in the name of the firm. Yes / No
- e) Earnest Money Deposit (EMD) of Rs.5000/- in the form of Demand Draft/Bankers cheque. Yes / No
- 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