

Our Ref: Pub/SI 2:1

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Subject: Designing & Printing of bilingual monthly  
Journal 'Standards India'

Dear Sir,

Sealed quotations are invited for Designing & Printing of bilingual monthly Journal 'Standards India'. The journal shall contain write-ups on subjects of standardization, technical and consumer interest as well as in-depth articles/ papers of technical nature contributed by eminent professionals from industries, research institutes and government departments.

Quotations may kindly be submitted in two bids: Technical Bid and Financial Bid as per the proforma enclosed along with rough layouts/designs in two separate envelopes, superscribed "Quotation for Designing & Printing of bilingual monthly Journal 'Standards India'". Technical/Financial bid should reach the undersigned on or before 1430 hrs on 28<sup>th</sup> October 2009. The technical bid shall be accompanied with samples of both types of papers in absence of which it shall be summarily rejected. The quotations shall be opened the same day at 1500 hrs in the presence of such tenderers or their duly authorized representative, who may like to be present.

Thanking you,

Yours faithfully,

( Kala M. Variar )  
Director(FnL&P)

Encl: as above

**BUREAU OF INDIAN STANDARDS**  
**(Publications Department)**

**Manakalaya**  
**9 Bahadur Shah Zafar Marg**  
**New Delhi-110002**

**Dated 13<sup>th</sup> October 2009**

**TENDER**

**Sub : Designing and printing of bilingual monthly journal 'Standards India' related to Standardization and Quality Control (Due on 28<sup>th</sup> October 2009 at 1430 hrs.).**

BIS publishes a bilingual monthly journal 'Standards India' for distribution to various subscribers and other stakeholders to update/create/sustain awareness about Standardization and Quality Control both in the domestic and overseas markets.

BIS invites proposals for production of Standardization and Quality related magazine, as per specifications given below, from reputed and professionally run printing houses possessing requisite technical capabilities, the State of Art Printing facilities and fulfilling following eligibility criteria:

**INSTRUCTIONS TO BIDDERS**

**1. Eligibility Criteria**

**Class 'A' Offset Printers** located at Delhi/NCR and empanelled by **Directorate of Printing, New Delhi** having all facilities under one roof.

**2. Scope of Work**

Subject to overall supervision and control by BIS, the scope of services to be provided will include designing and printing of bilingual journal for an initial period of two years extended by another one year on the basis of performance and on mutual consent. It is proposed that the successful printer will design and print 'Standards India' ensuring time bound delivery of 1500 copies of each issue.

Printer shall submit proof minimum three times as indicated in the time schedule.

Pre-printing stage of the assignment, which includes composing, editing, scanning of photographs and page designing etc. shall be performed locally by the Printer only as per the advise of the officers of the department.

Since the job is time bound it is essential that day-to-day interaction is required between the selected agency/printer and the officers of BIS for development and improvisation of work. For such essential day-to-day visits, BIS shall not pay any extra amount to the printer personnel for visiting BIS.

### **3. Earnest Money**

An earnest money of Rs 40 000.00 has to be deposited in the form of Demand Draft/Banker's cheque/Pay Order in favour of BIS payable at New Delhi. EMD of the successful bidder/tenderer shall be refunded after awarding the contract to the bidder after the bidder has provided the bank guarantee/fixed deposit/Demand draft as Performance Security as mentioned in the General Terms and Conditions. This money would be returned to the rest of the parties after finalization of the contract. EMD is to be submitted in a separate envelope alongwith Part I of the tender. EMD shall not bear any interest. EMD shall be forfeited if the selected bidder refuse to do the work or does not carry out the work as desired by BIS.

### **4. Specifications**

Type of Product -	Standardization and Quality Control related bilingual journal for an initial period of two years (12 issues per annum) which may be extended for further period of one year based on performance.
Size -	A4 (21.0x29.7 cm)
Quantity -	1500 copies bilingual (in Hindi & English)
Process of Printing	Offset (using PS plates)
Pages -	Cover (Outer + inner) + 36 pages of text including 30 Photos in colour (approx.)
Description -	The text pages combined with colour photograph shall be suitably designed and printed.
Materials to be -	Manuscript, photographs and cover design for first cover shall be provided every month
Provided by BIS	
Paper -	Paper to be utilized by the agencies as per specifications given. 250 GSM Sinar Art Card for Cover pages and 100 GSM Sinar Art Paper for text pages.
Binding -	Outer cover shall be laminated in gloss, centrally stitched and cut to finish size.
Periodicity -	Monthly
Contents -	The journal would focus on write-ups on subjects of standardization and Quality Control, technical and consumer interest as well as in-depth articles/ papers of technical nature contributed by eminent professionals from industries, research institutes and government departments

## **5. Requirement**

In rendering the required services as per the Scope of Work, the printer will be required:

- (a) to deliver a minimum of 12 issues per annum for two years and for a further period of one year on the basis of performance and on mutual consent.
- (b) To submit every issue of the journal to the Publications Department, Bureau of Indian Standards.

## **6. Approval of Contents and Delivery**

The printer shall submit a minimum of three proofs. The final approved proof shall be printed and 50 advance copies shall be submitted for final approval before bulk supply.

## **7. Guidelines for Submission of Bids**

Interested Printer may submit the required documents as detailed in the Guidelines given below.

The Bid should contain the following documents in two parts:

### **Part – 1 (Technical)**

The Technical proposal should contain:

- i) Cover Letter indicating that the printer declares unconditional and unequivocal acceptance of all terms and conditions laid down by BIS
- ii) Printed specimen showing the proof of having done similar works as defined
- iii) Sample of Art Card & Art Paper as per specification indicated
- iv) Relevant documents in support of eligibility criterion
- v) Earnest Money Deposit – details of the Draft etc.
- vi) Photocopy of PAN Card issued by Income-Tax Department
- vii) Photocopy of VAT Registration
- viii) List of all equipments and machines possessed by the bidder
- ix) Certificate of Press declaration
- x) List of major clients
- xi) Any general information that the printers wish to provide, but is not specifically requested, should be attached separately.

**Note: Please note that prices should not be indicated in the Technical Bid and should be quoted only in the Part II : Financial Bid (Cover -2)**

## **Part – II Financial Bid (Cover-2)**

Rates for various items of work may be quoted as per the enclosed **Schedule of Rates**. All rates quoted shall be valid for a period of two years, extendable to one year with mutual consent and subject to satisfactory performance of the contract.

**8. Time Schedule** - The time schedule shall be strictly adhered to as given below:

- i) Submission of first proof after receiving MSS - 7 days
- ii) Submission of second proof with corrections - 3 days
- iii) Submission of third proof with finalized corrections - 3 days
- iv) 50 advance copies after print order - 7 days
- v) Bulk supply after final O.K. - 3 days
- vi) The manuscript, proofs, etc have to be collected from our office and also delivered to BIS by the party who has been awarded the contract promptly on receipt of telephonic information from the department concerned of BIS.

**9. Bid Validity**

Bids shall remain valid for 90 days from the closing date for submission of the bids. A Bid valid for a shorter period shall be rejected as non-responsive. The tenderer/bidders shall be bound to extend the validity period of the bid in the event the BIS requests for this in writing.

**10. Submission Procedure**

**Cover-1 (Technical Bid)**

The sealed cover shall include all details/documents of technical bid along with all required enclosures. The sealed envelope will be marked **“Part-I : Technical Bid”** for Designing and Printing of Standards India Journal.

**Cover-2 (Financial Bid)**

The sealed cover shall include the Schedule of Rates only format given in the tender document. The sealed envelope will be marked **“Part-II : Financial Bid”** for Designing and Printing of Standards India Journal. A calculation sheet, duly filled in, on the basis of rates quoted in the ‘Schedule of Rates’ should also be inserted in the same envelope to assess the criteria of the lowest bidder.

Three sealed envelopes, that is, EMD in a separate envelope, **Cover-1** containing **“Part –I: Technical Bid”** and **Cover-2** containing **“Part-II : Financial Bid”** should be placed in one outer envelope, sealed and marked as “For Designing and Printing of Standards India Journal”.

The outer cover/envelope shall be superscribed as “**Technical & Financial Bid for Standards India journal**” and the outer cover should carry the tender number, due date for submission along with the name, address, telephone number, email address of the agency.

The outer cover containing the Bids should be addressed to the Publications Department (Room No. 350), Bureau of Indian Standards, Manakalaya, 9 Bahadur Shah Zafar Marg, New Delhi – 110 002.

#### **11. Deadline for Submission of Bid**

Bids shall be delivered to BIS at the address specified above on or before **1430 hrs. on 28<sup>th</sup> October 2009**. In the event of the specified date for the submission of bids being declared a holiday for BIS, the Bids will be received upto appointed time on the next working day.

BIS may extend the deadline for submission of Bids by issuing an amendment in accordance with Instruction to Bidders, in which case all rights and obligations of the BIS and the Bidders previously subject to the original deadline will then be subject to the new deadline.

Any Bid received by the BIS after the deadline prescribed in **11 para 1** due to any reason whatsoever will not be accepted.

#### **12. Bid Opening**

**Technical Bid, that is, Part I of the Tender shall be opened the same day at 1500 hrs.** Technical Bid-Part I of the tender will be opened in the presence of the bidders or their representatives who choose to attend at the time and place specified.

After examination and evaluation of Part I, Part II of the bids (that is, Financial Bid), which are technically and commercially at par and substantially responsive in accordance with scope, terms and conditions and fulfilling the requirements of the instructions to the bidders, shall be opened. Date of opening of the part II of the bid shall be communicated to the qualified tenderer/bidder so that the authorized representative of such bidders could attend at the time of opening of Financial Bid.

- 13. BIS Right to Accept any Bid and to Reject any or all Bids.** The BIS does not bind itself to accept the lowest tender and reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the BIS's action.

- 14.** Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.
- 15.** If a Tenderer deliberately provides wrong information or submits false credentials in support of his qualifications, the BIS reserves the right to terminate/rescind the contract forfeit the EMD and other dues of the contractor and to take any other action as may be deemed fit.
- 16.** This detailed Tender Notice shall be deemed to be part of the Contract Agreement/Work Order.

## GENERAL TERMS AND CONDITIONS

### 1. Definitions

- a. “COMPANY” means the BIS who will engage the contractor represented by the appropriate authority.
- b. The word “Agency” or “Printer” wherever occurs means the successful tenderer/bidder who has been given written intimation about the acceptance of tender and shall include legal representative of such individual or persons composing a firm or a company or the successors and permitted assignees of such individual, firm or company, as the case may be.
- c. **“Letter of Acceptance (LOA) of Tender”** means letter giving intimation to the tenderer that his tender has been accepted in accordance with the provisions contained in that letter.
- d. **“Department”** means the Foreign Languages & Publications Department of BIS
- e. The words indicating the singular only also include the plural and vice-versa where the context so requires.

### 2. PERFORMANCE SECURITY

- 2.1 The successful bidder shall provide a Performance Security of Rs 80 000.00, including EMD, from a commercial bank in the form of bank guarantee for the entire period of the contract/ fixed deposit in the name of BIS /demand draft in favour of Bureau of Indian Standards payable at New Delhi. The Performance Security should be submitted within **one week** of receipt of LOA by the successful bidders. Final work order will be issued on receipt of performance security deposit.
- 2.2 The performance security is intended to secure the performance of the entire contract.
- 2.3 The BIS reserves the right to recover and/or set off the liquidated damage of penalty or any other due payable by the printer from the Performance Security Deposit or from any payment to be made to the printer.

### 3. LIQUIDATED DAMAGES/PENALTY

- 3.1 In case of delay in composing/printing, a 10% of the estimated cost per month, may be imposed and the amount deducted from the bills.
- 3.2 In case the quality of the printing is not found to be acceptable or errors are left, the concerned parts/the entire journal shall be reprinted at the cost of the party who has been awarded the contract. In case the quality of the printing is unsatisfactory but acceptable, a penalty of up to 5% of the printing charges may be imposed.



#### **4. TERMS OF PAYMENTS**

4.1 No advance shall be paid for the work.

4.2 BIS shall make payment only after the completion of printing and delivery to the entire satisfaction of the BIS on submission of bills in triplicate and pre receipted (alongwith supporting documents of complete delivery).

4.3 The printer should submit the complete publication and all scanned photographs copies in CD alongwith the bill.

#### **5. SETTLEMENT OF DISPUTES**

It is incumbent upon the printer to avoid litigation and disputes during the course of assignment. However, if such dispute takes place between the printer and BIS, effort shall be made first to settle the disputes at the BIS level.

The printer should make request in writing to the department for settlement of such disputes within 30(thirty) days of arising of the cause of dispute failing which no disputes of the printer shall be entertained by BIS.

6. BIS reserves the right to reject any or all of the quotations without assigning any reason thereof.

7. **“Arbitration Clause”** – In case of any dispute or differences arising out of the terms of this contract, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Director General, Bureau of Indian Standards. The provisions of Arbitration and Conciliation Act, 1996, shall be applicable.

8. **“Jurisdiction Clause”** – In case of any dispute arising out of this contract or interpretation of any clause of the contract, the Courts of Delhi shall have the jurisdiction to try and decide.

9. **Termination by Default** : BIS reserves the right to terminate the contract of the printers(s) in case of change in BIS policy or any other reason by giving one month notice to the printer.

10. **Force Majeure** : The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

## **FINANCIAL BID**

### **Schedule of Rates**

#### **I DESCRIPTION OF THE JOB (BILINGUAL)**

1. Standards India (Monthly Journal) – 1500 copies (approx)
2. Pages of text – 30 to 40 pages (approx) in 4 colours
3. Photographs – 30 (approx)
4. Size of Publication – A4 (210 x 297 mm)
5. Print Area – 185 x 250 mm (including folios and running heads)
6. Paper to be used - 100 gsm Sinar art paper for text (25"x36" )  
250 gsm Sinar art card for cover (25"x36")

#### **II RATES TO BE QUOTED**

1. Text composing including designing and insertion of photographs  
10 pt text/ tabular in English/Hindi  
(2/3 columns) Rs \_\_\_\_\_ per page

