

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

RFQ No. IGIDR/RFQ/2022/ED/14 Date: 22.09.2022

REQUEST FOR QUOTATION

FOR

Designing and Printing of Annual Report for the Year 2021-22 at IGIDR

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.
Telephone: 022 6909 6200/507. Fax: 022 6909 6399.

SECTION-‘A’
GENERAL INSTRUCTIONS TO BIDDERS

1. The quotation should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. The scan copy of the bid to be submitted through Email to tender@igidr.ac.in with the subject of the Email should be mentioned as **“Quotation for Designing and Printing of Annual Report for the Year 2021-22 at IGIDR.”** All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the Email. **The bid file should be attached as a PDF document/zip file protected with a password, and the password should be shared during the bid opening through an online meeting. The vendor should keep their password secure and be required to give only when asked in an online meeting for bid opening. If a bidder cannot attach a single bid file to an email, they can split their bid and submit it in multiple emails with mentioning in the email subject as Part-I, II, III.... etc.**
3. The bids will be received up to **03:00 PM on 12th October 2022.** Each page of the RFQ document is under their stamp and signature. No bid will be accepted after the due date under any circumstances whatsoever.
4. The Email bid with the subject **“Quotation for Designing and Printing of Annual Report for the Year 2021-22 at IGIDR”** shall be opened by the tender opening committee on the next day on **13th October 2022 at 12:00 PM through the online meeting platform.** The link to the meeting will be shared with participating bidders. If the government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.
5. **The bidders should provide the password of their bid in a PDF/Zip file during the opening of the bids. If a bidder can NOT provide the password for the bid file at the time of bid opening, then their bid shall be rejected. We encourage the bidder to submit their bid file protected with a password; however, if the bidder cannot submit their bid in a password-protected file, they can also submit a bid without a password.**
6. Quotations shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid, and the bidder shall not cancel or withdraw the quotation during this period.
7. The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the RFQ form made by the bidder shall not be valid and be treated as null and void.

8. Rates should be quoted both in figures and in words in the columns specified. Initials of the bidder must attest to all erasures and alterations made while filling the Quotation. Overwriting of figures is not permitted.
9. Each Page of the RFQ document should be signed by the authorized person or persons submitting the RFQ in token of his/their having acquainted himself/themselves with the terms & conditions of the contract as laid down. Any bid with any of the documents not so signed will be rejected.
10. The rates shall also be firm and not subject to exchange variations or conditions. The quotation must include in their rates applicable GST and any other tax and stamp duty or other levies, whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, stamp duty, or levy, whether existing or future, shall be entertained by the Institute.
11. The intending bidder can obtain any clarifications regarding the RFQ document, scope of work, etc., if any, by contacting **Mr. Samir Parab** (Administrative Officer) on his **mobile - 8097171963** or through Email at administrativeofficer@igidr.ac.in or in **Administration Office** of the **Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065** on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions, and the same will remain binding upon me/us.

Place:

Signature of Bidder with company seal

Date:

SECTION-‘B’
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. The successful bidder shall provide the services strictly in accordance with the scope of work and as per detailed instructions of the Institute.
3. The vendor should provide at least 5-6 samples of various designs for the cover page. In case the samples are not approved by the Institute, the vendor needs to provide more samples to the Institute till the final selection is done. No complaints in this regard for not selecting the given sample and asking for more samples will be entertained. The Institute decision in this regard will be final. The design provided by the vendor should be Royalty free images for design purposes and should not violate any copyright. The entire responsibility for this will be with the vendor for any legal action.
4. **The vendor should design the artwork and submit the samples to the institute for approval. The annual report should be printed as per the sample approved by the Institute.**
5. Inferior quality of work, the damaged annual report will be rejected on the spot, no payment will be made against the same, and the vendor has to replace such copies without extra cost.
6. The vendor has to ensure the quality of the annual report is maintained as per the standard prescribed in the RFQ.
7. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
8. **Arbitration Clause:** If the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.

9. **Completion Period:**

The work shall be completed within a total of 03 weeks as the schedule below from the date of issuance of the work order.

- a. After the draft of the annual report is sent, the vendor has to submit the first draft with the artwork within one week.
- b. Once the Institute approves the final draft, the successful bidder has to print and deliver the printed version of the annual report within two weeks.

10. **Termination:** If the services of the successful bidder are not found satisfactory at any stage, then the institute may terminate their contract immediately.

11. **Payment Terms:** 100% Payment shall be made to the successful bidder after completing the work within 14 days of submission of the certified invoice. There will be no advance of any sought to be paid to the selected vendor.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall bind me/us upon being declared the Successful Bidder.

Place:

Signature of Bidder with company seal

Date:

SECTION-‘C’
TECHNICAL BID

• **Scope of Work and Technical Specifications:**

Particular	Description	Quantity
Designing and Printing of Annual Report for the Year 2021-22 at IGIDR	Approx.128 pages inside 2+2 colour (1No Set of 04 pages will appear in 4 colours) on 130 GSMSinar Art Paper. 4 Nos. of Cover Pages in Four Colours on 350 GSM Sinar Art Card with matt lamination. Size: 8.25 X11” (Closed) 16.50 X 11 (open) + 0.25 inch spine	500 Nos.

1. Cost should include translation, Design, Artwork Development, Printing, and Delivery at IGIDR. No charges of any kind will be paid separately.
2. The bidder should submit design options for the cover page of the annual report to the Institute, from which the final design will be shortlisted.
3. The bidder should have sufficient Infrastructure, technical expertise, and financial strength to undertake the contract.
4. The bidder should have experience in similar multi-colour printing work. The nature of completed work should be the publication of annual reports/ conference reports/ magazines/ scientific bulletins/ brochures etc. **The bidder should submit at least one work order & Completion certificate along with their proposal.**
5. **The Bidder should enclose the following Qualification documents along with the bid:**
 - a. Bidder should submit a sample of papers, with the description of the paper viz. brand, make, gsm, etc.
 - b. Bidder should submit a copy of Certificate of Incorporation or Registration under Shop & Establishment.
 - c. Bidder should submit a registration copy of GST and PAN card.
 - d. Bidder should submit some sample copies of annual reports and magazines designed and printed by them in the recent past. The samples provided must be satisfactory in terms of printing quality and editorial work. **(To be submitted physically).**

Date:

Signature of Bidder with company seal

SECTION-‘D’
FINANCIAL BID*

RFQ NO: IGIDR/RFQ/2022/ED/14

Date: 22nd September 2022

Name of Work: Designing and Printing of Annual Report for the Year 2021-22 at IGIDR.

Particular	Description	Quantity	Rate per No. INR	Total Amount (INR)	GST (%)	GST Amount (INR)	Total Amount (INR)
Designing and Printing of Annual Report for IGIDR 2021-22	Approx.128 pages inside 2+2 colour (1 No Set of 04 pages will appear in 4 colours) on 130 GSM Sinar Art Paper. 4 Nos. of Cover Pages in Four Colours on 350 GSM Sinar Art Card with matt lamination. Size: 8.25 X11” (Closed) 16.50 X 11 (open) +0.25 inch spine	500 Nos.					
			<u>Total Amount INR:-</u>				
	<u>For extra page above 128 Nos. (in 2 colors).</u>						
	Rate per page INR						
	<u>For extra pages in 4 colors</u>						

Total quoted amount in words Rupees...

Place:

Signature of Bidder with company seal

Date:

**To be submitted on company letterhead with sign & stamp.*