



सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र  
An Autonomous Inter-University Centre of UGC  
गांधीनगर / Gandhinagar-382007

**TENDER DOCUMENT**

Sr. No.	BID-DATA SHEET	
01.	Name of Work	Annual Rate Contract for Printing & supply of Publications at INFLIBNET Centre, Gandhinagar, Gujarat.
02.	Tender Number	INF/PUR/PRINTING/ARC/2021
03.	Yearly Estimated Cost of Tender	Rs.12,45,000/-
04.	Bid validity	120 days
05.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> or Central Public Procurement Portal (CPPP) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
06.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
08.	Contact Person	<b>For Technical query:</b> Shri Pallab Pradhan, Scientist- C (LS) Email : pallab[at]inflibnet.ac.in Tel: 079-23268251 [During office hours 9.30am to 6.00pm (Mon-Fri)]  <b>For Commercial and general query:</b> In-Charge (Stores & Purchase), Email: shyam[at]inflibnet[dot]ac[dot]in; Tel: 079-23268143 [During office hours 9.30am to 6.00pm (Mon-Fri)]
09.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>

## INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, Ministry of Education, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under **Two Bid System i.e. Technical Bid and Financial Bid for Annual rate contract for Printing and supply of INFLIBNET'S publications** from bona fide, resourceful and reliable vendors/agencies only as per terms and conditions attached.

Desirous companies may download the tender document form and other details from INFLIBNET Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) or Central Public Procurement Portal (CPPP), Govt. of India website [www.eprocure.gov.in](http://www.eprocure.gov.in)

## IMPORTANT DATES

Publish Date	06.09.2021	02:00 PM
Document Download / Sale start Date	06.09.2021	02:00 PM
Document Download / Sale end Date	27.09.2021	12:00 PM
Pre-Bid Meeting	15.09.2021	03:00 PM
Bid Submission Start Date	16.09.2021	09:00 AM
Bid Submission End Date	27.09.2021	12:00 PM
Bid Opening Date	27.09.2021	04:00 PM

## **GENERAL INSTRUCTION FOR BIDDERS**

### **1.1 Eligibility Criteria**

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet the following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in Annexure T-I and each page of the bid should be serially numbered and duly signed by the bidder with the seal of the firm, failing which their bids will be summarily rejected and will not be considered.

**1.2 Contract Period:** The contract will be initially for the period of one calendar year, which may be extended up to maximum further two years one year at a time from award of contract/signing of agreement, if the performance/services is found satisfactory in 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:** For the purpose of placing the order, the proposals shall remain valid till 120 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. A Bidder agreeing to such an extension will not be permitted to increase its rates.

**1.4 Submission of Bid:** The bids have been invited under two bid system, the interested bidders shall submit their bids in following manner:

#### **I. Technical Bid (Envelope - I, Annexure T-I to T-VIII)**

Envelope No.-I: **Shall contain all the information and documents and shall mandatorily be in same serial order as shown in the Annexure – I** and written in English only (Eligibility/Pre-qualification Criteria). The complete document should be numbered chronologically. On the top to envelope must be superscribed “Technical Bid for ARC of Printing– I”.

#### **II. Financial Bid- (Envelope – II, Annexure F-I)**

Envelope No.-II: Shall contain the rates/ prices of the CAMC duly filled in Financial bid format at Chapter-5 with signed and stamped. On the top of envelope must be superscribed “Financial Bid for ARC of Printing-II”.

#### **III. Final Envelope – III**

The Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed “Bid for ARC for Printing” and send to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The tender must reach on or before 27<sup>th</sup> September, 2021.

1.4.1 The covering envelop shall indicate the name and address of the bidder to enable the bid to be returned, if required.

1.4.2 Late/delayed tenders shall not be considered.

1.4.3 Any incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

1.4.4 No other method/means of submission of bid except as stated above shall be acceptable. 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. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the bid application must be initialed by the person authorized to sign the bid.

**1.5 Earnest Money Deposit (EMD):** The As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the Bid security Declaration Form as prescribed in annexure T-VIII. It is mandatory to submit the Bid security declaration Form, in absence of which the bid would be considered as unresponsive.

**1.6 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 3 % of the total amount of work order immediately of the 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. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.

- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held on 15<sup>th</sup> September, 2021 at 03.00 PM at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. No further queries after pre-bid will be entertained. Bidder can send their queries to:

For Technical:

Shri Pallab Pradhan, Scientist- C (LS)

Email: [pallab\[at\]inflibnet.ac.in](mailto:pallab[at]inflibnet.ac.in)

For Commercial:

Shri Shyam T Yadav In-Charge (Purchase & Store)

Email: [shyam\[at\]inflibnet.ac.in](mailto:shyam[at]inflibnet.ac.in)

The service provider can fetch the particulars before pre-bid meeting or submitting tender documents so as to have a fair idea of printing different publications of the Centre. The costs incurred by the bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

**1.8 Terms of Payment:**

- 1.8.1 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.
- 1.8.2 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).
- 1.8.3 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer 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.
- 1.8.4 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.

- 1.9 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 an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

- 1.10 Enforcement of Terms:** The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to 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.

- 1.11 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 prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) on 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.

- 1.11.1 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.
- 1.11.2 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the contractor at any time, in its discretion, before the last date submission of proposals.
- 1.11.3 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 period of time and without advance notice, to change the procedure for the selection of service provider.

**1.12 Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empaneled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the default committed by the agency, it shall have the right to award the contract to any other agency 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.

**1.13 Resolution of Disputes:**

- 1.13.1 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, give 30 days' notice thereof to the other Party in writing.
- 1.13.2 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.
- 1.13.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.13.4 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.
- 1.13.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**1.14 Price Bid:** The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the bidder, if any, who wish to be present on the spot at that time. The price bid of only those bidders will be opened 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. This part shall contain prices in Indian Rupees only with detailed break-up of price as per format (Annexure – F-I) both in figures and words. No other enclosure is permitted in Envelope - II. Change of terms and conditions and technical deviations, if any, found in financial Bid of the tender will not be taken into account and will be treated as null and void.

**1.15 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 exceeds 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 Bidder/OEM.

**1.16 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

**1.17 Agreement:** The contractor will have to enter into a written Agreement with this Centre within 15 days of intimation of acceptance of approved rates.

**1.18 Bid Evaluation Criteria & Award Criteria:**

- 1.18.1 After the opening of the technical bid, the same will be evaluated by a committee, In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, and completed in all aspects with all annexures (T-I to T-

VIII) and meeting the requirements as specified in chapter-3, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representative of the bidders who may wish to be present on that day.

- 1.18.2 In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.
  - 1.18.3 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
  - 1.18.4 The contract will be awarded for technically suitable 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 about the bidder to which the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.
- 1.19 Disclaimer:** The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- Member of a INFLIBNET Centre
  - Their husband or wife.
  - The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

Authorized Signatory with stamp: \_\_\_\_\_

## **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 vendor / printer, no additional charges will be made for design of cover / title.
- 2.6 The printer / vendor should provide one or two proof (multicolor as per tender where ever 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 vendor to convert the file in required format and no additional charges will be paid for the same.
- 2.8 The Final Matter of Softcopy 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 has to 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.

### **Special Terms and Conditions**

- 2.13 Detailed specification of the printing items are mentioned in the Scope of Work (Chapter-3). The rates of the job should be quoted for each item separately and as a whole the tender will be evaluated on the basis of total price of all items to be taken together. 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 the bid/tender will be summarily rejected. If the tender is found incomplete in any respect, it will not be considered.
- 2.14 For all Printing jobs, the firm has to submit the softcopy of the final version of the printing material in Coral Draw, 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 competent Authority of INFLIBNET is not bound to accept the lowest tender or any tender 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.
- 2.19 The Firm shall take every care 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.
- 2.20 In case of partnership firms, the tender and all other related document must be signed by every partner of the firm. A person signing the tender form of other/documents forming part of the contract on behalf of another shall be deemed to warranty that he has the signing authority to do so. The Authority shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and annexure, if any, should be signed by the tenderer(s).

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

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

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



### Chapter – 3

#### TENTATIVE SCOPE OF WORK OF ARC FOR PUBLICATION WORK

Sl. No	Description		Approx. Quantities
<b>1.</b>	<b>User Manual</b>		
	Size	13.8 X 21.0 cm	500 Nos. & 1000 Nos. (Requirement basic)
	Paper	Title: 300 GSM Sinarmas Art Paper Inner: 100 GSM Art Matt Paper <b>(Including Matt Lamination with UV Curving)</b>	
	Printing	Multicolor	
	Pages	<b>250 (Approx.) [1000 Nos.]</b> <b>250 (Approx.) [500 Nos.]</b> <b>200 (Approx.) [1000 Nos.]</b> <b>200 (Approx.) [500 Nos.]</b>	500 Nos. & 1000 Nos.
	Binding	Spiral with good quality	
		For Additional (+4 Pages)	
<b>2</b>	<b>Quarterly News Letter</b>		
	Size	8.5" X 11" (Letter Size) Approx	2000 Nos.
	Paper	170 GSM (Art Matt Paper) <b>(Including Matt Lamination with UV Curving)</b>	
	Printing	Multicolor	
	Pages	32 (16 Leaves / Sheets)	
	Binding	Centre Pin	
		For Additional (+4 Pages)	
	<b>Newsletter Envelope</b>		
	Size	30 cms x 22.5 cms	2000 Nos.
	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	500 Nos.
	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	
	Pages	170 Approx.	
	Binding	Tight Machine Sewing ( Perfect Binding)	
		For Additional (+4 Pages)	
	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	500 Nos. & 1000 Nos. (Requirement basic)
	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	
	Pages	32	500 Nos. & 1000 Nos.
	Binding	Centre Pin	
		For Additional (+4 Pages)	
	Packing	Packing in Carton & Covered with Gunny Bags	

5.	Brochures				
	Size	8.5'' X 11'' (Letter Size) Approx			500 Nos.
	Paper	Title: 300 GSM Art Matt Paper (Including Matt Lamination with UV Curving )			& 1000 Nos.
	Printing	Multicolor			(Requirement basic)
	Pages	1 Page (Front side)	2 Page (front and back)	4 Pages (Two Fold & Three Fold)	6 (Three Fold)
		For Additional (+4 Pages)			
	Packing	Packing in Carton & Covered with Gunny Bags			
6.	Docket				
	Size	9'' X 12''			500 Nos.
	Paper	Title: 300 GSM Art Matt Paper (Including Matt Lamination with UV Curving )			& 1000 Nos.
	Printing	Multicolor			(Requirement basic)
	Pages	4			
	Packing	Packing in Carton & Covered with Gunny Bags			
7.	Directories				
	Size	23cms x 18 cms			1500 Nos.
	Paper	Title: 170 GSM Art Matt Paper Inner: 80 GSM ( Sunshine Super Printing) (Including Matt Lamination with UV Curving )			
	Printing	Multicolor			
	Pages	270 (Apporx.)			
	Binding	Hardboard Binding			
		For Additional (+4 Pages)			
	Packing	Packing in Carton & Covered with Gunny Bags			
8.	Calendar				
	Size	50cms x 35 cms			1500 Nos.
	Paper	170 GSM Art Matt Paper			
	Printing	Multicolor			
	Pages	7 (Front & Back (total 14))			
	Binding	Wire "O" Binding			
	Packing	Packing in Carton & Covered with Gunny Bags			
9.	Desk Calendar				
	Size	23cms x 18cms			500 Nos. & 1000 Nos. (Requirement basic)
	Paper	250 GSM Art Matt Paper (Including Matt Lamination with UV Curving)			
	Printing	Multicolor			
	Pages	7 (Front & Back (total 14))			
	Binding	Wire "O" Binding with Hardboard Stand			
	Packing	Packing in Carton & Covered with Gunny Bags			
10.	PLANNER / CALIBER (Brochure, Poster, Proceeding Book, etc.)				
	Brochure	Size	8.5'' X 11'' (Letter Size) Approx		2000 Nos.
		Paper	Title: 300 GSM Art Matt Paper (Including Matt Lamination with UV Curving)		
		Printing	Multicolor		
		Pages	4		
		Packing in Carton & Covered with Gunny Bags			
	Poster	Size	12'' X 18'' Approx		1500 Nos.

		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	
		Pages	1	
		Packing in Carton & Covered with Gunny Bags		
	Envelop	Size	22cms x 30cms (approx.)	2000 Nos.
		Paper	100 GSM Maplitho paper	
		Printing	Front side Two color Printing	
		Packing in Carton & Covered with Gunny Bags		
	Proceedings Book	Size	18cms x 24cms	400 Nos.
		Paper	Title: 300 GSM Art Matt Paper Inner: 90/100 GSM Art Matt Paper	
		Printing	Title: Multicolor Inner: Single / Two Color	
		Pages	500	
		Binding	Hardboard Binding with Jacket	
		For Additional Pages (+4)		
		Packing in Carton & Covered with Gunny Bags		
10.	General Letter Head			30 Pads
	Size	A4		
	Paper	80 GSM Royal Executive Bond Paper		
	Printing	Multicolor		
	Pages	100 Pages		
11.	Director Letter Head			15 Pads
	Size	A4		
	Paper	100 GSM Royal Executive Bond Paper		
	Printing	Multicolor		
	Pages	100 Pages		
	Packing in Carton & Covered with Gunny Bags			
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.				

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

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

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

## Chapter – 4

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

(Tender No.INF/PUR/PRINTING/ARC/2021)

#### **Annexure T-I**

#### **Technical Bid- Pre-qualification Criteria – Envelope – 1 (Annexure – T-I to T-VII)**

##### **Checklist for Technical Bid**

**To be noted: 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.	Tenderer should have satisfactorily provided similar services to at least three Government clients/ Autonomous Bodies/ Public sector undertaking/Reputed Companies during last three years.	Certified documents of work orders		
03.	They should be registered with Income Tax and Goods and Service Tax.	Attested copy of PAN/GIR Card Attested copy of GST		
04.	They should submit Bank Account details.	Bank Account details.		
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]		
11.	Bid Security Declaration Form Annexure T-VIII	[On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information.

- 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.
  
- The bidder is required to enclose self-attested photocopies of the following 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**

(Tender No.INF/PUR/PRINTING/ARC/2021)

**Annexure T-II**

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Office Address of the Firm / Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	Trade License No:  GST registration Number:  PAN Number:  Service Tax No:	
	Firm's Bank Account details	<b>Bank Account No.</b> <b>Name of the Bank:</b> <b>IFSC Code No:</b>
<b>Particular Details of the Bidders Representative'</b>		
3	Contact Person: Designation: Tele Phone / Mobile No: E-Mail ID:	

**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: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/Information and Library Network Centre

(Tender No.INF/PUR/PRINTING/ARC/2021)

**Annexure T-III**

**BID FORM**

[On the letterhead of the Bidder]

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To  
INFLIBNET CENTRE  
Infocity, Gandhinagar

**Sub: ARC of 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/PRINTING/ARC/2021, 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 120 (one hundred twenty 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 Bidder.

Dated, this .....day of .....2021

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

(Tender No.INF/PUR/PRINTING/ARC/2021)

**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 Page No. \_\_\_\_\_ 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**

(Tender No.INF/PUR/PRINTING/ARC/2021)

**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

(Tender No.INF/PUR/PRINTING/ARC/2021)

**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	2018-2019	
B	2019-2020	
C	2020-2021	

**[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

(Tender No.INF/PUR/PRINTING/ARC/2021)

### **Annexure T-VII**

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

[On the letterhead of the Bidder]

Sr. No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Dates of		Page No
					Start	Completion	

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

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

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

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
- If necessary, separate sheet may be used to submit the information.

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

(Tender No.INF/PUR/PRINTING/ARC/2021)

**Annexure T-VIII**

[On the letterhead of the Bidder]

**Bid Security Declaration Form**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder  
(i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on \_\_\_\_\_ day of \_\_\_\_\_.

Corporate Seal

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

(Tender No.INF/PUR/PRINTING/ARC/2021)

**Chapter – 5**

**Annexure –F-I**

**(Financial Bid, Envelope – II)  
[On the letterhead of the Bidder]**

The Director,  
INFLIBNET Centre,  
Infocity,  
Gandhinagar-382007

Sir,

I/we wish to submit our Tender for Annual rate contract of Printing and supply of Manual, Newsletter, Annual report, Brochures, Docket, Directories, Calendar and other publications at INFLIBNET Centre, Gandhinagar on the following rates:-

1	2		3	4	5
Sl. No	Description		Approx. Quantities	Price Per Unit:	Total Cost of Approx quantity of Col. 3
1.	<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			
	Pages	<b>250 (Approx.)</b>	1000 Nos.		
		<b>250 (Approx.)</b>	500 Nos.		
		<b>200 (Approx.)</b>	1000 Nos.		
		<b>200 (Approx.)</b>	500 Nos.		
	Binding	Spiral with good quality			
		For Additional (+4 Pages)			
2	<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>	2000 Nos.		
	Printing	Multicolor			
	Pages	32 (16 Leaves / Sheets)			
	Binding	Centre Pin			
		For Additional (+4 Pages)			

	<b>Newsletter Envelope</b>		2000 Nos.		
	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>		500 Nos.		
	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			
	Pages	170 Approx.			
	Binding	Tight Machine Sewing ( Perfect Binding)			
		For Additional (+4 Pages)			
	Packing	Packing in Carton & Covered with Gunny Bags with Striping/Sewing			
<b>4.</b>	<b>INFLIBNET AT A GLANCE</b>		500 Nos		
	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>	1000 Nos.		
	Printing	Multicolor			
	Pages	32			
	Binding	Centre Pin	500 Nos		
		For Additional (+4 Pages)			
	Packing	Packing in Carton & Covered with Gunny Bags	1000 Nos.		
<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			

	Pages	1 Page(Front side)	500 Nos		
			1000 Nos.		
		2 page (front and back)	500 Nos		
			1000 Nos.		
		4 pages (two fold and three fold)	500 Nos		
			1000 Nos.		
	4 page (six fold)	500 Nos			
			1000 Nos.		
	Packing	Packing in Carton & Covered with Gunny Bags			
6.	Docket				
	Size	9" X 12"	500 Nos		
	Paper	Title: 300 GSM Art Matt Paper (Including Matt Lamination with UV Curving )			
	Printing	Multicolor	1000 Nos.		
	Pages	4			
	Packing	Packing in Carton & Covered with Gunny Bags			
7.	Directories				
	Size	23cms x 18 cms	1500 Nos.		
	Paper	Title: 170 GSM Art Matt Paper Inner: 80 GSM ( Sunshine Super Printing) (Including Matt Lamination with UV Curving )			
	Printing	Multicolor			
	Pages	270 (Apporx.)			
	Binding	Hardboard Binding			
		For Additional (+4 Pages)			
	Packing	Packing in Carton & Covered with Gunny Bags			
8.	Calendar				
	Size	50cms x 35 cms	1500 Nos.		
	Paper	170 GSM Art Matt Paper			
	Printing	Multicolor			
	Pages	7 (Front & Back (total 14))			
	Binding	Wire "O" Binding			
	Packing	Packing in Carton & Covered with Gunny Bags			
9.	Desk Calendar				
	Size	23cms x 18cms	500 Nos		

	Paper	250 GSM Art Matt Paper <b>(Including Matt Lamination with UV Curving)</b>		1000 Nos.		
	Printing	Multicolor				
	Pages	7 (Front & Back (total 14))				
	Binding	Wire “O” Binding with Hardboard Stand				
	Packing	Packing in Carton & Covered with Gunny Bags				
10.	<b>PLANNER / CALIBER (Brochure, Poster, Proceeding Book, etc.)</b>			2000 Nos.		
	<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			
		Pages	4			
		Packing in Carton & Covered with Gunny Bags				
	<b>Poster</b>	Size	12” X 18” Approx	1500 Nos.		
		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			
		Pages	1			
		Packing in Carton & Covered with Gunny Bags				
	<b>Envelope</b>	Size	22cms x 30cms (approx.)	2000 Nos.		
		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	400 Nos.		
		Paper	Title: 300 GSM Art Matt Paper			



			Inner: 90/100 GSM Art Matt Paper			
		Printing	Title: Multicolor Inner: Single / Two Color			
		Pages	500			
		Binding	Hardboard Binding with Jacket			
		For Additional Pages (+4)				
		Packing in Carton & Covered with Gunny Bags				
<b>10.</b>	<b>General Letter Head</b>					
	Size	A4		30 Pads		
	Paper	80 GSM Royal Executive Bond Paper				
	Printing	Multicolor				
	Pages	100 Pages				
<b>11.</b>	<b>Director Letter Head</b>					
	Size	A4		15 Pads		
	Paper	100 GSM Royal Executive Bond Paper				
	Printing	Multicolor				
	Pages	100 Pages				
	Packing in Carton & Covered with Gunny Bags					
<b>Total Cost:</b>						
<b>GST:</b>						
<b>Total Cost including GST:</b>						
<i>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.</i>						

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

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

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