

THE INDIAN SCIENCE CONGRESS ASSOCIATION

**Tender Document for
Printing & Supply of Annual Report of ISCA for the
Financial Year 2021 - 2022**

**14, Dr. Bireswari Guha Street
Kolkata 700 017
<http://sciencecongress.nic.in>**

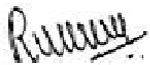
Tender No.226/38P/2022-2023

Date: 19/07/2022

Notice Inviting Tender

ISCA invites sealed tenders in **SINGLE STAGE, TWO ENVELOPE METHOD**, (Technical Bid in one envelope and Financial Bid in another envelope) on behalf of General Secretary (Membership Affairs), ISCA for Printing of Annual Report of the Association (in English version & Hindi version both) for the year 2021 – 2022.

It is specified that the Bids are being invited on **OpenTender basis** having experience in similar type of work with ISCA or other Govt. of India organizations in appropriate class. The tenders complete in all respect should be tendered by registered/speed post so as to reach on or before the date 03/08/2022 at the following address:



General Secretary (Membership Affairs)
The Indian Science Congress Association,
14, Dr. Biresh Guha Street,
Kolkata 700 017

A	Name of Work	:	Printing of ISCA's Annual Report for the financial year 2021-2022 (100 nos. copies in English version & 100 nos. copies in Hindi version) (100 pages in each copy approx.)
B	Earnest Money Deposit (EMD), <u>Tender fees is NIL</u>	:	Rs. 5,000/- (Rupees five thousand) only by Demand Draft in favour of " The Indian Science Congress Association " payable at Kolkata
C	Time for Completion of Work	:	Within five weeks from the date of order
D	Date & time of opening of Bids	:	To be decided later on by ISCA

Sd/-

General Secretary (Membership Affairs)
The Indian Science Congress Association,
14, Dr. Biresh Guha Street,
Kolkata 700 017

TERMS & CONDITIONS OF CONTRACT

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. “**Technical Bid**” and “**Financial Bid**” superscribed with the name of work, due date of submission, in the following manner :-

a) Technical Bid (First sealed Envelope):

First sealed cover superscribed as “**Technical Bid for Printing of ISCA’s Annual Report (in English version & Hindi version) for the year 2021-2022**” containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

b) Financial Bid (Second Sealed Envelope):

Second sealed cover superscribed as “**Financial Bid for Printing of ISCA’s Annual Report (in English & Hindi) for the financial year 2021-2022**” containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. **QUALIFYING REQUIREMENTS:**

The party should have successfully completed one printing work of Annual Report Printing, costing not less than Rs. 1.00 lakh. The tender should also contain the following:

- (a) Copy of Purchase or work order of Rs 1.0 lakh or above value,
- (b) Details about the organization,
- (c) Number of years’ of experience in the similar field, similar means Annual report printing,
- (d) Infrastructure and other facilities available with tenderer to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by ISCA and all the charges are deemed to be included in the offered price.

4. The job of printing includes frequent proof-reading of both English as well as Hindi Annual Report, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports, etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.
5. The Earnest Money of Rs.5,000/- (Rupees five thousand) only to be deposited by successful party will be converted as part of Security Deposit for performance of the contract after award of the tender. The Earnest Money will not carry any interest.
6. Security Deposit of Rs.5,000/- (Rupees five thousand) only will be refunded to the successful bidder after satisfactory completion of job.
7. The tender along with its supporting documents shall be in English and / or Hindi language only.
8. The tender shall remain valid for 45 days from the date of opening of tender (to be decided later on by ISCA.).
 - a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening which shall be suitably intimated to qualifying bidder.
 - b) Telegraphic, Telefax or E-mail tender(s) will not be accepted. If delivered by registered/speed post, it should reach on or before the due date. ISCA shall not be responsible for any loss or delay in transit.
 - c) Before submitting the tender, the party may visit the ISCA office so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.
 - d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
 - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
9. If the party fails to comply with the tender conditions, the work shall be got done by ISCA at the risk and cost of successful bidder and its responsibility will be fully with the bidder. In such case, the expenses incurred will be deducted from the payment due to successful bidder.
10. Successful party has to submit 5 (Five) cover designs of Annual Report for approval in case of award of tender.
11. Successful party shall have to submit a draft copy of the printed Annual Report to the ISCA before starting the print job. The printing will start only after obtaining written approval from ISCA.

12. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is five weeks { for total two hundred (200) copies (100 copies in English version and 100 copies in Hindi version) } from the date of award of contract. If the party fails to deliver any or all the printing material to the satisfaction of ISCA or fails to perform the services within the specified period in the contract, ISCA shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages, an amount at the rate of Rs.250/- per day for the period of delay from the due delivery date to a maximum of 10 percent. In addition to this, the Association shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the Annual Reports are not printed and delivered to this office within the specified delivery schedule.
13. Successful party shall have to deliver all copies of Annual Report at The Indian Science Congress Association, 14, Dr. Biresh Guha Street, Kolkata 700 017 and the prices shall be deemed to be included with the offer price.
14. **Payment terms:** Full & final payment shall be made within 40 days of satisfactory completion and delivery of work order (Annual Reports of ISCA for FY 2021-2022) after deducting TDS / WCT wherever applicable.
15. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
16. The party should have printing facility in Kolkata only where the work should be carried out. This clause is exempted for the parties already done work of ISCA earlier.
17. The Tender offer should be submitted as per the checklist for both, Technical Bid and Financial Bid.
18. The rates are to be quoted for 100 pages approximately for one Annual Report. For increased number of pages over and above these 100 pages, rates per page are to be separately quoted in Price Bid and for pages increasing above 100 pages shall be additionally paid as per quoted rate.
19. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.
20. **EVALUATION CRITERIA:** Bidder quoting the lowest amount for total 200 copies of Annual Report shall be awarded the work order.

21. **ARBITRATION CLAUSE:**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of ISCA or any person nominated by them. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Kolkata.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Kolkata.

Sd/-

General Secretary (Membership Affairs)
The Indian Science Congress Association,
14, Dr. Biresh Guha Street,
Kolkata 700 017

TECHNICAL SPECIFICATIONS

Name of Work	:	Annual Report 2021 - 2022
Number of Copies	:	i. 100 copies in English version ii. 100copies in Hindi version
Number of pages	:	Text Pages 100 (approx.)
Size of Publication	:	8.5” x 10.5”
Paper	:	i. For Cover (250 GSM Foreign Art Board with gloss lamination) ii. For Text (100 GSM Foreign Art Paper gloss) iii. For Photograph (130 GSM Foreign Art Paper gloss)
Printing of Cover (Process Offset)	:	Multi-colour (Designing of the Cover shall be the sole responsibility of the Printer)
Impression of Pages (Process Offset)	:	8 pages - Photo Rest – black and white

All other specifications for Hindi Version will remain same as in the case of EnglishVersion.

Special Conditions of Contract:

1. Printer shall have to quote the rates inclusive of typing (if required), composing, platemaking, colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English version & Hindi version) before Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination, etc. and any other related aspect of Printing of Annual Report for the year 2021 - 2022.
2. Printer can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. Tenders (Technical Bid) not accompanied with samples of Text Paper and Cover Card, to be used with work order shall be rejected.
4. An incomplete tender and/or late tender are liable to be rejected. **The party must submit Paper samples of Text Paper and Cover Card to be used with specifications thereof.**
5. All the valid certificates (as indicated in checklist) should be submitted along with the Technical Bid, otherwise the tender shall be out rightly rejected.
6. Quality and Style (as approved by ISCA) of Text/Letters, should be maintained throughout in all copies of Annual Report.
7. The ISCA will give text material for printing in the form of hard copy/e-mail (wherever available), photographs, etc. and the same will have to be returned to ISCA as per instructions.
8. The Association reserves the right to decrease or increase the number of pages and /or copies of the Annual Report. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any of the tender(s), wholly or partly, without assigning any reason whatsoever.
10. No advance payment shall be given.
11. Immediately just after approval of the final print the Printer shall send pdf copies of the Annual Report in both English and Hindi version to ISCA.
12. **Code of Ethics:**

The contract can be cancelled if : Tenderer enters into a contract with the Association in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the competent authority/vigilance office;

or

Offers or gives or agrees to give to any person in Association's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other contract for the Association;

or

Obtains a contract with the Association as a result of ring tendering or other non-bonafide methods of competitive tendering;

Sd/-

General Secretary (Membership Affairs)
The Indian Science Congress Association,
14, Dr. Biresh Guha Street,
Kolkata 700 017

Form of Tender

No.....

Date:

To:
The General Secretary (Membership Affairs)
The Indian Science Congress Association,
14, Dr. Biresh Guha Street,
Kolkata 700 017

Sub: Printing of Annual Report (in English version & Hindi version) for the year 2021 – 2022

Sir/Madam

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 2 00 nos. (100 copies in English & 100 copies in Hindi) of ISCA's Annual Report for the year 2021 - 2022 in conformity with the said tender for which the price inclusive of all applicable taxes is quoted in Financial Bid of this tender.

We undertake, if our tender is accepted, to deliver the Annual Reports in accordance with the delivery schedule specified in the terms & conditions.

If our tender is accepted, we will deposit a sum of Rs.5000/- (Rupees five thousand) only for the due performance of the work, as specified in the terms & conditions.

This tender together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

Dated this day of2022.

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....

(please specify here Name of the Bidder with complete address of Company and Phone no.)

Checklist for Technical Bid:

The following documents are required to be submitted along with the Technical Bid (all self-attested copies):

1. Demand Draft / Pay order of Rs.5,000/- in favour of “**The Indian Science Congress Association**” payable at **Kolkata**.
2. Copy of valid GST Regn. No. / Certificate self -attested.
3. Copy of Permanent Account Number (PAN) self -attested.
4. Copy of Registration certificate of the organization i.e. proprietorship, partnership, company, etc. self –attested.
5. Signed sample of Cover page (250 GSM Foreign Art Board with gloss lamination)
6. Signed sample of Text page (100 GSM Foreign Art Paper gloss)
7. Signed sample of Photo page (130 GSM Foreign Art Paper gloss)
8. Copy of Annual Report printed along with its proof.
9. A brief note about the Organization.
10. Proof of TAN No. of Works Contract Tax / TAN Number.
11. Copy of one Invoice or work order or purchase order or any other proof as regard to Printing of Annual Report with value of minimum Rs. 1,00,000/- (one lakh) or above.
12. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions

Checklist For Financial Bid :

1. Financial Bid should be duly signed & stamped indicating clear **firm price offer for 200 copies**. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

FINANCIAL - BID / PRICE - BID

S.No.	DESCRIPTION	No. of Copies	UNIT RATE (for one copy)	AMOUNT (in Rs) (in Figures) (3 x 4)	AMOUNT (in Rs) (in Words) (3 x 4)
1	2	3	4	5	6
1	Annual Report of ISCA, 100 number, English version print complete copies (upto 100 pages approx.)	100			
2	Annual Report of ISCA, 100 number, Hindi version print complete copies (upto 100 pages approx.)	100			
	TOTAL (in Rs) (in Figure)				
	TOTAL (in Rs) (in Words)				
	GST (%age) and Amount (in Rs)				
	GRAND TOTAL (in Rs) (in Figure)				
	GRAND TOTAL (in Rs) (in Words)				
3	Extra print per page (both side) charges for English version				
4	Extra print per page(both side) charges for Hindi version				

Note: Bidders to quote prices for per page in Row 3 and 4, rationally and reasonably based on charges indicated for unit rate of one copy. ISCA reserves the right to rationalize it based on unit rate (if rate indicated by Bidder is seen non-rational), at the time of award of contract and it will be applicable only when pages in one annual report exceeds 100 pages for making additional payment.

Signature & stamp of Bidder