

BID FOR
HIRING OF AGENCY FOR PRINTING JOBS IN
CONSULTANCY DEVELOPMENT CENTRE (CDC)



CONSULTANCY DEVELOPMENT CENTRE

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

2nd Floor, Core IV-B,
India Habitat Centre, Lodhi Road,
New Delhi - 110003
Tel: +91-11-24602601/ 24602915/ 24601533
Fax: +91-11-24602602
Website: www.cdc.org.in

BID DOCUMENT: TWO BID SYSTEM

1. Bid Inviting Officer/Authority Designation and Address	The Director General Consultancy Development Center Core : 4 B , 2 nd Floor , India Habitat Center Lodi Road , New Delhi – 110003 Tel : 91 11 24602601
2. a) Name of the work b) Place of Execution	a) Hiring of Printing Agency In Consultancy Development Centre (CDC) b) CDC office , Core 4 B , 2 nd floor, Lodi Road , New Delhi – 110003
3. a) Bid Documents obtainable from	a) CDC Web Site: www.cdc.org.in under announcement section.
4. Earnest Money Deposit	EMD of Rs. 5,000/- drawn in favor of Consultancy Development Center. Payable at New Delhi. DD No Date..... Bank Amount in words
5. Last Date, Time and Place for submission of Bid	16th September, 2013 up to 14:00 Hrs. Office of the Director General , Consultancy Development Center, Core : 4 B , 2 nd Floor , India Habitat Center Lodi Road , New Delhi – 110003
6. Place, Date and Time of bid opening	Office of the Director General , Consultancy Development Center Core : 4- B , 2nd Floor , India Habitat Center ,Lodi Road , New Delhi – 110003 New Delhi – 110003 on, 16th September 2013 at 14:30 Hrs.
7. Other important criteria prescribed by the bid Inviting Authority	Subject to Terms & Conditions of Bid.
8. (a) Technical BID <ul style="list-style-type: none">• Application form• Technical Specification• Statement Of Compliance Of Eligibility Condition• Compliance to Terms and Conditions of contract• EMD b) Financial Bid	

Note: Bidder may visit CDC Office premises if necessary for better understanding of printing related work before submitting the bid.

Signature / Seal
Name/ Designation
Company Address

APPLICATION FORM

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 / last 3 Work Order / Certificate from other employers, details of work, value, etc., Done in last three financial 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 authorized 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.	

- a) **Note: The relevant information sought in proforma below may be mentioned in short against the points. Detailed documents/certificates etc. may be enclosed and flagged)**
- b) This is to certify that we have understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge
- c) Details shall strictly be submitted in prescribed format as per tender document.

Signature / Seal
Name/ Designation
Company Address

TECHNICAL SPECIFICATIONS**1. TECHNICAL SPECIFICATIONS FOR PRINTING WORK ON FIXED & REGULAR INTERVAL**

Srl.	Item Description	Paper	GSM	Color	Print	Estimated Quantity
1.	CDC Letter Heads A4 size multicolor CDC Letter Heads A4 size multicolor Continuation sheet A4 Size multicolor	Excel bond Excel Bond Excel bond	90 90 90	4 4 3	offset Screen Screen	Max 10000 Max 10000 Max 5000
2.	Director General Letter Head multicolor	DO Paper	100	3	Screen	Max 5000
3.	Envelop Window , Size 10 x 4.5 (address logo of CDC on envelop)	Sunshine	95	3	Screen	Max 10000
4.	Envelop without Window,Size10x4.5(address Logo of CDC on envelop)	Sunshine	95	3	Screen	Max 5000
5.	Envelop big 10 x 12 A4 size (address & Logo of CDC on envelop)	Sunshine	95	3	Screen	Max 10000
6.	Laminated Envelop A4 Size 10 x 12 (address & Logo of CDC on envelop)Yellow color	Lucky parchment	100	1	Screen	Max 5000
7.	Laminated envelopes 16 X 12 (address & Logo of CDC on envelop)	Lucky parchment	100	1	Screen	Max 5000
8.	Visiting cards (Multicolor, address & Logo of CDC on v- card).	Art Paper	300	4	offset	Min 200
9.	Certificates (Multicolor)	German	300	4	Screen	10
10.	Certificates (Multicolor)	International	300	4	Digital	10

Note:

- a) L1 will be calculated on the basis of total cost of all the items taken together excluding taxes.
- b) CDC reserves the right to delete items as per requirement before evaluation the total cost of items.
- c) The quoted rate shall be exclusive of taxes / duties / levies etc. which shall be paid at actuals against production of documentary evidence.
- d) The quoted rate shall be valid and fixed for two years from date of award of contract.
- e) Evaluation will be done on least cost method & L1 will be awarded with contract
- f) If any Item is missed OR not quoted by agency, the application will be right away rejected.
- g) Quotation shall be submitted strictly in prescribed format.

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STATEMENT OF COMPLIANCE OF ELIGIBILITY CONDITION

Srl.	Items	Compliance – YES / NO
1.	Fulfill Basic Technical Specifications (Annexure- B)	
2.	Average minimum Turnover – 30 lacs in the last 3 financial years (2009 – 2010 , 2010 – 2011 , 2011 – 2012) (Enclose documentary evidence for the same)	
3.	Visited Site for better understanding	
4.	Minimum Experience – Should have been working in Govt/ PSU and Autonomous body for a minimum 3 Financial years. (2010 – 2011 , 2011 – 2012 , 2012 – 2013) (Enclose documentary evidence for the same)	
5.	EMD of Rs. 5,000/- drawn in favor of Consultancy Development Center. Payable at New Delhi. DD No Date..... Bank Amount in words	
6.	The Bidder should have a record of at least 3 No's of work award and completion against said awards at reputed institutions / organizations with appropriate service back-up in New Delhi for all types of related works. (2012-2013)	
7.	Income Tax PAN (Copy of IT - PAN Certificate)	
8.	Service Tax Registration No (Proof of document)	
9.	VAT Registration (Proof of VAT Registration Certificate)	
10	Acceptance of Terms and Conditions	
11	Price quoted as per financial Bid Format Only.	
12	Tender document is filled strictly as per format and criteria mentioned in document.	

- **Note:** The relevant information sought in proforma below may be mentioned in short against the points. Detailed documents/certificates etc may be enclosed and flagged)
- This is to certify that we have understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge
- Details shall strictly be submitted in format as per tender document.
- Bid not quoted as per Financial Bid Format shall be rejected
- Any Details not furnished as per format and details required may result in rejection of Bid.

Signature / Seal
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Company Address

FINANCIAL BID

Srl.	Item Description	Paper	Per Unit rate	GSM	Color	Print	Estimated Quantity	Amount	% of Tax	Total Cost
1.	CDC Letter Heads A4 size multicolor CDC Letter Heads A4 size multicolor Continuation sheet A4 Size multicolor	Excel bond Excel Bond Excel bond		90 90 90	4 4 3	offset Screen Screen	Max 10000 Max 10000 Max 5000			
2.	Director General Letter Head multicolor	DO Paper		100	3	Screen	Max 5000			
3.	Envelop Window , Size 10 x 4.5 (address logo of CDC on envelop)	Sunshine		95	3	Screen	Max 10000			
4.	Envelop without Window,Size10x4.5(address Logo of CDC on envelop)	Sunshine		95	3	Screen	Ma 5000			
5.	Envelop big 10 x 12 A4 size (address & Logo of CDC on envelop)	Sunshine		95	3	Screen	Max 10000			
6.	Laminated Envelop A4 Size 10 x 12 (address & Logo of CDC on envelop)Yellow color	Lucky parchment		100	1	Screen	Max 5000			
7.	Laminated envelopes 16 X 12 (address & Logo of CDC on envelop)	Lucky parchment		100	1	Screen	Max 5000			
8.	Visiting cards (Multicolor, address & Logo of CDC on v- card).	Art Paper		300	4	offset	Min 200			
9.	Certificates (Multicolor)	German International		300	4	Screen	10.			
10.	Certificates (Multicolor)	German International		300	4	Digital	10			

Note:

- a. L1 will be calculated on the basis of total cost of all the items taken together excluding taxes. CDC reserves the right to delete items as per requirement before evaluation the total cost of items.
- b. The quoted rate shall be exclusive of taxes / duties / levies etc. which shall be paid at actuals against production of documentary evidence.
- c. The quoted rate shall be valid and fixed for two years from date of award of contract.

Signature / Seal
Name/ Designation
Company Address

TERMS AND CONDITIONS OF CONTRACT

FOR PRINTING JOBS IN CONSULTANCY DEVELOPMENT CENTRE (CDC)

1. DUE DATE AND TIME

Sealed Bid under **TWO BID System**, are invited by the Director General, CDC from the reputed printing agencies in consultancy development center for specified work mentioned under "Technical specification "Annexure – B". Duly filled bid forms containing the Technical Bid & financial Bid should reach to the Director General, CDC on or before **14:00 Hrs. on 16/9/2013**. Bids received after Last date and time will be summarily rejected.

2. BID SUBMISSION:

Each bid should be submitted in two parts, viz.

- Technical
- Financial

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, "**HIRING OF AGENCIES FOR PRINTING JOBS IN CONSULTANCY DEVELOPMENT CENTRE (CDC)**" 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 the Director General , **CONSULTANCY DEVELOPMENT CENTER Core : 4 B , 2nd Floor , India Habitat Center Lodi Road , New Delhi – 110003**, by **Registered Post/Speed Post** , as to reach in by or before **14:00 Hrs. 16/9/2013**. Bids received without seal will not be considered.

3. SUPERSCRPTION

The Technical Bid duly filled in and signed must be put in sealed cover superscribed as "**Technical Bid**" along with the **Earnest Money Deposit of Rs.5, 000/-**Drawn in favor of Consultancy Development Center, Payable at New Delhi.

The Financial Bid must be duly filled with signature of authorized signatories and must be put in a sealed cover separately, superscribed as "**Financial Bid**".

4. EARNEST MONEY DEPOSIT

Technical Bids furnished without EMD money will be rejected. EMD of the unsuccessful bidders will be returned within two weeks after the selection of the successful bidder and award of contract.

Signature / Seal
Name/ Designation
Company Address

5. **SCOPE OF WORK:** The scope of work is defined is as mentioned below:

(A) TECHNICAL SPECIFICATIONS FOR ROUTINE PRINTING WORK

Srl.	Item Description	Paper	GSM	Color	Print	Quantity Required
1.	CDC Letter Heads A4 size multicolor CDC Letter Heads A4 size multicolor Continuation sheet A4 Size multicolor	Excel bond Excel Bond Excel bond	90 90 90	4 4 3	offset Screen Screen	Max 10000 Max 10000 Max 5000
2.	Director General Letter Head multicolor	DO Paper	100	3	Screen	Max 5000
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4.	Envelop without Window,Size10x4.5(address Logo of CDC on envelop)	Sunshine	95	3	Screen	Max 5000
5.	Envelop big 10 x 12 A4 size (address & Logo of CDC on envelop)	Sunshine	95	3	Screen	Max 10000
6.	Laminated Envelop A4 Size 10 x 12 (address & Logo of CDC on envelop)Yellow color	Lucky parchment	100	1	Screen	Max 5000
7.	Laminated envelopes 16 X 12 (address & Logo of CDC on envelop)	Lucky parchment	100	1	Screen	Max 5000
8.	Visiting cards (Multicolor, address & Logo of CDC on v- card).	Art Paper	300	4	offset	Min 200
9.	Certificates (Multicolor)	German	300	4	Screen	10
10.	Certificates (Multicolor)	International	300	4	Digital	10

The Bidders must fulfill the eligibility conditions and also submit documentary evidence in support of fulfilling all mentioned conditions while submitting the "Technical Bid". The CDC will consider the Financial Bid of those bidders who are eligible and qualifies in the Technical Bid. Financial Bid of bidders who fails to qualify in the Technical Bid will not be considered.

6. **DESCRIPTION CRITERIA FOR SUBMISSION OF BID:**

1. The Bidder should be able provide services which meets the desired Technical Specifications.
2. The Bidder should submit the latest **Income Tax and Commercial Tax Clearance Certificates/Returns**.
3. The Bidder should be able to furnish EMD for Rs. 5,000/- drawn in Favor of CDC payable at New Delhi – 110003
4. The Bidder should be able to furnish documents in support of PAN, Service Tax Registration, VAT Registration and company registration certificate.
5. Bidder should accept all the Terms and Conditions.
6. CDC reserves right to award contract to successful bidder.
7. **The quoted rate shall be exclusive of taxes / duties / levies etc. which shall be paid at actuals against production of documentary evidence.**
8. **The quoted rate shall be valid and fixed for two years from date of award of contract.**
9. **Evaluation will be done on total cost method & L1 will be awarded with contract.**
10. **If any Item is missed OR not quoted by agency, the application will be right away rejected.**
11. **Quotation shall be submitted strictly in prescribed format.**

Signature / Seal
Name/ Designation
Company Address

Eligibility criteria for submission of bid:

- a) *The Bidder should have a record of at least 3Nos of work award and completion against said awards at reputed institutions / organizations with appropriate service back-up in New Delhi for all printing related types of works within last 1 year.*
- b) *The Bidder should have at least three years' experience and focus on related business, as on date **16/9/ 2013** and minimum average annual turnover Rs.30 lacs in the three financial years. (Proof of three yrs. Audited financial statement may be submitted).*
- c) *Document evidence to support eligibility criteria as mentioned in **Annexure- A**.*

12. EVALUATION CRITERIA :

a. TECHNICAL EVALUATION

- *The bidders will be technically shortlisted based on the Fulfillment of Technical Specification and Eligibility criteria.*
- *The financial proposals of only technically shortlisted bidders will be opened and will be ranked in terms of their totaling of quoted rates.*
- *The rates should be valid & fixed for two years from date of award of contract.*
- *The rate should be quoted for each item with specification, as applicable, and should be indicated clearly in figures. Any scoring or overwriting should be attested by the Bidder with full signature. The rate quoted should be firm and should not be subject to any variation clauses.*
- *Bid not submitted as per financial Bid Format and as per prescribed specifications shall be straight away rejected.*

b. FINANCIAL EVALUATION

- *Evaluation will be done as per method of least cost basis of amount quoted*
- *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 (L-1) will be considered for award of contract. Evaluations will be based on documentary evidence submitted by the agency.*

8. OPENING OF BIDS

Bids received up to **14:00 Hr** on **16/9/2013** will be opened at **14:30 Hrs**. On **16/9/2013** in the presence of those Bidders or their representatives who may be present at the time of opening. The representatives of the Bidders will be allowed to attend the proceedings on after production of the letter of authority from their bidder

9. EARNEST MONEY DEPOSIT

- a. *Contract awarded agency will be required to submit security deposit at the time of signing of the contact. The amount of security deposit will be Rs.15000/- (**Rupees Fifteen 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*
- b. *If the Bidder fails to act according to the bid or backs out when his bid is accepted, his EMD will be forfeited by the CDC.*

Signature / Seal
Name/ Designation
Company Address

10. 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 one more year based on satisfactory performance during the initial one year.
- 2) Shortlisted agencies for printing job will be required to submit security deposit at the time of signing of contract. The amount of security deposit will be Rs.15000/- (Rupees Fifteen Thousand Only) 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 & fixed for a minimum period of two year from the date of contract. No backing out from the agreement will be entertained once the same is signed and in such a case if vendor backs out, 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 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 agency from CDC office premises and the final completed job will have to be delivered at our office 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 on presentation of documentary evidence.
- 11) In case performance of L1 agency is not satisfactory than in that case L2 and L3 agencies may kindly be considered.
- 12) In the event of any dispute, the decision of the Director General, CDC shall be final and binding.

11. FORFEITURE OF EARNEST MONEY DEPOSIT

If the accepted bidder fails to act according to the bid conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited by the CDC. The successful Bidder shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate. He shall not underlet or sublet to any person/s or body corporate for executing the contract or any part thereof.

12. ACCEPTANCE AND WITHDRAWALS

The final acceptance of the bid is entirely vested with **CDC which reserves the right to accept or reject** any or all the bids without assigning any reason whatsoever. There is no obligation on the part of the CDC to communicate with rejected firms. After acceptance of the bid by the CDC, the firm shall have no right to withdraw its bid or claim higher price. Bid with **incomplete information** will be summarily rejected.

a) At any time prior to the deadline for submission of bid, CDC may, for any reason whether its own violation or in response to clarifications requested by bidders, modify the tender document by issuance of an Addendum/Corrigendum.

b) Any Addendum/Corrigendum will be uploaded in the website of CDC one week prior to last date of submission and bidders are advised to see the website. The addendum then issued will be a part of the tender and any bid without Addendum, if any, will not be considered.

Signature / Seal

13. PENALTY FOR NON-FULFILMENT OF CONDITIONS

The successful awarded agency agrees that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the agencies shall pay as penalty of an amount equivalent to 1% (One) percent of total value of work or an amount equal to the actual loss incurred by the CDC whichever is greater.

All judicial matters subject to settlement in Delhi.

14. GENERAL

The CDC may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole. The CDC reserves the right to reject any or all Bids without assigning any reason thereof.

The Firms while sending their bids should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the bid conditions that they understood and accepted them in full. Bids received without the certified copy of the conditions shall be rejected summarily.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

Signature / Seal

Name/ Designation
Company Address