

No. EI-D/Misc./1-6/2013

ERNET India

(An Autonomous Scientific Society under Department of Electronics & Information Technology,
Govt. Of India)

10th floor, Jeevan Prakash Building,
KG Marg, New Delhi-110 001

Date: 09.09.2013

Issue of Tender document: 9.9.2013 to 13.9.2013;

Receipt of queries of bidders: Upto 16.9.2013

Pre bid meeting: 17.09.2013 at 12.00 noon

ERNET's response to the queries of the bidders: 18.9.2013

(will be uploaded only on ERNET Website and CPPP)

Bid submission date/ time: Upto 25.9.2013 at 3.00 PM

Opening of technical part of the bid: 25.9.2013 at 3.15PM

Subject: Tender for printing and supply of Annual Report for the year 2012-13.

It is intended to get print and procure 200 copies (Hindi & English with separate bindings) of our Annual Report for the year 2012-13. In this regard bids are sought from prospective printers for empanelment for a period of two years on the rates quoted in their bids for printing and providing required copies of annual report. Interested printers intends to get empanelled to carry out the work to print and provide required copies of Annual Report, may submit their bids as per details below.

I. BACKGROUND:

ERNET India is an autonomous scientific society under the administrative control of Dept. of Electronics & Information Technology, Government of India having one of the largest nationwide terrestrial and satellite network with 15 points of presence located at the premier academic and research institutions in major cities of the country

ERNET India is serving more than 1300 institutions in country (namely, health, agriculture, higher education, schools and science & technology) by innovatively connecting them on intranet and internet using appropriate state -of -the-art technologies.

- ERNET India provides connectivity through Terrestrial, Radio & VSAT links.
- Exclusive registrar in the country for providing domain under ac.in, edu.in and res.in.
- Provides web hosting services to the various Educational/Academic & Research Institutes, Departments / Organisations.
- Offers hosting of email accounts to suit a wide variety of institutional and organizational needs enabling users in the organization to send or receive email.

- ERNET India has launched new service- "eduroam" free Educational Wi-Fi Roaming services which enable students, researchers and staff to obtain secure and fast Internet connectivity across the campuses of the participating organization all over the world.
- Provides the IPv6 Consultancy and Implementation services. It has been Empanelled by DOT, Government of India as IPv6 Consultant and Implementer for Government departments and organizations.
- Provides Disaster Recovery & Data Centre Solution.
- Offer Education & Research Unified Messaging Service.
- Provides the platform for E-learning.
- ERNET India provides a typical campus area network made up of an interconnection of local area networks (LANs) within a limited geographical area.
- Actively involved in research and development in the field of computer networking.
- Plays a key role in the field of telemedicine by providing collaborative environments through provisioning of network and video conferencing facilities to medical institutions.
- ERNET India provides consultancy services to cover entire range of Information Communication Technology (ICT) spanning OSI model from Physical to Application layer.
- Provides training in diversified fields such as high-end & next generation networks, LAN/WAN, Campus Networks, ICT and Voice/Video conference systems, IPv6, IPv6 Advance level for System Administrators

II. PROCEDURE FOR SUBMISSION OF THE PROPOSAL:

2.1 The vendors desirous of being considered for empanelment for printing of Annual Report of ERNET India shall have to submit its Bids in two parts. First part shall be submitted as Technical Bid, as per Proforma at Annexure I alongwith documents required to be submitted as per this tender document. Part II shall be Commercial Bid as per Proforma at Annexure II. Both the part of bids are to be submitted in two separate sealed covers superscribing as Technical Bid and Commercial Bid respectively.

2.2 **Technical Bid** - all the columns, in the proforma (Annexure-I) should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of commencement of Business, Photostat copies of the job award letters from at least three customers being provided printing services along with comprehensive list of such customers etc., and any other document asked in this tender for submission, must be submitted with this Technical part of the Bid.

2.2.1 DD of Rs. 6,000/- towards EMD favouring 'ERNET India' shall be submitted in the Technical Bid.

2.2.2 A copy of this Tender Document with each page of the same, duly signed should be enclosed with the Technical Bid, in token of Bidders confirmation to accept the terms and conditions and other provisions contained in it.

2.2.3 Incomplete Bids shall not be considered and will be summarily rejected.

2.2.4 The prospective bidders are requested to go through Clause 2.6 and 2.7 of this Document and

90
12

submit their Bids only after taking care of Modifications/Amendments, if any, in the Tender Document, which would be published on the Website of ERNET India www.ernet.in./CPPP Accordingly, all the prospective bidders may refer ERNET's/CPPP website for any modification/ amendments in the tender document, before submission of their bids, by the due date/ time specified on page 1 of this tender document.

2.2.5 A pre bid meeting to discuss queries of the bidders will be held on 17.09.2013 at 12.00 hrs. in ERNET India, 10th floor, Jeevan Prakash Building, 25 K.G Marg, New Delhi – 110001. All the prospective bidders may attend the pre bid meeting.

2.3 **Commercial Bid** - To be submitted in a sealed cover strictly as per proforma attached at Annexure-II.

2.3.1 Rates should be quoted for printing of cover pages (for each copy of annual report basis) and inside sheets strictly as per proforma in Annexure-II. As the exact number of pages is not known, the tentative number of pages would be about 100 + covers. Cost comparison will be done strictly as per Annexure-II. Bidders are requested to kindly submit their commercial offer as per Annexure-II only.

2.3.2 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual who has signed the Bid. Non-adherence will lead to rejection of the Bid.

2.3.3 In case of difference in the values quoted in figures and words, the value quoted in words shall be taken as correct.

2.4 The two separate sealed covers containing Technical and Commercial Bids sealed in a single bigger cover superscripted as "Proposal for Empanelment of Agency for Printing of Annual Report" and addressed to the Registrar & CPO, ERNET India, 10th Floor, Jeevan Prakash Building, 25, Kasturba Gandhi Marg, New Delhi – 110001, must reach the addressee latest by the date and time indicated in the covering letter as well as on the top of this document.

2.5 **EARNEST MONEY DEPOSIT [EMD]:**

EMD of Rs.6,000/- in the form of DD/ Banker's cheque favoring ERNET INDIA payable at New Delhi must be attached with the Technical Bid [Annexure-I]. The amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids. The EMD amount in respect of successful bidders shall be refunded after a Demand Draft or Bank Guarantee from a scheduled bank towards the security deposit is received. In case the selected party backs out or fails to submit the Security Deposit within 05 days of the issue of purchase order by ERNET INDIA, EMD shall be forfeited.

2.6 The bidders are free to question the bidding conditions, bidding process and/or rejection of its bid. Such questions would be examined by ERNET India and responded appropriately. The

decision of ERNET India in the matter shall be final.

2.7 In case any prospective bidder does not agree with any clause of this document OR have any query regarding the tender document, it should bring the matter to the notice of Registrar & CPO, ERNET India through a written communication (letter/fax/e-mail, etc) by 16.9.2013. ERNET's response to the queries of the bidders or any additional information will be uploaded on ERNET's website/ CPPP by 18.9.2013.

III. SCOPE OF WORK:

3.1 The vendor would be provided with the content in English language. The selected printer has to be get the material translated into Hindi to facilitate provision of Annual Report in English and Hindi in separate bindings. Printer will be responsible for the correctness of Hindi version.

3.2 The report shall be of following specifications:-

- [i] Size : 297mm (h) x 210mm(w)
- [ii] Colour : Cover - 4 colors. Inside pages may be different combinations of 2 and 4 colors to be decided at the time of printing.
- [iii] Pages : Cover + 100 pages [approx.] subject to change.
- [iv] Paper : Cover- 300 gsm Imported Matt finish Art Card. Inside pages 13 gsm Imported MattCover -gsm Imported Matt finish Art Paper. (Paper sample to be attached)
- [V] Finish : Cover page Gloss Matt and inside pages matt finish.
- [vi] Lamination : Outer cover only.
- [vii] Binding : Perfect Bound (Pasting)
- [viii] Quantity : 200 copies of each (Hindi and English) with separate binding.
- [ix] Content : English content will be provided by ERNET. Vendor should convert the Content in Hindi.
- [x] Designing : Designing of cover page (6-7 samples)
- [xi] Printing : Copies of Annual Report will be provided in two separate booklets English & Hindi respectively.

Since the assignment to be undertaken under this contract would be of utmost importance, the quality shall be maintained under all circumstances and if the quality does not meet with the one ordered the consignment would be summarily rejected.

(24)
(10)

3.3 The vendor would be allowed 5 days time for printing and supply of the report after clearance of final draft by ERNET. However, it may be required to complete the job in lesser time frame also depending upon the exigencies.

3.4 The vendor shall undertake the assignment in a time bound manner and the requisite number of copies will have to be supplied within stipulated time frame failing which the penalty @ Rs.50/- per copy per day shall be imposed. In case the vendor fails to supply the required copies of Annual Report within 5 days of providing the final draft to the printer by ERNET India, ERNET India shall be free to get the job completed by another vendor at the cost of the vendor, including forfeiture of security deposit.

3.5 Vendor shall submit the design of cover as well as inside pages, keeping in view the instructions/ guidelines/ advise given by ERNET India, for approval of ERNET India.

3.6 ERNET may ask the vendor to work at ERNET premises at Delhi office. Hardware will be provided by ERNET and software required for designing and typesetting etc. will be provided by vendor.

IV. ELIGIBILITY:

4.1 The agency should have an experience in the business for at least last three years.

4.2 The annual turnover of the agency should not be less than Rs.10 lacs for past three years each [2011-12, 2010-11 and 2009-10]. The vendor should have positive net-worth during past three years. (copies of Annual Income- Expenditure statement/CA Certificates should be submitted).

4.3 The vendor should have appropriate Registration/Licence/Permission/Authority for handling such activities.

4.4 The vendor should have PAN/ VAT Regns. The vendor must furnish copies of documents having PAN No. and Sales Tax/ VAT No. with the Technical Bid.

4.5 Vendor should not be blacklisted by any of the Government bodies (Central or State). Vendor must give a certificate to this effect on their letterhead.

V. BID EVALUATION CRITERIA:-

5.1 In the first instance, the Technical Bids shall be opened by the authorized representatives of ERNET India.

5.2 The date and time for opening of the Technical Bids is given on the top of this document.

5.3 The bidders may depute their representatives for the Technical Bids opening event.

5.4 The Technical Bids will then be evaluated by ERNET India, internally.

5.5 Once the Technical Bids are accepted, the Commercial Bids of the vendors [whose Technical Bids have been accepted] shall be opened, the date for which shall be communicated to the vendors through e-mail/sms/phone. Vendors may depute their representative for Commercial Bids opening also.

5.6 The commercial calculation will be done strictly as per Annexure-II.

5.7 The decision of the Director General, ERNET India, shall be final and binding.

VI. TERMS AND CONDITIONS:

6.1 Payment - no advance payments of handling charges/service charges etc. under any circumstances shall be made to the vendor.

6.1.1 The payments shall be released by the ERNET India against the pre-receipted bill received from the vendor after having completed the job to the satisfaction of ERNET India and delivery of the material at ERNET India [10th Floor, Jeevan Prakash Building, 25, Kasturba Gandhi Marg, New Delhi – 110001].

6.1.2 All payments shall be subject to TDS.

6.1.3 The rates quoted should be firm and in Indian rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the latter shall prevail.

6.1.4 The bid should be valid for a minimum period of 180 days after the closing date for submission.

6.2 Duration of Contract:

6.2.1 The contract awarded shall be valid for printing of Annual Reports for the years 2012-13 and 2013-14 and no change in rates shall be allowed.

6.2.2 The vendor awarded the contract shall have to provide the services for two consecutive years. Any failure on this account shall entail Forfeiture of Security Deposits in addition to any other action as may be deemed fit.

6.3 Termination of the contract –

6.3.1 No termination is allowed for printing of annual report for the year 2012-13. However, for printing of Annual Report for the year 2013-14, either party may terminate the contract by giving a notice of two months. However, Vendor wishes to terminate the contract, it will inform the ERNET

20
(8)

India prior to 1st May, 2014. No withdrawal from the contract would be allowed during the pendency of the job with vendor.

6.3.2 In case of breach of contract by the vendor, ERNET India shall have the authority to cancel/terminate the contract besides forfeiting the Security Deposits.

6.4 Security Deposit :-

Successful bidders will have to provide a Security Deposit for an amount equivalent to 10% of the estimated value of the contract calculated based on 400 copies (200 English & 200 Hindi) on the rates approved by ERNET India for the year 2012-13 in the form of a Demand Draft or Bank Guarantee valid upto December 2014 from the date of award of the contract. The Bank Guarantee shall be invoked in case the contractors fail to meet their obligations under this contract.

6.5 This Tender Document shall be interpreted as per Indian Law. The contract shall be subject to Delhi jurisdiction.

7. All cases of dispute shall be settled amicably between the two parties. However, if no amicable solution could be found, the dispute shall be settled by a Sole arbitrator appointed as per Arbitration and Conciliation Act, 1996 and the instructions issued there under, as amended from time to time

(Dinesh Kumar Dixit)
Registrar & CPO

PROFORMA FOR FURNISHING TECHNICAL BID

[Please go through the terms and conditions before filling up this Proforma]

1. Name, Address and Telephone No. of the firm:
2. Date of commencement of business:
[please furnish proof in support of your statement].
3. Status of the organization [i.e.: whether Proprietorship, Partnership, Private Limited / Public Limited Company, a Body Registered under Societies Registration Act, etc.].
4. Registration Number of the :
Organization [please attach Certificate of Registration/Incorporation].
5. Name of the C.E.O. / Proprietor :
6. Name, designation and address: [including phone/mobile number of the contact person].
7. Annual Turnover [attach photostat : 2009-10
copies of balance sheet / IT returns / 2010-11
CAS' certificate. 2011-12
8. Sales Tax/VAT No., :
9. Companies Network for past three : 2009-10
years (copies of Audited Balance : 2010-11
sheets clearly showing the Profit/Loss : 2011-12
Account should be submitted.
10. PAN Number of the organization /: Owner
[in case of proprietorship organization
where no PAN has been issued in the name
of the organization].

11. Details of three prominent organizations served/being served with similar services
 [Attach a separate sheet if space provided is less] [also attach a comprehensive list of all clients]

Name & Address	Name & Phone No. of contact person	Annual cost of contract	Since when the services are being provided

12. Details of EMD [enclosed DD]

: DD No. _____ dated _____ for
 Rs.6, 000/- drawn on _____ Bank in
 favour of ERNET INDIA, payable at New Delhi.

13. Number of clients being served in:
 and around Delhi on the date of
 submission of bid [please enclose a
 comprehensive list with address and
 telephone numbers].

DECLARATION:

- It is certified that the information furnished above is correct.
- We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature: _____

Name: _____

Place: _____

Designation: _____

Date: _____

Seal of the company: _____

PROFORMA FOR FINANCIAL BID

1. Name, Address & Telephone number of the organization.

S.No	Contents	Unit rate offered	Multiplication factor	Total
I	II	III	IV	(IIIxIV)
1.	Duly printed cover pages[per copy]	Rs.	01	
2.	Duly printed two colours both side printed (persheet).....	Rs.	100	
3.	Duly printed two colours single side printed (persheet).....	Rs.	100	
4.	Duly printed four colour both side printed (persheet).....	Rs.	100	
5.	Duly printed four colour both side printed (persheet).....	Rs.	100	
6.	Duly printed both side printed-one side four colour and other side two color	Rs.	100	
7.	Designing of cover page ..	Rs.	01	
8.	Cost of Hindi Translation(@ per page of single side printing)	Rs.	100	

Taxes

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place: _____

Delhi: _____

Signature: _____

Name: _____

Designation: _____