

**GOVERNMENT OF INDIA
DEPARTMENT OF CULTURE
CENTRAL REFERENCE LIBRARY**

**BID DOCUMENT FOR THE PRINTING OF INDIAN
NATIONAL BIBLIOGRAPHY VOLUME 2014& 2015**

INVITATION TO BIDDERS

**BELVEDERE, ALIPORE
KOLKATA-700 027**

CENTRAL REFERENCE LIBRARY, KOLKATA**Bid No. CRL/INB (9)/2016/****Dated: 29.01.2016****LAST DATE OF SUBMISSION:29thFebruary 2016****Tel No.033 2479 1721/22, 2448 1529****Belvedere Road, Alipore****Fax No.+(91)(33)2448 1060****Kolkata-700 027****Email: centralreferencelibrary@gmail.com****Website www.crlindia.gov.in****To****Serial No. 1.****Subject: Printing of the Indian National Bibliography Annual
Volume 2014& 2015 along with the CDs.****Sir,**

You are requested to submit your offer on the subject mentioned above addressed to the Librarian-in-Charge, Central Reference Library, Kolkata in two sealed envelopes (Technical Bid and Price Bid) as mentioned below by 5.00 P.M. Mondaythe 29thFebruary2016.

The Technical Bid only will be opened at 4.00 P.M. on Tuesday, the1stMarch 2016 in the presence of Bidders or their authorized representatives who may wish to be present. The date of opening of Price Bid will be duly notified to the Bidders who are found technically qualified.

Envelope A : (Technical Bid) consisting of:

1. Earnest money of Rs.15,000/- (Rupees fifteenthousand only) in the form of Bank Guarantee (valid for minimum three months) in favour of the Librarian-in-Charge, Central Reference Library, Belvedere,Alipore, Kolkata- 700 027.
2. Technical offer containing authorized signatures on all the pages.
3. Copy of the Price Bid with prices undisclosed.
4. All documents as mentioned in the Terms of Reference
5. Copies of at least two work orders in relation to the above type of work done during the last three years along with certificates of satisfactory completion from the clients.

Envelope B: (Price Bid) consisting of only price bid containing signature of the authorized person(s) on all the pages.

Mark the two Envelopes separately as Envelope A: (Technical Bid) and Envelope B(Price Bid). Both the envelopes should be placed in a sealed cover addressed to:

The Librarian-in-Charge, Central Reference Library, Kolkata-700 027**(SoumenSarkar)
Librarian-in-Charge**

**GOVERNMENT OF INDIA
CENTRAL REFERENCE LIBRARY
BELVEDERE, ALIPORE, KOLKATA-700 027**

BID NOTICE

The Librarian-in-Charge, Central Reference Library, Kolkata invites sealed bids duly super scribing **Bid Number and due date** on the envelope (in duplicate) in two bid system (Technical Bid and Price Bid) for the printing of INB volumes 2014&2015 along with the CDs.

NATURE OF WORK:

The Indian National Bibliography is an authoritative record of the books published in the country in 14 Indian languages and English. This Bibliography is generated through computers and one complete set of laser printed copy of the volume printed on A4 size paper will be supplied. 100 copies in two volumes. Volume - I is classified part and Volume - II is Subject index and Author Index. Annual volume 2014 100 copies and Annual volume 2015 100 copies along with CDshave to be printed and bound as per the specification given.

The **BID DOCUMENT** for the above work containing all necessary details of terms of reference and other specifications may be obtained from the office of the Central Reference Library, Kolkata on payment of non-refundable bidding fees of Rs.100/- (Rupeesone hundred only) by cash per set from Mondaythe 01st February 2016 to Friday the19thFebruary2016 between 12.00 P.M. to 5.00 P.M. by showing Income Tax and Sales Tax Clearance Certificates and Credentials. All the Bids shall be submitted to the office of the Central Reference Library, Kolkata latest by 29th February2016. The Technical Bids will be opened at 4.00 P.M. on the 1st March 2016 in the Central Reference Library, Kolkata – 700 027.

**LIBRARIAN-IN-CHARGE
CENTRAL REFERENCE LIBRARY**

INFORMATION TO THE PROSPECTIVE BIDDERS

COST OF BIDDING:

The Bid document containing all necessary details may be obtained from the office of the Central Reference Library, Kolkata on payment of non-refundable bid fees of Rs.100/- (Rupees one hundred only) by cash per set from Monday the 1st February 2016 to Friday the 19th February 2016 between 12.00 P.M. to 5.00 P.M. by showing IT & ST Clearance Certificates and Credentials.

The prospective bidders may submit their bids addressed to the Librarian-in-Charge, Central Reference Library, Kolkata with Rs.15,000/- (Rupees fifteen thousand only) as earnest money to be deposited as Bank Guarantee/Draft (addressed to the Librarian-in-Charge, Central Reference Library, Kolkata –700 027) and all credentials regarding performance during the last three years so as to reach the CRL office latest by 5.00 P.M. on 29th February 2016. The Technical Bids will be opened at 4.00 P.M. on the 1st March 2016 in the Central Reference Library, Kolkata – 700 027.

LIABILITY OF THE BIDDER:

The bidder is expected to examine all instructions, forms, terms, specifications and other information in the bidding document. Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the bid.

DOCUMENT COMPRISING THE BID:

The following information/documents are to be submitted along with the Bid:

1. Information on the legal status of the firm/institution
2. Work of similar nature performed in the past
3. Copies of the Annual Report, Balance Sheet and Audited Accounts
4. Income Tax Clearance Certificate for the last three years
5. A certificate from at least one client whose work has been satisfactorily undertaken by the firm/institution in the recent past
6. Existing availability of types of hardware, Software and Human resources
7. Profile of proposed project manager

The Price Bid in a specified form (Section 5) in a sealed envelope clearly marked 'Price Bid'.

The price and rates quoted by the bidder shall be fixed and firm for the duration of the contract and shall not be subject to any escalation/adjustment on any account.

Mark the two Envelopes separately as **Envelope A (Technical Bid)** and **Envelope B (Price Bid)**.

LATE BIDS:

Any bid received after the bid submission deadline prescribed by the Central Reference Library, Kolkata shall be rejected and returned unopened to the bidder.

No amendment or modification to the bid shall be allowed after the submission deadline.

REJECTION OF BIDS:

The Central Reference Library retains the right to reject any or all bids at any stage and the decision in this regard shall be final.

EVALUATION OF BIDS:

An "Expert Committee" for Bid evaluation constituted by the Central Reference Library, Kolkata shall undertake the scrutiny of the technical bids to determine whether the bid is of acceptable quality, complete and substantially responsive to the bidding document. For purposes of this determination, a substantial responsive bid is one that conforms to all terms and conditions without material deviation, objections, conditionality or reservations and is complete in all respects in terms of the information sought along with the bid form. A material deviation, objections, conditionality or reservation is one that affects in any substantial way, the scope, quality and performance of the contract or whose rectification would unfairly effect the competitive position of other bidders who are presenting substantially responsive bids. If the bid is not substantially responsive, it will be rejected by the CRL and may not subsequently be made responsive by the bidder by correction of the nonconformity. The Library's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

The Expert Committee for Bid evaluation shall follow objective criteria for evaluation of technical bids by assigning marks to assess the prior library experience, financial and logistic capacity and proposed work plan. All parties scoring above the minimum specified threshold should be treated as technically qualified. The decision of the Expert Committee for Bid evaluation in this regard shall be final.

During the Technical evaluation, the Expert Committee for Bid evaluation may at its discretion, ask the bidder for a clarification of its bid. The request for the clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

The Expert Committee for Bid evaluation in the presence of technically qualified bidders or their representatives shall open the price bids. The technically qualified bidder's representatives who are present at the time of opening of the price bids shall sign a register evidencing their attendance.

Price bids not technically qualified shall be returned unopened to the concerned bidders. Date of opening of the price bid will be duly notified to the bidders.

AWARD OF THE CONTRACT AGREEMENT:

The award of the entire book work of 100 copies (in two volumes Vol. I. Classified Part and Vol. - II. Subject index and Author Index) of the INB volume 2014 & 2015 with CDs. (Both are separate volumes) shall be made to technically qualified party who submits the lowest bid. In case of the lowest bidder do not accept the offer; the offer shall be made to the next technically qualified bidder in the ranking order of their prices.

A contract Agreement in duplicate on non-judicial stamp paper of value of Rs. 10/- only for agreement as per the procedure of the Central Reference Library, Kolkata shall be signed by the party offered the job indicating the performance schedules, the defect liability, the date of completion, the method of payment and other relevant factors.

VALIDITY OF THE OFFER:

Bids submitted by the Bidders shall remain valid for a minimum period of 3 months from the date of opening the bids.

**PROFORMA FOR SUBMITTING THE TECHNICAL BID
(ENVELOPE – A)**

1. Name of the company
2. Address of the company
3. Date of inspection of the company
4. Number of similar work successfully undertaken in the past (with description of each work)
5. Copies of the Annual Report, Balance Sheet, Audited Accounts and Income Tax Clearance Certificate for the last three years
6. Number of total books printed since inception of the company (with supporting evidence)
7. Acceptable penalties for the delay (please indicate in terms of the percentage reduction in the quoted price)
8. Earnest money of Rs.15.000(Rupees fifteen thousand only) in the form of Bank Guarantee/Draft (valid for a minimum of three months) in favour of the Librarian-in-Charge, Central Reference Library, Belvedere, Alipore, Kolkata-700 027.
9. All the pages in the technical and price bids must bear signature of the bidder(s)
10. A letter of authorization is necessary if a person other than the bidder(s) attends.

**PROFORMA FOR THE PRICE BID
(ENVELOPE – B)**

Price Bid for the Printing of 100 copies (in two volumes Vol. 1. Classified Part and Vol. 2. Subject Index and Author Index) of the INB volume 2014 & 2015 (with CDs) of the Central Reference Library, Kolkata.

**TERMS OF REFERENCE FOR THE AWARD OF THE WORK OF
PRINTING OF INB VOLUME 2014&2015(With CDs) OF CENTRAL
REFERENCE LIBRARY, KOLKATA**

1. Timing of the execution of the work shall be 90 days from the date of awarding the contract.
2. Tender should be accompanied by earnest money of Rs.15,000/-.
3. The amount of earnest money to be deposited in case of the contractor fails to furnish the required security deposit within the appointed time after the acceptance of the tender will be forfeited.
4. The contractor selected to execute the work will have to furnish a security deposit of 15% of the amount of the contract.
5. The quotation has to be made for every 8pages of book work to (approximatepages of 1000) 1000pages per volume including printing and binding. (Total cost of pre book 100 copies in two volumes. Volume - I is classified part and Volume - II is Subject index and Author Index. Annual volume 2014 100 copies and Annual volume 2015 100 copies along with CDs).
6. The specification of the paper for printing should be 90gsmmaplitho
7. 8 ¾ x 11” size of the text pages after trimming
8. One complete set of laser printed copy of volumewill be supplied.
9. The process of printing has to be done through photo offset.
10. **Binding**
 - a) Rounded back half leather and cloth blue (sample is available at office)
 - b) Title logo is needs to be embossed on the spine in golden colour.
 - c) 300 gsm end leaves are to be provided along with the binding.

All the copiesof 2014& 2015INBwith CDshave to be delivered within 90 days of the allotment of the order at the Central Reference Library, Kolkata at the contractor’s expense.