

F.No.CL28(1)BB/2022-23

## Tender Notice

Subject : **Extension of Invitation of Tender Document for Stitching, Binding and Labeling (in Golden letters) of Books, Journals and Gazette of India Notification of Commercial Library of DGCI&S, Kolkata.**

This has reference to tender No.CL28(1)bb/2022-23, dated 06.07.2022, this Directorate extends the tender submission end date of quotation for "**stitching, binding and labeling (in golden letters) of books, journals and Gazette of India Notification of Commercial Library of 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	07.07.2022
Tender Document Download Start Date	07.07.2022
Tender Submission Start Date	07.07.2022
Tender Document Download End Date	10.08.2022
Tender Submission End Date	10.08.2022
Tender Opening Date	11.08.2022

Earnest Money (refundable) to the tune of Rs.5,000/- (Rupees Five thousand) only in the shape of Demand Draft/Banker's cheque from any nationalized/Scheduled bank in favor of "**Director General, DGCIS, Kolkata**" payable at Kolkata shall have to be submitted for the tender.

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

  
(Gane Sundi)  
Statistical Officer (Estt.-III)

F.No.CL28(1)BB/2022-23

Dated : 6<sup>th</sup> July, 2022

### Tender Notice

Subject : **Invitation of Tender Document for Stitching, Binding and Labeling (in Golden letters) of Books, Journals and Gazette of India Notification of Commercial Library of 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 "**stitching, binding and labeling (in golden letters) of books, journals and Gazette of India Notification of Commercial Library of 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	07.07.2022
Tender Document Download Start Date	07.07.2022
Tender Submission Start Date	07.07.2022
Tender Document Download End Date	21.07.2022
Tender Submission End Date	21.07.2022
Tender Opening Date	22.07.2022

Earnest Money (refundable) to the tune of Rs.5,000/- (Rupees Five thousand) only in the shape of Demand Draft/Banker's cheque from any nationalized/Scheduled bank in favor of "**Director General, DGCIS, Kolkata**" payable at Kolkata shall have to be submitted for the tender.

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  
565, ANANDAPUR, SECTOR-I, PLOT NO.22, WARD NO.108  
KOLKATA-700 107

## TENDER DOCUMENT

### FOR

STITCHING, BINDING AND LABELING (IN GOLDEN LETTERS) OF BOOKS,  
JOURNALS AND GAZETTE OF INDIA NOTIFICATION OF COMMERCIAL  
LIBRARY OF DDCI&S, KOLKATA

**SCOPE OF WORK:**

Stitching, Binding and Labeling (in Golden letters) of Books, Journals and Gazette of India Notification of Commercial Library for the following sizes and thickness:

<b>Sl. No.</b>	<b>Size of a Book</b>	<b>Thickness of Book</b>
1	24cm x 16cm	Upto to 5 cm
2	24cm x 16cm	Above to 5 cm
3	29cm x 22cm	Upto to 5 cm
4	29cm x 22cm	Above to 5 cm
5	37cm x 29cm	Upto to 5 cm
6	37cm x 29cm	Above to 5 cm
7	43cm x 29cm	Upto to 5 cm
8	43cm x 29cm	Above to 5 cm

**GENERAL TERMS AND CONDITIONS:**

1. The front and back cover of the book should be bound with good quality rexine of black colour.
2. The spine and corners of books may be bound with leather.
3. Title/Author/Year and Commercial Library should be written with golden colour on spine or on the front cover (where spine of a book is thin).
4. One fly leaf (white paper) each should be fixed before the title page and after the last page of each book.
5. All the materials which will be used for binding should be good quality and protected from insect and fungi.
6. The firmness of the spine of a book and general workmanship should be of good quality.
7. 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 Director.
8. The bidder having a registered office in West Bengal may be preferred.
9. The bidder shall attach copy of PAN Card.
10. 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.
11. The work order will be awarded for the period of 2(two) years from the date of issuing of the work order.

## **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 specification 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 al statutory register 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 provision 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 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. Non-Blacklisted Certificate (Attach attested copy):
  
8. Additional Information, if any

Date:

Place:

(Signature & Seal of Bidding Agency)

**(ANNEXURE-II)**

**FINANCIAL BID SPECIFICATIONS**

<b>Sl. No.</b>	<b>Size of a Book</b>	<b>Thickness of Book</b>	<b>Unit Price (in rupees)</b>	<b>GST@18% (in rupees)</b>	<b>Unit price with GST</b>
1	24cm x 16cm	Upto to 5 cm			
2	24cm x 16cm	Above to 5 cm			
3	29cm x 22cm	Upto to 5 cm			
4	29cm x 22cm	Above to 5 cm			
5	37cm x 29cm	Upto to 5 cm			
6	37cm x 29cm	Above to 5 cm			
7	43cm x 29cm	Upto to 5 cm			
8	43cm x 29cm	Above to 5 cm			

Tender Document, Submission of Technical Bid, Financial Bid Specification (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: