

निविदा दस्तावेज  
TENDER DOCUMENT

के लिये  
FOR

प्रिंटिंग और आपूर्ति  
PRINTING AND SUPPLY OF

वार्षिक प्रतिवेदन ANNUAL REPORTS - 2017-18

TENDER # PUR/PRT/AR/2018-19/IND11855



सी डी एफ डी  
*CDFD*

डीएनए फिंगरप्रिंटिंग एवं निदान केंद्र  
Centre for DNA Fingerprinting and Diagnostics

इनर रिंग रोड, उप्पल, हैदराबाद - 500039  
Inner Ring Road, Uppal, HYDERABAD - 500039  
(तेलंगाना राज्य) भारत  
(Telangana State) India



# CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An Autonomous Institute of Department of Biotechnology, Ministry of Science and Technology, Govt. of India)

Inner Ring Road, Uppal, HYDERABAD - 500039 (Telangana State) India

Ph. No. 040-27216026/20, Fax: 040-27216019 Email: purchase@cdfd.org.in

## NOTICE INVITING TENDER

**Tender No.PUR/PRT/AR/2018-19/IND11855**

**Date: 21.08.2018**

Sealed tenders are invited on behalf of and by the Director, CDFD for printing and supply of "ANNUAL REPORTS"

1. **Scope of work:** Printing and Supply of Annual Reports - 2017-18.
2. Interested eligible bidders may download free of cost the complete bidding documents from our Website (<http://www.cdfd.org.in>) as well as from Central Public Procurement Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in).
3. Earnest Money Deposit / Bid Security: E.M.D. amounting to Rs. 30,000/- (Rupees Thirty Thousand only) by way of Demand Draft / Bank Guarantee of a commercial bank in favour of "The Director, CDFD and payable at Hyderabad obtained from any Commercial Bank, should be enclosed along with the Bid.
  - I. This amount is interest free and will be returned to the unsuccessful bidder after finalization of the Contract within 30 days.
  - II. The firms registered with DGS&D, NSIC and MSE if any, are exempted from payment of Earnest Money Deposit (EMD) and enclose the valid proof along with Quotation.
4. **The firms registered with MSME/MSEs should indicate the Udyog Aadhar Memorandum (UAM) Identification Number in their quotation failing which the exemption of EMD and other benefits as available will not be applicable.**
5. **Tenders shall be submitted in Single bid**  
**Due Date for Receipt of Tenders: 10.09.2018 @ 2.30pm. Opening of Bids: 10.09.2018 @ 3.00pm at Committee Room, Purchase Section, Hyderabad.**  
 If the above stated opening or closing date(s) happens to be Govt. holiday(s)/BANDH, the submission/opening of the tender will be on the next working day as per the time scheduled.
6. **"PRE -BID Meeting"** is scheduled on 31.08.2018 at 11.00 am at Committee Room, Purchase Section wherein the prospective bidders may inspect the sample Annual Reports and seek further clarifications on specifications, terms and conditions etc.
7. The sealed cover duly super-scribed with Tender No. **PUR/PRT/AR/2018-19/IND11855 due on 10.09.2018 at 2.30 pm** along with the relevant documents should be dropped in the **Sealed Tender Box kept at the Purchase Section, Uppal Campus on or before 2.30 PM of 10.09.2018. The Tender document at any cost should not be handed over to any persons.**
8. **Bidders sending their quotations through courier / postal services should ensure to send the same well in advance as CDFD does not take any responsibility for late receipt of quotes due to postal / courier delays.**
9. Tenders submitted without EMD will be rejected. Tenders received after due date and time will not be entertained. Institute is not responsible for any postal delay. CDFD does not take any responsibility for loss of Tender in transit sent by courier or any postal delays, Tenders received after the due date and time will be summarily rejected. Incomplete or conditional tenders are liable for rejection.
10. CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are also liable to be rejected.
11. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

Sd/-  
I/C-Stores & Purchase

## CHAPTER 1

### INSTRUCTIONS TO BIDDER

1. **ELIGIBLE BIDDERS:** All firms / agencies, who are in the business of Printing of Multicolor Annual Reports, Status Reports, Souvenir Brochure etc. are eligible to submit the quotations against the above tender.
2. **Manner and Method for submission of Bid:**
  - a. The bidder is advised to paginate with the blue/black pen, complete bidding documents excluding the CDFD Tender Documents.
  - b. The bidder is advised to attach the bid documents as under
    - i. Detailed quotation of the bidder with Terms & Conditions and Price bid details
    - ii. Bid Covering Letter
    - iii. EMD
    - iv. Firm Registration / VAT Certificate
    - v. GST
    - vi. Proof of Local Office
    - vii. One copy of Purchase Order as per eligibility
    - viii. Financial Statement
    - ix. CDFD Tender Document duly signed and affixing company seal
    - x. Check List

**The Page No and enclosures details should be indicated in the Checklist without fail.**
3. The Director, CDFD reserve the right to reject any tender received not in the manner and method indicated above without seeking further clarifications from the bidder.
4. **CAPACITY OF BIDDER:** any person signing a Tender shall submit documentary evidence that his signature on the Tender, submitted by him, is legally binding upon himself, his firm. If it is detected that the person so signing the Tender has no authority to do so, the Director, CDFD may, without prejudice to other civil and criminal remedies, not consider the Tender and hold the signatory liable for all costs and damages. The bidder shall produce a certificate from the Manufacturer of the offered product that they are the authorized dealer in India.
5. **QUALIFICATION CRITERIA:**
  1. The Bidder should be in the similar business for the last 5 years and have successfully supplied and executed at least One similar works amounting to Rs.5,00,000/- and above to any of R & D Institutes, State or Central Government Departments, Public Sector Undertakings, Universities etc., during the last 5 years. Similar works means, design and printing of Multi Colour bilingual Annual Reports, Status Reports, Souvenir Brochures etc. Proof to be enclosed with Bid.
  2. The Bidder should have full fledged office located at Hyderabad for day to day follow-ups and timely supply of materials. Proof should be enclosed with Bid.
  3. The Bidder should possess valid Firm Registration, GST and enclose all the copies with Bid
  4. The bidder should be free from all encumbrances and possess adequate resources for executing the contract in case it is awarded.
6. **CONTENT OF BIDDING DOCUMENTS:** The goods required, bidding procedures and contract terms are prescribed in the bidding documents. The bidding documents, apart from the invitation for bids have been divided into 6 chapters as under:
  1. Chapter 1 :Instructions to Bidder
  2. Chapter 2: Detailed Terms & Conditions
  3. Chapter 3 : Detailed Specifications
  4. Chapter 4 :Price Schedule Format
  5. Chapter 5 :Other Formats

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents will be at the Bidder's risk and may result in rejection of its bid.
7. **CLARIFICATION OF BIDDING DOCUMENTS:** A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing. The Purchaser will respond in writing to any request for clarification, provided that such request is received not later than 05.09.2018.
8. **A PRE - BID Meeting is scheduled on 31st Aug, 2018 at 11.00 A.M. at Committee Room, Purchase Section, Uppal, Hyderabad.** All the prospective bidders are requested to attend the pre bid meeting and inspect the Sample Annual Reports.
9. **AMENDMENT OF BIDDING DOCUMENTS:** At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. In order to allow prospective bidder's reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the purchaser.

10. **LANGUAGE OF BID:** The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in Hindi/English language only.
11. **DOCUMENTS TO BE ENCLOSED WITH BID :**
- i. Bid Form (Bid Submission Covering Letter) (Refer to ANNEXURE-A).
  - ii. Detailed quotation along with Terms and Conditions.
  - iii. CDFD Tender document duly signed by the bidder on all the pages
  - iv. Bid Security / Earnest Money Deposit (Refer to ANNEXURE-B).
  - v. Photocopy of One Purchase Order as per the eligibility criteria.
  - vi. Financial Status of the Bidder (Refer to ANNEXURE-C)
  - vii. Check List - ( Refer to ANNEXURE – D)

**Note: Your Bid will be treated as un responsive if all the above enclosures are not attached with the Bid.**

12. **Bid Submission Covering Letter:** The bidder shall use the format as per Annexure-A for submitting the quotation.
13. **BID PRICES:** The Bidder shall indicate the unit prices, discounts and total bid prices of the goods it proposes to supply.  
Prices indicated shall be entered separately in the following manner (For indigenous Items): The Price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the shelf, as applicable), including all duties and sales and other taxes already paid or payable.  
**TAXES/DUTIES:** We are exempted from payment of Excise Duty vide Notification Number 10/97 dated 01.03.1997 and Customs Duty under notification No.51/96 dated 23.07.1996. Hence Excise duty and Customs Duty, if any, should be shown separately. Please mention the applicable taxes. No other charges except those mentioned clearly in the quotation will be paid.  
Rates should be quoted 'FOR' CDFD, Hyderabad inclusive of packing, forwarding, Customs clearance charges etc. Vague terms like "packing, forwarding, transportation, taxes etc. extra" without mentioning the specific amount/percentage of these charges will NOT be accepted.  
Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as un - responsive and may be liable for rejection.
14. **BID SECURITY / EARNEST MONEY DEPOSIT (EMD):** The Bidder shall furnish, as part of its bid, a bid security (BS)/ Earnest Money Deposit (EMD) for an amount of Rs.30,000/- (Rupees Thirty Thousand only) in Indian Rupees.
- a. A bank guarantee issued by a Nationalized/Scheduled bank/Foreign Bank (Refer to Annexure-B) provided in the bidding documents and valid for 45 days beyond the validity of the bid; or
  - b. A Banker's cheque or demand draft in favour of Director, CDFD, payable at Hyderabad.
- The Bid Security should be submitted in its original format. Copies shall not be accepted.  
The Bid Security of unsuccessful bidder will be discharged /returned as promptly as possible as but not later than 15 days after the expiration of the period of bid validity or placement of order whichever is later.  
The successful Bidder's Bid Security will be discharged upon the Bidder furnishing the performance security.
15. The firms registered with DGS&D & NSIC, if any, are exempted from payment of BS provided such registration includes the item they are offering.
16. **The firms registered with MSME/MSEs should indicate the Udyog Aadhar Memorandum (UAM) Identification Number in their quotation failing which the exemption of EMD and other benefits as available will not be applicable.**
17. The bid security may be forfeited:
- a. If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder; or
  - b. In case of a successful Bidder, if the Bidder fails to furnish order acceptance and Performance Security within 7 days from the receipt of the order.
18. **PERIOD OF VALIDITY OF BIDS:** Bids shall remain valid for 30 days after the date of bid opening prescribed by the Purchaser.
19. **TENDER NO: PUR/PRT/AR/2018-19/IND11855 due on 10.09.2018 at 2.30pm.** And a statement "Do not open before 10.09.2018 at 2.30pm."  
**This Envelope should be addressed to:** The I/c – Stores & Purchase, Centre for DNA Fingerprinting and Diagnostics, Inner Ring Road, Uppal, HYDERABAD – 500039. And should be dropped in the Sealed Tender Box kept at the Purchase Section, Uppal Campus **on or before 2.30PM of 10.09.2018.**  
If the outer envelope is not sealed and marked as indicated above, the Purchaser will assume no responsibility for the bid's misplacement or premature opening or any other consequences arising out of it.
20. Bidders intends to send their bids through courier / postal services should ensure to send the quote well in advance as CDFD takes any responsibility for the delay in receipt of the bids.
21. The Bidder is required to go through all the Terms & Conditions of the Tender document and sign all the pages as token of acceptance of having read the Terms and Conditions and accepted the same.
22. **DEADLINE FOR SUBMISSION OF BIDS:** Bids must be received by the Purchaser at the address mentioned above not later than the time and date specified therein. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day. The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

23. **LATE BIDS:** Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Such tenders shall be marked as late and not considered for further evaluation. It will be returned to the bidders in their original envelope without opening.
24. **WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS:** A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice and is received by the Purchaser prior to the deadline for submission of bids. No Bid may be withdrawn in the interval between dead-line for submission tender document. Withdrawal bids will be returned to the bidder without opening of the same during the opening of technical bids. However, no withdrawals of Bids are permitted after the Deadline for submission.
25. **CONFIDENTIALITY:** Information relating to the examination, evaluation, comparison and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until placement of the Order.
26. **CLARIFICATION OF BIDS:** To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.
27. **PRELIMINARY EXAMINATION:** The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in have been provided, required sureties have been furnished, and to determine the completeness of each document submitted. The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.
28. If the Bidders have put in Specific conditions, not enclosed all the documents / data requested in the tender and not submitted the Tender in the manner as indicated may be liable for rejection.
29. **TENDER EVALUATION:** Detailed technical evaluation shall be carried out by a Technical Evaluation Committee as per the conditions stipulated in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that confirms to all the eligibility criteria and the terms and conditions of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Technical Committee will also evaluate the technical bids to determine whether they are complete in conformity, Bid Security / EMD submitted, all the required documents have been furnished, all the documents have been properly signed and are in order and qualify for comparison of rates.
30. **Financial Evaluation: The Bidder who have submitted the bids as per the Tender conditions and Specifications and meeting the requirement of CDFD only will be considered for comparison of rates. More than the lowest rates, the selection of the bid will be based on the overall responsiveness and credentials documents submitted by the Bidder.**  
Arithmetical errors in the financial bids will be rectified on the following basis:
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
  - If the supplier does not accept the correction of errors, its bid will be rejected.
  - If there is a discrepancy between the price quoted in words and figures, the **rate quoted in words will be taken as final** and shall be binding on the Bidder.
31. **AWARD CRITERIA:** The Purchaser will place the order on the overall lowest evaluated Bidder and not on individual items. In exceptional cases, the Director, CDFD reserve the right to award the order on any other Bidder based on the recommendations of Expert Committee Constituted for the Evaluation of the this Tender.
32. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS :** The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
33. **PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:** The Purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of goods and services originally specified in the Tender documents without any change in unit price or other terms and conditions.
34. **UNSOLICITED POST BID MODIFICATION:** No suo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.
35. **ORDER ACCEPTANCE:** The successful bidder should submit acceptance of the Purchase Order immediately but not later than 7 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the supplier is not interested and his bid security is liable to be forfeited.
36. **DISQUALIFICATION OF TENDERS:**
- Tenders are liable for rejection if they are not in line with the terms and conditions of this tender notice.
  - Conditional quotations will be liable for rejection or may not be considered.

37. **FRAUD AND CORRUPTION:** The purchaser requires that the *bidder's* suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:
- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
38. **Inspection by CDFD:** If the Technical Evaluation Committee may decide to visit the Bidders premises to ascertain the facilities and credentials they may visit the bidder before award of the contract.

## CHAPTER 2

### DETAILED TERMS AND CONDITIONS

1. **DEFINITIONS :** In this Contract, the following terms shall be interpreted as indicated: The following words and expressions shall have the meanings hereby assigned to them:
- a. “Contract Price” means the price payable to the Supplier as specified in the Purchase Order, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
  - b. “Day” means calendar day.
  - c. “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Purchase Order.
  - d. “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser as per the Purchase Order.
  - e. “Related Services” means the services incidental to the supply of the goods, such as transportation, insurance, installation, commissioning, training and initial maintenance and other such obligations of the Supplier as per the Purchase Order.
  - f. “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Purchase Order.
  - g. “The final destination,” where applicable, means the place of delivery as indicated in the Purchase Order.
2. **SUPPLIER’S RESPONSIBILITIES:** The Supplier shall supply all the Goods and Related Services included in the Scope of Supply and the Delivery and Completion Schedule, as per Purchase Order Terms.
3. **SUB-CONTRACTS:** The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract. Sub-contract shall be only for bought-out items and sub-assemblies.
4. **CONTRACT PRICE:** Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Purchase Order shall not vary from the prices quoted by the Supplier in its bid.
5. **INSURANCE:** The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
- For delivery of goods at the purchaser’s premises, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from “**Warehouse to warehouse**” (final destinations) on “All Risks” basis including war Risks and Strikes.
6. **TERMS OF PAYMENT:** Our rules do not permit any advance payment either direct or through a bank. However, payment of your bill will be made within 30 days after receipt of the materials in good condition by way of cheque / Bank Transfer.
7. **DELIVERY PERIOD:** The materials should be delivered at CDFD stores, Inner Ring Road, Uppal, Hyderabad – within 15 days from the date of receipt of Order.
8. **PENALTY CLAUSE:** Subject to clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Purchase order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5 percent of the order value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent. Once the maximum is reached, the Purchaser may consider termination of the Contract for Default.

9. **TERMINATION FOR DEFAULT:** The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part
- a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser
  - b) If the Supplier fails to perform any other obligation(s) under the Contract.
  - c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices

In the event, the Committee did not satisfy with the facilities / credentials are found to be wrong, the committee was reject the bid without any further intimation.

10. **SAMPLE INSPECTION:** The prospective bidder may inspect the sample Annual Reports on any; working day between 10.00 AM to 5.00 PM till 05.09.2018.
11. As this work is a very important and time bound delivery supply, we strongly recommend the purposive Bidder to visit CDFD and inspect the sample Annual Reports to ascertain the quality, workmanship etc before submission of their bids.
12. Bidders submitting their bids without inspecting the sample Annual Reports may be liable for rejection.
13. **TERMINATION FOR INSOLVENCY:** The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.
14. **SETTLEMENT OF DISPUTES:** The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
15. If, after Fifteen (15) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, CDFD and if he is unable or unwilling to act, to the sole arbitrator so appointed shall be final conclusive and binding on all parties to this order.

16. **APPLICABLE LAW:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.
17. **NOTICES:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing and confirmed to the other party's address specified in the Purchase Order.
18. CDFD will not entertain any typographical errors / mistakes made by the bidder in their quote as the evaluation of the bids is done based on the bid submitted as on the due date and no change of prices or any terms and conditions will be considered subsequently.

Sign. of Bidder

## CHAPTER 3

### DETAILED SPECIFICATIONS

Sl.No.	Description	Qty
1	<b>Annual Reports without Finance &amp; Accounts – Bilingual;</b> Consisting of Mandate & Director's Message , Services, Research Activities, Publications, HRD Activities, Visitors, Important Events, CDFD Committees, RTI Implementation and Photo Gallery. (Total number of pages 200 Approx.) With 150 Pages in Multi-Colour and 50 Pages in Single Colour in Black on 100 GSM Gloss Art Paper and a two side Multi Colour Offset Printed Cover Page on 300 GSM Foreign Art Card. One side matt lamination, Spot UV Printing, Section Sewing, Creasing and Perfect binding; Size : 8 1/2 inches x 11 inches Open Size : 17 x 11 inches with Embossing of <b>ANNUAL REPORTS 2016-17</b> Title page	100 Books
2	<b>Annual Reports including Finance &amp; Accounts – Bilingual;</b> Comprising of Mandate & Director's Message, Services, Research Activities, Publications, HRD Activities, Visitors, Important Events, CDFD Committees, RTI Implementation and Photo Gallery. (Total number of pages 340 Approx.) With 150 Pages in Multi-Colour and 190 Pages in Single Colour in Black on 100 GSM Gloss Art Paper and a two side Multi Colour Offset Printed Cover Page on 300 GSM Foreign Art Card. One side matt lamination, Spot UV Printing, Section Sewing, Creasing and Perfect binding; Size : 8 1/2 inches x 11 inches Open Size : 17 x 11 inches with Embossing of Title page as : <b>ANNUAL REPORTS 2016-17</b>	100 Books
3	<b>Annual Reports (Hindi) Complete including Finance &amp;Accounts</b> Comprising of Mandate & Director's Message, Services, Research Activities, Publications, HRD Activities, Visitors, Important Events, CDFD Committees, RTI Implementation and Photo Gallery. (Total number of pages 340 Approx.) With 150 Pages in Multi-Colour and 190 Pages in Single Colour Black on 100 GSM Gloss Art Paper and a two side Multi Colour Offset Printed Cover Page on 300 GSM Foreign Art Card. One side matt lamination, Spot UV Printing, Section Sewing, Creasing and Perfect binding; Size : 8 1/2 inches x 11 inches Open Size : 17 x 11 inches with Embossing of Title Page as : <b>ANNUAL REPORTS 2016-17</b>	50 Books

**The above pages are approximate and based on the last year Annual Reports. The actual number of pages may vary at the time of printing. Therefore, the Bidders are advised to indicate the extra page cost in their bid.**

**Detailed Scope of work and other Specifications:-**

- a) The draft printing matter is ready and can be shared with the lowest bidder immediately after placement of the order. Annual Reports (all 3 versions) should be delivered during 3rd week of September 2018.
- b) The cover page will be in multi-colour on thick, high quality glossy / matt paper with provisions for spot lamination, embossing etc. The inner pages in the Director's message, scientific part of the reports, photo gallery and all separator pages will be on glossy paper in multi-colour, with both side printing. The finance and accounts section and few chapters like publications, HRD activities, important visitor's, staff list, RTI section important events will be on glossy paper of apt quality but on black and white.
- c) The Bidder will be expected to work in close co-ordination with the Indenting Officer for timely and error free printing of the Annual Reports. There should be no restriction from the Bidder to submit proofs of chapters (in colour) as many times as needed. Usually, it has been observed that 3 sets of proof reading is done in Black & White and almost an equal number (or at times even more) in colour, before the final printing commences.
- d) Each Annual Report must be packed suitably in polythene sheets and delivered at CDFD stores (at Tuljaguda) in good quality carton boxes.
- e) Final printing will take place only after approval of the draft printing matter.

#### DECLARATION

I/We \_\_\_\_\_ have read the entire terms and conditions of this Tender document and are agreeable to the terms and conditions mentioned herein.

Sign. of Bidder

Name:

Company Seal:



**CHAPTER-IV**  
**PRICE SCHEDULE FORMAT**

Sl. No.	Description	Qty	Unit Price	Taxes	Total Price
1	Annual Reports without Finance & Accounts details – Bilingual; ( Please refer to Chapter-3 for Specifications )	100 Books			
2	Annual Reports including Finance & Accounts – Bilingual; ( Please refer to Chapter- 3 for Specifications )	100 Books			
3	Annual Reports (Hindi) Complete including Finance & Accounts; ( Please refer to Chapter- 3 for Specifications )	50 Books			
4	<b>Payment Terms</b>				
5	<b>Delivery Schedule</b>				
6	<b>Validity</b>				

**GRAND TOTAL:** In Figures \_\_\_\_\_

In Words: (In Rupees \_\_\_\_\_)

**Note:** The Bidder may please fill in this form or the same may be typewritten on the Letter Head of the Bidder exactly as per the above format and submit the same as per the instructions given in the tender document.

Sign. of Bidder with Seal

## CHAPTER V OTHER FORMATS

### **BID FORM (BID COVERING LETTER) - Annexure-A**

*[The Bidder shall type this Form on their Letter Head and enclose this along with Bid.]*

To:

**The I/c – Stores & Purchase  
Centre for DNA Fingerprinting & Diagnostics,  
Uppal: Opp :Water Tank, Beside: BSNL Tel. Exchange  
HYDERABAD – 500039.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda (if any).
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Tender Document.
- (c) Our bid shall be valid for from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to submit performance security of 10% of order value for performance of the Contract;
- (e) We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of Order, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signature :

Name:

**Company Seal:**

Duly authorized to sign the bid for and on behalf of:

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**BANK GUARANTEE FORMAT FOR**  
**BID SECURITY / EARNEST MONEY DEPOSIT – Annexure-B**

Whereas \_\_\_\_\_ (hereinafter called the tenderer) has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ Against the Prchaser's tender enquiry No. \_\_\_\_\_

KNOW ALL MEN by these presents that WE \_\_\_\_\_ of \_\_\_\_\_ having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the "Purchaser") a sum of \_\_\_\_\_

For which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the Tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
  - a) If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

**FINANCIAL STATUS OF THE BIDDER – ANNEXURE C**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover</b>	<b>Profit / Loss</b>
1	2017-18		
2	2016-17		
3	2015-16		
4	2014-15		
5	2013-14		

**Place:**

**Date:**

Sign. of Bidder with Seal

### CHECK LIST – ANNEXURE D

S. No.	Particulars	Indicate Yes/No
1	Copy of Firm Registration / VAT Certificate attached	
2	Copy of GST attached	
3	Financial Statement	
4	Earnest Money Deposit/BG attached	
5	Exemption claimed for EMD / BG and proof attached	
6	Photocopy of One purchase order as per eligibility criteria attached	
7	Proof of Local office attached	
8	CDFD Tender Document duly signed and stamped attached	
9	Bid Form ( Bid Covering Letter ) attached	
10	Detailed quotation with terms and conditions attached	

SIGNATURE OF BIDDER WITH SEAL:

Email ID :

Contact Number :