

National Institute of Immunology
(An autonomous research Institute Aided by
Department of Biotechnology)
Aruna Asaf Ali Marg
New Delhi – 110067



LIMITED TENDER

BID DOCUMENT

Limited Tender for Printing of Annual Report 2017-2018

Not transferable

**NATIONAL INSTITUTE OF IMMUNOLOGY
(AN AUTONOMOUS INSTITUTE AIDED BY THE
DEPARTMENT OF BIOTECHNOLOGY, GOVT OF INDIA)
ARUNA ASAF ALI MARG
NEW DELHI – 110067**

Dated :23/05/2018

LIMITED TENDER NO: LDS:10.1/AR-2017-18

NOTICE INVITING TENDER

Office of Issue	: National Institute of Immunology Aruna Asaf Ali Marg, New Delhi – 110067
Tender No.	: <u>LDS:10.1/AR-2017-18</u>
Date of issue of bid document	: From 23 rd May 2018
Website	: https://www.nii.res.in
Due date of Receipt	: 14 th June 2018. Time:- 4.00 p.m.
Date of opening of the bid	: 14 th June 2018. Time:-4.30 p.m.
Earnest Money	: Rs. 10,000/-

On behalf of Director, National Institute of Immunology sealed limited tenders are invited under Two Bid System from reputed & financially sound firms, having office in New Delhi/Delhi NCR based Class 'A' Offset Printers empanelled with Directorate of Printing, Ministry of Urban Development, Govt. of India for printing of Annual Reports- 2017-2018 as per Annexure- 'A'.

The of EMD of Rs. **10,000/-**(Ten Thousand) must be submitted in the form of demand draft/pay order in favour of "Director, National Institute of Immunology, payable at New Delhi", otherwise the tender will summarily be rejected. Please write the name of Company (Printing Press) with complete address on the reverse side of the Demand Draft/Pay order.

The Technical bids will be opened in the presence of representative of the tenders, if any of them present there. Requests for postponement will not be entertained. Fax/email bids or late/delayed tenders shall not be considered.

Director, NII reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.

Documentation Officer
for & on behalf of Director,
National Institute of Immunology
New Delhi- 110067

**Tender Document for “PRINTING ANNUAL REPORT OF NATIONAL
INSTITUTE OF IMMUNOLOGY for the year 2016-17”**

IMPORTANT INSTRUCTION TO BIDDERS

Tender No:- LDS:10.1/AR-2017-18

Date:-23/05/2018

1	Eligibility Criteria	<p>1. The tenderer must be a <u>registered firm engaged in printing and publishing with minimum experience of 02(Two) Years</u>. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.</p> <p>2. The total annual turnover of the bidder must be Rs. 10,00,000/- (Ten Lakh only) for last two years.</p> <p>3. Primary works like Page layout, proof correction, Designing should be done with the in-house press only. Printer must have Printer's professional and experienced staff need to prepare layout design and corrections, etc. (Layout design will be selected by NII)</p> <p>4. All the printing works i.e. Plate making, Printing, Lamination and Binding should be done with the tenderer in-house facilities only.</p> <p>5. The bidder must have experience of similar multi color printing work of annual reports, e.g. of Central/State Govt.</p>
2	EMD	<p>The bidder shall deposit an Earnest Money Deposit of an amount of Rs.10,000/- (Rupees Ten Thousand only) by way of Demand Draft/Pay order drawn in favor of “Director, National Institute of Immunology "issued by any Nationalized /Scheduled Bank payable at New Delhi, which will be refunded in respect of unsuccessful tenderer(s). THE DEMAND DRAFT OF EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY with complete address on the reverse side of the Demand Draft/Pay order</p>
3	Submission of Offer	<p>Two Bid System: Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid (<u>Annexure I</u>) and commercial bid (<u>Annexure II</u>) in two separate sealed envelopes. These envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No: 1-Technical Bid” and “Envelope No: 2- Commercial Bid” respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope super scribing the tender No, Name and address of the bidder.</p>
4	Last Date and Time for submission of Bids & Date/Time for	<p>: 14th June 2018. Time:- 4.00 p.m. & : 14th June 2018. Time:- 4.30 p.m.</p>

	opening of Technical bids	
5	Selection Process	<p>All the <u>Technical bids will be scrutinized by the evaluation committee constituted by the Director of NII. The technical bids will be evaluated on the basis of infrastructure, professional manpower , prior experience and previously printed samples of Annual Reports submitted by bidder.</u></p> <p>Therefore <u>,Check listed documents fulfillment is also considered for technical evaluation of bidder.</u></p>
6	Commencement of Operation	The work shall commence immediately on issue of work order and shall be completed as stipulated in delivery schedule.

TERMS AND CONDITIONS OF CONTRACT

Design and Layout of Annual Report:

NII authorities will select design and layout of the NII Reports. Once finalized the design and layout will have to be followed strictly. All Rights of reproduction, design, editing, publicity and future use shall rests with NII .

Work Schedule:

Design, typesetting and submission of proof material: within 5 days of issuance of work order. Soft copy of Reports will be provided to printer and first poof should be ready within next 8 days.The proofs will be edited until found satisfactory. Final Proof must be EPSON Proof printed without any extra cost by the printer on the quality paper decided by NII .

- Printing, binding and delivery of Annual Reports should be completed within 15 days of final approval of EPSON proof.
- Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.
- The payment will be released after satisfactory completion of work and satisfactory submission of Reports.

Printing quality/specification Details.

Name of Reports	Specification	Description
Parliamentary Annual Report	Quantity	English - 100 Copies Hindi - 100 Copies
	Approximate No. of Pages	70-80 pages of text.
	Size	A-4
	Colour	4+4
	No of colours to be used	Four colour job for both outside and inside pages containing running text, tabular matter, figures ,charts and colour photographs.
	Paper – Munken Polar	120 gsm for inside pages 240 gsm for cover pages.
	Binding	Laminated binding cover pasting with section sewing perfect binding.
	Font	Hindi and English as per sample.
Scientific Annual Report	Quantity	300 Copies
	Approximate No. of Pages	180-200 pages of text.
	Size	A-4 or as per Sample provided
	Colour	4+4
	No of colours to be used	Four colour job for both outside and inside pages containing running text, tabular matter, figures, charts and colour photographs.
	Paper –Rendezvous Paper- Art Paper	250 gsm for Front and Back Cover 130 gsm for Running Text
	Binding	Laminated Binding cover pasting with section sewing/perfect binding
	Font	As per sample

Preparation and submission of tender documents:

The bidder has to submit the tender document duly signed on all pages by an authorized person and his/her full name and status indicated below the signature along with official stamp of the firm. Submission of wrong/ forged information/document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.

The bidder shall enclose the following along with the Technical Bid. Any tender documents without these shall be invalid and will be rejected.

1. List of Organizations/ Customer dealt by the bidder along with at least Two work orders of printing Annual Reports by the bidder with satisfactory certificate of the customer to whom those Reports printed, if they have any
2. Copy of certificates,
 - 2.1 VAT Registration,
 - 2.2 TIN number
 - 2.3 PAN Card Xerox
 - 2.4 GST Registration No.
3. Tender received without required EMD or lesser amount will be summarily rejected.
4. The tender submitted by the firm/agency shall remain valid for 60 days from the date of opening Tender for the purpose of acceptance and award of work. Validity beyond 60 days from the date of opening shall be by mutual consent.
5. No bidder will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tendered would stand forfeited.
6. EMD will be liable to be forfeited if the tendered selected for the work fail to accept, execute and complete the work on the date stipulated in the work order.

Rights of NII:

- NII reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- NII reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and NII's decision shall be final and binding on the tenderer.
- The work order can be terminated by the NII if it is felt that the work carried by the Printer is not satisfactory. The Printer shall not be entitled for any compensation on account of such forced closure/termination of contract.
- It will be the responsibility of printer to execute the printing and binding of the Reports in a systematic sequence like page number, best quality of images , colors decided prior at the time of EPSON proof. Overall printing will be the best quality. If anything goes against the overall quality of final print of Annual Reports . The entire liabilities is of bidder to replace copies of Reports free of cost without any delay. **NII is very particular about the quality of the printing.**
- In case of breach of any terms and conditions as mentioned above, NII shall have the right to cancel the work order without assigning any reason thereof and nothing will

be payable by NII.

- NII Reserve the right to visit the site of the printer to verify appropriate infrastructure availabilities.

CHECK LIST:

Prequalification (Technical) bid in separate envelope.

- Annexure-I With filled relevant information. (Refer Annexure-I)
- Samples of Annual reports prepared by the printer (for at least two organizations) along with the relevant work order to be submitted in prequalification bid envelope.
- EMD of Rs. 10,000/- must be submitted in the form of demand draft/pay order in favour of “DIRECTOR, NATIONAL INSTITUTE OF IMMUNOLOGY, NEW DELHI”, payable at New Delhi.
- Self explanatory Affidavit in non judicial stamp paper of Rs. 50 /-to the effect that all statements and Documents submitted by the Vendor are true and correct. (Format Attached)
- Certificates copy (Mentioned above) and Xerox copy of PAN Card.

Bidders to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages have been numbered.
- C. That all documents are legible (Clearly readable).

NATIONAL INSTITUTE OF IMMUNOLOGY

(An autonomous institution aided by
the Department of Biotechnology,
Govt. Of India)

Aruna Asaf Ali Marg, New Delhi-110067

TECHNICAL BID

(To be sealed and placed in separate envelop super scribe “Technical Bid”)

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for printing of Annual Report as follows. Refer Check list and mark \checkmark for attached information

1	Name of the firm	
2	Address & Telephone No and Email	
3	Status of the firm and details of owner/ partner/ Director	
4	Registration Details . VAT Registration No, TIN number GST Number	
5	PAN Card Xerox	
6	List of Organizations with Annual Reports printed by the bidder and two work orders.	
7	Copy of income tax return for the financial year 2016-17, 2017-18	
8	Sample Paper of Cover Page and running text paper, (Refer Quotation Specification)	
9	EMD of Rs. 10,000/- in the form of demand draft/pay order	
10	Self explanatory Affidavit in non judicial stamp paper	
11	Certificate that the firm is not blacklisted debarred by other Ministry/ Department/ Office of Central Govt. for printing work	

Signature of the bidder with Seal

Place:

Date:

Certificate Format

It is certified that Ms..... located at and registered as a Private Ltd./Public Ltd./Partnership Unit for printing fulfill the above requirement of Infrastructure in terms of Machinery and manpower to qualify for submit Tender.

Authorized/Signatory
(Name/Designation)

Date
Seal of the Company

Annexure – II

NATIONAL INSTITUTE OF IMMUNOLOGY

(An autonomous institution aided by the Dept. of Biotechnology, Govt. Of India)

Aruna Asaf Ali Marg, New Delhi-110067

COMMERCIAL BID

(In a separate envelope)

(To be sealed and placed in separate envelope super scribed "Commercial Bid")

Name of the work: Printing of Annual Reports of NII for the year 2017-18

The rates for Job 'A', and 'B', must be quoted separately. These rates should be inclusive of freight charges, printing, binding, lamination, scanning, formatting, cutting, pressing, colour photographs/graphs, proof reading charges, etc. for both English & Hindi as well as for Scientific version of Annual Report. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Check Specification of the Reports before filling the rates.

No	Job Specification	Required Quantity	Specification	Rate
A	Parliamentary Annual Reports English- 100 copies Hindi -100 copies No separate designing charges for Hindi version of Annual Report will be admissible.	Total 200 copies. Approximately Per copy 70 to 80 pages	For Extra pages = +4 pages/-pages. Increase or decrease beyond approximately pages will be paid/ deducted , as the case may be, on proportionate basis.	
B	Scientific Annual Reports	Total 300 copies. Approximately Per copy 180-200 pages	For Extra pages = +4 pages/-pages. Increase or decrease beyond approximately pages will be paid/ deducted , as the case may be, on proportionate basis.	

Authorized/Signatory
(Name/Designation)

Date
Seal of the Company