



सं / No. D-29013/1/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 06.06.2016

To

As per list attached

Sub: Tender for Printing of study material "Level 'D' Monograph"—regarding.

Institute of Secretariat Training & Management (ISTM) is an attached office under Department of Personnel and Training. Various Training Programme are being conducted in this Institute. Participants of some courses are being provided reading material in the Book form. ISTM intends to invite tender in two bids system for printing of 300 copies of study material "Level 'D' Monograph". Interested Bidders from Delhi, who have experience of printing/ Perfect Binding of Reports/ Documents of the Ministries/Departments of Government of India/Multilateral agencies etc. may submit their quotation in sealed covers.

2. The tender should be submitted in two sealed covers.

- (A) The first sealed cover superscribed as "Technical Bid" should contain the following items:-
 - (i) The Proforma at Annexure-II, duly filled in, along with relevant documents/information
 - (ii) Acceptance of terms and conditions at Annexure-I
 - (iii) Earnest Money Deposit (EMD)
- (B) The Second sealed envelope superscribed "Financial Bid" as at Annexure-III should contain only rates of printing of 300 copies of study material "Level 'D' Monograph"

3. Both the sealed covers should be placed in the main sealed envelope superscribed "Quotation for Printing of Level 'D' Monograph". Tender should be addressed to the Deputy Director (Adm.), ISTM, Room No.103, Administrative Block, ISTM, Olof Palme Marg, New Delhi-110 067 and Dropped in the Tender Box kept in Admn. Section of ISTM, New Delhi so as to reach us latest by 3.00 pm on or before 11.07.2016.

4. The technical bids will be opened by the Tender Evaluation Committee on the same day i.e. at 3.30 PM on 11.07.2016 in the Committee Room, 1st Floor, Administrative Block, ISTM, Olof Palme Marg, New Delhi, in the presence of the participating bidders, who may wish to be present. Quotations received after stipulated time & date will be rejected forthwith.

5. The financial bids (Sealed part-II envelope) will be opened only in respect of those firms who qualify technically after scrutiny of documents and facilities available with the printer to undertake the work.

6. The competent authority in the Institute reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

7. The successful bidder would be provided 'Soft copy' for printing and perfect binding of books. Technical specifications of the work are as under:

I.	Finished size	A4
II.	Number of pages	176 (approx) excluding cover pages
III.	Paper	220 GSM Art Card for cover 80 GSM map litho/white print for inner page
IV.	Colour	Multi Colour for cover and Black & White for text
V.	Process of Productions	Offset Printing
VI.	Binding	Perfect Binding and laminated cover
VII.	Scope of work	To deliver required items each time to the Institute within 07 days in one lot after fixing up time and room number at no additional transportation cost after award of contract.
VIII.	Quantity of books	300 copies

8. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed above and in the Annexure-I before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Institute.

Yours faithfully,



(R. Gayatri)
Dy. Director (Adm.)
Tel No 26102597

TERMS AND CONDITIONS

1. The firm should have an experience of 3 years in printings of books etc. The information of the firm should be given in Proforma (Technical Bid) annexed at Annexure-II.
2. No advance payment will be made. The approved contractor shall submit his bill (in triplicate) on completion of work.
3. All the copyrights of the publication will lie with the Institute of Secretariat Training & Management. None of the contents will be revealed to any person not associated with the report work, nor will material in the Report in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Institute.
4. Signed sample of the papers to be used for the cover and inside content be submitted along with bid. The Quotation will not be considered without paper sample. The filled in documents should be signed on every page. All corrections should be duly countersigned. In case of damage/ errors in the Report copies due to printing related reasons, the printer will be required to provide flawless copies without additional payment.
5. The competent authority in the Institute reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all application (offers) without giving any notice or assigning any reason thereof. In this regard, the decision of Competent Authority in the Institute will be final and binding.
6. The tender received after due date & time will not be considered.
7. An earnest money of Rs. 10,000/- (Rupees Ten Thousand only) should be submitted along with the technical bid in the form of demand Draft/Pay Order/Banker's cheque drawn in favour of Director, ISTM payable in Delhi/New Delhi. Tender not accompanied with the requisite earnest money will be rejected outrightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest, on finalization of tender. The EMD of the Successful bidder will be returned after completion of the contract.
8. The rates inclusive of all taxes may be quoted as per proforma annexed at Annexure-III.
9. The firm will be expected to keep complete inputs/ processing material for a minimum of six months for possible re-prints.
10. The lowest tenderer will be decided on the basis of the total amount of full quantity
11. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Institute.
12. Payments are subject to delivery of all the printed items in accordance with prescribed specification and any shortcoming would be liable for withholding/reduction of payment in part or full.



PROFORMA (Technical Bid)

Sl. No.	Particulars	To be filled by the Tenderer
1	(a) Name of the Firm/ Agency	
	(b) Address	
	(C) Telephone No.	
	(c) Mobile No.	
	(d) Email Address	
	(e) Type of firm (propriety /Private/ Private Ltd./MNC/Cooperative/Govt. Undertaking)	
	(f) Empanelment with DAVP or Directorate of Printing (DOP) as "A" & " B" Class Printers	
2.	PAN Number (copies to be enclosed)	
3.	TIN Number (Copies to be enclosed)	
4.	Service tax Registration No. (Copy to be enclosed)	
5.	List of Govt. Ministries/ Departments/ Clients Showing experience in the field (Copies of Contracts/ Orders placed on the agency during last 3 years should be attached along with one samples of jobs executed).	
6.	Whether copies of Income Tax return for last 2 Years attached.	
7.	Signed sample of the papers to be used for cover and inside content be enclosed.	
8.	Details of EMD (i) Amount (ii) Draft No (iii) Date (iv) Issuing Bank (v)	
9.	Whether terms and conditions of the Tender is signed as a token of acceptance of the T&C	
10.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard.	

Date:
Place:

(Signature of the authorized person)
Name:
Full address & Seal:

PROFORMA (Financial Bid)

Sl. No.	Particulars of job	Amount/Rate in Rs. (inclusive of all taxes and VAT)	
		Figures (Rs.)	In Words (Rupees)
1.	Printing and perfect binding of 300 copies of study material " Level 'D' Monograph " as per the specification given in the tender		

- i) All rates quoted should be inclusive of all taxes.
- ii) The firm will be expected to keep complete inputs/ processing material for a minimum of six months for possible re-prints.

(Signature of the authorized person)

Name:

Full address and seal: