

# TECHNOLOGY INFORMATION, FORECASTING AND ASSESSMENT COUNCIL (TIFAC)

(An autonomous body of Department of Science & Technology, Govt. of India)

A-wing; Vishwakarma Bhawan; Shaheed Jeet Singh Marg; New Delhi-110 016

Website: [www.tifac.org.in](http://www.tifac.org.in)

## Tender Invited for Empanelment of Agencies for Designing & Printing (offset/digital) jobs

|                                       |   |           |
|---------------------------------------|---|-----------|
| Last Date/Time for Submission of Bids | Date : 15.02.2018   | 2.30 p.m. |
| Date/Time of Opening of Technical Bid | Date : 15.02.2018   | 3.00 p.m. |
| Earnest money Deposit (EMD)           | Rs 50,000/- in the form of a valid Demand Draft/Pay order in favour of TIFAC, New Delhi issued by a scheduled bank. |           |

**Note: Opening of Financial Bid:** Date and time of opening of financial bids shall be informed to the technically qualified bidders by email.

**Contact Person: Incharge, Resource Cell;** TIFAC; A-wing; Vishwakarma Bhawan; Shaheed Jeet Singh Marg; New Delhi-110 016. **Contact No.** – 011-42525644/42525709; **Email:** [resourcecell@tifac.org.in](mailto:resourcecell@tifac.org.in)

# TECHNOLOGY INFORMATION, FORECASTING AND ASSESSMENT COUNCIL (TIFAC)

(An autonomous body of Department of Science & Technology, Govt. of India)

A-wing; Vishwakarma Bhawan; Shaheed Jeet Singh Marg; New Delhi-110 016

Website: [www.tifac.org.in](http://www.tifac.org.in)

## 1. About TIFAC and the Scope of work

TIFAC is an autonomous organization set up in 1988 under the Department of Science & Technology to look ahead in technology domain, assess the technology trajectories, and support innovation by networked actions in select areas of national importance. TIFAC continues to strive for technology development in the country by leveraging technology innovation through sustained and concerted programmes in close association with industry and academia.

TIFAC plans to prepare a panel of high quality printing agencies with a creative designing team (hereinafter referred as printing agencies). The empanelment will be initially for two years, renewable on yearly basis subject to performance of quality designing and printing services (offset and digital) as per terms and conditions in the tender document, to our satisfaction.

The jobs would primarily include Designing, Printing (Offset/Digital), & Binding works of different types of Books, Annual Reports, Technical Reports, Brochures, Posters, Folders, Covers, Invitation Cards, Envelopes etc. in 1-colour, 2-colour and 4-colour. The jobs are of highly prestigious in nature and hence the quality and production schedule have to be scrupulously maintained. The print order may vary from 10 to 10,000 copies (approx.) from job to job. The Agency must have sufficient capacity to handle such jobs on urgent basis.

## 2. Invitation for the bids

**2.1** TIFAC invites sealed bids in two parts, i.e., Technical Bid and Financial Bid for the jobs as defined in scope of work.

Before submission of the bid, the bidders are advised to inspect various publications published by TIFAC and have an idea about the nature and quality of work involved in order to make estimates about the cost of work required to be done.

**Contact Person:** Incharge, Resource Cell; TIFAC; A-wing; Vishwakarma Bhawan; Shaheed Jeet Singh Marg; New Delhi-110 016. **Contact No.** – 011-42525644/42525709; **Email:** [resourcecell@tifac.org.in](mailto:resourcecell@tifac.org.in)

**2.2** Earnest Money Deposit (EMD) for Rs 50,000/- in the form of a valid Demand Draft/ Pay order in favour of TIFAC, New Delhi issued by a scheduled bank, should accompany the original technical bid. Bids received without earnest money will be rejected.

**2.3** The bids complete in all respects should reach Incharge (Finance & Administration), TIFAC, 1<sup>st</sup> Floor; A-Wing; Vishwakarma Bhavan; Shaheed jeet Singh Marg, New Delhi-110016 before **2.30 p.m.** on **15.02.2018.** The Technical Bid will be opened on **the same day at 3.00 p.m.** in the presence of bidders who choose to be present at TIFAC office.

### **3.Information to Bidders and related Terms and Conditions**

#### **3.1 Eligible Bidders**

This invitation for bids is open to all quality printing agencies from Delhi, the ones engaged in Offset/Digital Printing, Designing & Binding jobs of different types of Books, Technical Reports, Annual Reports, Brochures, Folders, Covers, Invitation Cards, Envelopes etc. in 1 colour, 2-colour and 4-colour. The annual turnover of the bidder in printing work should be at least **Rs.2 Crore (Rupees two crore)**, and it should have an experience of minimum **three years**. The bidders must go through the complete Tender Document in their interest and fulfill all the parameters/requirements and attach all the required documents. The bidders must essentially enclose the documents mentioned in para **3.3** of this document (**Technical Bid**).

#### **3.2 Technical and Financial Bids**

Bidders are required to submit Bid document duly signed and stamped on every page, as a token of acceptance of its Terms & Conditions laid down in the Contract and elsewhere in this document.

The bids are to be submitted in two parts in two separate sealed envelopes

- (a) Technical Bid (including covering letter as given in Annexure-1) + EMD
- (b) Financial Bid (including covering letter as given in Annexure-2)

#### **3.3 Technical Bid**

The Technical bid prepared by the bidder must include the following:

1. Standing of bidder – The firm should have minimum experience of three years.
2. Copy of audited balance sheet for the last financial year indicating turnover minimum of Rs. 2 Crore
3. Copy of valid PAN No.
4. Copy of valid GSTIN Registration certificate
5. Copy of valid Press Registration Certificate
6. An undertaking detailing facilities and infrastructure available with the agency, as per Annexure-3 on the letterhead of the firm/company that the following exist with the firm/company :

- (i) TYPESETTING - Latest configuration computers - Pentium IV or higher configuration computers
- Softwares (latest version) — MS Word, Corel Draw, InDesign, Illustrator, Photoshop, etc. for formatting both in English and Hindi
- Media compatibility for transportation of digital data – CD/DVD, Pen drive; Laser Printer 1200 DPI (post script)—Black & White, Colour
- (ii) CTP PLATE-MAKING: Plate-making and printing machinery required for offset/digital Printing and binding in single premises.
- (iii) PRINTING MACHINES –
- Four-colour Sheet-fed Offset Printing Machine, give nos. & size.
- Two-colour Sheet-fed Offset Printing Machine, give nos. & size.
- (iv) BINDING FACILITIES - Lamination Machine
- Stapling Machine
- Folding Machine
- Cutting Machine—Programme cutting, manual
- Perfect binding/creasing
- GODOWN - Capacity to store printing paper
- (v) INTERNET CONNECTIVITY
- (vi) Transportation facility of required printing materials/Proofs etc. to TIFAC
- (vii) Power Generator to ensure continuous power supply.
7. Samples of printing paper to be used in the printing work- mentioning the brand name, GSM and name of the mill. (Technical bids without the samples of papers will not be considered)
8. Proof of similar work executed in last three years. List of Govt. Departments, Public Sector units and reputed companies/publishers for which the bidder has completed at least **three** four-colour Printing Jobs. (copies of work orders to be enclosed).
9. Three samples of printing work on different types of coated/uncoated paper or card (Indian/Imported) executed in last three years.
10. Declaration on a stamp paper of Rs. 10/- stating that the firm/company has never been blacklisted by any government agency.

**Note: TIFAC delegates may visit the premises of the firm/company to verify the facilities/infrastructure claimed by the bidding firm**

### **3.4 Financial Bid**

- (i) The financial bid shall indicate the unit prices for every item indicated in the specifications. Bidder must quote for all the items otherwise the bid will be rejected.
- (ii) Prices quoted by the bidder shall be fixed during the bidder's performance of the contract/empanelment and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and will be rejected.
- (iii) All prices and other information shall be written both in figures and words in the prescribed offer form. If there is inconsistency in between the price/information quoted in words and figures, the amount quoted in words shall be taken as the bid price.

### **3.5 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of the bid. TIFAC will, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process/its evaluation.

### **3.6 Submission of Bids**

#### **3.6.1 Sealing and Marking of Bids**

- (i) The bid shall comprise of "Technical Bid" and "Financial Bid" submitted strictly in two separate sealed covers.
- (ii) Technical Bid and Financial Bid shall be placed in the outer envelope addressed to Incharge Finance & Administration, Technology Information, Forecasting and Assessment Council (TIFAC), 1<sup>st</sup> Floor; A-Wing; Vishwakarma Bhavan; Shaheed Jeet Singh Marg; New Delhi-110016.
- (iii) The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.
- (iv) Only hard copy of bid received by due date/time will be accepted. Bids received by other means – via email, fax etc. will be rejected.

#### **3.6.2 Deadline for Submission of Bids**

- (i) Bids must be received by TIFAC at the address – Incharge Finance & Administration, TIFAC; 1<sup>st</sup> Floor; A-Wing; Vishwakarma Bhavan; Shaheed Jeet Singh Marg, New Delhi-110016 not later than the time and date specified on the cover page. In the event of the specified date for submission of bids being declared a holiday for TIFAC, the bids will be received up to the appointed time on the next working day.
- (ii) The Incharge (Finance & Administration), TIFAC, at his discretion may extend this deadline for submission of bids, which shall be notified on TIFAC website ([www.tifac.org.in](http://www.tifac.org.in)).

#### **3.6.3 Late Bids**

Any bid received by TIFAC after the deadline for submission of bids prescribed by TIFAC will be rejected and/or returned unopened to the bidder.

### **3.7 Bid Opening and Evaluation**

#### **3.7.1 Opening of Technical Bids**

TIFAC will open all technical bids in the first instance in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified on **page 1**. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for TIFAC, the bids shall be opened at the appointed time and location on the next working day or as decided by TIFAC. Evaluation of technical bids will be done by TIFAC as per the clause 3.3 Technical Bid, at a timing of its convenience.

### **3.7.2 Clarification of Bids**

- (i) During evaluation of the bids, TIFAC may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- (ii) No bidder shall contact TIFAC on any matter relating to its bid, from the time of bid opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of TIFAC, it should be done in writing. TIFAC will have discretion to take cognizance of this information provided or otherwise.
- (iii) Any effort by a bidder to influence TIFAC in its decisions on bid evaluation, bid comparison or empanelment/contract award decisions may result in rejection of the bidder's bid.

### **3.7.3 Evaluation of Technical Bid**

- (i) TIFAC will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations.
- (ii) A bid determined as not substantially responsive will be rejected by TIFAC and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- (iii) The Technical Bid evaluation will be done on the basis of bidder's response to **Technical Bid**.

### **3.7.4 Opening of Financial Bids**

- (i) TIFAC will open the Financial Bids, only of those bidders, found technically qualified.
- (ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and venue.
- (iii) The date and time of opening of financial bids shall be informed to the technically qualified bidders by email.

### **3.7.5 Evaluation and Comparison of Financial Bids**

- (i) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words shall be taken as the bid price.
- (ii) Bids will be evaluated on the basis of the price quoted by the Bidders.

### **3.8 Empanelment Criteria**

(i) TIFAC will empanel **high-quality printers (preferably three)** among the substantially responsive bidders. The work can be given to an agency who can execute quality works within a tight schedule as and when required.

(ii) If any bidder's quoted rates are lowest in all the items, then that bidder will be L-1. In case no bidder is lowest in all the items, then the lowest quoting bidder (LQ-1) will be determined on the basis of the lowest quote of the technically qualified bidders. The criteria for LQ-1, LQ-2, LQ-3, etc would be determined on the basis of the number of items quoted lowest by each bidder.

(iii) LQ-1 will have to match the lowest technically qualified rates of all the items of each quoted configuration together with optional items, to those quoted by any of the responsive bidders. Thus, LQ-1 will become L-1.

(iv) The bidder offering the second lowest quote (LQ-2) will then be asked to match the price of (L-1) and placed on the panel. If LQ-2 does not agree, LQ-3 will be asked to match L-1. This way preferably **three bidders** will be empanelled for a given period. If LQ-2 or LQ-3 and so on do not agree to match the rates quoted by L-1, then L-1 should be the sole vendor.

(v) Upon empanelment, TIFAC may consider allocating the work in such a way that every agency gets the equal amount of work. However, **the work shall be entrusted to empanelled agencies** subject to their satisfactory performance and meeting the schedule and TIFAC would not be under any obligation regarding work allocation.

### **3.9 TIFAC's right to accept any bid and to reject any or all bids**

TIFAC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for TIFAC's action.

### **3.10 Notification of Award**

(i) Prior to the expiration of the period of bid validity (which should be minimum of three months), TIFAC will notify the successful bidder in writing by letter or email, that its bid has been accepted.

(ii) The notification of Award will constitute the formation of the Contract.

### **3.11 Signing of Contract**

i. While notifying the successful bidder that its bid has been accepted, TIFAC will send the bidder(s) the Contract agreement (as per Format provided in the **tender document**), incorporating all terms of the agreement between the parties.

ii. Within three (3) working days of receipt of the Contract document, the successful bidder(s) shall sign and date the Contract and return it to TIFAC, to be eligible to be an empanelled Agency.

### **3.12 Performance Security**

- (i) The successful bidder's EMD shall be converted into performance security which would be returned without interest after the end of the contract. In case of non-satisfactory performance by the Agency, the penalty amount (which may range from 1% to 10% of the order value) may be deducted from this performance security or the order value.
- (ii) The Earnest Money will be liable to be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity (three months) of his bid or fails to furnish the Security Deposit (EMD).
- (iii) Failure of the successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award in which event TIFAC may make the award to the next evaluated bidder or call for new bids.

### **3.8.6 Corrupt or Fraudulent Practices**

- (i) Empanelled Agency shall observe the highest standard of ethics during the procurement and execution of the contract.
- (ii) TIFAC will reject a proposal for empanelment if it determines that the Bidder recommended for empanelment has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (iii) TIFAC will declare a firm/company ineligible, either indefinitely or for a stated period, if it at any time determines that the firm/company has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

### **3.8.7 Miscellaneous**

- (i) It will be imperative for each bidder to fully acquaint itself with all the local conditions and factors which would affect the performance of the work and its cost.
- (ii) During the validity of this bid or the extended period, if any, if the bidder provides the same or equivalent services to any other Department/Organization in India at a price lower than the price fixed for TIFAC, the bidder shall automatically pass on the benefits to TIFAC.
- (ii) Conditional tender will not be accepted.
- (iii) Earnest Money of unsuccessful bidder shall be returned within 15 days of the decision on the tenders. No interest shall be payable on the Earnest Money/Performance security.
- (iv) Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the bidder who resorts to canvassing shall be liable to rejection on that ground alone.

## 4. Technical Specifications and details

### 4.1 TYPESETTING

Laser Typesetting (DTP) scientific text both in English & Hindi or bilingual for different sizes:

- A-4
- Demy 4to (8.5" × 11" )
- Demy 8vo (5.5" × 8.5")
- Royal 8vo (6.5" × 9.5" )
- Crown 4to (7" × 9" )

### 4.2 CTP PLATE-MAKING

Plate making per PLATE (P. S. Plates) for different sizes:

Plate/Machine Size ► 18" × 23" 20" × 30" 23" × 36"

### 4.3 OFFSET PRINTING

Per plate per colour per 1000 or part for PRINTING on Maplitho/Offset/Art Paper/Art Card

Size: 18" × 23" 20" × 30" 23" × 36"

### 4.4 LAMINATION

Lamination (using high quality film) for

- (1) Glossy/Matt finish lamination
- (2) Spot UV

### 4.5 BINDING

- (1) Folding, Gathering & Centre wire stitching with cover (for all sizes) Up to 96 pp
- (2) Cutting & Folding of Folders (up to 4 folds)
- (3) **Paperback:** Folding, gathering, Section thread sewing, endleave pasting (with paper 120 GSM), creasing of cover & cover pasting

| A-4 | Demy 4to | Demy 8vo | Royal 8vo | Crown 4to |
|-----|----------|----------|-----------|-----------|
|-----|----------|----------|-----------|-----------|

► Up to 200 pp

► Up to 300 pp

► Up to 400 pp

- (4) **Hard Case:** Folding, Gathering Section sewing, endleave pasting (120 GSM paper to be supplied by the printer), preparing case with 44 OZ white mill board, full rexin, head band, gold tooling, wrapping jacket

|                | A-4 | Demy 4to | Royal 8vo | Demy 8vo | Crown 4to |
|----------------|-----|----------|-----------|----------|-----------|
| 1. Upto 300 pp |     |          |           |          |           |
| 2. Upto 400 pp |     |          |           |          |           |
| 3. Upto 500 pp |     |          |           |          |           |

#### **4.6 DIGITAL PRINTING**

|                  | A-4 | Demy 4to | Royal 8vo | Demy 8vo | Crown 4to |
|------------------|-----|----------|-----------|----------|-----------|
| 1. Single colour |     |          |           |          |           |
| 2. Two colour    |     |          |           |          |           |
| 3. Four colour   |     |          |           |          |           |

#### **4.7 EMBOSsing FOR LOGO etc.**

#### **4.8 SHRINK PACKING**

### **5.Price Schedule**

Quote your rates for processing, Plate-making, Printing, Binding, etc.

#### **5.1 TYPESETTING**

Rates for Laser Typesetting (DTP) of scientific text both in English & Hindi or bilingual per page or part thereof for:

| Trimmed Area           | Formatting (Data supplied by TIFAC)<br>Rate per page (Rs) | Data Entry and Formatting<br>Rate per page (Rs) |
|------------------------|---|---|
| A-4                    | .....   | .....   |
| Demy 4to (8.5"x11" )   | .....   | .....   |
| Demy 8vo (5.5"x8.5")   | .....   | .....   |
| Royal 8vo (6.5"x9.5" ) | .....   | .....   |
| Crown 4to (7"x9" )     | .....   | .....   |

#### **5.2 CTP PLATE MAKING**

Quote your platemaking rates per PLATE (P. S. Plates) for different sizes:

|                      |           |           |           |
|----------------------|-----------|-----------|-----------|
| Plate/Machine Size ► | 18" × 23" | 20" × 30" | 23" × 36" |
| Rate per plate (Rs.) | .....     | .....     | .....     |

#### **5.3 OFFSET PRINTING**

Quote your rates per plate per colour per 1000 or part for PRINTING on Maplitho/Offset/Art Paper/Art Card, etc.

|   |           |           |           |
|---|-----------|-----------|-----------|
| Size:   | 18" × 23" | 20" × 30" | 23" × 36" |
| Printing rate per colour<br>per thousand or part (Rs) | .....     | .....     | .....     |

**5.4 PAPER RATES:**

- Maplitho Paper (80 gsm): Rs...../Ream
- Art Paper (100-130gsm): Rs...../Ream
- Art Card (225 gsm): Rs...../Pkt
- Art Card (300 gsm): Rs...../Pkt

**Note:** Kindly quote rates for ‘A’- grade mills in case of Indian mills.

**(Whatever grammage of paper is used in the publication would be calculated accordingly)**

**5.5 Wastage (%) -----**

**5.6 LAMINATION**

Rates for Lamination (using high-quality film), **per sq. inch** for

- Glossy/Matt finish lamination Rs.....
- Spot UV Rs.....

**5.7 BINDING**

(i) Folding, Gathering & Centre wire stitching with cover (for all sizes)

Up to 96 pp, per copy (Rs.).....

(ii) Cutting & Folding of Folders

(Up to 4 folds), per folder (Rs.).....

(iii) **Paperback:** Folding, gathering, Section thread sewing, endleave pasting (with paper 120 GSM), creasing of cover & cover pasting, per copy

| Rate per copy      | <u>A-4</u> | <u>Demy 4to</u> | <u>Demy 8vo</u> | <u>Royal 8vo</u> | <u>Crown 4to</u> |
|--------------------|------------|-----------------|-----------------|------------------|------------------|
| ▶ Up to 200 pp Rs. | .....      | .....           | .....           | .....            | .....            |
| ▶ Up to 300 pp Rs. | .....      | .....           | .....           | .....            | .....            |
| ▶ Up to 400 pp Rs. | .....      | .....           | .....           | .....            | .....            |

(iv) **Hard Case:** Folding, Gathering Section sewing, endleave pasting (120 GSM paper to be supplied by the printer), preparing case with 2.5 mm thick imported mill board, imported rexine, head band, gold tooling, wrapping jacket

| Rate per copy  | A--4     | Demy 4to | Royal 8vo | Demy 8vo | Crown 4to |
|----------------|----------|----------|-----------|----------|-----------|
| 1. Upto 300 pp | Rs. .... | Rs. .... | Rs. ....  | Rs. .... | Rs. ....  |
| 2. Upto 400 pp | Rs. .... | Rs. .... | Rs. ....  | Rs. .... | Rs. ....  |
| 3. Upto 500 pp | Rs. .... | Rs. .... | Rs. ....  | Rs. .... | Rs. ....  |

### **5.8 DIGITAL PRINTING**

|                  | A-4      | Demy 4to | Royal 8vo | Demy 8vo | Crown 4to |
|------------------|----------|----------|-----------|----------|-----------|
| 1. Single colour | Rs. .... | Rs. .... | Rs. ....  | Rs. .... | Rs. ....  |
| 2. Two colour    | Rs. .... | Rs. .... | Rs. ....  | Rs. .... | Rs. ....  |
| 3. Four colour   | Rs. .... | Rs. .... | Rs. ....  | Rs. .... | Rs. ....  |

**5.9 EMBOSSING FOR LOGO etc. ( per sq. inch) :** Rs.....

**5. 10 SHRINK PACKING :** Rs.....per copy

Signature with Date.....

**Note:** Must enclose **samples of printing paper giving Brand name, GSM and name of the Mill.** Without samples, quotations would not be considered. Samples enclosed must be of high quality from reputed paper Mills.

# ANNEXURES/FORMATS FOR BID SUBMISSION

## **ANNEXURE - 1**

### **Technical bid forwarding letter format**

(To be submitted on the letter head and signed by an authorised person.)

To  
The Incharge (Finance & Administration)  
TECHNOLOGY INFORMATION, FORECASTING AND ASSESSMENT COUNCIL  
(TIFAC)  
New Delhi 110 016

Sir,  
Having understood the scope of work; and examined the bid document, we, the undersigned, offer for the Printing work as per the requirements and in conformity with the said bid document.

We undertake, if our bid is accepted, to provide printing services in accordance with the terms and conditions specified in the bid document.

We agree to abide by this bid for a period of three months after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

#### **WE DECLARE**

1. That we are equipped with adequate machinery for undertaking the printing work of TIFAC as specified in this bid document.
2. That we shall offer to supply the Services at the prices and rates mentioned in the Financial Bid.
3. We have enclosed herewith the complete Technical Bid as required by you. This includes:
  - Bid document (duly signed on each page)
  - Registration certificate of the agency indicating experience of minimum three years
  - Copy of audited balance sheet for the last financial year
  - Copy of valid PAN No. / GST No.
  - Press Registration Certificate
  - Proof of similar work orders executed in last three years.  
(copies of at least three four-colour Printing Jobs/contracts should be enclosed)
  - Samples of printing paper to be used in the printing work- mentioning Brand name, GSM and name of the mill.

- Three samples of printing work on different types of coated/uncoated paper or card (Indian/Imported) executed in last three years.
- Details of Machinery/equipment available with us for undertaking the jobs.
- EMD
- Declaration on a stamp paper of Rs. 10/- stating that the firm has never been blacklisted by any government agency.

4. That we have carefully read and understood the terms and conditions of both for the bidding documents and the contract, and we undertake to provide services as per these terms and conditions.

5. And certify that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

**or**

a partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

**or** a company and the person signing the document is the constituted attorney.

**(NOTE:** Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document)

6. We do, hereby, undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this, day of..... ..2018

Signature of Bidder

Details of enclosures.

Full Address:.....

Telephone No:.....

Address:.....

Fax No:.....

E-mail:.....

FIRM/ COMPANY SEAL

**Financial bid forwarding letter format**

**(To be submitted on the letterhead and signed by an authorized person)**

To  
The Incharge (Finance & Administration)  
TECHNOLOGY INFORMATION, FORECASTING AND ASSESSMENT COUNCIL  
(TIFAC); New Delhi - 110016

Sir,

Having examined the bid/tender documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for Offset/Digital Printing work as per the schedule of requirements and in conformity with the said bid document.

We hereby offer to provide the Services at the prices and rates mentioned in the Financial Bid.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Services shall be made as stipulated in the Bid document and that we shall perform all the incidental services.

We enclose herewith the complete Financial Bid as required by you.

This includes: Price Schedule as per format is given in the tender document.

We agree to abide by our offer for a period of three months from the date fixed for the opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to abide as per these terms and conditions. The Financial deviations are only those mentioned in the statement of deviations from financial terms and conditions.

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this, day of..... 2018 Signature of Bidder

Details of enclosures:

Full Address:.....

Telephone No / Fax No/ E-mail.....

FIRM/COMPANY SEAL.....



**Undertaking on Facilities and Infrastructure Available**

| <b>Do You Have the following Facilities for Undertaking the Jobs?</b>   |     |    |                        |
|---|-----|----|------------------------|
| <b>1. <u>TYPESETTING</u></b>  |     |    | <b>Details/Remarks</b> |
| Pentium IV or higher configuration Computers  | Yes | No |                        |
| Softwares (latest version) – MS Word, Corel Draw, InDesign, Illustrator, Photoshop, etc. for Formatting both in English and Hindi | Yes | No |                        |
| Laser Printer 1200 DPI (post script)—Black & White, Colour  | Yes | No |                        |
| For Transportation of digital data – CD, i Omega Zip, M.O. drives, Pen drive  | Yes | No |                        |
| Media compatibility LaserPrinter 1200 DPI (post script)—Black & White,  |     |    |                        |
| <b>2. <u>CTP PLATE-MAKING</u></b>   | Yes | No |                        |
| CTP System  | Yes | No |                        |
| <b>3. <u>PRINTING MACHINES</u></b>  |     |    |                        |
| Four-colour Sheet-fed Offset Printing Machine, give nos. & size.  | Yes | No |                        |
| Two-colour Sheet-fed Offset Printing Machine, give nos. & size.   | Yes | No |                        |
| <b>4. <u>BINDING FACILITIES</u></b>   |     |    |                        |
| Lamination Machine  | Yes | No |                        |
| Stapling Machine  | Yes | No |                        |
| Folding Machine   | Yes | No |                        |
| Cutting Machine—Programme cutting, manual   | Yes | No |                        |
| Perfect binding/creasing  | Yes | No |                        |
| <b>5. <u>GODOWN</u></b>   |     |    |                        |
| Capacity to store printing paper -- Give approx area  | Yes | No |                        |
| <b>6. <u>INTERNET CONNECTIVITY</u></b>  |     |    |                        |
| 7 Transportation facility of required printing materials/Proofs etc. to TIFAC   | Yes | No |                        |
| 8. Power Generator  | Yes | No |                        |

Signature \_\_\_\_\_

Seal of the Firm/Company \_\_\_\_\_ Dated: \_\_\_\_\_

**Model Contract Form (to be signed by the successful bidders)**

This agreement made on the.....day of.....2018 between Technology  
Information Forecasting and Assessment Council (TIFAC)  
and .....  
(Name of the Agency) of the other part.

Whereas TIFAC invited bids for certain services, which include **Designing/Offset/digital Printing & Binding work of different types of Books, Annual Reports, Technical Reports, Brochures, Posters, Folders, Covers, Invitation Cards, and Envelopes etc. in 1-colour, 2-colour and 4-colour**, and has agreed to empanel the agency.....for executing the publication related job.

The validity of contract: Two years with effect from ....  
Terms and conditions : As per the attachment

Signed, sealed and delivered by the

Said.....(for the TIFAC)

In the presence of.....

Signed sealed and delivered by the

Said.....(for the Agency)

In the presence of.....

## General Terms & Conditions of the Contract

1. The jobs can be given to any of the printer who executes quality works within a tight schedule as and when required.
2. This panel will remain valid for a period of 24 months (TWO YEARS) initially. However, the contract may be extended or curtailed at the discretion of the Executive Director, TIFAC, depending on the performance of the firm, to a maximum of further 2 years.
3. The agency entrusted with TIFAC's print jobs shall execute the work in the most business-like manner maintaining optimum and high standards in all respects, without any compromise at any stage of execution.
4. As far as possible printing work shall be entrusted to empanelled printers equally subject to satisfactory performance. As such, the empanelled printers shall execute the work as may be entrusted, as per schedule of production and delivery in a business-like manner. Refusal to accept and execute the work orders shall be viewed as violations of the provisions of the terms of agreement.
5. The agency must ensure the safe custody of the printing material supplied by TIFAC (i.e. Manuscript, proofs, photographs, etc.) and must return them immediately after completion of job. In case of any loss, the damages would have to be met by agency.
6. The firm may be asked to preserve the final plates of specific publications for a period of three months so as to facilitate the repeat order, if any.
7. Invoices will be accepted and admitted only after satisfactorily completion and approval of the job. The agency should submit pre-receipted bills duly signed in hard copy. Agency needs to submit the invoices job wise and not in bunch within two months from the date of delivery of the work at TIFAC.
8. The Agency would only be paid for the work done by them. There may be certain operations like composing, processing, inputting of photographs in digital format, scanning/outputting etc. done at TIFAC for which no payment would be made to the printer.
9. To and fro free messenger service would have to be provided by the agency for collecting the material and delivery of the drafts/ printed copies.
10. The binding should also be of high quality and the bound copies must be packed in kraft paper in small packets and supplied to TIFAC.
11. The quality of service will be reviewed after every **three** month.
12. Only very high quality inks are to be used and the printing must be of very high standard.
13. There will not be any enhancement of rates quoted and approved during the period of contract.
14. In case of: (i) Default in maintaining time schedule; (ii) Delayed and/or bad quality printing; and (iii) Short supply or damaged copies, penalty as per the terms and conditions of this contract would be levied.
15. Final deductions in the bill on account of short supply or bad quality would be done by the TIFAC.
16. The earnest money will be adjusted against the Performance Security (without any interest) required to be furnished by the successful bidder.
17. Performance security is liable to be forfeited if the agency selected for the work fails to confirm the acceptance of the order within seven days from the date of intimation to that effect or fails to start the work from the date of commencement given in the work order.
18. If the agency fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the schedule time period, then the agency

will be liable to be penalised. The Executive Director, TIFAC, reserves the right to impose a penalty at his discretion from 1% to a maximum of 10% of the order value.

### **Payment Conditions**

1. Payment shall be made within 30 days after the satisfactory completion and approval of the work by TIFAC and receipt of original bill (invoice).

### **Termination**

1. The TIFAC may without prejudice to any other remedy for breach of the terms and conditions of the contract, by written notice of default sent to the agency, may terminate the contract.
2. If the agency fails to complete the work or provide services/rectify the fault within the seven days of the receipt of the notice, the TIFAC shall terminate the contract forthwith.

### **Resolution of dispute/Arbitration**

1. The TIFAC and the agency shall make every effort to resolve the disputes, if any arisen between them under or in connection with the contract by way of consultation / negotiation.
2. If, after 30 days for the commencement of such consultation, the parties have been unable to resolve amicably then same shall be referred to the sole Arbitration of the Secretary, Department of Science & Technology or his nominee. The cost of the Arbitrator shall be equally shared between the parties.
3. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred unable to act for any reason whatsoever, the Secretary, Department of Science & Technology shall appoint another person to act as the Arbitrator in place of the outgoing Arbitrator in accordance with the terms of this agreement. The Arbitrator so appointed shall be entitled to proceed with the reference from the stage which it was left by his predecessor or a fresh as the case may be.
4. The Arbitrator may give interim award(s) and/or directions, as may be required.
5. Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

