

**EMPANELMENT OF AGENCIES FOR PRINTING JOBS IN
CONSULTANCY DEVELOPMENT CENTRE (CDC)**

| | |
|--|--|
| <i>Estimated Value</i> | <i>Rs. 6.00 Lakhs p.a.</i> |
| <i>Processing Fee</i> | <i>Rs. 500 (Rupees Five hundred only)</i> |
| <i>Security Deposit</i> | <i>Rs. 25,000 (Rupees Twenty Five Thousand only)</i> |
| <i>Due Date and Time of Submission of Proposals</i> | <i>Tuesday, 05 May 2009 by 1500 Hrs</i> |
| <i>Due Date and Time of Opening of Technical Proposals</i> | <i>Tuesday, 05 May 2009 at 1600 Hrs</i> |



Consultancy Development Centre

Core 4B 2nd Floor, India Habitat Centre
Lodhi Road New Delhi – 110 003
Tel# 24602601, 24602915
Website: www.cdc.org.in

EMPANELMENT OF AGENCIES FOR PRINTING JOBS IN CONSULTANCY DEVELOPMENT CENTRE (CDC)

1.0 INTRODUCTION

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India set up for promoting and strengthening of consultancy skills and capabilities including exports and promote cooperation with other countries. CDC is located at the India Habitat Centre Lodi Road New Delhi

2.0 PROPOSAL

CDC proposes to empanel suitable agencies for carrying out printing related jobs of the Centre for a period of one year from the date of entering into the agreement, extendable to two more years based on satisfactory performance during the initial one year.

3.0 SCOPE OF WORK

1. Printing of office stationery in bi-lingual form covering, letter heads continuation sheets, visiting cards, envelopes, plastic folders, file covers and greeting cards
2. Printing of Journal, Annual Report and other reports brought out by CDC from time to time.
3. Printing of Brochures (2, 3 and 4 fold) and Posters
4. Printing of course material

The above are colour jobs and vary from 2-4 colour and covers offset and screen printing.

4. EVALUATION OF PROPOSALS

- 4.1 The technical proposals shall be opened by a Committee on the date indicated in the letter of enquiry and verified with respect to the eligibility criteria (indicated in instruction to bidders)
- 4.2 Clarifications, if any, or missing information shall be obtained from the applicant
- 4.3 Eligible proposals shall be evaluated by Technical Evaluation Committee (TEC). The TEC shall evaluate the proposals with respect to the following parameters and weightages

| | |
|---|----------|
| o Understanding of the scope of work | 10 Marks |
| o Approach and Methodology | 15 Marks |
| o Experience (in all types of services) | 35 Marks |
| o Infrastructure and Resources | 40 Marks |

The Committee may have a discussion with the eligible agencies if so desires while carrying out the technical evaluation

- 4.4 Agencies securing 75 or more marks shall considered for empanelment

INSTRUCTIONS TO BIDDERS

ELIGIBILITY CRITERIA

The Agency should meet the following eligibility criteria

1. Be a partnership concern or a company and should be registered with the Registrar of Firms / Companies, wherever applicable, and should have been in operation for the last 5 years.
2. Have undertaken printing jobs for Government/Public Sector Undertakings/Autonomous Institutions and empanelled with not less than three such Institutions/Organizations.
3. Have achieved annual turnover of minimum 10 lakhs in printing related works during the last 3 years.
4. Be an I.T. Assessee and should have filed Income Tax return for last 3 assessment years.
5. Be capable of delivering the printed material at the CDC premises by the agreed time with no additional cost.
6. Be equipped with colour, offset printing machinery, automatic binding / paper cutting machines and computerized designing facilities, etc. required for carrying out various printing jobs indicated above.
7. Should be having VAT/Sales Tax registration.

PROCESSING FEE

APPLICATION MUST ACCOMPANY PROCESSING FEE OF RS.500 (RUPEES FIVE HUNDRED ONLY) (NON REFUNDABLE) IN THE FORM OF DEMAND DRAFT/ BANKER'S CHEQUE, IN FAVOUR OF "**CONSULTANCY DEVELOPMENT CENTRE**". PROPOSALS RECEIVED WITHOUT THE PROCESSING FEE WILL BE SUMMARILY REJECTED

TERMS AND CONDITIONS

1. The contract will be initially for a period of one year from the date of entering into the agreement, extendable to two more years based on satisfactory performance during the initial one year.
2. Shortlisted agencies for empanelment will be required to submit security deposit at the time of finalizing the agreement. The amount of security deposit will be **Rs.25000/-** (Rupees twenty five thousand) in Indian Rupees. The security deposit will be in the form of demand draft or bank guarantee on non-judicial stamp paper on a scheduled bank
3. The Rates quoted by the agency shall be valid for a minimum period of one year from the date of contract. No backing out from the agreement will be entertained once the same is finalized and in such a case the security deposit will be forfeited.
4. The agreement can be terminated only by written notice of not less than one month by either party. However, if the services provide by the agency are

not found to be satisfactory, the same can be terminated by CDC within fifteen days notice. In such an eventuality, the security deposit submitted to the Centre by the agency will be forfeited.

5. The quality of printing should be of very high standard and job should be completed as per schedule.
6. The job has to be collected by you from our premises and the final completed job will have to be delivered at our premises, for which no extra charges will be paid.
7. Payment will be made after the completion of the work which is to be delivered at CDC. The firm should return all the photographs, manuscript and any other material given for job, artwork and negative/positives, before the final payment is made.
8. The Centre reserves the right to reject any or all the applications without assigning any reason therefore. Any communication in this regard from the applicants will not be entertained.
9. In case the job is not completed within the stipulated time or the job is not to be satisfaction of the Centre, the Centre reserves the right to reject the material partly or fully. Also penalty as decided by the Competent Authority shall be imposed.
10. Income tax deducted at source and such other taxes/ levies which are by law required to be deducted by the CDC will be deducted from the charges payable to the vendor.
11. In the event of any dispute, the decision of the Director General, CDC shall be final and binding

HOW TO APPLY:

Application form for empanelment shall be submitted **strictly in the prescribed format (enclosed at Annexure-1)** in sealed envelope super scribing "Application for Empanelment for Printing Jobs" along with self attested copies of the documents required. Applications not received in the prescribed format and received after scheduled date of submission would be rejected straight away.

To,
Director General
Consultancy Development Centre
India Habitat Centre
Zone IVB, 2nd Floor
Lodhi Road
New Delhi 110 003

Subject: Application for Empanelment of for the job of Printing

Dear Sir,

I/We have read and understood the instructions and the Terms & Conditions mentioned in your letter No. _____ dated _____. I/We hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I/We authorize the CDC to approach our client organizations to verify the facts submitted by us.

Signature of the Authorized Signatory
with rubber stamp / seal

APPLICATION FORM FOR EMPANELMENT

| No | Particulars | To be filled in by the Firm |
|-----------|---|------------------------------------|
| 1 | Name of the Firm | |
| 2 | Address with telephone, e-mail, fax number & the name(s) of the contact person(s) | |
| 3 | Year of establishment (Please attach documentary evidence) | |
| 4 | Income Tax - PAN No. (Please attach documentary evidence) | |
| 5 | ST/CST No. (Please attach documentary evidence) | |
| 6 | Registration details of the Firm (Please attach documentary evidence) | |
| 7 | Customer Profile of the firm (Letters of Intent / Work Order / Certificate from other employers, details of work, value, etc., done in last three years may be enclosed). Samples of the various jobs indicated may also be enclosed | |
| 8 | Infrastructure details – type of printing facilities available in house | |
| 9 | Whether the firm has filed its income-tax return for the last three assessment years. (Please attach documentary evidence) | |
| 10 | Annual turnover during last 3 years (Please attach copy of audited accounts/certificate from the auditor as documentary evidence) | |
| 11 | Verification -The form should be signed by the authorised signatory verifying that all the details furnished in the application are true and correct to the best of his / her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of the quotations. | |

I have gone through the instructions contained in your letter No. _____ dated _____.

Date :

Signature of the AAuthorised Signatory
with rubber stamp / seal