



**भारतीय पैकेजिंग संस्थान**  
**Indian Institute of Packaging**

An autonomous body under the Ministry of Commerce & Industry, Govt. of India  
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**Tender Notice No: 4/2018 dated: 17/07/2018**

**Tender for printing Annual Report 2017-18 (English & Hindi) including DTP work, designing, translation to Hindi etc**

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites online Bids (Technical bid and Commercial bid) through e-Procurement for printing Annual Report 2017-18 (English & Hindi) including DTP work, designing, translation to Hindi etc from Mumbai-based reputed and experienced Printers. The details are available from IIP web-site [www.iip-in.com](http://www.iip-in.com).

**Important information**

1	Tender Notice No and date	Tender Notice No:4/2018 dated: 17-07-2018
2	Tender Document Fees	Rs. 500/-
3	Earnest Money Deposit (EMD)	Rs.5,000/-
4	Last Date of Submission of Bid	08-08-2018
5	Date of opening of technical bid	10-08-2018
6	Clarification on bidding may be inquired through mail	ddadmin@iip-in.com
7	Validity of Bids	60 days

(Dr. Bhaskaran K M)

Dy. Director (Admn & Accts)

## **ABOUT THE INSTITUTE**

Indian Institute of Packaging (IIP) is an autonomous body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. Indian Institute of Packaging (IIP) engaged in Research and Development, imparts Post-Graduate Education Programme in Packaging Technology, undertakes testing and evaluation of packages, consultancy etc. IIP also offers large number of short terms and long term professional courses for junior, middle and senior level executives for the executives/Officers of Govt. as well as Corporate Sectors. It also organizes National/International Seminars and Conferences in the field of Packaging.

## **SCOPE OF WORK**

Indian Institute of Packaging (IIP) invites quotations from Mumbai-based reputed and experienced printers for **printing Annual Report 2017-18 (English & Hindi) including DTP work, designing, translation to Hindi etc** The perspective bidder should be in a position to undertake the job as per the given specifications and complete the work within the prescribed time schedule.

Approximate cost of work is Rs. 3 Lakhs.

## **ELIGIBILITY CRITERIA**

- a) The bidder should have considerable experience of having successfully executed at least 3 similar printing works valuing Rs. 2 lakhs or above during the last 3 years for State / Central Govt. / Autonomous Bodies / Reputed Corporate Organizations, for which documentary evidences are to be submitted.
- b) The bidder should be a legal and duly registered /incorporated business entity which includes Individuals/sole proprietorship firm / registered partnership firm/ a company registered in India and having sufficient resources.
- c) The bidder should not be blacklisted. Bidder shall submit a declaration stating that they were / are not blacklisted by any Ministry or Department of Government of India/State Government, State / Central PSUs/Central Autonomous bodies. In addition, there should not be any pending litigation against the bidder
- d) The agency may visit the Institute to ascertain the printing job requirements.

## **MODE OF SUBMISSION**

Online through portal <http://eprocure.gov.in/eprocure/app>

## **TERMS OF PAYMENT**

1. Payment will be made only after submission of the original bill / invoice on satisfactory completion of work.
2. Payment will be made through on-line upon submission of bills. TDS will be deducted as per rules.
3. In case of delayed/defective/unsatisfactory/below the standard work, penalty shall be imposed, after assessing the extent of loss suffered by the Institute.
4. If the work is not completed by the scheduled date, the work order shall be deemed to have been cancelled.

## **TERMS AND CONDITIONS FOR TECHNICAL BID AND FINANCIAL BID FOR ONLINE BID SUBMISSION**

1. As per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all required documents in .pdf format.
3. Bidder are advised to follow the instructions provided in the ‘Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.
4. The tender has to be submitted on-line on or before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
5. **Preparation of Bids:** The offer/bid should be submitted in two bid system (i.e. **Technical bid and financial bid**).
6. The **Technical bid (Annexure I)** should consist of all technical details and supporting documents along with scan copies of DD for Tender fee and EMD in favor of **Indian Institute of Packaging**. Original DDs for Tender fee and EMD should reach Dy. Director (Admn & Accts), Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-93 within 3 working days of bid submission end date.

7. The **Financial bid** should indicate Price and applicable taxes (**Annexure II**).
8. The online bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and will be evaluated by the committee. The financial bid will be opened only for the technically qualified bidders.
9. Conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
10. Responsibilities of the printer for executing the contract.
  - (i) Timely delivery is the essence of the contract.
  - (ii) The Printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, interalia, the books supplied are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the printer and / or any other penalty as deemed fit by the Institute. In this regard the decision of Institute shall be final and binding on the printer.
11. The contractor/printer shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit any officer deputed by institute to inspect the printer's premises to verify the progress of work.
12. Quality inks are to be used as per the layout supplied or proposed.
13. The proof reading/checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be approved by Dy. Director (Admn & Accts), Indian Institute of Packaging, Mumbai. A PDF copy of final report also shall be given to Institute.
14. The printer shall comply with the instructions of Dy. Director (Admn & Accts), Indian Institute of Packaging, Mumbai (or his representative) issued from time to time.
15. The firm should indicate all the relevant data mentioned in Technical specification as per
16. The numbers of copies for Annual Report 2017-18 to be printed would be 800 copies (English) & 50 copies (Hindi) .

### 17. Schedule of Requirement for printing Annual Report 2017-18

1	Description of job	:	Printing Annual Report 2017-18 (English & Hindi) including DTP work, designing, translation to Hindi etc
2	Size	:	A4
3	Languages	:	Hindi & English
4	No. of Copies	:	Hindi – 50 English – 800
5	Typography	:	Manuscript will be provided
6	Fabrication	:	Perfect Binding
7	Printing:		Multi Color Printing offset / 4 Color Printing
8	Time for delivery of Printed copies	:	30 days
9	Paper specification	:	Cover Page - 300gsm with Lamination matt finish, 4 (Paper) 4Color Printing Text/Data pages –130 GSM Art paper (100 pages)
10	Translation		Translation from English to Hindi.
11	Others		Samples of old reports will be given for reference

## **BID SUBMISSION**

### **PRINTING ANNUAL REPORT 2017-18 (ENGLISH & HINDI) INCLUDING DTP WORK, DESIGNING, TRANSLATION TO HINDI ETC**

The Online bids shall be uploaded online as explained below:-

Envelope – 1: Technical Bid		
1	<b>Annexure – I</b> (With Supporting Documents)	In PDF format
2	Scan Copy of DD for Tender Fee	In PDF format
3	Scan Copy of DD for EMD	In PDF format
Original DDs for Tender fee and EMD should reach Dy. Director (Admn & Accts), Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-93 within 3 working days of bid submission end date.		
Envelope – 2 : Financial Bid		
1	<b>Annexure – II</b>	In PDF format