

Tender Document

**Printing & Supply of 25th Annual Report of OI DC
for the Financial Year 2016-17**

**Omnibus Industrial Development Corporation
of Daman & Diu and Dadra & Nagar Haveli
Limited**

(A Government of India Undertaking)

**Plot No. 35, OI DC Corporate Office, Somnath,
Daman - 396210**

**Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli
Limited
(A Government of India Undertaking)
Plot No. 35, OI DC Corporate Office, Somnath,
Daman - 396210**

Quotation No. : OI DC/DMN/6/Annual Report/16-17 Ptg.

Notice Inviting Sealed Quotations

Sealed quotations are hereby invited in two parts (Technical & Commercial) on behalf of Managing Director, OI DC for Printing of 25th Annual Report of the Corporation (in English & Hindi both) for the year 2016 – 17. The printer must have experience in similar type of work with Central / State Government Undertaking or other reputed organizations in appropriate class. The quotations complete in all respect should reach at the following address before 5:00 p.m. on Thursday the 21st September, 2017:

Smt Charmie Parekh,
General Manager ,
Plot No. 35, OI DC Corporate Office, Somnath, Daman – 396210

- A Name of Work : Printing of OI DC's 25th Annual Report for the financial year 2016-17 300 nos. copies(in English & Hindi)
(160 pages in each copy approx.)
- B Earnest Money Deposit (EMD) : Rs. **3,000/- (Rs. Three thousand only)** by Demand Draft in favour of "Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd." payable at Daman. However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid registration certificate under Single Point Registration Scheme are exempted to submit EMD on submission of requisite proof along with the technical bids.
- C Time for Completion of Work : Within four weeks from the date of order.
- D Date & time of opening of Technical bids : 11.00 hrs. on Monday the 22nd September, 2017

The date and time of opening of financial bids shall be informed to the technically qualified bidder. In the event of the specified date for submission of bids being declared a holiday for OI DC, the bids will be received up to the appointed time on the next working day. OI DC may extend this deadline for submission of bids by amending the bid documents.

-Sd-
General Manager
Issuing Authority

TERMS & CONDITIONS

1. The sealed quotation shall be submitted in accordance with these instructions and any quotation not conforming thereto is liable to be rejected. These instructions shall form part of the quotation.

2. The quotations shall be submitted in two sealed covers separately i.e. “**Technical Bid**” and “**Commercial Bid**” super scribed with the name of work, due date of submission, in the following manner : -

a) Technical Bid:

One sealed cover superscribed as “**Technical Bid for Printing of OI DC’s 25th Annual Report (in English & Hindi) for the year 2016-17**” containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

b) Commercial Bid :

One sealed cover super scribed as “**Commercial Bid for Printing of OI DC’s 25th Annual Report (in English & Hindi) for the financial year 2016-17**” containing quoted rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. The party should have successfully completed printing work of Annual Report costing not less than Rs. 1.00 lakh each. The quotation should also contain the details about the organization, number of years experience in the similar field, infrastructure and other facilities available with them to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays/Sundays/Holidays as and when required by OI DC without any extra payment.

4. The job of printing includes frequent proof-reading of both English as well as Hindi Annual Report, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports, etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.

5. The technical quotation will be accompanied by Earnest Money of **Rs. 3,000/- (Rs. Three thousand only)** by way of Demand Draft in favour of “Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd.” payable at Daman.

6. However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid registration certificate under Single Point Registration Scheme are exempted to submit EMD on submission of requisite proof along with the technical bid.

The Earnest Money of **Rs. 3,000/- (Rs. Three thousand only)** deposited by successful party other than exempted enterprises as mentioned in point no. 6 above will be converted as part of Security Deposit for performance of the contract after award of the tender. The earnest money will be refunded to all unsuccessful parties. The Earnest Money will not carry any interest.

7. All tenders which are received without earnest money will be rejected.
9. The quotation along with its documents shall be in English and / or Hindi language only.
10. The quotation shall remain valid for 120 days from the date of opening of quotation(s) unless otherwise stipulated.
- a) Only technically qualified quotations will be eligible to be considered under commercial specifications.
- b) Telegraphic or Telefax quotation(s) will not be accepted. If delivered by post, O IDC shall not be responsible for loss or delay in transit.
- c) Before submitting the quotation, the party, if required may visit the O IDC Office to acquaint with the nature of the work and may obtain all necessary information which may influence or affect his quotation.
- d) Prices should be inclusive of all prevailing taxes mentioning the percentage and amount of taxes.
- e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered.
12. If the party fails to comply with the instructions, the work shall be got done by O IDC at the cost, risk and responsibility of the bidder. In such case the expenses incurred will be deducted from successful bidder.
13. i) Successful party has to submit 3 (three) cover designs of Annual Report for approval in case of award of quotation
14. Successful party shall have to submit a draft of the printed Annual Report before finalizing the job. The printing will start only after obtaining written approval from O IDC.
15. As, the time is the essence of work, The total time allowed for completion of the work is Four weeks (300 copies in English and in Hindi) from the date of award of contract and if the party fails to deliver any or all the printing material(s) or to perform the services within the period(s) specified in the contract, O IDC shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages of @ Rs.250/- per day for the period of delay from the due delivery date. In addition to this, the Corporation shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the Annual Reports are not printed and delivered to this office within the specified delivery schedule.
16. Successful party shall have to deliver all copies of 25th Annual Report at O IDC, Company Secretary Section at his own cost.

17. Full & final payment shall be made within 30 days on satisfactory completion and delivery of work / Annual Reports after deducting TDS / GST/VAT wherever applicable.

18. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

19. The party should have printing facility in Daman / Vapi where the work should be carried out.

20. The document should be submitted as per the checklist of both Technical and Commercial specifications.

21. The rates are to be quoted for 160 pages approximately. For increased number of pages over and above of 160 pages approximately, rates per page are to be quoted separately for 2 colours and 4 colours respectively.

22. ARBITRATION

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of OI DC or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Daman.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Daman.

For and on behalf of OI DCDD&DNH Ltd.

-Sd/-

General Manager

TECHNICAL SPECIFICATIONS

| | | |
|--|---|---|
| Name of Work | : | 25th Annual Report 2016 - 17 |
| Number of Copies | : | 300 copies (in English & Hindi) |
| Number of pages | : | 160 Pages |
| Size of Publication | : | 8-1/2" x 10-1/4" |
| Paper | : | i. For Cover (Card 56cms x 71 cms / 250 gsm Imported Art Card Gloss or Matt) ii. For Text (Super deluxe white paper 80 gsm) |
| Photo Composing | : | 80 Pages (Approx.) |
| Tabular matter in 8 pt. | : | 80 pages (Approx.) |
| Running matter in 10 pt. | : | |
| Printing of Cover (Process Offset) | : | 4 Colours (Designing of the Cover shall be the sole responsibility of the Printer) |
| Printing of Text (Process Offset) | : | 120 pages (2 colours) approx. |
| Processing | : | |
| i. Cover (4 colours) | : | |
| ii. Text | : | |
| Graph processing (4 colours) | : | 4 + 1 (Designing of the Graphs shall be the sole responsibility of the Printer) |
| Lamination | : | Gloss or Matt (Front/Back Cover only) |
| For Hindi Version of the Report | : | 80 Pages (Approx.) |
| Photo composing | : | 80 pages (Approx.) |
| Tabular matter in 10 pt. | : | |
| Running matter in 12 pt. | : | |

All other specifications for Hindi Version will remain same as in the case of English Version.

Conditions:

1. Printer shall have to quote the rates inclusive of typing (if required), composing, platemaking, double colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English & Hindi) before Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination etc. and any other related aspect of Printing of 25th Annual Report for the year 2016 - 17.
2. Printer can visit the office for any clarification before quoting the rates.
3. Quotations not accompanied with samples of Text Paper and Cover Card to be used with specifications thereof on it will be rejected.
4. An incomplete quotations and/or late quotation are liable to be ignored. The party must accompanied samples of Text Paper and Cover Card to be used with specifications thereof
5. All the valid certificates should be submitted along with the Technical Bid otherwise the quotation will be out rightly rejected.
6. Quality and Style should be maintained throughout all the copies of the Annual Report.
7. The Corporation will give text material for the printing in the form of hard copy, CD (wherever available), photographs etc. and the same will have to be returned to OI DC as per instructions.
8. The Corporation reserves the right to curtail or increase the number of pages and / or copies of the Annual Report. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

Signature
Name (in Block Letters)
Designation & Name of the Company

Commercial Specifications

Quotation No. : OI DC/DMN/6/Annual Report/16-17 Ptg.

Date _____

To:

The General Manager,

Omnibus Industrial Development Corporation

of Daman & Diu and Dadra & Nagar Haveli Limited

Plot No. 35, OI DC Corporate Office, Somnath, Daman – 396210

Sub: Printing of 25th Annual Report (in English & Hindi) for the year 2016 – 17

Sir/Madam

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 300 nos. (in English & Hindi) of OI DC's 25th Annual Report for the year 2016 - 17 in conformity with the said quotation for a sum of Rs. _____) inclusive of all applicable taxes.

We undertake, if our quotation is accepted, to deliver the Annual Reports in accordance with the delivery schedule specified in the terms & conditions.

If our quotation is accepted, we will deposit additional sum of **Rs. 3,000/- (Rs. Three thousand only)** for the due performance of the Work, as specified in the terms & conditions.

We agree to abide by this quotation for a period of 120 days from the date of opening of quotation and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

This quotation together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

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

Dated this day of 2017.

.....
(Signature)

.....
(In the capacity of)

Duly authorized to sign quotation for and on behalf of

Checklist for Technical Specification / Technical Bid

The following documents must accompany with the Technical Bid:

1. Demand Draft / Pay order of **Rs. 3,000/-** in favour of “Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd.” payable at Daman.
2. A valid certificate of the Scheme that the bidder is registered with NSIC under Single Point Registration Scheme.
3. Copy of valid VAT/ Service Tax Regd. Certificate self -attested.
4. Self-attested Copy of Permanent Account Number (PAN).
5. Self-attested Copy of Registration certificate of the organization i.e. proprietorship, partnership, company etc.
6. Signed Sample of Cover page (Card 56cms x 71cms - 300gsm Imported Art Card Magno Gloss)
7. Signed Sample of Text page (Imported Art Paper Magno Gloss -130 gsm)
8. Copy of Annual Report printed along with its proof.
9. A brief note about the Organization.
10. Proof of TAN No. of Works Contract Tax / TAN Number.
11. Copy of invoice / order or any other proof as regards Printing of Annual Report not less than Rs. 1,00,000/-.

CHECKLIST FOR COMMERCIAL SPECIFICATION

1. Commercial specification should be duly signed mentioning the quoted amount. It should be inclusive of all applicable taxes and the amount of taxes may also be specified.