



## RETENDER FOR ANNUAL RATE CONTRACT FOR PRINTING & SUPPLY OF PUBLICATIONS AT INFLIBNET CENTRE, GANDHINAGAR, GUJARAT

No. INF/PUR/220/PRINTING/2022-23



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar/ गांधीनगर-382007

**Contact person:**

**(During office hours 10.00 am to 5.00 pm (Mon-Fri))**

**For Technical query:**

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**For Commercial query :**

Mr. Shyam T Yadav, In-Charge (P&S)

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Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/220/PRINTING/2022-23
2.	Estimated Cost of per Annum of the Contract	Rs. 13,41,000/-
3.	EMD fees	Rs. 40,000/-
4.	Bid validity	90 days
5.	Issue of Tender Forms	Tender Documents can be downloaded from the Centre's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> and Central Public Procurement Portal (CPPP) <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
6.	Tender Document Participation Mode	Online mode on CPPP e-Procurement module
7.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website <a href="http://www.inflibnet.ac.in">:www.inflibnet.ac.in</a>

## IMPORTANT DATES

Publish Date	10.11.2022	06:00 PM
Document Download / Sale start Date	10.11.2022	06:00 PM
Document Download / Sale end Date	01.12.2022	04:00 PM
Pre-Bid Meeting	17.11.2022	11:00 AM
Bid Submission Start Date	18.11.2022	11:00 AM
Bid Submission End Date	01.12.2022	04:00 PM
Bid Opening Date	02.12.2022	04:00 PM

## **CHAPTER 1: GENERAL INSTRUCTIONS FOR BIDDERS**

- 1.1 Eligibility Criteria:** The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the e-bid through online mode. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal as mentioned at Annexure T-I, in orderliness of Technical Bid on CPP Portal (<https://eprocure.gov.in/eprocure/app>), failing which their bids will be summarily rejected and will not be considered any further.
- 1.2 Contract Period:** The contract will be initially for period of one year, which may be extended up to maximum of two years one year at a time by mutual consent of contracting Agency/Firm and the INFLIBNET Centre, if the performance/ service is found satisfactory at the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of contract.
- 1.3 Period of Validity of Offer:**
- The Tender document shall be valid for a period of 90 days from the date of opening of tender.
  - Extension of tender/Bid Validity, if any shall be decided by INFLIBNET Centre.
  - Prior to the expiry of the original tender, INFLIBNET may request Bidders to extend the Bid Validity Period for a specified additional period.
- 1.4 Submission of Bid:** INFLIBNET Centre invites online e-Tenders under Two Bid System i.e. Technical Bid (Annexure T-I) and Financial Bid (BOQ), in the prescribed Tender Document available on Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) for the above cited subject. Tenderer must submit their bids well within the stipulated date & time and no opportunity shall be given to Tenderer to withdraw any offer at any stage after the submission of the bids.
- 1.4.1 The tender document can be downloaded from Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). Besides, Tender document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in/tenders/>). Prospective tenderers who have not enrolled/registered with aforesaid portal shall have to enroll/register themselves before participating through the website Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). The authorized signatory of the tenderer shall possess Digital Signature Certificate (DSC) for submission of tender documents. The DSC holder/authorized signatory signing the tender shall state in what capacity he is/they are, signing the tender for e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc.
- 1.4.2 Any incomplete and conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated. All entries in the bid form should be legible and filled clearly, otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, in the bid/bid application must be initialed by the person authorized to sign the bid.
- 1.4.3 All supporting documents mentioned in Annexure T-I have to be scanned, encrypted and uploaded in Technical Bid at the requisite places in the CPP Portal system (URL:<https://eprocure.gov.in/eprocure/app>).
- 1.4.4 Bids for this tender will be accepted through online mode only. Manual bids will not be accepted under any circumstances.
- 1.5 Earnest Money Deposit (EMD):** The interested companies/firms shall submit the Earnest Money Deposit (EMD) of Rs. 40,000/- by speed post in the form of Demand Draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar. **The copy of the EMD submitted shall be attached with the tender document and uploaded on CPP portal.** No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

In exceptional circumstances, INFLIBNET may solicit firm's consent to extend the period of validity. The request and the response thereto shall be made in writing. The bid security shall also be suitably extended. A Firm's granting the request is not required nor permitted to modify the TENDER.

**Bank details for RTGS Payment:**

Account Holder Name: INFLIBNET Centre

Bank Name: State Bank of India

Branch Name: Infocity Gandhinagar

Bank A/c Number: 10298781250

IFSC Code: SBIN0012700

**Exemption in EMD will only be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.**

**1.6 Forfeiture of EMD:** EMD made by firms may be forfeited under the following conditions:

- 1.6.1 Non-acceptance the work order along with non-compliance of the terms and conditions.
- 1.6.2 Not furnishing performance security.
- 1.6.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 1.6.4 Submitting false/misleading information/declaration/documents/proof/etc.
- 1.6.5 In the event of the successful firm/contractor failing to comply with any provision of the contract.
- 1.6.6 The successful Firms, on award of contract/ order must sign the contract in writing, within 30 days of award of contract/order, failing which the payment will not be made.

The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances. Besides, forfeiture of EMD, the firm may be even deferred from participating in any job.

**1.7 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of 3% of the total amount of estimated tender value immediately on receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand Draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations.

**1.8 Pre Bid Meeting:** Pre Bid Meeting will be held offline at the premises of INFLIBNET Centre on 17.11.2022 at 11:00 AM. All such clarifications, together with all details on which the clarification had been sought will be uploaded on the e-Procurement portal. Such clarifications shall form part of the tender document. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Bidder can send their queries to the concerned authority. In case, if the pre-bid meeting is convened online, the link for the meeting will be made available on the INFLIBNET website on the day of pre-bid meeting as per the schedule.

**\*Note: All the bidders are advised to visit the site for going through the Centre's Publications before bidding at its own expenses else the bidder will be solely responsible for all or any discrepancy.**

**1.9 Technical Bid Opening:** The Technical Bids will be opened online on CPP Portal as per schedule indicated in the tender. The tenderer can view the bid opening event online at their remote end.

**1.10 Price Bid:** The price/financial bids (BOQ) will be opened online on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which has to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the bidder).

- 1.10.1 The financial bids shall be opened online only of technically qualified bidders whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure – T-I. All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.
- 1.10.2 The Price Bid/BOQ template shall not be modified/replaced by the tenderer; else the tender submitted is liable to be rejected.

#### **1.11 Bid Evaluation Criteria & Award Criteria:**

- 1.11.1 After the opening of the technical bid, the same will be evaluated by the Centre. In case, the Centre decides to seek further information/clarification, the same shall be provided by the bidder. Those bids which are technically qualified as per the pre-qualification criteria and completed in all aspects with all annexures and meeting the requirement as specified in Annexure T-I, the financial bid of such qualified bidders will be opened on a specified date and time by the Centre. The date and time of opening of financial bids will be intimated to the technically qualified bidders well in advance through email and/or displayed on the CPPP.
- 1.11.2 The contract will be awarded for technically suitable and overall lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case, two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide the bidder to which the offer shall be granted based on the report of length of experience as mentioned in the submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final. The Competent Authority of INFLIBNET is not bound to accept the lowest bidder or any bidder if found any technical discrepancies in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the authority in this regard shall be final and binding on the firm.
- 1.11.3 In case, it is found that the bidder has not quoted against an item, that particular item shall be evaluated on the basis of the lowest quoted rates by the other bidder.
- 1.11.4 Any bidder not meeting any of requirements of Annexure T-I will not be short-listed for further evaluation.

**Note:** The Branch Office in Ahmedabad/Gandhinagar is necessary if the contract is awarded to the vendor. The address of the branch office along with name of contact person with cell phone no. shall be furnished to the Centre within a week from the date of issue of order. In case, no office is available presently at Ahmedabad/Gandhinagar, the same shall have to be opened and shall submit the proof of the same within 30 days of award of contract. In case this provision is found violated, the Performance Security deposit of the Agency/Firm will be forfeited by the INFLIBNET Centre and contract shall be terminated.

#### **1.12 Terms of Payment:**

- 1.12.1 The agency will submit a bill with delivery challan, in the name of INFLIBNET Centre. The bill submitted by the bidder should be duly certified by the concerned officer of publication division of INFLIBNET Centre. The payment will be made through RTGS/NEFT by e-transfer on submission of bill and after completion of the work successfully. During the currency of contract, no increase in rates will be allowed for hike in the rates whatsoever. Bidders should provide their bank details duly signed by authorized signatories. No advance payment will be made.
- 1.12.2 Invoice (i.e. Tax invoice as per GST, Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of GST, Service Tax shown separately).
- 1.12.3 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the tenderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- 1.12.4 No claim for interest will be entertained by the Centre in respect of any payment which will be held with the Centre due to dispute between the Centre & Contractor or due to delay for the reasons beyond the control of the Centre.

- 1.13 Termination of Contract:** INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right of claim for breach of contract by giving not less than one month written notice of default sent to the Agency/Firm. Where a contract terminated by INFLIBNET on account of the default committed by the Agency/Firm, it shall have the right to award the contract to any other Agency/Firm at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his security deposit or pending bill or by raising a separate claim.
- 1.14 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. The Corrigendum shall be binding on all Firms and will form part of the tender documents.
- 1.15 Enforcement of Terms:** The failure of either party to enforce at any time, any of the provisions of this contract or any rights in respect thereto or to exercise any option herein provided shall, in no way, be construed to be a waiver to such provisions, rights or options or in any way affect the validity of the contract. The exercise by either party, of any of its rights, herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.
- 1.16 Liquidated damages:** The job includes printing and supply of INFLIBNET's publications as mentioned in the tender document. In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the service provider for sum not less than 0.50% of the contract value for that item/job for each week or part thereof, subject to a ceiling of 5% of the total contract value/tender amount (including all taxes & duties and other charges). In the event of LD exceeding 5% of the order value, INFLIBNET reserves the right to terminate the contract and INFLIBNET will get the job completed by any other competent party. The difference of cost incurred by INFLIBNET will be recovered from the contractor.
- 1.17 INFLIBNET Right to reject any of all bids:** The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time, without assigning any reason, prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- 1.17.1 The Competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
- 1.17.2 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of Agency/Firm.
- 1.18 Resolution of Disputes:**
- 1.18.1 If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts, giving one month's notice period.
- 1.18.2 In the case of such failure, the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

1.18.3 The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.18.4 The parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**1.19 Indemnity Bond:** The contractor shall keep INFLIBNET Centre and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the services undertaken by the contractor. The Contractor shall keep the INFLIBNET Centre and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services or non-compliance, deficiency, non-implementation of various provisions of statutory requirements.

**1.20 Agreement:** The Agency/Firm will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

**1.21 Splitting of the contract and curtailment of work:** The Agency/Firm shall refrain from awarding the services to another Agency/Firm for any particular item and avoid splitting of work.

## **CHAPTER-2: TERMS AND CONDITIONS OF PRINTING WORK**

- 2.1 Delivery: The rates quoted must preferably be for free delivery/F.O.R. Infocity, Gandhinagar after allowing the discount, if any.
- 2.2 Samples: Samples where asked for, will invariably be made available and sent along with the quotations.
- 2.3 Discount/ Rebates: Special discount/rebate wherever admissible keeping in view that the supplies are being made for educational purpose in respect of public institution of national importance may please be indicated.
- 2.4 The printing matter will be given as and when required during the tenure of contract.
- 2.5 The title design, processing for the title and scanning should be done by the contractor, no additional charges will be paid for design of cover/title.
- 2.6 The contractor should provide one or two proof (multicolor as per tender wherever applicable) and get the same approved before starting bulk/final printing.
- 2.7 The matter will be given in the MS Word/Page Maker format and it is responsibility of the contractor to convert the file in required format and no additional charges will be paid for the same.
- 2.8 The final matter of soft copy will have to be submitted to our Centre after completion of job.
- 2.9 The Centre may enter into parallel contract with other agencies or empaneling printing jobs.
- 2.10 The contractor shall undertake to carry out the above work by engaging trained and skilled manpower diligently, honestly and efficiently and should assist whenever necessary under the instructions of the Shri Pallab Pradhan, Scientist – C (LS) or any official nominated by the Centre.
- 2.11 Contractor should ensure a quality workmanship at every stage of the work and the authorized representative of INFLIBNET will have the right to inspect the work at any stage.
- 2.12 Bidder should ensure a quality workmanship at every stage of the work and the authorized representative INFLIBNET will have the right to inspect the work at any stage.
- 2.13 Detailed specification of the printing items are mentioned in the Scope of Work (Chapter-3). The rates of the requirement should be quoted for each item separately in the BOQ and as a whole the tender will be evaluated on the basis of total price of all items. The bidder will have to quote the rate for all items mentioned. If the rate for any of the mentioned items in financial bid is missing then the tender will be considered to be incomplete and summarily rejected.
- 2.14 For every printing work executed, the firm has to submit the softcopy of the final version of the printing material in CoralDraw, Photoshop, Web format (preferred HTML) and PDF formats to INFLIBNET.
- 2.15 The institute will insist upon timely printing of jobs. Tentative printing schedule will be given for each job in the work order. In case of failure on this account, the firm may be imposed penalty of the delay as per decision of the Competent Authority.
- 2.16 Composed matter will be supplied in MS Word format including text, table and photos etc. photographs will be supplied in JPEG format. Matter formatting and photo edition will have to be done by the firm, including cover page of given projects.
- 2.17 Complete ferro/ammonia proofs/laser printouts in colour only will have to be shown to the Institute for its approval before undertaking the final printing without any extra cost to the Institute.
- 2.18 The firm shall exercise caution to see that the work or any portion thereof does not transfer to the unauthorized hands. Care shall be taken to execute the work under extreme secured manner.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_



## SCOPE OF WORK

**Note: INFLIBNET Centre provides only word document for designing/formatting to the vendor. Before final printing of the document, vendor must provide draft/sample copy of design/document in multicolor for final proof.**

Sl. No	Description	
<b>1.</b>	<b>User Manual</b>	
	Size	13.8 X 21.0 cm
	Paper	Title: 300 GSM Sinarmas Art Paper Inner: 100 GSM Art Matt Paper <b>(Including Matt Lamination with UV Curving)</b>
	Printing	Multicolor
	Binding	Spiral with good quality
<b>2.</b>	<b>Quarterly News Letter</b>	
	Size	8.5" X 11" (Letter Size) Approx.
	Paper	170 GSM (Art Matt Paper) <b>(Including Matt Lamination with UV Curving)</b>
	Printing	Multicolor
	Pages	32 (16 Leaves / Sheets)
	Binding	Centre Pin
	<b>Newsletter Envelope</b>	
	Size	30 cms x 22.5 cms
	Paper	1. 100 GSM Maplitho Paper with Lamination or 2. Tamper/water Proof Envelope <b>(Rate required for both envelope)</b>
	Printing	Front Side Single Color Printing
<b>3.</b>	<b>Annual Report</b>	
	Size	8.5" X 11" (Letter Size) Approx.
	Paper	Title: 300 GSM Art Matt Paper Inner Pages: 130 GSM Art Matt Paper / Gloss Paper <b>(Including Matt Lamination with UV Curving )</b>
	Printing	Multicolor
	Binding	Tight Machine Sewing ( Perfect Binding)
	Packing	Packing in Carton & Covered with Gunny Bags with Striping/Sewing
<b>4.</b>	<b>INFLIBNET AT A GLANCE</b>	
	Size	8.5" X 11" (Letter Size) Approx.
	Paper	Title: 300 GSM Art Matt Paper Inner Pages: 130 GSM Art Matt Paper / Gloss Paper <b>(Including Matt Lamination with UV Curving )</b>
	Printing	Multicolor

	Binding	Centre Pin	
	Packing	Packing in Carton & Covered with Gunny Bags	
<b>5.</b>	<b>Brochures</b>		
	Size	8.5" X 11" (Letter Size) Approx.	
	Paper	Title: 300 GSM Art Matt Paper <b>(Including Matt Lamination with UV Curving )</b>	
	Printing	Multicolor	
	Packing	Packing in Carton & Covered with Gunny Bags	
<b>6.</b>	<b>Docket</b>		
	Size	9" X 12"	
	Paper	Title: 300 GSM Art Matt Paper <b>(Including Matt Lamination with UV Curving )</b>	
	Printing	Multicolor	
	Packing	Packing in Carton & Covered with Gunny Bags	
<b>7.</b>	<b>Directories</b>		
	Size	23cms x 18 cms	
	Paper	Title: 170 GSM Art Matt Paper Inner: 80 GSM ( Sunshine Super Printing) <b>(Including Matt Lamination with UV Curving )</b>	
	Printing	Multicolor	
	Binding	Hardboard Binding	
	Packing	Packing in Carton & Covered with Gunny Bags	
<b>8.</b>	<b>Calendar</b>		
	Size	50cms x 35 cms	
	Paper	170 GSM Art Matt Paper	
	Printing	Multicolor	
	Binding	Wire "O" Binding	
	Packing	Packing in Carton & Covered with Gunny Bags	
<b>9.</b>	<b>PLANNER / CALIBER (Brochure, Poster, Proceeding Book, etc.)</b>		
	<b>Brochure</b>	Size	8.5" X 11" (Letter Size) Approx.
		Paper	Title: 300 GSM Art Matt Paper <b>(Including Matt Lamination with UV Curving)</b>
		Printing	Multicolor
		Packing in Carton & Covered with Gunny Bags	
	<b>Poster</b>	Size	12" X 18" Approx.
		Paper	Title: 170 GSM Art Matt Paper <b>(with Self Adhesive Sticker Strip on Top &amp; Bottom of Back side)</b>
		Printing	Front Side multicolor printing
		Packing in Carton & Covered with Gunny Bags	
	<b>Envelop</b>	Size	22cms x 30cms (approx.)
		Paper	100 GSM Maplitho paper

		Printing	Front side Two color Printing
		Packing in Carton & Covered with Gunny Bags	
	<b>Proceedings Book</b>	Size	18cms x 24cms
		Paper	Title: 300 GSM Art Matt Paper Inner: 90/100 GSM Art Matt Paper
		Printing	Title: Multicolor Inner: Single / Two Color
		Binding	Hardboard Binding with Jacket
		Packing in Carton & Covered with Gunny Bags	
<b>10.</b>	<b>General Letter Head</b>		
	Size	A4	
	Paper	80 GSM Royal Executive Bond Paper	
	Printing	Multicolor	
<b>11.</b>	<b>Director Letter Head</b>		
	Size	A4	
	Paper	100 GSM Royal Executive Bond Paper	
	Printing	Multicolor	
		Packing in Carton & Covered with Gunny Bags	

**Scope of Work with Tentative Quantity:**

Sl. No.	Item Description (Detailed dimension and specification as per Chapter-3 Scope of Work)	Tentative Quantity required annually (Up to)	Units
<b>1</b>	<b>User Manual</b>		
1.01	User Manual (250 pages approx.)	250	Nos
1.02	User Manual (250 pages approx.)	500	Nos
1.03	User Manual (250 pages approx.)	750	Nos
1.04	User Manual (250 pages approx.)	1000	Nos
1.05	User Manual (200 pages approx.)	250	Nos
1.06	User Manual (200 pages approx.)	500	Nos
1.07	User Manual (200 pages approx.)	750	Nos
1.08	User Manual (200 pages approx.)	1000	Nos
1.09	User Manual (Rate for set of additional 4 pages above 200 pages)	1	Nos
1.1	User Manual (Rate for set of additional 4 pages above 250 pages)	1	Nos
<b>2</b>	<b>Quarterly Newsletter</b>		
2.01	Newsletter- 32 pages (16 leaves/sheets)	2000	Nos
2.02	Newsletter (Rate for set of additional 4 pages above 32 pages)	1	Nos
2.03	Newsletter Envelope (100 GSM Map Litho Paper with lamination)	2000	Nos

2.04	Newsletter Envelope (Temper/Waterproof Envelope)	2000	Nos
<b>3</b>	<b>Annual Report</b>		
3.01	Annual Report (192 pages approx.)	500	Nos
3.02	Annual Report (Rate for set of additional 4 pages above 192 pages)	1	Nos
<b>4</b>	<b>INFLIBNET at a glance</b>		
4.01	Glance (32 pages)	250	Nos
4.02	Glance (32 pages)	500	Nos
4.03	Glance (32 pages)	750	Nos
4.04	Glance (32 pages)	1000	Nos
4.05	Glance (Rate for set of additional 4 pages above 32 pages)	1	Nos
<b>5</b>	<b>Brochures</b>		
5.01	Brochures (1 Page front side)	250	Nos
5.02	Brochures (1 Page front side)	500	Nos
5.03	Brochures (1 Page front side)	750	Nos
5.04	Brochures (1 Page front side)	1000	Nos
5.05	Brochures (2 Pages front and back)	250	Nos
5.06	Brochures (2 Pages front and back)	500	Nos
5.07	Brochures (2 Pages front and back)	750	Nos
5.08	Brochures (2 Pages front and back)	1000	Nos
5.09	Brochures (4 Pages two-fold and three-fold)	250	Nos
5.1	Brochures (4 Pages two-fold and three-fold)	500	Nos
5.11	Brochures (4 Pages two-fold and three-fold)	750	Nos
5.12	Brochures (4 Pages two-fold and three-fold)	1000	Nos
5.13	Brochures (4 Pages Six-Fold )	250	Nos
5.14	Brochures (4 Pages Six-Fold )	500	Nos
5.15	Brochures (4 Pages Six-Fold )	750	Nos
5.16	Brochures (4 Pages Six-Fold)	1000	Nos
<b>6</b>	<b>Docket</b>		
6.01	Docket (4 pages)	250	Nos
6.02	Docket (4 pages)	500	Nos
6.03	Docket (4 pages)	750	Nos
6.04	Docket (4 pages)	1000	Nos
<b>7</b>	<b>Directories</b>		
7.01	Directories (270 pages approx.)	1500	Nos
7.02	Directories (Rate for set of additional 4 pages above 270 pages)	1	Nos
<b>8</b>	<b>Calender</b>		
8.01	Calender- 7 pages (front and back total 14)	1500	Nos

<b>9</b>	<b>Planner/Caliber</b>		
9.01	Planner/Caliber Brochure (4 pages)	2000	Nos
9.02	Planner/Caliber Poster (1 page)	1500	Nos
9.03	Planner/Caliber Envelope	2000	Nos
9.04	Planner/Caliber Proceeding Books (500 pages approx.)	400	Nos
9.05	Planner/Caliber Proceeding Books (Rate for set of additional 4 pages above 500 pages)	1	Nos
<b>10</b>	<b>General Letter Head</b>		
10.01	General Letter Head (100 pages)	30	Nos
11	Director Letter Head		
11.01	Director Letter Head (100 pages)	15	Nos

**Information and Library Network Centre**  
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**Annexure T-I**

**Chapter 4: Technical Bid- Pre-qualification Criteria – Envelope – 1 (Annexure T-I to T-VII) Checklist for Technical Bid**

Note: Required documents provided by the bidders for the fair evaluation shall be serially ordered with page numbers which matches the below mentioned page nos.

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached(Y/N)	Page No.
01.	The bidder must be a company registered under the Companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for Printing jobs etc. for last (3) three years. (Relevant document shall be furnished by agency).	Certificate of Commencement of business/Certificate consequent to change of name, if applicable		
02.	Bidder should have satisfactorily provided similar services to at least three Government clients/ Autonomous Bodies/ Public sector undertaking/Reputed Companies during last three years. Startup will be considered as per applicable rule/law.	Certified documents of work orders/ Completion Certificate		
03.	Bidder should be registered with Income Tax and Goods and Service Tax.	Attested copy of PAN/GIR Card Attested copy of GST		
04.	Earnest Money Deposit (EMD) of Rs. 40,000/-	Soft copy of EMD to be uploaded on CPPP Cover No. 01		
05.	Bidder's Details Annexure T-II	[On the letterhead of the Bidder]		
06.	Bid form Annexure T-III	[On the letterhead of the Bidder]		
07.	Declaration of Bidder Annexure T-IV	[On the letterhead of the Bidder]		
08.	Declaration of blacklisting/Non Blacklisting- Annexure-T-V	[On the letterhead of the Bidder]		
09.	Annual turnover of the firm for last three years -Annexure T-VI	[On the letterhead of the Bidder]		
10.	Details of Firm's Experience of printing work T-VII	[On the letterhead of the Bidder]		

Please use separate sheet for providing complete information, if necessary.

While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it and upload the same on CPP Portal (<https://eprocure.gov.in/eprocure/app>)

The bidder is required to submit the all above required documents self-attested photocopies of the respective documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र /Information and Library Network Centre**

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**Annexure T-II**

Bidder's Details

[On the letterhead of the Bidder]

<b>1</b>	<b>Name of the Firm/ Company</b>		
<b>2</b>	<b>Name and Designation of Authorized Signatory</b>		
<b>3</b>	<b>Office Address of the Firm/ Communication Address:</b>		
<b>4</b>	<b>Phone No. / Mobile No:</b>		
<b>5</b>	<b>E-Mail ID:</b>		
<b>6</b>	<b>GST registration Number:</b>		
<b>7</b>	<b>PAN Number:</b>		
<b>8</b>	<b>Firm's Bank Account details</b>	<b>Bank Account No.:</b>	
		<b>Name of the Bank:</b>	
		<b>IFSC Code No:</b>	
		<b>Name of Branch:</b>	
<b>Particular Details of the Bidders Representative</b>			
<b>9</b>	<b>Contact Person: / Mobile No.:</b>	<b>Name of Person:</b>	
		<b>Designation:</b>	
		<b>Tele / Mobile No:</b>	
		<b>E-Mail ID:</b>	

**UNDERTAKING**

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension.**

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_



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**Annexure T-III**

**BID FORM**

[On the letterhead of the Bidder]

To,  
The INFLIBNET Centre, Infocity, Gandhinagar

**Sub: ARC for Printing and supply of Publication at INFLIBNET CENTRE, Gandhinagar**

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No.INF/PUR/220/PRINTING/2022-23, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to three percent (3 %) of the order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on the bidder.

Dated, this .....day of ..... 2022

Thanking you, we remain,

Authorized Signatory with stamp (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र /Information and Library Network Centre

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**Annexure T-IV**

**DECLARATION**

[On the letterhead of the Bidder]

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director / Authorized Signatory of the  
Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from PageNo. to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

**In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र /Information and Library Network Centre

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**Annexure T-V**

**CERTIFICATE**

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/s. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

OR

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/s. .... was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f..... The period over on ..... and now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature: .....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

Seal of the firm should be affixed.

.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र /Information and Library Network Centre  
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**Annexure T-VI**

**FINANCIAL CAPABILITY OF BIDDER**

[On the letterhead of the Bidder]

**Annual turnover details of the Bidder from [insert relevant details]**

#	Financial Year	Turnover in Indian Rupees
A	2019-2020	
B	2020-2021	
C	2021-2022	

**[Extra rows may be added, if required]**

\*Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the above mentioned financial years shall submit as supporting evidence.

1. Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.
2. Please affix the signature of the authorized signatory of the statutory auditor of the Bidder with name, designation, seal and date here.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
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**Annexure T-VII**

**Details of works of similar type executed by the bidder**

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

If necessary, separate sheet may be used to submit the information.