#### **2. Processing**

- a) Outputting/Processing of text  
and cover pages Rs \_\_\_\_\_ per page/per colour

#### **3. Platemaking and Printing (using PS Plates)**

Rates per 1000 copies per colour

##### **Text**

- i) 4 page forme of text for/Ist 1000 copies Rs \_\_\_\_\_  
Sub 1000 copies or part Rs \_\_\_\_\_
- ii) 2 page forme of text for/Ist 1000 copies Rs \_\_\_\_\_  
Sub 1000 copies or part Rs \_\_\_\_\_

##### **Cover**

Outer + Inner cover pages for/Ist 1000 copies Rs \_\_\_\_\_  
Sub 1000 copies Rs \_\_\_\_\_

#### 4. Binding (Pro-rata)

- |   |   |  |
|---|---|--|
| - | Lamination of outer cover pages                     | Rs _____ per 1000 copies                           |
| - | Centre Stitching and cutting<br>(including folding) | Rs _____ per 1000 copies<br>up to 40 pages         |
| - | Center stitching and cutting                        | Rs _____ per 1000 copies<br>for additional 8 pages |

## 5. Paper

Royal Sinar Art Paper 25"x36"/100 GSM    Rs \_\_\_\_\_ per ream (500 sheets)

Royal Sinar Art Card 25"x36"/250 GSM Rs \_\_\_\_\_ per gross (144 sheets)

6. VAT \_\_\_\_\_ % extra

(SIGNATURE AND STAMP OF PARTY)

Date:

Place:

## Terms & Conditions

1. Composing rates are inclusive of upto 3 proofs with proof reading at printer's end for the first proof
2. Wastage of Printing @ 1% per colour per side
3. Packing to be made in kraft paper
4. No extra charges are payable on account of packing and forwarding.

## Calculation Sheet

**(To be submitted after full calculations  
along with Schedule of Rates in Cover II)**

Publication	-	Standards India (Bilingual)
Size	-	A4 (21.0x29.7cm)
Quantity	-	1500
Pages	-	Text – 36 in 4 colours (inclusive of 30 photos)
Paper	-	Text – 100 GSM Sinar Mas    Cover – 250 GSM Sinar Mas
Binding	-	Centre stitching + Lamination on outer cover

### Amount

1. **Text composing**

$$\begin{array}{l} 36 \text{ pages} \times \text{Rate per page} \\ (36 \times \text{Rs}.....) \end{array} =$$

2. **Processing**

$$\begin{array}{l} 36 + 4 \text{ pages} \times 4 \text{ colours} \times \text{Rate per page per colour} \\ (40 \times 4 \times \text{Rs}.....) \end{array} =$$

3. **Platemaking and Printing**

$$\begin{array}{l} \text{Text} \quad - \quad 9 \text{ formes of } 4 \text{ pages} \times 4 \text{ colours} \times \text{Rate for} \\ \text{first 1000 copies} \\ (9 \times 4 \times \text{Rs}.....) \end{array} =$$

$$\begin{array}{l} 9 \text{ formes of } 4 \text{ pages} \times 4 \text{ colours} \times \text{Rate for} \\ \text{Subsequent 1000 copies or part} \\ (9 \times 4 \times \text{Rs}.....) \end{array} =$$

$$\begin{array}{l} \text{Cover} \quad - \quad \text{Outer} + \text{Inner} \times 4 \text{ colours} \times \text{Rate for} \\ \text{First 1000 copies} \\ (4 \times \text{Rs}.....) \end{array} =$$

$$\begin{array}{l} \text{Outer} + \text{Inner} \times 4 \text{ colours} \times \text{Rate for} \\ \text{Subsequent 1000 copies or part} \\ (4 \times \text{Rs}.....) \end{array} =$$

4. **Binding**

- Lamination outer cover pages 1500 copies x  
Rate for 1000 copies  
(1.5 x Rs.....) =
- Center Stitching & cutting (including folding  
For 1500 copies up to 40 pages  
(1.5 x Rs.....) =

5. **Paper**

- Royal Sinar Art Paper 25"x36"/100 GSM  
  
=  $\frac{36 \text{ pages} \times 1500 \text{ copies}}{500 \times 16} + 8 \% \text{ wastage}$   
= 6.75 + 0.54 reams  
  
= 7.3 Reams x @ Rs..... per =
- Royal Sinar Art Card 25"x36"/250 GSM  
  
=  $\frac{4 \text{ pages} \times 1500 \text{ copies}}{16} + 8 \% \text{ wastage}$   
= 375 + 30 sheets reams  
  
= 405 sheets  
  
= 2.82 x @ Rs..... per gross =

**TOTAL Rs.**

\_\_\_\_\_  
\_\_\_\_\_

PRINTER'S SIGNATURE WITH STAMP

Date:

Place: