



F.No.EIII/67(1)/ITC/2022

Dated : **20<sup>th</sup> June, 2022**

### Tender Notice


Subject : **Invitation of Tender Document for Book Printing and Binding at DGCI&S, Kolkata.**

For and on behalf of the President of India, the Director General, Directorate General of Commercial Intelligence & Statistics, 565-Anandapur, Sector-I, Plot No.22, Kolkata – 700 107 invites quotation for Book Printing and Binding at DGCI&S, Kolkata.

Organizations capable and interested, may please submit the quotation separately for **Technical Bid** and **Financial Bid** for this tender.

Tender Published Date	21.06.2022
Tender Document Download Start Date	21.06.2022
Tender Submission Start Date	21.06.2022
Tender Document Download End Date	05.07.2022
Tender Submission End Date	05.07.2022
Tender Opening Date	06.07.2022

This office reserves all rights to accept or cancel any quotation without showing any reason.

  
(Manish Kumar)  
Dy. Director &  
Head of Office

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS  
VANIJYA TATHYA SADAN  
565 – ANANDAPUR, SECTOR-I, PLOT NO.22  
KOLKATA – 700 107.

**TENDER DOCUMENT**  
**FOR**

**Book printing and binding at DGCI&S, Kolkata**

## SCOPE OF WORK

The Tender is invited from reputed Firms / Companies for following work:

### 1. TYPE 1: Composting, Printing and binding

- a. Quantity: 300 numbers
- b. Size: 7”X9.5”
- c. Total page: 136 (with cover page)
- d. Inside colour page: 4 page
- e. Inside B/W page: 132 page.
- f. Cover page: 300 Gsm Art Paper
- g. Inside paper: Colour page :130 Gsm and B/W page: 80 Gsm
- h. Lamination: Glossy
- i. Binding: Perfect Binding

### 2. TYPE 2: Composting, Printing and binding

- a. Quantity: 200 numbers
- b. Size: Cover : 9”X11.5” ; Inside : 8.5”X11.75” (A4 Paper)
- c. Total page: 833 (with cover page)
- d. Inside B/W page: All (Excluding cover which is colour)
- e. Inside paper: 70 Gsm
- f. Cover Page: Bicolour
- g. Cover paper: 130 GSM Art paper
- h. Cover lamination: Glossy
- i. Binding: Hard bound with rexine port and side corner
- j. Postani: 100 GSM maplitho

### 3. TYPE 3: Composting, Printing and binding

- a. Quantity: 100 numbers
- b. Size: Cover : 9”X11.5” ; Inside : 8.5”X11.75” (A4 Paper)
- c. Total page: 374 (with cover page)
- d. Inside B/W page: All (Excluding cover which is colour)
- e. Inside paper: 70 Gsm
- f. Cover Page: Bicolour
- g. Cover paper: 130 GSM Art paper
- h. Cover lamination: Glossy
- i. Binding: Hard bound with rexine port and side corner
- j. Postani: 100 GSM maplitho

## General Terms and Conditions

1. The rates are all inclusive.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Directorate.
3. The bidder having a registered office in West Bengal may be preferred.
4. The bidder shall attach copy of PAN Card.
5. The rates mentioned in the financial bid shall be inclusive of all taxes and duties and any other taxes as applicable. Any variation in the above said taxes till the completion of service will also be in the bidder’s account.

## **Additional Conditions/Requirements**

1. The Tender will be accepted by the Competent Authority in DGCI&S as per the rules/instructions issued by the Government of India from time to time in the matter.
2. The Directorate reserves the right to reject any or all Tenders/extend the date of opening of Tender etc. without assigning any reasons thereof.
3. In addition to its right to determine the contract upon fault of the Successful Bidder, the Directorate reserves the right to cancel the contract without assigning any reasons and also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the directorate's specifications and complete satisfaction.
4. Furnishing fake information on all or any requisite documents may lead to rejection of the quotation/application.

## **Legal**

1. The successful Company/Firm/Agency shall maintain all statutory registers under the Law. The agency shall produce the same on demand to the concerned authority of this Directorate or any other authority under the Law.
2. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
3. In case of breach of any terms and conditions attached to this contract, this Directorate reserves right to terminate the contract without assigning any reasons.

**(ANNEXURE-I)**

**Submission of Technical Bid:**

1. Name of the Bidding Agency :
2. Contact Address :
3. Contact No./Details :
  - a. Mobile No. :
  - b. E-mail ID. :
4. PAN (Attached attested copy) :
5. G.S.T. Registration No. (Attach attested copy) :
6. Registered in West Bengal (Attach attested copy) :
7. Additional Information, if any

Date:

Name:

Place:

(Signature & Seal of Bidding Agency)

**(ANNEXURE-II)**

**Financial Bid Specifications:**

Sl. No.	Particulars*	Quantity (a)	Unit Rate in Rs (b)	GST (%) (c)	Unit rate with GST (d=b+c)	Total (a*d)
1.	<b>TYPE 1</b>	300				
2.	<b>TYPE 2</b>	200				
3.	<b>TYPE 3</b>	100				

\*Particulars defined below

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**2. TYPE 2: Composting, Printing and binding**

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- f. Cover Page: Bicolour
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Enclosures to be submitted with the Bid:

1. Tender Document, Submission of Technical Bid, Financial Bid Specifications (Annexure I, II) (Given format to be adopted/used by the bidder) **must be duly signed and stamped on every page.**

Date:

Place:

(Signature & Seal of Bidding Agency)

# DECLARATION

I, \_\_\_\_\_ Son/Daughter/ Wife of  
\_\_\_\_\_, Proprietor/ Director/ authorized signatory of  
the Company/firm/Agency, mentioned above, is competent to sign this declaration  
and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.

The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact  
that furnishing of any false information/fabricated document would lead to rejection  
of my tender at any stage besides liabilities towards prosecution under appropriate  
law.

Signature of authorized Person

Name:

Seal:

Date:

Place: