



INVITATION OF PROPOSAL

FOR

**Engagement of Agency for printing of CDC
Annual Report for FY 2018-19**

Consultancy Development Centre

(Autonomous Institution of DSIR, Ministry of Science & Technology)

Core IV B, 2nd Floor
India Habitat Centre, Lodi Road
New Delhi - 110 003
Phone: 24602601, 24602915, 24601533
Fax: 24602602
Website: www.cdc.org.in

1. **Data Sheet:**

S. No	Particular	Description
1.	Name of the client	Consultancy Development Centre
2.	Name of the assignment	Engagement of Agency for printing of CDC Annual Report for FY 2018-19
3.	Clarifications to be sought before the Bid submission date	3 working days. No clarifications will be entertained within the last three working days from the due date of submission of proposal
4.	The proposal submission address	Ms. Shilpa Vijaivargia In-Charge(Support Services) Consultancy Development Centre Core 4B, 2nd Floor, India Habitat Centre, Lodhi Road New Delhi – 110 003 Tel: 91 11 24603425; 24602601 Fax: 91 11 24602602 e-mail: Shilpa@cdc.org.in
5.	Proposals must be submitted not later than the date and time	September 26, 2019 at 15:00 hrs.
6.	Technical proposals opening date and time	September 26, 2019 at 15:30 hrs.
7.	The assignment is expected to commence	From the date as specified in the Workorder/Agreement signed with the Agency
8.	Note: CDC may issue Corrigendum/Addendum, if any which will form integral part of Invitation of proposal. Therefore, Agencies are requested to see CDC website and Public procurement portal on regular basis.	

Engagement of Agency for printing of CDC Annual Report for FY 2018-19

1. 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 export and promotion of cooperation with other countries.

2. PROPOSAL

CDC intends to engage a suitable agency for printing of CDC Annual Report for FY 2018-19 as per the specifications given in **Annexure-I**.

3. INSTRUCTIONS TO BIDDERS

3.1 ELIGIBILITY CUM TECHNICAL EVALUATION CRITERIA

The bidder should meet the following criteria based on which Eligibility cum Technical evaluation will be done:

- a) The agency (proprietorship or partnership firm or a company) should be registered at least for three years considering date **September 1, 2019** (i.e. not later than 31 August, 2016) and provide supporting documents as applicable (**Documentary evidence such as Certificate of Incorporation/establishment as applicable to be attached with the technical proposal**)
- b) The agency has experience in printing books, journals, reports and should provide **at least one Work Order / Agreement copy/ Certificate from employer during the last 3 years** (indicating details of work done) considering date September 1, 2019 (i.e. not before 31 August, 2016) as documentary evidence along with Technical proposal
- c) Should have proper GST number in agency's name (**GST number/document mentioning GST number to be enclosed with Technical proposal**)
- d) Should have PAN number in agency's/owner's name (**PAN number/document mentioning PAN number to be enclosed with Technical proposal**)

3.2 TERMS AND CONDITIONS

- a) Your offer in a sealed envelope, superscribing on the top "**Proposal for printing of CDC Annual Report for FY 2018-19**" should reach this office latest by **September 26, 2019 at 15:00 hrs.**
- b) Bids received after due date and time of submission would be rejected straightway.

- c) No correspondence will be entertained regarding extension of bid, closing date or delay in receipt of offer.
- d) Consultancy Development Centre reserves the right to reject any/all bids at its discretion without assigning any reason thereof whatsoever.
- e) CDC may ask for clarification with respect to documents submitted by the agency as part of proposal, if required.
- f) Agency shall get approval of the final proof & design of the job from CDC prior to printing of Annual Reports.
- g) 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 agency.
- h) The quality of printing should be of high standard. If desires, bidders may visit CDC premises to have a look of CDC Annual Report printed for 2017-18.
- i) The job has to be collected by you from our premises and should be delivered at CDC premises within 10 working days after the final approval for which no extra charges will be paid.
- j) Payment will be made after the satisfactorily completion of the job and acceptance by the Centre by NEFT/RTGS/Account payee cheque.
- k) In case the job is not up to the satisfaction of the Centre, the Centre reserves the right to reject the material partly or fully. Also penalty as decided by the Competent Authority (not exceeding 5% of the amount quoted in Financial bid) shall be imposed.
- l) Validity of proposal will be 90 days

3.3 BID SUBMISSION

Each bid should be submitted in two parts, viz.

Part A – Technical Proposal

Part B – Financial Proposal

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL BID” and “FINANCIAL BID”, followed by the nomenclature of the assignment, **Engagement of Agency for printing of CDC Annual Report for FY 2018-19**

Financial bid should include a warning “DO NOT OPEN WITH THE TECHNICAL BID.” The envelopes containing the Technical and Financial Bid shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address. Sealed bid containing both Technical & Commercial Bids should be addressed and sent to

Ms. Shilpa Vijaivargia, In-Charge (Support Services)
Consultancy Development Centre
Core 4 B, 2nd Floor, India Habitat Centre
Lodhi Road, New Delhi – 110003

by Registered Post/Speed Post/hand , as to reach in by or before **September 26, 2019 at 15:00 hrs . The bids will be opened on the same day at 15:30 hrs.**

The technical proposal (Part A) shall contain the following:

PART – A (TECHNICAL PROPOSAL)

Statement of Compliance of Eligibility Conditions cum Technical Evaluation along with covering letter as per the prescribed format (**Annexure – II**)

PART – B (FINANCIAL PROPOSAL)

The financial Proposal (Part B) shall be as per (**Annexure -III**). The amount to be quoted strictly in the format given at **Annexure -III**. Any deviation in format will lead to rejection of the offer.

Bids not submitted in two parts shall be summarily rejected.

4. EVALUATION AS PER THE METHOD OF LEAST COST SELECTION

Agencies which fulfill the requisite information as per the given format (**Annexure-II**) and enclose copy of required documents will be considered technically qualified. The agencies which do not fulfill the information as required or not enclosing required documents will not be considered technically qualified.

The financial proposals of only technically qualified bidders will be opened and will be ranked as per least cost given in Financial bid (excluding of GST/Taxes as applicable). The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3, etc. The least cost proposal exclusive of taxes (L-1) will be considered for award of contract.

Incomplete bid/Conditional bid (Technical/ Financial) will be liable to be rejected.

5. ISSUANCE OF ADDENDUM/CORRIGENDUM

- At any time prior to the deadline for submission of proposals, CDC may, for any reason whether its own violation or in response to clarifications requested by bidders, modify the Invitation of Proposal document by issuance of an Addendum/ Corrigendum.
- Any Addendum/ Corrigendum will be uploaded on CDC website www.cdc.org.in and public procurement portal at least one week prior to last date of submission and bidders are advised to see the websites on regular basis. The addendum/ corrigendum then issued will be a part of the 'Invitation of Proposal' and any Proposal without Addendum/ Corrigendum, if any, will not be considered.

6. ARBITRATION

If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of workorder/Agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in workorder/Agreement, such disputes or differences shall be referred to an Arbitral Bench consisting of three Arbitrators, one each to be appointed by each party and the two Arbitrators shall appoint a third Arbitrator who shall be the presiding Arbitrator. A reference to the Arbitration under this Clause shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder for the time being in force.

- a. The venue of the Arbitration shall be at New Delhi
- b. The language of arbitration proceedings will be English only
- c. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.
- d. The provisions of this Clause shall not be frustrated, abrogated or become inoperative, notwithstanding this Agreement expires or ceases to exist or is terminated or revoked or declared unlawful

7. FORCE MAJEURE

7.1 Definition

- a. "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub-Agencies or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the workorder/Agreement and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

7.2 No Breach of Agreement: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default as far as such

inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all possible precautions, due care and all Measures, with the objective of carrying out the terms and conditions.

7.3 Measures to be taken:

- a. A Party affected by an event of Force Majeure shall continue to perform its obligations under the workorder/Agreement as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- c. Any period within which a Party shall, pursuant to the Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- d. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency, upon instructions by CDC, shall either: (i) Demobilize or (ii) continue with the Services to the extent possible, in which case the CDC on being satisfied shall continue to pay proportionately to the Agency and on prorata basis, under the terms of the Agreement.
- e. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Arbitration Clause.

Annexure-I

Printing of CDC Annual Report for FY 2018-19

Sr. no.	Particular	Specification
1.	No. of copies	200 copies
2.	No. of pages	Minimum 96 pages(including English and Hindi)- Indicated pages may be increased
3.	Size	8.25" *11" Size
4.	Printing	All colour pages
5.	Content	Bilingual(Hindi and English)
6.	Lamination of outer covers (front and back)	Matt
7.	Paper	Cover: 300 GSM Imported Art Card Text: 100 GSM Imported Art Paper
8.	Formatting and designing	To be done by the agency and approved by CDC

Annexure - II

(On Agency's letterhead)

Printing of CDC Annual Report for FY 2018-19

Date:

To:

Head of Office

Consultancy Development Centre,

IHC, Core 4- B, Lodhi Road,
New Delhi – 110003

Sir,

We, the undersigned, offer to provide services for printing of CDC Annual Report for FY 2018-19 as per the scope of work indicated in this Invitation of proposal.

We are hereby submitting our Proposal, which includes Technical Proposal, and also Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We hereby declare that we have not blacklisted with any of the Organization.

We understand that CDC is not bound to accept any Proposal it receives.

Thanking you,

Yours faithfully,

Authorized Signatory
[Full name and Designation]

Signature / Seal

Name of Agency:

Address of Company:

(On Agency's letterhead)

STATEMENT OF COMPLIANCE OF ELIGIBILITY CUM TECHNICAL EVALUATION CRITERIA

Sr. no.	Particulars	Details of Compliance (Yes / No)
1.	The agency (proprietorship or partnership firm or a company) should be registered at least for three years considering date September 1, 2019 (i.e. not later than 31 August, 2016) and provide supporting documents as applicable (Documentary evidence such as Certificate of Incorporation/establishment as applicable to be attached with the technical proposal)	Have you enclosed documentary evidence as applicable (Yes/No)
2.	The agency has experience in printing books, journals, reports and should provide at least one Work Order / Agreement copy/ Certificate from employer during the last 3 years (indicating details of work done) considering date September 1, 2019 (i.e. not before 31 August, 2016) as documentary evidence along with Technical proposal	Have you enclosed documentary evidence as applicable (Yes/No)
3.	Should have proper GST number in agency's name (GST number/document mentioning GST number to be enclosed with Technical proposal)	Mention GST number or attach document mentioning GST number
4.	Should have PAN number in agency's/owner's name (PAN number/document mentioning PAN number to be enclosed with Technical proposal)	Mention PAN number or attach document mentioning PAN number
5.	Have you submitted Financial bid as per Annexure-III	Yes/No
6.	Acceptance on Terms and Conditions as per Invitation of proposal, Scope of work as per given specifications (Annexure-I)	Yes/No

(Full name and designation of Authorized Signatory)

Signature/ Seal

(On Agency's letterhead)

Annexure-III

Printing of CDC Annual Report for FY 2018-19

FINANCIAL PROPOSAL FORMAT

Sr. no.	Particulars	Amount (in Rs.)	GST /Taxes as applicable	Total Amount
1	Designing, formatting and printing of CDC Annual Report for FY 2018-19 (200 copies) with minimum 96 number of pages (including English and Hindi both)			(in words)
2	Rate for addition per 4 pages(2 leafs) Rs. _____ (in words)			

Note:

- The least cost proposal at sr. no. 1 excluding GST/taxes as applicable will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3, etc.
- Break up of Taxes along with present rate for same to be mentioned.
- Total amount to be written in words also. In case of any discrepancy found in numeric value and words, the amount written in words will be considered.
- Validity of proposal will be of 90 days

(Full name and designation of Authorized Signatory)

Signature/ Seal