



बसु बिज्ञान मन्दिर
BOSE INSTITUTE

Unified Academic Campus
Block-EN-80, Sector-V, Salt Lake, Kolkata-700091, West Bengal, India

BIDDING DOCUMENTS

Advertisement NO. BI/T/01/2023-24

Last date of submission : 14.08.2023

SUBJECT: ANNUAL REPORT PRINTING WITH COMPOSING, DESIGNING, SCANNING, PRINTING INCLUDING PAPER, BINDING & DELIVERY WITH TRANSLATION FROM ENGLISH TO HINDI

To be addressed to:

Registrar (Officiating)

**Bose Institute, Unified Academic Campus
Block-EN-80, Sector-V, Salt Lake, Kolkata-700091
West Bengal, India**



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CHAPTER - I

INVITATION TO BIDS

Bose Institute, Kolkata, West Bengal, India invites offers in INR only from Indian bidders of the following item in hardcopy copy .

Sl. No.	Name of the items
1.	Annual Report Printing with Composing, Designing, Scanning, Printing including Paper, Binding & Delivery with Translation from English to Hindi

GENERAL INSTRUCTION TO BIDDERS

The services will be obtained by Bose Institute in compliance with the Govt. of India rules framed for public procurement and services from time to time.

The interested bidders are advised to strictly comply with the Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade, Govt. of India order no P-45021/2/2017-PP(BE-II) dated 16 September 2020 and any amendment thereafter with regard to Public procurement (Preference to make in India).



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5. **Technical Proposal:** The Technical proposal should contain scanned copies of the following

A).

- (i) Bidders' Information Form
- (ii) Bid Form
- (iii) Techno-Commercial Bid Form
- (iv) Bidder's Performance Statement Form
- (v) Service Support Details Form
- (vi) Compliance Statement Form
- (vii) Fall Clause Certificate

B). The bidder has to upload requisite registration / tax certificate like, PAN, GST, IT return for the last three years ending on 31 March, 2022..

Performance security amounting to 25,000/- has to be submitted by the successful bidder within 7 days of receipt of the work order.

Note: Failure to submit any of the above mentioned documents listed under 5(A) & 5 (B) as well as 6, even after asking for clarification of the bidder as per rule, may render the bid liable to be summarily rejected for both statutory and non-statutory documents.



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Bid Document

Bid Details	
Ministry/State Name	Ministry of Science & Technology, Govt. of India/ West Bengal
Department Name	Department of Science & Technology, Govt. of India
Organisation Name	Bose Institute, Kolkata, an Autonomous Institute under Department of Science and Technology.
Office Name	Bose Institute, Kolkata
Item Category	Annual Report Printing with Composing, Designing, Scanning, Printing including Paper, Binding & Delivery with Translation from English to Hindi
Contract Period	Initially for 1 Year, may be extended upto 2 years based on the performance and quoted price remaining same .
Years of Past Experience required	Minimum 3 Years in Designing, Printing, Binding & Translation work from English to Hindi in any Govt. Organizations/Autonomous Bodies/PSU's as on last date of submission of tender.
Past Experience of Similar Services required	Yes
Document required from Bidder	GST/ PAN/ 3 years Balance Sheet ending on 31 March, 2022
Evaluation Method	Technical evaluation on quality and then price evaluation

Performance Security Detail

Whether Required	Yes, Rs 25,000/-/- (Rupees Twenty-five Thousand Only) accepted in the form of Account Payee Demand Draft/Bankers Cheque, Fixed Deposit Bank Guarantee from any of the Public Sector Banks in favour of "BOSE INSTITUTE". Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations
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Duration of Performance Guarantee required (Months).	To remain valid covering the contract period plus two months.
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Splitting

Bid splitting not applied.

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.

2. **Years of Past Experience required:** The bidder must have experience for number of years as indicated above in bid details of providing similar type of services to any State and/or Central Government Organisation, State and/or Central Government Autonomous organization and/or PSU and/or Public Limited Company and/or reputed Private Ltd. Company. Copies of relevant contracts / Work Orders to be uploaded along with bid in support of having provided services during each of the Financial Year.

3. Bidder should submit copy of ITR for last three assessment years upto 2023-24 and copy of certificate of incorporation / partnership deed / memorandum



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4. Bidder should have experience to serve/cater - Composing, Designing, Scanning, Printing, Binding & Delivery with Translation from English to Hindi. Necessary supporting documents are to be enclosed in this regard.

5. The bidder should have Company Registration Certificate, GST Number, PAN Number, ITR Certificates as applicable.

Additional Qualification/Data Required

Geographic Presence in State/City: The bidder should have Head/Registered office, functional for at least last 3 years with adequate Manpower in Kolkata.

The bidder has to fill **Annexure-II** of Price Bid. The overall L1 status will be determined by looking at the total value quoted by the bidder for the rate schedule of Annexure-II only. The total price must be quoted in Annexure-II, including GST.

Annexure-I - Technical Specification of Annual Report Printing (Bilingual Printing) with Translation from English to Hindi, Composing, Designing, Scanning, Printing including Paper, Binding & Delivery. The successful bidder shall not be allowed to cater their service to any other firm/company/guest(s) other than the one mentioned in **Annexure-I**.

Bose Institute reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. Bose Institute also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

Technical Specification: Annexure-I

Price Bid: Annexure-II

Undertaking Regarding Blacklisting / Non – Debarment : Annexure-III (on non-judicial stamp paper of Rs 100/- denomination)



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Technical Specifications : Annexure-I

Technical Specification of Annual Report Printing (Bilingual Printing) with Translation from English to Hindi
Composing, Designing, Scanning, Printing including Paper, Binding & Delivery

Size	:	21 X 28 cms.
Quantity	:	100 copies English 40 copies Hindi
No. of Pages	:	Inside Pages : 260 (Approximately) Cover Glossy/Matt Laminated: 4 Pages (with UV on front cover)
Paper	:	100 GSM imported art Paper for text 300 GSM imported art Paper for cover
Printing	:	Four Colour both text & cover
Binding	:	Perfect Binding with Stitching.

Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Annual Report copies several times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra pages.

Translation	:	English to Hindi (High quality experience Hindi Translation responsibilities include reading and thoroughly understanding the context of a given material, using specialized dictionaries and translation tools, and proofreading finished pieces of work.
Proofing	:	First proof in Colour + Soft copy Final Draft/Dummy in colour + Soft copy
Packaging	:	All copies of Annual Report are first to be packed in set of 10 books. Then the materials are to be packed in new, unused, sizeable cartons. In one box only 25 books will be packed. All the cartons should be duly labeled with title of the book “Annual Report” and quantity.
Soft Copy	:	Soft copy of the final report [in PDF and its open (original) file] is to be provided without any extra cost, along with printed reports to Bose Institute, Kolkata.



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Additional Specification Documents

Reporting Officer and Quantity

S.No.	Reporting Officer	Address	Service Total No of Annual Report Printing	Additional Requirement
1	Registrar (Officiating)	Bose Institute , Unified Academic Campus,Block-EN-80, Sector-V, Salt Lake City, Kolkata-700 091, Department of Science & Technology, Ministry of Science & Technology, Govt. of India.	100 Number Books of English Version 40 Numbers Books of Hindi Version	Well experience in Translation from English to Hindi. Text matter with full of Picture, Graph, Diagram, Scientific Symbol etc.

Buyer Added Bid Specific Additional Terms and Conditions

1. AVAILABILITY OF OFFICE OF BIDDER: Head/Registered office of the Service Provider must be located in Kolkata. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
2. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. Bidders are advised to check applicable GST on their own before quoting. BI will not take any responsibility in this regards. GST payments will be as per actual or as per applicable rates (whichever is lower).

Jurisdiction: Hon'ble Calcutta High Court

- 4.The contract shall be interpreted in accordance with the Laws of the Union of India. Bidder shall be solely responsible for compliance of all relevant laws, that might become applicable under any act, law or order of Government of State & Central. Bose Institute shall have no liability whatsoever in any manner..
5. The printing and designing will be checked by Bose Institute official at any time and if substandard/unauthorized material is found and it will be treated as breach of contract and the Director, BI can review the contract. Bidder shall have to abide by the decision of Director, BI.
6. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Work Order / copy of contract to this extent along with Invoice(s). b. Execution certificate by client with order value. c. Any other document in support of order execution like Third Party Inspection release note, etc.
7.
 1. The bidder shall not assign the Contract in whole or part without obtaining the prior written consent from the Competent Authority of Bose Institute.
 2. The bidder shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent from the Competent Authority of Bose Institute.
 3. The bidder shall, without the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee / sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
8. Bidder's offer is liable to be rejected if they don't submit any of the certificates / documents sought in the Bid document.

Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.



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Any clarifications, if required, then same may be obtained online through the tender site, or in writing through the contact details given in the tender document...

Submission of Technical BIDs:

The bidder should submit the scanned copy of the following document as part of the Technical Bid.

Sl. No.	Criteria	Supporting Documents Required
1.	Legal Entity: Bidder should have a legal status, as a single legal entity, must be incorporated registered in India under the Indian Companies Act 1956 or a Limited Liability Partnership (LLP) registered under the LLP Act. 2008 or Indian Partnership Act.1932 and should have been in operation in India.	Certificate of Incorporation and Articles of Association of the Participant in case of Company / Limited Liability Partnership Agreement in case of LLP.
2.	Bidder should have Certificates of GST and PAN	Copies of PAN, GST Registration and TAN
4.	The Bidder should be in existence for over 3 years. Must have experience in printing works of quality Annual Report/technical report/booklets/documents.	The bidder must furnish Work Order/Work completion certificates of minimum Three years' experience.
5.	Bidder shall have presence in Kolkata. The bidder shall have sufficient technical staff on their pay roll in the Service Support based in Kolkata.	Proof having presence in Kolkata and proof of technical staff on payroll Certificate from HR must be submitted.
6.	The Bidder should not be blacklisted by any State and/or Central Government Autonomous organization and/or PSU and/or Public Limited Company and/or reputed Private Ltd. Company etc. in the last three years.	Undertaking Regarding Blacklisting / Non – Debarment : Annexure-III (on non-judicial stamp paper of Rs 100/- denomination)

Submission of Price Bid (Financial Bid):

Price Bid copy of Price Bid as per **Annexure-II**) should be submitted. The Price Bid shall contain only the rates as per the format enclosed as Annexure-II. The bidders are advised to use the prescribed format, failing which the Financial Bid shall be summarily reject.

Evaluation criteria

- The Technical Bid will be evaluated against the specified parameters/criteria given in the Tender Document and prevailing policy/ Guidelines of Government of India by duly constituted committee.
- Price bids of only the technically qualified bidders will be opened.
- The bidder qualifying in the technical evaluation and quoting the lowest price will be declared L1 for the purpose of awarding the work order after getting approval of the Competent Authority of Bose Institute.

Award Criteria for Award of Contract:

Bose Institute will issue "Work Order " to the successful L1 Bidder.

Sample copy may be seen/examined by the concerned authorized person.

Detailed Rates be quoted as per given Technical Specification of Annual Report Printing (Bilingual Printing) with Translation from English to Hindi - Composing, Designing, Scanning, Printing including Paper, Binding & Delivery (**Annexure-I**).

Eligibility of the bidders:

Should be an Indian Printing Press/Firm engaged in printing in Kolkata and having its office in Kolkata only and Registered as per existing norms from Government Department.

Should have minimum three years of experience in printing of Annual Report/Books/Report etc. publications in State and/or Central Government Autonomous organization and/or PSU and/or Public Limited Company and/or reputed Private Ltd. Company. **Copies of relevant Annual Report/Books/Report etc. provide with technical specification.**



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Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration to this effect is to be submitted in the prescribed format (**Annexure-III**).

Termination of Contract:

Bose Institute reserves the right to terminate the contract at any time without assigning any reason.

Non-transferability:

This tender is non-transferable.

Rates/ Prices:

The rates should be quoted in Indian Rupees (in both words and figures) only.

Prices should be quoted F.O.R. Destination (Free delivery at Bose Institute, Kolkata).

Penalty:

In case the Printer fails to adhere to prescribe time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security submitted will be forfeited.

In the event of failure on the part of Bidder/Printing Press/Firm, Bose Institute may get the work completed from another printing press/firm and the previously engaged printing press/ firm will have to reimburse the extra expenditure incurred by Bose Institute.

Execution of Jobs:

Printing of publication should be as per the specifications (Annexure-I).

Process of Printing:

Process of printing should be as per requirement of the job i.e, multi-colour offset printing with cover, translation in English to Hindi, Binding, packaging and deliver as per Technical Specification (Annexure-I) of Bose Institute guidelines.

Delivery : Free of cost to Bose Institute, Kolkata.

Work Schedule:

- (i) English & Hindi proofs of corrected draft, if any, should be submitted within 7 days from the date of providing soft copy of English & Hindi.
- (ii) The final Draft/Dummy in colour with binding should be submitted within 7 days from the date of providing corrected draft.
- (iii) The representative of selected firm will have to come to Bose Institute, Block-EN-80, Sector-V, Salt Lake City, Kolkata-700091 to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit Bose Institute as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.
- (iv) English & Hindi draft copy should be submitted within 7 days including hard copy & soft copy with design before printing.
- (v) **Terms of Delivery** : Books shall be delivered at Bose Institute, 93/1, A.P.C. Road, Kolkata-700009, without any cost before the stipulated time as per work order.

Contact Period : Initially for 1 (one) Year, may be extended upto 3 (three) years based on the performance and statutory guidelines as per the SLA depending on the recommendation of the competent authority.

Terms of Payment : Payment will be released only after the completion of job and after the receipt of all the material and books with soft copy with 100 % satisfactory delivery of Books. No partial job will be accepted for payment. **In case there is any increase or decrease in number of pages, the payment will be released accordingly on pro-rata basis.**



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LETTER OF APPLICATION

NOTE: On the letter head paper of the Applicant including full postal address, telephone no., fax no., and E-mail address:

To
The Registrar (Officiating)
Bose Institute
Kolkata

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

"Annual Report Printing (Bilingual Printing) with Translation in Hindi - Composing, Designing, Scanning, Printing including Paper, Binding & Delivery".

2. Attached to this letter are copies or original documents defining:
 - (a) the Applicant's legal status:
 - (b) the principle place of business; and
 - (c) the place of incorporation or the place of registration and the nationality of the owners (for applicants who are under Proprietorship/ Partnership/ Private Limited Company/ Public Limited Company/ PSU).
 - (d) Authorisation of the signatory to sign on behalf of the Applicant.
 - (e) Memorandum of Association & By Laws of the company or Partnership Deed of Partnership Firm.
 - (f) Certificate of Incorporation of the company, if applicable.
Any document not submitted as mentioned will debar the bidder from such tender process.
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.



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4. Your office and its authorized representatives, may contact the following persons for further information.

Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:

(a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding:

(b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre-qualification process, and reject all application without assigning any reason thereof; and

(c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.

6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of

Signature of the Bidder with date and seal
(Name and Designation of the Signatory in Capital Letters)



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BID FORM

(to be submitted on the official letterhead of the bidder)

To
The Registrar (Officiating),
Bose Institute,
Unified Academic Campus
Block EN Sector V
Kolkata 700091

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, I/We agree to furnish required supplies/services in conformity with the Techno-Commercial Bid or such portions thereof at the prices given in the Price Bid on receipt of order for the same.

I/We agree to hold this offer open until _____ and to supply, install and commission the equipment and complete the whole of the work and hand over to the purchaser within the period of _____ weeks, from the date of receipt of intimation from you regarding acceptance of this tender/receipt of supply order.

I/We agree to submit the bank guarantee as specified in the form prescribed by your goodself for the due performance of the contract, if our bid is accepted.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

(
Signature of Bidder
With Office Stamp
Name & Address
)

Telephone No.:

FAX No.:

E-mail address:

Name & Designation of the Contact Person:



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Application Form No. 1

GENERAL INFORMATION:

All Proprietor/ Partnership/ Private Limited Company/Public Limited Company applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm/organisation:
2.	Head office address:
3.	Registered office address:
4.	Telephone: Contact:
5.	Fax: E-mail:
6.	Place of incorporation/ Year of incorporation/registration Registration No. (Certificate to be attached)
7.	Memorandum of Association & By Laws of the Company OR Partnership Deed of Partnership Firm
8.	PAN, GST Registration and TAN / Work Experience / Audited Accounts Statement

Signature of the Bidder and seal
(Name & Designation of the authorized signatory)



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Application Form No.2

STRUCTURE AND ORGANIZATION

1. The applicant is
 - (a) A proprietary firm
 - (b) A firm in partnership _____
 - (c) A Private Limited Company
 - (d) A Public Limited Company

2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors/Partners/Proprietors and position of officers and authorized signatory _____

3. Have you ever left the work awarded to you incomplete:
(If so, give name of project _____
the work.)

Signature of the Bidder and seal
(Name & Designation of the authorized signatory)



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APPENDIX-A

ANNUAL TURN OVER

YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rs.)
2019-20	
2020-21	
2021-22	
Average Annual Turnover	

NOTE: The above data is to be supported by Audited Balance Sheets.

Signature of the Bidder and seal
(Name & Designation of the authorized signatory)



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APPENDIX-B

TECHNO-COMMERCIAL BID FORM

1.	Tender reference No	:	
2.	Due date of bid submission	:	
Note ::			
1.	Adhering to the format given above is a pre-requisite for considering your bid.		
2.	All columns must be filled up.		
3.	Separate list should be attached where required in the same format giving details of each item.		
4.	Please indicate applicability.		
I/we certify that I/We have completely read and understood and agree to all the terms & conditions given in NIT.			

(
Signature of Bidder
With Office Stamp
Name & Address



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APPENDIX-C

BIDDER'S PERFORMANCE STATEMENT FORM
(For a Period of Last 3 Years)

Name of the Company.....

Order placed by (full address with Tel. No., Fax No. & e-mail address of organization)	Date	Description of order received	Date of completion of the contract	Remarks indicating reasons for any penalty, if any	Has the contract been successfully executed (Attach a certificate from the organization)

Place :

Signature :

Date :

Office stamp



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APPENDIX-D

COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Institute's requirements demonstrating substantial responsiveness of services to those requirements or a statement of deviations and exceptions to the provisions of the requirements.

ITEM NAME			
Sl. No.	Tender Requirements	Bidder's Response	Deviation/ Remarks, if any Including justification

(Manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the requirements of the quoted items to the requirements as mentioned in the tender. This statement should also give the page number(s) of the tender document where the relevant requirements are mentioned.
2. In case the bidder furnishes wrong or false information wilfully in the technical compliance chart, such action shall be viewed strictly and the bidders may be blacklisted.
3. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :



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APPENDIX-E

Quotation No.....

Date:

PROFORMA OF FALL CLAUSE CERTIFICATE

If on any subsequent date after submission of quotation or placing of order, the bidder/service provider reduces the sale price of such stores or sells such stores to any party at a price lower than the price charged / chargeable against order placed by Bose Institute, Kolkata, the service provider as aforesaid in case the quotation is submitted by them and supply / service is also effected by them) will forthwith notify such reduction in sale price to Bose Institute, Kolkata and price payable for the items to be supplied against the Order after the date of such reduction in sale price coming into force shall be reduced correspondingly and will be reimbursed to the concerned applicant.

(Signature & Date of Bidders with Rubber Stamp)

*** This certificate should be uploaded on the letter head of the company / firm / agency*



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APPENDIX-F

PROFORMA FOR PERFORMANCE BANK GUARANTEE
(On stamp paper of appropriate value from any Nationalized Bank)

To,

The Registrar (Officiating)
Bose Institute
Kolkata

Dear Sir,

In consideration of Bose Institute (hereinafter called as BI) which expression shall include its successor and assigns having awarded to..... (here in after referred to as the said Bidder) a contract No. In terms inter alias, of BI's Letter No. dated and the General Conditions of Contract and upon the condition of the Bidder's furnishing security for the performance of the Bidder's obligations and discharge of the Bidder's liability under in connection with the said contract up to a sum of Rs..... (Rupees..... Only) amounting to 3 % (Three) percent of the total contract value.

1. We. (here in after called "The Bank" which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to BI in rupees forthwith on demand in writing and without protest of demur or any and all money anyway payable by the Bidder to BI under in respect of or in connection with the side contract inclusive of all BI's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other money anyway payable in respect of the above to this guarantee up to an aggregate limit of Rs. (Rupees.....only).
2. We Bank further agree that BI shall be sole judge of and as to whether the said Bidder has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by BI on account thereof and the decisions of BI that the said Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by BI from time to time shall be final and binding on us.
3. Bose Institute shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Bidder's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Bidder or to grant time or indulgence to the Bidder or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security(ies) now or hereafter held by BI and no such dealing(s) reduction(s) increase(s) or other indulgence(s) or arrangements with the Bidder or release or forbearance whatsoever shall absolve the Bank of the fail liability to BI hereunder or prejudice the rights of BI against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Bidder but shall in all respect and for all purposes be binding and operative until payment of all money payable to BI in terms thereof.



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5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Bidder stopping or preventing or purporting to stop or prevent any payment by the bank to BI in terms hereof.
6. The amount stated in any notice of demand addressed by BI to the bank as liable to be paid to BI by the Bidder or as suffered or incurred by BI on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to BI as suffered or incurred by BI as the case may be and shall be payable by the bank to BI in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of BI and liabilities of the Bidder arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that BI may now or at any time anywise may have in relation to the Bidder's obligations/ or liabilities under and/ or in connection with the said contract, and BI shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which BI may have or obtain and no forbearance on the part of BI in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
9. It shall not be necessary for BI to proceed against the said Bidder before proceeding against the Bank and the Guarantee herein contained shall enforceable against the bank notwithstanding that any security which BI may have obtained or obtain from the Bidder shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of BI in writing and agree that any change in the constitution of the said Bidder or the said Bank shall not discharge our liability hereunder.
11. We.the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. (Rupees.....) and this guarantee shall remain in force tilland unless a claim is made on us within 3 months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Datedday of202.....

For and on behalf of Bank.

Signature of the Bidder with date and seal

(Name and Designation of the Signatory in Capital Letters)



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ANNEXURE-I

Technical Specification of Annual Report Printing (Bilingual Printing) with Translation from English to Hindi Composing, Designing, Scanning, Printing including Paper, Binding & Delivery

Size	:	21 X 28 cms.
Quantity	:	100 copies English 40 copies Hindi
No. Of Pages	:	Inside Pages : 260 (Approximately) Cover Glossy/Matt Laminated: 4 Pages (with UV on front cover)
Paper	:	100 GSM imported art Paper for text 300 GSM imported art Paper for cover
Printing	:	Four Colour both text & cover
Binding	:	Perfect Binding with Stitching.

Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Annual Report copies several times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra pages.

Translation	:	English to Hindi (High quality experience Hindi Translation responsibilities include reading and thoroughly understanding the context of a given material, using specialized dictionaries and translation tools, and proofreading finished pieces of work.
Proofing	:	First proof in Colour + Soft copy Final Draft/Dummy in colour + Soft copy
Packaging	:	All copies of Annual Report are first to be packed in set of 10 books. Then the materials are to be packed in new, unused, sizeable cartons. In one box only 25 books will be packed. All the cartons should be duly labeled with title of the book "Annual Report" and quantity.
Soft Copy	:	Soft copy of the final report [in PDF and its open (original) file] is to be provided without any extra cost, along with printed reports to Bose Institute, Kolkata.



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ANNEXURE-II

PRICE BID

Annual Report Printing (Bilingual Printing) with Translation in Hindi
Composing, Designing, Scanning, Printing including Paper, Binding & Delivery

Size :	21 X 28 cms.	: Bose Institute Annual Report with Statement of Accounts (English and Hindi Version) Complete Books
DESCRIPTION		RATE (AMOUNT IN Rs.)
Quantity :	100 copies English*	
No. of Pages :	Inside Pages : 260 (Approximately)**	
	Cover Glossy/Matt Laminated: 4 Pages (with UV on front cover)	
Paper :	100 GSM imported art Paper for text	
	300 GSM imported art Paper for cover	
Printing :	Four Colour both text & cover	
Binding :	Perfect Binding with Stitching.	
Quantity :	40 copies Hindi*	
Translation :	English to Hindi	
No. of Pages :	Inside Pages : 260 (Approximately)**	
	Cover Glossy/Matt Laminated: 4 Pages (with UV on front cover)	
Paper :	100 GSM imported art Paper for text	
	300 GSM imported art Paper for cover	
Printing :	Four Colour both text & cover	
Binding :	Perfect Binding with Stitching.	
Proofing :	First proof in Colour + Soft copy	Free of Cost
	Final Draft/Dummy in colour + Soft copy	Free of Cost
Packaging :		Free of Cost
Soft Copy :		Free of Cost

* Payment will be released only after the completion of job and after the receipt of all the material and books with soft copy with 100 % satisfactory delivery of Books. No partial job will be accepted for payment.

** In case there is any increase or decrease in number of pages, the payment will be released accordingly on pro-rata basis.



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ANNEXURE-III

(On Stamp Paper of Rs 100/- denomination)

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

We hereby certify and declare that we, _____ and/or any partner(s)/proprietor(s)

a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

b. We are not blacklisted / De-registered / debarred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

(
Signature of Bidder
With Office Stamp
Name & Address

Telephone No.:

FAX No.:

E-mail address:

Name & Designation of the Contact Person:



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Name of the Bidder:

PQC Compliance Sheet

Sl. No.	PQ Criteria	Bidder's Response (Folder Name with Page No. to be mentioned)	Complied (Yes / No)
1	APPLICATION FORM NO.-1		
2	APPLICATION FORM NO.-2		
3	General Information		
4	<i>Structure and Organization</i>		
5	PAN		
6	Professional Tax Registration Certificate		
7	GST		
8	Trade License		
9	ITR for last three years (AY 2021-22, 2022-23 & 2023-24)		
10	Firm Registration Certificate		
11	Address proof of registered office		
12	Balance Sheet of last three years ending March'2022.		
13	Certificate of Incorporation		
14	Partnership/Proprietorship/ Private Limited Company/ Public Limited Company/PSU Memorandum of Association and By Laws.		
15	Experience in extending similar works in State and/or Central Govt. organizations/ PSUs/ Autonomous Institutes/ Public Sector Banks/ Local Bodies/ Reputed Private organisations		
16	Details of completed works of similar nature during last three (3) years.		