

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

**GOREGAON (EAST), MUMBAI**

**RFQ No. IGIDR/RFQ/2021/ED/15 Date: 11<sup>th</sup> November 2021**

**REQUEST FOR QUOTATION FOR**

**Printing of Annual Report for Year 2020-21 at IGIDR**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

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**Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.  
TELEPHONE: 022 6909 6200/507 / 9881070122. FAX: 022 6909 6399.**

**SECTION-A**  
**GENERAL INSTRUCTIONS TO BIDDERS**

Quotations should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**

1. The scan copy of RFQ bid to be submitted through Email to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) with subject of email should be mentioned as- **“Quotation for Printing of Annual Report for Year 2020-21 at IGIDR”** respectively. 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 to be shared at the time of bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for bid opening.**
2. The bids will be received up to **03:00 PM on 25<sup>th</sup> November 2021**. Each copy of the RFQ document under their stamp and signature. No bid will be accepted after due date under any circumstances whatsoever.
3. The Email bid with subject **“Quotation for Printing of Annual Report for Year 2020-21 at IGIDR”** shall be opened by REGISTRAR or his authorized representative in his office on the next working day on **26<sup>th</sup> November 2021 at 11:30 AM through online meeting platform**. The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
4. **The bidders should provide the password of their bid in PDF file during the opening of the bids. In case bidder can NOT provide password for the bid file at the time of opening then their bid shall be rejected.**
5. 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.
6. 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 shall be treated as null and void.

7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the vendor/contractor. Overwriting of figures is not permitted.
8. Each Page of the bid document should be signed by the authorized person or persons submitting the RFQ in token of his/their having acquainted himself/themselves with the General terms & conditions of RFQ as laid down. Any bid with any of the documents not so signed will be rejected.
9. Quotation must include in their rates, applicable GST and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable.
10. **The intending bidder can obtain any clarifications regarding the RFQ document, technical specifications, scope of work etc. if any by contacting Administrative Officer on his mobile number 8097171963 or by writing email to [administrativeofficer@igidr.ac.in](mailto:administrativeofficer@igidr.ac.in) or in Administration Office from the Indira Gandhi Institute of Development Research, Goregaon (E), 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 the seal of their company

Date:

**SECTION-B**  
**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 that shall form part of the Formal Contract to be executed with the Institute.

1. The vendor 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 Contractor shall carry out all the work strictly in accordance with scope of work, laid down specifications and as per detailed instructions of the Institute.
3. **The vendor should design the artworks and submit the samples to the institute for approval. The annual report should be printed as per sample approved by the Institute.**
4. Inferior quality of work, damaged annual report will be rejected on the spot and no payment will be made against the same and the vendor has to replace such copies without any extra cost.
5. The vendor has to ensure the quality of the annual report is maintained as per the standard prescribed in the RFQ.
6. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.

**7. Payment Terms:**

Payment shall be made to the contractor after successful completion of the work within 14 days of submission of certified invoice.

**8. Completion Period:**

The work shall be completed/executed within total **03** weeks as below schedule from the date of issuance of 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 final draft is approved by the Institute the vendor has to print and deliver the annual report within two weeks or before the printed version of annual report.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature of Bidder with seal

Date:

**SECTION-C**  
**TECHNICAL BID**

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

<b>Particular</b>	<b>Description</b>	<b>Quantity</b>
<b>Printing of Annual Report for Year 2020-21 at IGIDR</b>	<b>Approx.124 pages inside 2+2 colour (1 No. page will in 4 colour) on 130 GSM Sinar Art Paper.</b> <b>4 Nos. of Cover Pages in Four Colours on 350 GSM Sinar Art Card with matt lamination.</b> <b>Size:</b> <b>8.25 X11” (Closed)</b> <b>16.50 X 11 (open) + 0.25 inch spine</b>	<b>500 Nos.</b>

1. Cost should be inclusive of Translation, Design, Artwork Development, Printing and Delivery at IGIDR. No charges of any kind will be paid separately.
2. The bidder should submit designs options of the cover page of 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 of similar multi-colour printing work. The nature of completed work should be publication of annual reports/ conference reports/ magazines/ scientific bulletin/ brochures etc. [NOTE: The documentary proof of work orders MUST be submitted along with the bid.] The bidder should submit at least one work order along with their bid.
5. The Bidder should enclose the following documents along with the bid:
  - a. The sample of papers, with the description of the paper viz. brand, make, gsm etc.
  - b. Copy of Certificate of Incorporation or Certificate of shop & Establishment Registration
  - c. Bidder should submit a copy of GST registration 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 both in terms of printing quality and editorial work. **(To be submitted physically).**

Place:

Signature of Bidder with seal

Date:

**SECTION-D**  
**FINANCIAL BID**

**RFO NO:** IGIDR/RFQ/2021/ED/15

**Date:** 11<sup>th</sup> November 2021

**Name of Work:** Printing of Annual Report for Year 2020-21 at IGIDR.

Particular	Description	Quantity	Rate per No. INR	Total Amount (INR)	GST (%)	GST Amount (INR)	Total Amount (INR)
Printing of Annual Report for IGIDR 2020-21	Approx.124 pages inside 2+2 colour (1 No. page will in 4 colour) on 130 GSM Sinar Art Paper.  4 Nos. of Cover Pages in Four Colours on 350 GSM Sinar Art Card with matt lamination.  <b>Size:</b> <b>8.25 X11” (Closed)</b> <b>16.50 X 11 (open)</b> <b>+0.25 inch spine</b>	500 Nos.					
			<b><u>Total Amount INR:-</u></b>				
	<u>For extra page above 124 Nos.</u>  Rate per page INR						

**Total quoted Amount including GST in words Rupees ....**

**Date:**

**Signature and Stamp of Bidder**

*\*The financial bid should be submitted on company/firm letterhead.*