



BOSEINSTITUTE
UNIFIED ACADEMIC CAMPUS, BLOCK – EN 80, SECTOR V, SALT LAKE,
KOLKATA 700 091

Tender No.	: BI/T/19/2024-25
Tender date	: 01-OCTOBER-2024
Type of Tender	: Open
Tender Title	: Annual Report Printing including Paper, Binding & Delivery with Translation in Hindi
Quantity and Terms & Conditions	: As per Annexure-I
Submission of Tender(Address) : Tender Box will be kept at the Gate of Bose Institute, Unified Academic Campus, Block-EN80, Sector-V, Salt Lake, Kolkata–700091.	
Venue of bid opening	: As above
For any query the interested Bidders may contact (Dept./ Section / Div. /Unit)	: registrar_office@jcbose.ac.in/bipurchase@jcbose.ac.in
Last date of submission of Tender	: 07-OCTOBER-2024 at 15.00 Hrs
Date of opening of tender	: 07-OCTOBER-2024 at 16.00 Hrs
General Terms & Conditions:	
Type of Bid	: Two bid system; Technical Bid and Financial Bid
Bid Validity	: 90days
Completion schedule	: 7 day from the date of receipt of the order
<u>Tender title, tender number and Technical Bid/Financial Bid should be mentioned on the each closed cover envelope positively. All the documents except Price bid (Annexure-II) should be submitted in Technical Bid folder and Price bid should be submitted separately in Financial Bid folder.</u>	
Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.	

Registrar (Officiating)



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BOSE INSTITUTE

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

BIDDING DOCUMENTS

TENDER NO. BI/T/19/2024-25

Last date for submission of tender :07.10.2024 at 15.00 Hrs.

Date of opening for tender :07.10.2024 at 16.00 Hrs.

The technically qualified bidders will be informed to be present at the time of opening of Financial Bid.

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 online offers in INR only from Indian bidders of the following item:

Sl. No.	Name of the items	Bid security (EMD)
1.	Annual Report Printing including Paper, Binding & Delivery with Translation in Hindi	Rs.5,000/-

GENERAL INSTRUCTION TO BIDDERS

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

The procurement will be made by Bose Institute in compliance with the Govt. of India rules framed for public procurement from time to time Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority, specified in Annexure I of **OFFICE MEMORANDUM** issued by Ministry of Finance, Department of Expenditure, Public Procurement Division bearing No - F.No.6/18/2019-PPD dated 23 July 2020. In this regard bidder must adhere to the clauses of the said **OFFICE MEMORANDUM** and necessary certification as mentioned in the subject order must be submitted along-with the tender.

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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1. **Technical Proposal:** The Tender should contain scanned copies of the following

A).

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

B). The bidder has to submit requisite registration / tax certificate like, PAN, GST, IT return for the last three years.

- Bidders are requested not to put any percentage (%) in any column of the Tender.

2. Bid Security/EMD:

The interested bidder has to submit Bid Security/EMD of Rs. 5,000/- in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque, or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks. The Bid Security is to be normally remain valid for a period of 45 days beyond the final bid validity period or the extended bid validity period.

Bid Security will be refunded to the successful bidder on receipt of performance security. Bid Security of unsuccessful bidders will be returned after award of the contract. No interest will be paid on EMD/Bid Security by Bose Institute.

Note: Failure to submit any of the above mentioned documents listed under 1(A) & 1 (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 including Paper, Binding & Delivery with Translation in Hindi
Minimum Average Annual Turnover of the Bidder	INR 20 Lakh (Approximately)
Years of Past Experience required	Minimum 3 Years in Designing, Printing, Binding & Translation work in Hindi
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from Bidder	GST/ PAN/ 3 years Balance Sheet
Estimated Value	Rs. 1.5 Lakh (Approx.)
Estimated Bid value	Rs 1.5 Lakh (Approx.)
Evaluation Method	Total value and quality wise evaluation

EMD Detail

Whether Required	Yes, Rs. 5,000.00 (Rupees Five Thousand Only)
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(a). Performance security should be in favour of BOSE INSTITUTE, KOLKATA

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 submitted with the tender.

2. **Years of Past Experience required:** The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) 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.

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



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

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 in Hindi, 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



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Technical Specifications

Technical Specification of Annual Report Printing (Bilingual Printing) with Translation in Hindi
including Paper, Binding & Delivery

- Size** : 21 X 28 cms.
- Quantity** : 70 copies English
30 copies Hindi
- No. of Pages** : Inside Pages : 240 (Approximately)
Cover Glossy/Matt Laminated: 4 Pages (with UV on front cover)
In case there is any increase or decrease in number of pages, the payment will be released accordingly on pro-rata basis.
- 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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/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, Ministry of Science & Technology, Department of Science & Technology, Govt. of India.	70 Number Books of English Version 30 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, the state of Consignee. 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. Buyer will not take any responsibility in this regards. GST payments will be as per actual or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
4. Dedicated toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free/Telephone No. for Service Support.
5. The Bidder has to acknowledge the order/terms of contract within 2 days of its issuance.

Jurisdiction: Kolkata

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Centre Location and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

6. The printing and designing will be checked by Bose Institute official at any time and if substandard/unauthorized material is found and after issued three adverse notices, 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.

7. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

8. 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) with self-certification by the bidder that supplies against the invoices have been executed. b. Execution certificate by client with order value. c. Any other document in support of order execution like Third Party Inspection release note, etc.

9.
 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.

10. Bidder's offer is liable to be rejected if they don't submit any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.



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BID Submission:

Tender should be submitted within stipulated time otherwise result in rejection of the tender.

Submission of EMD:

EMD of Rs. 5,000/- (Rupees Five Thousand Only) accepted in the form of Account Payee Demand Draft/Bankers Cheque/ NEFT from any of the Public Sector Banks in favour of "BOSE INSTITUTE".

Submission of Technical BIDs:

The bidder should be submitted hard copy (self-attested xerox copies) of the following document as part of the Technical Bid.

Sl. No.	Criteria	Supporting Documents Required
1.	Bidder should have Certificates of GST, VAT and PAN	Copies of PAN, GST Registration and TIN
2.	Bidder should have Average Annual Turnover during the last three financial years generated from IT Services \geq 20 Lakhs	Turnover certificate from a qualified Chartered Accountant.
3.	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.
4.	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.
5.	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.	Self declaration certificate from bidder stating bidder has not been 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 (Annexure-III).

Submission of Tender:

Tender (as per Annexure-II) must be submitted along with all documents. The tender 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 Tender shall be summarily rejected.

Tender Opening & Evaluation:

- The Tender will be opened at the time & date as specified in the tender document. All the statements, documents, certificates, DD etc. submitted by bidder will be verified, for technical evaluation.
- The bidder can witness tender opening at the designated time of bid opening.
- 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.

OPENING OF TECHNICAL BIDS:

The Tender will be opened on 07.10.2024 at 16:00 hrs. at the first stage and evaluated by the Competent Authority at the second stage.

Detailed Rates be quoted as per given Tender Specification of Annual Report Printing (Bilingual Printing) with Translation in Hindi - including Paper, Binding & Delivery (Annexure-II).

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.



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Should have minimum turnover of Rs. 20 Lakh per annum during each of the last three years (valid and certified proof are to be attached).

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.**

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).

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 EMD/PSD is liable to be forfeited and penalty can be imposed as deemed fit by the competent authority of Bose Institute.

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.

In the case of any damage to Government status, additional penalty amounts over and above the liquidated damage shall be deducted.

In case of any non-performance or deficiency in material or in services, the bidder/ firm will be held responsible and liable for the consequences thereof and will be penalized by way of deducting up to 50% of the amount payable from their bill.

In case, during the validity period, the offer is withdrawn by the bidder or the bidder fails to deposit performance security, earnest money so deposited shall be forfeited.

In case of any delay wholly attributable to the institution(s)/services liquidated damages @ 5% per day or part thereof without prejudice to other remedies available to Bose Institute under contractual agreement shall be levied.

Bose Institute reserves the right to accept or reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest bidder.

The Bose Institute reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

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) The final Draft/Dummy in colour with binding should be submitted within 3 days from the date of providing corrected draft.
- (ii) The representative of selected firm will have to come to Bose Institute, 93/1 A.P.C Road, Kolkata-700009 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.



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Terms of Delivery : Books shall be delivered at Bose Institute, 93/1, A.P.C. Road, Kolkata-700009, without any cost.

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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Application Form No. 1

GENERAL INFORMATION:

All Proprietor/ Partnership/ Private Limited Company/Public Limited Company/ PSU 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.	PAN, GST Registration and TIN / Work Experience / Audited Accounts Statement

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.)
2021-22	
2022-23	
2023-24	
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

**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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ANNEXURE-I

Technical Specification of Annual Report Printing (Bilingual Printing) with Translation in Hindi
including Paper, Binding & Delivery

Size	:	21 X 28 cms.
Quantity	:	70 copies English 30 copies Hindi
No. Of Pages	:	Inside Pages : 240 (Approximately) Cover Glossy/Matt Laminated: 4 Pages (with UV on front cover) In case there is any increase or decrease in number of pages, the payment will be released accordingly on pro-rata basis.
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 :	70 copies English*	
No. of Pages :	Inside Pages : 240 (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 :	30 copies Hindi*	
Translation :	English to Hindi	
No. of Pages :	Inside Pages : 240 (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

(This undertaking should be on the letter head of the company / firm / agency)

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.:

E-mail address:

Name & Designation of the Contact Person:



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BIDDER'S INFORMATION FORM
(On Company Letterhead)

Details of the bidder :		
1	Name of the bidder	
2	Registered Office Address of the bidder	
3	Details of the Incorporation/Shop Establishment	
4	License of the company	
5	Company Registration No.	
6	Valid GST Registration No.	
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
9	Address for Communication	
10	Email Address of the contact person	
11	Telephone No. (with STD Code)	