



**INDO FRENCH CENTRE
FOR THE PROMOTION OF ADVANCED RESEARCH
(IFCPAR)**

TENDER DOCUMENT

FOR

**PRINTING ANNUAL REPORT, SCIENTIFIC PUBLICATION,
ENSEMBLE, BROCHURE, ETC. IN CEFIPRA**

1.	Annexure – 1	:	Technical Bid Form
2.	Annexure – II	:	Financial/Price Bid (1,2 & 3)
3.	Annexure – III	:	Undertaking



Indo-French Centre for the Promotion of Advanced Research (IFCPAR/CEFIPRA) is a bilateral organization set up by Government of India and Government of France. The Centre commenced its activities in 1987 with the mandate to promote collaborative research between India and France in cutting edge Science, Technology and Innovation. CEFIPRA invites quotations for designing, editing and printing of Annual Report 2017-18, compilation of Scientific Publications, Brochure, etc. as per the details given below:

1. Parties:

The parties to the contract are the tendering contractors/firms (hereinafter referred to as Contractor) and Indo-French Centre for the Promotion of Advanced Research, New Delhi (IFCPAR)

2. Scope of work:

A. Job Specifications for Annual Report 2017-18:

- i) Content editing/Proof reading
- ii) Print size: A4 (International)
- iii) Number of pages: approximate 250 pages (upto 220 pages of scientific material + 30 pages of scanned financial sheets)
- iv) Quantity: 100 for hard copies (DVD=200 including DVD Labels and DVD Jackets)
- v) Printing: Multicolour offset (both sides), the state of the art in printing industry including Colour Photographs/Charts, etc.
- vi) Paper: Cover 300 GSM; Inner pages 130 GSM Art Paper (Imported)
- vii) Envelope: Special Customized Envelopes (multi colour)
- viii) Binding: Perfect with cover lamination and U.V.

B. Job Specifications for Compilation of Scientific Publications:

- i) Finish print Size: A4
- ii) Quantity: 5 sets including approximately 1500 pages per set DVD =100 (including 50 DVD Labels and DVD Jackets)
- iii) Printing: Multicolour offset (both sides), the state of the art in printing industry
- iv) Colour photographs/charts, etc.
- v) Hardbound; Inner pages 90 GSM Art Paper

C. Job Specifications for Brochure:

- i) Designing (three sample cover layout and inside); 3 folds
- ii) Finish size: A5 (international)
- iii) Quantity: 500 Nos.
- iv) Printing: Multicolour/four offset, the state of the art in printing industry;

- v) Colour photographs/charts, etc.
- vi) Self-Cover art card 250 GSM (imported art card)

D. Job Specifications for ENSEMBLE:

- i) Content editing/Proof reading
- ii) Print size: 8.25 inch x 11.25 inch
- iii) Number of pages: 16 pages per issue (self cover)
- iv) Quantity: 500 copies
- v) Printing: Multicolour offset (both sides), the state of the art in printing industry
- vi) Colour photographs/charts, etc. for printing per issue: Approximately 50
- vii) Paper: 170 GSM Art paper (imported)
- viii) Binding: Centre stitching
- ix) Dispatch: By the printer
- x) Envelope: Special customized envelopes
- xi) IFCPAR may in future can opt for e-version of ENSEMBLE, which should include web based platform for creation of pages for multiple delivery option. All kind of modern multi-media devices (tablets, PCs, smart phone, etc.) should have RSS feed for automated delivery of content over the web, e-mail and mobile network.

E. Miscellaneous printing job through Digital printing, printing of letter heads, visiting cards, greeting cards, etc.:

F. Other job specifications:

- i) The printer will do/arrange designing, developing and printing of Annual Report 2017-18, compilation of scientific publications, brochure and ENSEMBLE of CEFIPRA
- ii) Printer will provide the contact details of the person assigned as Executive Editor/Nodal Person for all contacts/queries related to the Annual Report 2017-18. Compilation of scientific publications, brochure and ENSEMBLE for quick and smooth resolution of issues as they come up in the course of work.
- iii) Edit/design/Proof reading the issue and submit digital/printed draft copies for review by CEFIPRA. The nature of job work is strictly time bound
- iv) Quality of finished work should be of very high quality especially pictures and images (search/source stock images wherever required)

3. Eligibility Criteria:

- i) The firm should have sufficient experience for similar type of work for the last 3 years preferably in Governmental Department/Bi-national organization.
- ii) The firm should have PAN/TAN number & GST registration in the firm name and should submit attested copies of these documents with technical bid.

- iii) The firm shall have been in existence for not less than five years.

4. Preparation and Submission of Tender:

- i) The tender should be submitted in two parts, viz. Technical Bid and Financial Bid in the proforma given in Annexure II and Annexure III respectively with each bid kept in a separate sealed cover.
- ii) Each cover must contain the address of the Bidder and should be superscribed with the statement "**Technical Bid**" and "**Financial Bid**" of printing annual report, scientific publication, brochure, ENSEMBLE, etc. in IFCPAR
- iii) These two covers should then be kept in another sealed cover addressed to Manager (A&A), Indo-French Centre for the Promotion of Advanced Research, 5-B, Ground Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003"
- iv) The tender can be submitted before 5.00 P.M. on 15th January 2019. Financial bid will be opened after evaluation in Technical Bid.
- v) Any tender form with any correction, amendments, overwriting etc. shall be considered invalid and shall be rejected, without assigning any reason except if duly initialed with seal of the Bidder.
- vi) The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.

5. Technical Bid:

- i) The Technical bid, having details of the Contractor along with the EMD should be submitted in the form given in Annexure-II.
- ii) Copies of the following certificates will be enclosed with the Technical bid, otherwise the tender would be summarily rejected:
 - (a) Registration Certificate (in case of a Registered Firm)
 - (b) Copy of GST Registration Certificates
 - (c) Copy of PAN card.
- iii) The contractor should also submit an undertaking as given in Annexure III with the Technical bid.

6. Financial Bid:

- i) The Financial bid should be submitted in the form given in Annexure II.
- ii) The consolidated price quoted shall be firm & final and inclusive of all taxes, duties, GST etc. as applicable. No extra shall be payable on this account.

- iii) The rates will be valid for a period of two years, computed from the date of award of contract.
- iv) Rates should be written in figure and words cleanly for each item.

7. Right of Acceptance and Other Provisions:

- i) The acceptance of the tender rests with IFCPAR. The Centre is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
- ii) IFCPAR reserves the right to change any condition of the tender before opening of the Technical Bids. IFCPAR also reserves the right to relax any terms & conditions of this tender document to safeguard its interest.
- iii) The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification, and such tender will not be considered for further evaluation.
- iv) The Competent Authority reserves the right to award any or part or full contract to any successful contractor(s) at its discretion and this will be binding on the bidders.
- v) The Bidders will be bound by the details furnished by him/her to the IFCPAR, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the Bidder is found to be fictitious at any stage. In case, any of such documents furnished by the Bidder is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- vi) IFCPAR reserves the right to block to black list a defaulting contractor.
- vii) Any enquiry after submission of the tender will not be entertained.
- viii) IFCPAR reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- ix) In case of failure to comply with the provisions of the terms and conditions mentioned in the tender, by the Contractor that has been awarded the contract, the Competent Authority reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting Contractor, which has been awarded the initial contract and this will be binding on the bidders.
- x) IFCPAR may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

8. Terms and Conditions:

- i) The firm should have adequate in-house infrastructure required for executing the job work assigned.
- ii) Once the Annual Report 2017-18 compilation of scientific publication, brochure and ENSEMBLE are approved by CEFIPRA, printer will ensure printing & delivery of hard copies along with DVDs (having pdf of the same), within 7 days of final sign off.
- iii) In case, the pages to be printed for the particular work, exceeds the number of defined pages in job specification, prorata rate will be paid. However, the increase in pages due to only scanned matter, the additional cost for printing and paper will be provided and the same shall be mutually worked out.
- iv) The accepted rates of the CEFIPRA will be valid initially for a period of two years and shall remain same throughout the period of contract and any request to increase the rates of any item will not be considered.

9. Termination of the Contract:

The Contract can be terminated by either party, i.e. IFCPAR or the Contractor, after giving one month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, IFCPAR reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. IFCPAR's decision in such a situation shall be final and shall be acceptable by the Contractor without any objection or resistance.

10. Penalty:

- i) Subject to the provisions of the tender, any breach of contractual obligations shall render the Contractor liable to any or all of the following sanctions:
 - a. Imposition of liquidated damages;
 - b. Termination of the contract for default
 - c. Blacklisting the Contractor
- ii) IFCPAR reserves the right to impose the penalty of Rs. 500/- or upto 20% of the total value of the order per day, whichever is more on the Contractor for un-satisfactory performance/unacceptable quality by the Contractor.

11. Breach of Terms and Conditions

IFCPAR may terminate the contract without any notice in case the Contractor commits a breach of any of the contract. IFCPAR's decision that the breach has occurred will be final and shall be accepted without demur by the Contractor.

12. Subletting of work

The Contractor shall not appoint any sub-contractor to carry out his/her

obligations under the contract. Sub-contracting will lead to immediate termination of the contract. The Contractor shall also not sublet/assign work to any other party relating to designing, developing, printing, etc.

13. Force Majeure

- i) IFCPAR may consider relaxing the penalty as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.
- ii) Force Majeure is defined as an event of effect that cannot reasonably be anticipated, such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), national emergencies, strike at successful bidders premise, etc.

14. Arbitration

Director, IFCPAR will have the right to appoint arbitrator.

15. Legal Jurisdiction

All legal disputes shall be subject to the Delhi Courts only.

Interested firms may visit CEFIPRA office to look into the printed samples of past years for better understanding, if required.

Please submit your quotations with all the necessary details/documents in sealed envelope latest by January 15, 2019 at the following address:

Manager (Admn. & Accounts)
Indo-French Centre for the Promotion of Advanced Research
IFCPAR/CEFIPRA
5-B, Ground Floor, India Habitat Centre
Lodhi Road, New Delhi 110 003.
Tel. 24682251 & 24682252
Website: www.cefipra.org

TECHNICAL BID

Basic information to be provided by the Bidder along with copies of supporting proof/documents

S. No.	Required Basic Information	Basic Information Provided by the Bidder with copies of proof
1	Name of the firm/bidder	
2	Address	
3	Phone No. and Mobile No.	
4	Year of establishment of firm	
5	Type of firm/organization (sole Prop./Partnership/Pvt. Ltd. Company)	
6	PAN Number GST Number (Note: Attested copies to be provided against above)	
7	Total No. of years of experience for printing Annual Report, etc.	
8	Description of the work/profile handled by the firm/organization	
9	Exact number of persons engaged by the organisation/firm as on date	

Signature of the Bidder

Name of the Signatory

Name of the Firm/Agency

Seal of the Firm/Agency

Place:

Date:

FINANCIAL BID

Name of the Bidder	
Work Description	
Price quoted for undertaking assignment	
Signature of proprietor	

Place:

Date:

UNDERTAKING (to be submitted with Technical Bid)

It is certified that I/my Firm/Agency/Company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said Firm/Agency as on _____

Signature of the Bidder

Name of the Signatory

Name of the Firm/Agency

Seal of the Firm/Agency

Place:

Date:

