



TENDER ENQUIRY  
PROCUREMENT DIVISION

**TWO BID SYSTEM**

No. Q/NIB/2016-17/09

Dated 15/06/2018

Interest free Earnest Money Deposit (EMD)	a) Rs. 5,000/- for Annual Report b) Rs.10,000/- for News letter c) Rs.15,000/- for Both
Scheduled Date Downloading of Tender Document from CPP Portal and NIB Website	15.06.2018 (1500 hrs.) onwards
Date and Time of Pre-Bid Meeting	25.06.2018 (by 1500 hrs.)
Last Date & Time of Submission of Tender	05.07.2018 (by 1500 hrs.)
Date & Time of opening of Tender	05.07.2018 (1530 hrs.)

To,

Name of the firm (As per list attached)

**Sub: Invitation of Quotation in Two Bid system for printing of Annual Report for the year 2017-18 –Reg.**

Dear Sir,

I am directed to send this Tender Enquiry in two bid system with the request to submit your most competitive offer for designing, printing and supply of the Annual Report 2017-18:

Sl.No.	Description of Material	Quantity
<b>A</b>	<b>Annual Report 2017-18</b>	
1.	Designing, Printing and Supply of Annual Report of the Institute for the year 2017-18 (in bilingual) as per Specifications enclosed as Annexure-I.	250 Copies
<b>B</b>	<b>Printing of Newsletters etc.</b>	
2	<b>Newsletters</b> : Designing, Printing and Supply of Newsletter of Haemovigilance and <b>NIB in English</b> <b>Specifications</b> : Paper – 170 gsm, Imported Art Paper, Size – A4 (8 <sup>1/4</sup> x 11 <sup>3/4</sup> ) Printing : 4 + 4 Offset Printing, Page : 16 approx, Binding: Centre Stitching, Matt Laminated, Spot UV and Graining on Cover, Laminated UV effect on Cover. <b>(3000 copies each of Haemovigilance and NIB Newsletters on half-yearly basis)</b> (3000 Copies X 2 Times X 2 Types(NIB & Haemovigilance )	12000 copies
3	<b>Pamphlets</b> : Designing, Printing and Supply of Pamphlets of Haemovigilance/NIB Programme in India <b>Specifications</b> : Paper – 130 gsm, Imported Art Gloss (Magnaster) Paper Size – A4, Printing : 4 + 4 colour, Centre Stitching, Matt Laminated, 1 leaf (Pages – 02) with both side printing <b>(One time printing)</b>	6000 copies
4	<b>Newsletters</b> : Designing, Printing and Supply of Newsletter of Haemovigilance and <b>NIB in Hindi</b>	4000 copies

	<b>Specifications :</b> Paper – 170 gsm, Imported Art Paper, Size – A4 (8 <sup>1/4</sup> x 11 <sup>3/4</sup> ) Printing : 4 + 4 Offset Printing, Page : 16 approx, Binding: Centre Stitching, Matt Laminated, Spot UV and Graining on Cover, Laminated UV effect on Cover. <b>(1000 copies each of Haemovigilance and NIB Newsletters on half-yearly basis) (1000 Copies X 2 Times X 2 Types(NIB &amp; Haemovigilance )</b>	
5	<b>Envelopes :</b> 9” x 12”, 100 GSM matt finish paper laminated inside for water proof, Yellow colour printed in bilingual with NIB logo and address.	18000 copies
6	<b>Optional items :</b> <b>(a) Translation from English to Hindi</b>	Approximately 16 pages in one News letter (32 page approx. per year )
	<b>(b) Translation from English to Hindi</b>	Approximately 200 pages in Annual report

- A. Bidder has the option to quote for A(Annual report ) or B(Newsletter etc) or all the items (A&B) mentioned above along with submission of requisite amount of EMD.

Please indicate price on following terms:

**B. Prequalification Criteria:**

1. The Printer / Bidders blacklisted at any stage by Central / State Government Body / PSUs / Autonomous Bodies etc. need not to apply.
2. The Printer / Bidder should have their printing facility within Delhi NCR region.
3. The Printer / Bidder should be a registered firm engaged in printing business having minimum experience of 05 (Five) years. Detail to be provided.
4. The firm must have own printing set up with sufficient infrastructure, technical expertise and financial capability to undertake the assigned printing job work.
5. All the printing works like Page Layout, Positive making, Plate making, Printing, Lamination and Binding should be done with Press / in house only.
6. The printer should have worked for Govt. Departments/ Autosomes organization or Public Sector (PSU) repute for at least 5 (five) years especially for printing of Annual Report/Technical brochures / Magazines / Newsletter/ Conference Reports / Scientific Magazines / Scientific Bulletin / Journals etc.. Details of original copy at least 3 different printed copies (copies will be returned on placement of work order) for evaluation of quality of printing work executed should be enclosed with technical bid no photocopy will be accepted
7. Designing: NIB will provide the matter/text. However, printer has to submit design concept with color combination.
8. Separate material for printing will provided by NIB for Annual Report, Newsletter and Pamphlets respectively.
9. Detailed Specifications of Annual report, Newsletters and Pamphlets should be clearly mentioned in your quotation. Otherwise, your offer will not be accepted and will be rejected forthwith.

10. The Printer has own arrangement for translation of script from English to Hindi to ensure timely completion of Annual Report.
  11. In case required by the Institute the number of copies can be increase / decrease by 20% of awarded quantity while placing the order.
  12. Details of similar nature work (Annual Reports Designed & Printed by the firm) executed and may enclose / submit at least 3 different printed copies (copies will be returned on placement of work order) for evaluation of quality of printing work executed.
  13. List of clients, for whom similar work has been recently executive, has to be enclosed with quotation.
  14. Copy of Registration of firm with GST / PAN / TIN Nos.
  15. The Tender document may be downloaded from the NIB website w.e.f. 15.06.2018 (1500 hours) onwards till 05.07.2018 (1600 hrs.) and the scanned copy of the same to be uploaded on the CPP Portal. The Tender should be sent (through courier/post/delivered by hand) to NIB in sealed cover duly subscribed as tender for the work of "Designing & Printing of Annual Report for the year 2017-18". In case, the original Bank Instruments are not received by the stipulated date and time, then the offers of such Bidder shall not be opened and not representation from the prospective Bidder shall be entertained.
- C. Any revision, clarification, addendum, corrigendum, time-extension etc. to the above mentioned Tenders will be hosted on the Institute's website only and no separate notification shall be issued. Bidders are, therefore, requested to visit the Institute's website regularly to keep them updated.
- D. The Bidder should clearly furnish their telephone numbers, FAX numbers, e-mail ID.

1. **Pre-Bid Meeting:** To clarify about the doubts of Bidders in respect of Prescribed Terms and Conditions, in the Tender Document, NIB shall be conducting a pre-bid meeting on 25.06.2018 at **15:30PM**. It is advised in the interest of prospective Bidders to attend or depute their authorised representative for this meeting before submission of their Bids. The intention of pre-bid meeting is to apprise the prospective Bidders about the **sample of the NIB Annual Report for earlier years** and other terms and conditions as well as to get a feel of texture, colour and smoothness of paper which are to be used. No further clarifications of prospective Bidders, if any, after the pre-bid meeting shall be entertained by NIB. It is further stated that clause wise deviation if any required by prospective Bidders may be submitted in the Pre-bid meeting along with desired action plan. NIB shall consider the same and address the same by issue of corrigendum; if any required, to the Tender Document. The corrigendum if any, issued by NIB shall also be a part of Tender Document.
2. **Earnest Money Deposit: Rs. 5,000/- for Annual Report ,Rs.10,000/- for News letter Rs.15,000/- for Both to be submitted with the offer in the shape of Demand Draft, drawn in favour of "National Institute of Biologicals", payable at NOIDA / New Delhi. Offer / Quotation submitted without EMD, the offer will not be considered.**
3. **Performance Security / Guarantee:** The successful bidders shall have to furnish interest free Performance Security or Guarantee @10% of the order value of respective items in the form of Bank Draft / Banker's Cheque / Fixed Deposit Receipt (F.D.R.) / Bank Guarantee (Annexure-IV) issued by Schedule Banks which have been notified by Reserve Bank of India (RBI) . The Bank Guarantee / FDR should have to be hypothecated in the name of National Institute of Biologicals, Noida within 05 working days of issue of letter of award.

4. The offer should be submitted in two sets. One Set containing Technical details Literature, Catalogue, EMD etc. and Tender commercials terms along with the duly signed Specification Sheet (Annexure – I) should be put in a sealed cover and marked as “**Technical Bid**” Price should be kept blank.
5. The Second set should be sent in a separate sealed cover and should contain Price Schedule only. “**Price – Bid**” (Annexure-II) should be clearly mentioned on the cover.
6. Tender No., Item description and Due Date of opening should be clearly mentioned on envelop.
7. Both the ‘**Technical-Bid**’ & ‘**Price-Bid**’ should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due Date of opening on the sealed cover.
8. **Sample Paper:** The Printer / Bidder should enclose sample of papers, with the description of the paper viz brand, make, gsm etc must be attached with the quotation in technical bid only.
9. **Declaration about Designing:** The vender has to furnish a suitable declaration along with for on each creative design indicating that these are original creation by the relevant agency and not a copy of any other design / patent / copyright /trademark / report.
10. **Standards:** Agency selected shall abide by all relevant rule & regulations of the Government as issued from time to time and shall be responsible for adhering to norm / rules & regulation / provisions of Ministry of I&B, DAVP, Press & Distribution Act, other applicable Acts/concerned regulatory body(s).
11. **Price:** FOR Destination NIB, A-32, Sector – 62, NOIDA.
12. **Taxes:** Applicable rate of GST
13. **Service Tax:** If applicable on applicable rate.
14. NIB reserve the right to place the order to a single firm/printer for both the item or split the order item wise.
15. Director, NIB reserves the right to cancel the tender without assigning any reason thereof.
16. **Period of contract:** The eligible qualified lowest bidder will be awarded to print respective items. If, the services / performance found to be satisfactory, the work will be re-awarded for another two years on year to year basis subject to satisfactory performance of printer on year to year basis.
17. **Payment:** - 100% payment within 30 days from the date of satisfactorily delivery / receipt and acceptance of printed Annual Reports as per the ordered quantity.
18. **Delivery:-** Within 10 days required by NIB, Offered by vendor

19. **Delay Delivery Discount:** In case of delayed delivery of all or any item (s) or goods the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1%(One percent) of the value of goods / items delivered late for each week or part thereof subject to a maximum of 10%(ten percent) of undiscounted / unreduced contract price for the relative good / items, and / or, risk purchase will be affected at your risk and expenses.
20. **Guarantee / Warranty / Defect Liability period:** Agency will stand for guarantee for the workmanship of the jobs carried out by him in accordance with the specification stipulated in the contract / S.O. Document. In case the workmanship of the job done by the contractor found not as per the specifications, the agency will have to rectify / replace the same with free of cost. In case, he fails to do so, within the period specified by NIB, NB at liberty to get the same work done at the risk and cost to the contractor and EMD / Performance security submitted will be forfeited.
21. **The translation work from English to Hindi is an optional work.**
22. **TERMINATION OF CONTRACT:**
23. The contract can be terminated on a notice of 30 days by the NIB, if it is felt that the work carried out by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure / termination of contract.
24. The contractor shall not be entitled for any compensation towards any loss or damage in case the contract is to be suspended or to be closed for some time due to any reason whatsoever duly communicated by NIB.
25. **Draft Copy of Annual Report : (1)** The Institute will provide test material of both in soft and hard copy to the printer and the 1<sup>st</sup> draft proof of Annual Report shall have to be submitted by the printer within 5 working days from the date of handing over of the printing text / matter of the Annual Report. The subsequent amended / corrected draft, should be submitted within 2-3 days.
26. **Draft Copy of Newsletter : (1)** The Institute will provide test material of in soft and hard copy(if required by printer) to the printer and the 1<sup>st</sup> draft proof of News Letter shall have to be submitted by the printer within 2 working days from the date of handing over of the printing text / matter. The subsequent amended / corrected draft, should be submitted within 2 days.
27. **Draft Copy of translated Annual report :** In case of Hindi translation, the translation work also to be carried out simultaneously and the 1<sup>st</sup> draft proof shall be submitted within 10 working days and subsequent amended / corrected draft should also be submitted within 2-3 days to ensure timely completion of work.
28. **Draft Copy of translated Newsletter :** In case of Hindi translation, the translation work also to be carried out simultaneously and the 1<sup>st</sup> draft proof shall be submitted within 2 working days and subsequent amended / corrected draft should also be submitted within 2 days to ensure timely completion of work.

29. The printed copies (complete in all respect) must be supplied within 10 days from the receipt of final approved proof from the Institute.

30. To understand the nature of printing work to be carried out, bidder / printer may see the existing Annual Report 2016-17 of the Institute from the Administration Division.

31. **Validity of bid:** Please keep the validity of your offer open for a period of not less than 90 days from the date of opening bid.

**32. Delivery Schedule**

The Bidder has to supply all printed copies of Annual Report, within 10 days of approval of final proof of Annual Report, to NIB Procurement Section and the News Letters etc with one week from the date of final approval of draft. The Newsletters will be supplied with envelopes of similar quantity. Time is the essence of the contract, and hence Bidders may consider the same before the submission of their bids.

**33. Responsibilities of Bidder**

33.1 No extra charge shall be paid by NIB for the proof of Annual Report, Newsletters etc to be supplied & printed.

33.2 The Bidder shall not undertake any printing work without getting the approval of proof by the competent authority of NIB. It is made clear that material without approval of proof by NIB shall be summarily rejected.

33.3 The Bidder shall whenever called upon to do so, has to provide full information with regard to works in hand and also permit any authorized officer of NIB to inspect the printers premises at all reasonable times.

**34. Force Majeure**

34.1. Circumstances i.e. force majeure as defined below in case arises during execution of work, or non-fulfilment or for the delayed fulfilment of any of its contractual obligations, the contractor shall have to notify the circumstances to P.O., NIB within 07 days of its occurrence.

34.2. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine, restriction, strikes and lockouts which are beyond the control of both the party i.e. NIB as well as Contractor.

**35. Arbitration**

Arbitration, if any for the disputes raised and not settled mutually shall be resolved by appointing a sole arbitrator by NIB. However, the sole arbitrator shall ask both the parties to submit the name of one arbitrator from each Party. The final award of the sole arbitrator shall be based on the majority decision of Arbitration Board / Tribunal consisting of three Arbitrators. The arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 196 (amended till date of submission of Tender in case of Private Firms. The venue for arbitration shall be at NIB NOIDA. In case of Public Sector Organization who are governed by rules of Govt. of India, the arbitration proceedings shall be held as per the approved procedure of Govt. of India. **The award of the Arbitration Board / Tribunal** shall be final and binding on both the parties. It is also clarified that the expenses incurred on arbitration proceedings

shall be equally borne by NIB and the successful Bidder who has been awarded the work.

Yours faithfully,



(W.Z. Quazi)

Procurement Officer and I/c A.O

**Enclosure:**

- 1. Specifications for printing of Annual Report – Annexure-I**
- 2. Price Schedule Cum-Specifications for Printing of Annual Report : 2017-18- Annexure –II**
- 3. Price Schedule of Printing of Newsletters Annexure –III**
- 4. Proforma for Performance Bank Guarantee Annexure-IV**

## ANNEXURE – I

### SPECIFICATION SHEET OF ANNUAL REPORT

- (I) **Job:**  
Designing an printing of Annual Report of NIB for the year 2017-18 (bilingual in multicolor) with **Single Book** binding.
- (II) **Printing:**  
Process: - Quality Web Offset  
Cover: - Multi Colours  
Inside pages: - Multi Colours  
Font: - Heading: 24Pt, Sub Heading: 18Pt. & Text: 12Pt.
- (III) **Design:**  
'Creative' design to be developed by the agency on the theme of the Scientific Activity of Institute.
- (IV) **Paper:**  
Cover: - 300 gsm 'Imported art card matt finish' paper.  
Text: - 130 gsm 'Imported art matt finish' paper.
- (V) **Book Size:** - 8.25 inch X 1 inch
- (VI) **Quantity:** - 250 Books in bilingual Hindi and English with single binding.
- (VII) **Binding:** - Thermal Perfect binding
- (VIII) **Lamination:** - Cover pages in matte finish lamination.
- (IX) **UV Treatment:** - Cover page design to be UV treated.
- (X) **No of pages: 200-** approximately in each language (i.e. Hindi & English).



## FORMAT FOR FINANCIAL BID-NIB ANNUAL REPORT: 2017-18

(To be given on the letter head of the agency)

**(A) Price per copy of Annual Report 2017-18 based on the specification mentioned at Annexure -I (complete in all respect).**

Sl.No.	Description	Qty.	Unit Price(Rs.)	Total Price (Rs.)	Taxes & Duties (Rs. /%)	Total Price (including Tax & Duties (Rs.))
1.	Annual Report 2017-18	250 Books				
Rupees in words:						

**(B) Text translation charges – English to Hindi (Optional)**

Sl.No.	Description	Qty.	Unit Price(Rs.)	Total Price (Rs.)	Taxes & Duties (Rs. /%)	Total Price (including Tax & Duties (Rs.))
1.	English to Hindi	200				
Rupees in words:						

**(C) Rates for Additional / Extra / Optional items:**

A	Plus / Minus Charges for pages (Set of minimum 4 pages)	Multi Colour	Rs.
		Two Colour	Rs.
B	Translation English to Hindi / Vice – Versa Rate to be quoted per page basis	Rs.	
C	Additional Copy of Annual Report – 2017-18 (Complete in all respect) (Minimum lot of 50 Books)	Per copy	Rs.
		GST	Rs.
		Total cost per copy	Rs.
D	Photo Scanning	Per photo	Rs.

**(D) Percentage of increment if any for next two years printing of Annual Report**

A	Percentage of increment per year of quoted rate for next 2 years.	Year 2019 – 20	Year 2020 – 21
	<b>Please mention here the basis of price</b>	.....%	.....%

NOTE: (i) Payment will be workout on basis of actual number of pages printed.

(ii) We have read and understood the terms and conditions contained in this 'Request for Proposal' document and these are acceptable to us.

Signature of Authorized Signatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

Dated : \_\_\_\_\_

Place: \_\_\_\_\_

## FORMAT FOR FINANCIAL BID-NEWSLETTER &amp; PAMPHLETS

(To be given on the letter head of the agency)

(A)

Sl.No.	Description of Material	Quantity	Rate(Rs.)	Amount(Rs)
1.	<b>Newsletters in English</b> : Designing, Printing and Supply of Newsletters( Haemovigilance and <b>NIB) in English.</b> (3000 Copies X 2 Times X 2 Types(NIB & Haemovigilance )	12000 copies		
2	<b>Pamphlets</b> : Designing, Printing and Supply of Pamphlets ( Haemovigilance/NIB Programme) ( <b>One time printing</b> )	6000 copies		
3	<b>Newsletters in Hindi</b> : Designing, Printing and Supply of Newsletter of Haemovigilance and <b>NIB in Hindi</b> (1000 Copies X 2 Times X 2 Types(NIB & Haemovigilance )	4000 copies		
4	<b>Envelopes</b> : 9" x 12", 100 GSM matt finish paper laminated inside for water proof, Yellow colour printed in bilingual with NIB logo and address.	18000 copies		
5	<b>Optional items :</b> Translation from English to Hindi 16 pages in one News letter Total Page approx.(16X2X2) =64 pages approx. per year )	64 Pages		
	Total			
	GST %			
	Grand total			

(B)Text translation charges – English to Hindi (**Optional**)

Sl.No.	Description	Qty.	Unit Price(Rs.)	Total Price (Rs.)	Taxes & Duties (Rs. /%)	Total Price (including Tax & Duties (Rs.)
1.	English to Hindi	64				
Rupees in words:						

(C)Rates for Additional / Extra / Optional items:

A	Plus / Minus Charges for pages (Set of minimum 4 pages)	Multi Colour	Rs.
B	Translation English to Hindi / Vice – Versa Rate to be quoted per page basis	Rs.	

C	Additional Copy of Newsletter (Complete in all respect) (Minimum lot of 50 Books)	Per copy	Rs.
		GST	Rs.
		Total cost per copy	Rs.

(D)Percentage of increment if any for next two years printing of Newsletters

A	Percentage of increment per year of quoted rate for next 2 years.	Year 2019	Year 2020
	<b>Please mention here the basis of price</b>	.....%	.....%

NOTE: (i) Payment will be workout on basis of actual number of pages printed.

(ii) We have read and understood the terms and conditions contained in this 'Request for Proposal document and these are acceptable to us.

Signature of Authorized Signatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

Dated : \_\_\_\_\_

Place: \_\_\_\_\_

**NOTE: - The % and amount of GST should be clearly mentioned in the bid, if not stated, it will be treated as inclusive.**

**Any vogue term for GST like, "as per rule / as applicable" will not be entertained for evaluation.**