

**TENDER FOR DESIGNING, PRINTING AND HINDI TRANSLATION OF**  
**ANNUAL REPORT 2016-17**

**Regional Centre for Biotechnology (RCB)**

(An Institution of National Importance Established by the Dept. of Biotechnology, Govt. of India under the Auspices of UNESCO)



United Nations  
Educational, Scientific and  
Cultural Organization



• क्षेत्रीय जैव प्रौद्योगिकी केन्द्र  
• Regional Centre  
• for Biotechnology  
•

Regional Centre for Biotechnology  
NCR-Biotech Science Cluster,  
3rd Milestone, Gurgaon-Faridabad Expressway,  
Faridabad -121001 (Haryana).

**ENQUIRY TELEPHONE: 0129-2848800**

**Email:** [registrar@rcb.res.in](mailto:registrar@rcb.res.in)

URL: <http://www.rcb.res.in>, [www.rcb.ac.in](http://www.rcb.ac.in)

## INSTRUCTION TO BIDDERS

### Tender Document for “DESIGNING, PRINTING AND HINDI TRANSLATION OF ANNUAL REPORT OF REGIONAL CENTRE FOR BIOTECHNOLOGY (RCB) FOR THE YEAR 2016-17”

<b>1</b>	<b>Work</b>	DESIGNING, PRINTING AND HINDI TRANSLATION OF ANNUAL REPORT OF REGIONAL CENTR FOR BIOTECHNOLOGY (RCB) FOR THE YEAR 2016-17 <b>(Scope of work at Annexure I)</b>
<b>2</b>	<b>Tender Enquiry No</b>	<b>RCB/01-01/AR 16-17/ACAD/01/2017</b>
<b>3</b>	<b>Eligibility Criteria</b>	<p>(i) The tenderer should be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.</p> <p>(ii) All the printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be provided by the bidder.</p> <p>(iii) The bidder should have experience of similar multi-colour printing work of annual reports, etc. of Central / State Governments/ Universities / Research Organizations etc., for quantity of minimum 100 numbers during the last three years and submit proof of work orders completed. The documents should substantiate proven capabilities in professional translation from English to Hindi for scientific and technical text in the biology/ biotechnology and related sciences.</p> <p>(iv) The Average Annual Turn Over of the bidder for last three years should be minimum Rs. 10 Lakh.</p>
<b>4</b>	<b>EMD</b>	The tenderer shall deposit an Earnest Money Deposit of Rs. 10,000/- by way of Demand Draft / Pay Order/ BG drawn in favour of “Executive Director, Regional Centre for Biotechnology,” (drawn on any Nationalized Banks payable at Faridabad), which will be refunded in respect of unsuccessful tenderers. THE DEMAND DRAFT OF EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
<b>5</b>	<b>Submission of Offer</b>	<p><b>Two Bid System:</b></p> <p>Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid (<b>Annexure II</b>) and commercial bid (<b>Annexure III</b>) in <b>two separate sealed envelopes</b>. These envelopes should be securely sealed and stamped separately and clearly marked as “<b>Envelope No: 1 – Technical Bid</b>” and “<b>Envelope No: 2 – Commercial Bid</b>” respectively. <b>EMD should be placed in the Technical Bid. This two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item</b></p>
<b>6</b>	<b>Last Date for submission of bids</b>	<b>Date: 19.09.2017 Time: 1400 Hrs</b>
<b>7</b>	<b>Opening of Technical bid</b>	19.09.2017 at 1500 Hrs
<b>8</b>	<b>Selection Process</b>	All the technical bids will be scrutinized by the evaluation committee duly constituted by the Executive Director, RCB Faridabad. The technical bids will be evaluated on the basis of creative design; facilities available for undertaking job, prior experience etc., and the agencies meeting the criteria will be shortlisted for consideration of commercial bid.

9	<b>Opening of Commercial Bid</b>	Date of opening of Commercial bid will be communicated by the RCB Faridabad. Commercial bids would be opened only for parties shortlisted on the basis of technical bid evaluation.
10	<b>Commencement of Operation</b>	The work shall commence immediately on issue of work order and shall be completed as stipulated in delivery schedule

## **1. TERMS AND CONDITIONS OF CONTRACT**

### **1. Design and Layout of Annual Report:**

- (a) The bidder should submit 3 designs and layout (both for cover / inside). Provision of pictures / animation, wherever used will form an integral part of the design.
- (b) Of all the designs submitted by the agencies, a suitable design will be selected by the Committee constituted by the Executive Director, RCB Faridabad and ownership of selected design rests with the RCB Faridabad. RCB Faridabad may recommend any required modifications in the design and template(s) provided by the agency as per its discretion and the agency would be expected to carry out these modifications as and when required before completion of the job to the satisfaction of the institute.
- (c) The selected agency would be required to submit the editable, high-resolution final graphics files in a portable format for electronic as well as print-ready purposes. RCB Faridabad shall be free to use the design in electronic, print or any other medium. All Rights of reproduction, editing, publicity and future use shall rest with RCB Faridabad.

### **2. Preparation and submission of tender document:**

- (a) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.
- (b) The tenderer shall enclose the following along with the Technical Bid. Any tender documents without these shall be invalid and rejected.
  - (i) List of Organizations / Customers dealt by the tenderer.
  - (ii) Copy of registration certificates, viz. VAT/ GST Registration/ TIN number, PAN Card etc.
  - (iii) Sample papers, with the description of the paper viz brand, make, GSM etc.,
  - (iv) Sample copies of Annual Reports already printed by them for at least the last three years. The samples provided must be satisfactory both in terms of printing quality and editorial work.
  - (v) The Tenderer should also submit satisfactory performance certificates from at least three organizations of the Central / State Governments/ Universities / Research Organizations etc.
- (c) Tender received without required EMD or lesser amount will be summarily rejected.
- (d) The tenders of the agency not in possession of valid statutory license / registrations are liable for rejections.

- (e) The tender submitted by the firm / agency shall remain valid for 180 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 180 days from the date of opening shall be by mutual consent.
- (f) No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.
- (g) EMD will be liable to be forfeited if the tenderer selected for the work fails to accept, execute and complete the work by the date stipulated in the work order.

**Work Order:**

Work Orders shall be issued to the successful tenderer.

**3. Rights of Regional Centre for Biotechnology (RCB) Faridabad:**

- (a) The Executive Director, RCB Faridabad reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
- (b) The Executive Director, RCB Faridabad reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the tenderers.
- (c) The Executive Director, RCB Faridabad reserves the right to terminate the contract at any time without assigning any reason by giving one-month notice to the contracting agency/firm/company.
- (d) The Executive Director, RCB Faridabad reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses of the Tender document or the contract document, interpretation of the clauses by the RCB Faridabad shall be final and bindings on all parties.

**4. Breach of Terms and Conditions:**

- (a) The work order can be terminated by the Executive Director, RCB Faridabad if it is felt that the work carried by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure / termination of contract.
- (b) In case of breach of any terms and conditions as mentioned above, the Executive Director, RCB Faridabad shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by RCB Faridabad. In such an event the security deposit shall also stand forfeited.

**5. Dispute Settlement:**

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Executive Director, RCB Faridabad whose decision shall be final and binding on both the parties.
- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Faridabad. The resultant contract will be interpreted under Indian Laws.

Sr. Manager (A&F)  
RCB Faridabad

## Annexure-I

### SCOPE OF WORK:

#### SPECIFICATION SHEET

- (i) **Job:** Designing, Hindi Translation, Printing and Binding of the Annual Report of RCB, Faridabad for the year 2016-17 separately in English and Hindi.
- (ii) **Specification of Designing and Layout:**
- Innovation Concept (other than conventional & traditional) should be suited for scientific work comparable with international standards.
  - Design and theme to flow in inside pages
  - Placement of text and figures for scientific information
  - Image finishing
  - Designing of separators before each section.
- (iii) **Specification for Printing (English and Hindi):**
- Cover Page: 280 GSM STAR Dream Silver, Digital Printing
  - Inside Pages: 130 GSM Matt
  - Printing: 4 colour front and back
  - Size: 8.25”X11”
  - Binding: Section Sewing & Perfect Binding
  - No of Pages: 150-200 pages approximately per copy.
  - Aqua Vanish on each pages
  - Leafing: On cover – 3 Liner Text
- (iv) **Quantity:** English and Hindi language with single book binding: 400 copies total (350 English + 50 Hindi). However, the exact number may vary at any stage as per requirement.
- (v) **Binding:** Perfect binding
- (vi) **Work Schedule:**
- Design:** Design, typesetting and submission of proof material: within 10 days of issuance of work order.
- A professional designer of the selected agency shall be required to visit RCB as and when required till the completion of the job.
- Printing and Delivery Time from issue of Work Order:** Total 14 days
- (a) Proof to be submitted within 7 days of Work order with Material provided.
- (b) Printing, binding and delivery of Annual Report: within 7 days of final approval of proof submitted.
- Translation:** Translation of Annual Report in Hindi within 7 days of Work Order with material provided.
- (vii) **Other Points:**
- (a) The successful bidder would be provided text material in English (Word/Power Point format) on Pen drive or CDs or via email.
- (b) The successful bidder would be required to provide proofs in English and Hindi and upon approval of the same by RCB Faridabad, final printing shall be carried out.
- (c) A very high quality printing is required, on par with the best international standards. The work done in a slipshod manner will not be accepted.
- (d) Soft copy of the final report (in MS Word, PDF and Adobe Illustrator formats) is to be provided without any extra cost along with the printed reports.

Sr. Manager (A&F)  
RCB Faridabad

## Annexure-II

### **REGIONAL CENTRE FOR BIOTECHNOLOGY (RCB)**

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NCR-Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway,  
Faridabad -121001 (Haryana).

## **Technical Bid**

(To be sealed and placed in separate envelope superscribed "Technical Bid")

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for Designing, Printing and Hindi Translation of Annual Report of RCB for the year 2016-17 as follows.

1	<b>Name of the firm</b>	
2	<b>Address &amp; Telephone No and Email</b>	
3	<b>Status of the firm and details of owner/ partner/ Director</b>	
4	<b>Registration Details. VAT/GST Registration No/ TIN number</b>	
5	<b>Pan Card Number with Xerox</b>	
6	<b>Details of Average Annual Turn Over for last three years (Minimum 10 Lakhs)</b>	
7	<b>List of Organizations with Annual Reports printed by the bidder</b>	
8	<b>Sample Paper of Cover Page and running text paper, (Refer Quotation Specification)</b>	
9	<b>EMD of Rs. 10,000/- ( Ten Thousand only ) in the form of demand draft/Pay Order/BG</b>	

Signature of the bidder with Seal

Place:

Date:

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### **Certificate Format**

It is certified that Ms..... located at ..... and registered as a Private Ltd./Public Ltd./Partnership Unit for printing fulfill the above requirement of Infrastructure in terms of Machinery and manpower to qualify for submit Tender.

Authorized/Signatory

Date

(Name/Designation)

Seal of the Company

## Annexure-III

### REGIONAL CENTRE FOR BIOTECHNOLOGY (RCB)

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NCR-Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway,  
Faridabad -121001 (Haryana).

### **Commercial Bid** (In a separate envelope)

(To be sealed and placed in separate envelope superscribed "Commercial Bid")

Name of the work: Designing, Printing and Hindi Translation of Annual Report of RCB for the year 2016-17

The rates for Job 'A', 'B (i), B(ii)', and 'C' must be quoted separately. These rates should be inclusive of data transfer from Word to printing software, freight charges, printing, binding, lamination, scanning, formatting, cutting, pressing, colour photographs/graphs, proof reading charges, Hindi Translation etc. for Scientific version of Annual Report as well as for PDF/ Adobe Illustrator versions on CDs. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Check Specification before filling the rates. **Selection will be made on the lowest bidder based amongst the technically qualified bidders for all three categories together, i.e. Hindi translation, design and printing (including binding). However, individual itemized pricing must be quoted in the bids for all three categories.**

S. No	Job Specification (Category wise)	Required Quantity	Total Cost for copies	Charges for providing additional +/- 4 pages, if more than /less than 150-200 pages
A	Design, development and art work for Annual Report in English and Hindi as per specifications given in the tender document	One - English One - Hindi		
B	Hindi Translation and word processing of Annual Report (300 words = 1 page)	One		
C	(i) Printing of Annual Report (English) 150-200 pages Approx.	350 copies		
	(ii) Printing of Annual Report (Hindi) 150-200 pages Approx.	50 copies		

Authorized/Signatory

Date

(Name/Designation)

Seal of the Company