

To

As per list**Sub: Quotation for printing of Central Zoo Authority Wall Calendar 2017 – req.**

Sir,

The Central Zoo Authority intends to award contract for the printing of the Wall Calendar 2017. You may please send your two bid quotation (technical bid and financial bid) along with Earnest Money Deposit of Rs.2000/- only by bank draft / Pay Order payable to Member Secretary, Central Zoo Authority latest by **3:00 PM** on **19.12.2016** in the **Tender Box** installed in Ground Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi. After last date no quotation shall be entertained. The quotation must be super scribed Printing of **Central Zoo Authority Wall Calendar 2017** in sealed cover and may be addressed to the **Member Secretary, Central Zoo Authority, B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003.** **The details of the same can also be downloaded from CZA website: www.cza.nic.in**

2. Specifications of the work to be done are as under:-

Specification of printing of Wall Calendar 2017		
1	No. of Calendars to be printed	1500 nos.
2.	Number of pages	14 nos. pages (7 leaves) in each calendar
3	Quality, size and paper for text	170 GSM Imported Art Card Paper for leaf/leaves with 400 GSM Duplex full supporting back
4	Cover pages	Coloured 250 GSM Imported Art Card paper
5	Binding	Wire binding
6	Photo	12 colour photos (tentative photo space 12"x 9")
7	Size of Calendar	15" x 20"
8	Envelop	1000 nos. Envelop 90 GSM Maplitho paper with CZA's printed address (as per sample attached)

3. The composing, page making/editing will have to be done by the firm. The proof reading and layout will also have to be done by the firm.

Contd....2/-

4. Bids:-

4.1 Technical Bid:

4. (1) (a) This bid shall contain the following documents:-

- (i) **Certificate of proper infrastructure of printing machine & equipment** - The firm must be having the following proper infrastructure of Printing Machinery & Equipments under one roof (as per details given below) and capable of handling such work within the prescribed time frame.
- (a) Complete DTP Unit
 - (b) Complete plate making system
 - (c) One four colour sheet fed offset printing machine
 - (d) In-house binding facility is must
 - (e) One paper cutting machine (programmatic)
 - (f) Digital printing facility/arrangements.

In this regard, the printing firm must submit a certificate/undertaking in respect of the above mentioned effect.

- (ii) **Copy of proof of Ownership/Rented Building:-** The firm should have its own printing press established in own or rented building. Address of office and workplace of the firm with telephone number may be mentioned. **A copy of ownership evidence may be furnished.** In case of **rented building**, a copy of rent agreement may be furnished. The duly filled-up tender document containing proper satisfactory documentary evidences relating to the ownership of the printing press should be submitted with the technical bid by the concerned Printing Press (**not together in the name of with its sister concern or anything**).
- (iii) **Balance Sheet of last three years** - The Firm must be having the Annual Turnover of **at least twenty five lakhs in last three financial years.** In this regard, the bidder must submit a copy each of balance sheet of last three years
- (iv) **Income Tax Return** - The Firm also has to enclose the copies of the Income Tax Returns along with copies of the Audited Final Accounts of the last three Financial Years to establish the clause (i) above.
- (v) **Earnest Money Deposit** - An EMD of Rs.2,000/- only by Bank Draft / Pay Order payable to Member Secretary, Central Zoo Authority. The bidder registered under National Small Industries Corporation (NCIC) are exempted from deposit of EMD.
- (vi) **Detailed profile** - The bidder must submit detailed profile of his firm with the Technical Bid.
- (vii) **List of Clients** - The list of Central Government Ministries/Departments/other Government Offices/UN bodies/International agencies/ corporate clients (copies of award of contract may also be enclosed) for whom the printing work has been executed within last three years by the firm.
- (viii) **VAT/SERVICE TAX REGISTRATION CERTIFICATES** - The bidder must submit a copy of the registration of the firm for paying the VAT/service tax i.e. Certificate indicating TIN No.
- (ix) **PAN Number** – The bidder must enclose a copy of the PAN Card of the Firm with the Technical Bid.

- (x) **Undertaking** - The bidder must submit a undertaking to the effect that the firm has not been black-listed by any of the Government offices.
- (xi) **Sample of papers** – The bidder should enclosed sample of papers proposed to be used and other accessories to be used in the printing of the calendar with the quotation duly labeled and signed/stamped by authorized signatory of the firm. **The quotation received without sample papers will not be considered under any circumstances.**

4. 1 (b) The above documents must be kept in **separate sealed cover super-scribed as 'Technical Bid'**. If the above documents are not submitted by the Bidder with the Technical Bids, in such a case, their bids will be rejected. The technical bids only shall be opened for evaluation. Based on the technical evaluation, the financial bids of those found suitable, as per requirements of the CZA, shall only be opened.

4.2 Financial Bid:-

- (i) The financial bid should be in a **separate sealed cover and super scribed as "Financial Bid.** The Financial Bid will be opened only of those firms who are found eligible after evaluation/physical inspection of Technical Bid.
- (ii) Financial Bid shall indicate the base price offer being made by the firm. The rates for printing, binding and lamination must be included in total. Rates once quoted should be final and should be quoted in Indian Rupees only. The rates should be valid for one year.
- (iii) Rate (Base Price) mentioned in quotation should be inclusive of all charges, cartage incidental charges, miscellaneous charge etc.,. The applicable VAT should be mentioned separately.
- (iv) The increase/decrease in number of pages will be commensurate to the amount / pages of the awarded work.
- (v) It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the Contract.

4.3 Both the separate sealed cover containing the Technical bid and Financial bids should be thereafter kept in another bigger sealed cover super scribed as **"Quotation for printing of Wall Calendar 2017.**

4.4 Quotations received unsealed or without EMD or after due date will not be entertained under any circumstances.

4.5 The documents attached with the quotation are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents duly completed and signed, failing which the quotation is liable to be treated as incomplete and ignored.

5. Terms and Conditions:-

- 1) The successful bidder shall have to deposit 10% of their bid amount as Security Deposit within 3 days in the form of Bank Draft/Pay Order in favour of the Member Secretary, Central Zoo Authority payable at New Delhi.
- 2) The successful bidder will have to make arrangements for the collection of material etc. from the office of the CZA. The material after duly edited should be printed and delivered in the office of the Central Zoo Authority at B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi. Final Proof will be seen at the CZA office before final printing is undertaken. It will be the responsibility of the firm to supply the printed calendar in the office with proper packing for preservation from dust and water.

- 3) If the firm to whom order is placed fails to comply with the above conditions/specifications or the quality of work not being as per requirement i.e. printing work and paper used not being of the required standard or the picture inputs (e.g. due to mixing of colour at the time of printing or any other reason), or there is delay in the delivery of the material, the penalty as decided by the CZA, will be imposed, in addition to rejection of the material (calendar).
- 4) Photographs are to be printed from the TPs/CDs or Stills. TPs/Stills has to be scanned (Drum Scanning or any other advance method) by the printer itself. After scanning, in case desired result is not obtained from TPs/ Stills, firm would have to do the scanning of more TPs/Stills provided by the CZA. This office shall not pay any extra charges on account of scanning/developing these extra TPs/ Stills.
- 5) Composing, designing and proofreading will be done by the printer, at his own cost.
- 6) Dummy with colour picture print out and proofs of the text in full format have to be submitted within a week of the receipt of the material.
- 7) At least three to four design of cover and calendar shall have to be submitted by printer for approval of final calendar sample for printing.
- 8) Before final printing, complete machine proof should be given for approval and after approval of the final print copy, the printing has to be carried out.
- 9) The calendar ordered, complete in all respect shall have to be supplied within seven days after approval of final proof.
- 10) The payment will be normally made within 30 days from the date of submission of bill after delivery of the articles; subject to fulfilling all other terms & conditions and satisfactory completion of work.
- 11) The bidders should quote **Base Price and VAT separately**. The VAT shall be quoted in accordance with the Delhi VAT manual. The base price should be inclusive of all charges, cartage, incidental charges, miscellaneous charges etc. The CZA will be deducting TDS u/s 194c of the IT Act 1961.
- 12) It will be the discretion of the CZA to entrust the aforesaid entire printing job to one firm or stagger it and award it to different firms. Decision taken in this regard by the CZA shall be final and binding on the contracted firm.
- 13) The CZA reserves the right to accept or reject any / all quotation without assigning any reason.
- 14) In case of non-compliance of the terms and conditions by the successful bidder of the NIT and work order of the CZA, the EMD/security amount deposited with the NIT may be forfeited and the decision of the CZA will be final in this regard.

Yours faithfully,

(R. S. Rawat)
Finance Officer

TECHNICAL BID

Annexure- I

S. N.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Turnover of the firm for the last three Financial Years (Attach Copies of Income Tax Returns along with copies of Final Accounts for the last three Financial Years).		
2.	Certificate of proper infrastructure of printing machine & equipment i.e. Complete DTP unit, complete plate making system, one four colour sheet fed offset printing machine, in-house binding facility, one paper cutting machine (programmatic), digital printing facility/arrangements etc. under one roof and capable of handling such work within the prescribed time frame.		
3.	Undertaking that printing press has been established in own building or rented building. Address of the office and workplace of the firm with telephone no. may be mentioned. In case of rented building, a copy of rent agreement may be incorporated. Proper satisfactory documentary evidences relating to ownership of the printing press have to be submitted with the technical bid.		
4.	EMD (Rs.2000/-)		
5.	Detailed Profile of the firm		
6.	List of Clients (Copies of award of Contract)		
7.	Registration of Firm & TIN No.		
8.	PAN No.		
9.	Undertaking in r/o not being blacklisted		
10.	Sample of Papers as mentioned in Technical Bid		
11.	Samples of Cover Design		

10 The terms and conditions laid down in CZA letter/NIT no. 18-4/2016-CZA dated are **acceptable** to us/our firm.

11 It is certified that our firm **has not been blacklisted** by any Government/Semi Government Department/Office.

SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY

COMMERCIAL – BID

Annexure-II

S. No.	Particulars of requirements	Rates quoted, excluding VAT	Remarks, if any
	Quotation for printing of following publications :-		
A	Printing of Wall Calendar 2017		

SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY