

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

**BID DOCUMENT FOR THE PRINTING OF INDIAN NATIONAL  
BIBLIOGRAPHY VOLUME 2010**

**INVITATION TO BIDDERS**

**BELVEDERE, ALIPORE  
KOLKATA-700 027**

**CENTRAL REFERENCE LIBRARY, KOLKATA****Bid No. CRL/INB(9)/2011****Dated: 16.08.2011****DUE DATE : 16<sup>th</sup> September 2011**

**Tel No.2479 1721**  
**Fax No.+(91)(33)2479 1722**  
**Email: [inb0708@bsnl.in](mailto:inb0708@bsnl.in)**  
**[crlinb\\_tech@bsnl.in](mailto:crlinb_tech@bsnl.in)**

**Belvedere Road, Alipore**  
**Kolkata-700 027**

**To****Serial No.****Subject: Printing of the Indian National Bibliography volume 2010****Sir,**

You are requested to submit your offer on the subject mentioned above addressed to the Librarian, Central Reference Library, Kolkata in two sealed envelopes (Technical Bid and Price Bid) as mentioned below by 3.30 P.M. Friday the 16<sup>th</sup> September, 2011.

The Technical Bid only will be opened at 4.00 P.M. on Friday, the 9<sup>th</sup> September, 2011 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 fifteen thousands only) in the form of Bank Guarantee (valid for minimum six months) in favour of the Librarian, 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, Central Reference Library, Kolkata-700 027**

**(K.K.Kochukoshy)**  
**Librarian**

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

**BID NOTICE**

The Librarian, Central Reference Library, Kolkata invites sealed bids duly superscribing **Bid Number and due date** on the envelope (in duplicate) in two bid system (Technical Bid and Price Bid) for the printing of INB volume 2010.

**NATURE OF WORK:**

The Indian National Bibliography is an authoritative record of the book 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. 250 copies of volume pertaining to 2010 has 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/- (Rupees one hundred only) by cash per set from Monday the 22nd August, 2011 to Friday the 26<sup>th</sup> August 2011 between 3.00 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 16<sup>th</sup> September, 2011. The Technical Bids will be opened at 4.00 P.M. on the 22nd September, 2011 in the Central Reference Library, Kolkata – 700 027.

**LIBRARIAN  
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 22nd August 2011 to Friday the 26<sup>th</sup> August 2011 between 3.00 P.M. to 5.30 P.M. by showing IT & ST Clearance Certificates and Credentials.

The prospective bidders may submit their bids addressed to the Librarian, 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, 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 3.30 P.M. on 16<sup>th</sup> September, 2011. The Technical Bids will be opened at 4.00 P.M. on the 22nd September, 2011 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:**

The award of the entire book work of 250 copies of the INB volume 2010 shall be made to technically qualified parties submitting 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 six months) in favour of the Librarian, 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 250 copies of the INB volume 2010 of the Central Reference Library, Kolkata**

**Rate for the book work done in rupees per 8 pages calculated up to approximate 1,000 pages of the book (both in figures and words) separately should be given**

- 1.
- 2.

**TERMS OF REFERENCE FOR THE AWARD OF THE WORK OF  
PRINTING OF INB VOLUME 2010 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 8 pages of book work to an approximate pages of 1,000 pages per volume including printing & binding.
6. The specification of the paper for printing should be 95 gsm maplitho
7. 8 ¾ x 11” size of the text pages after trimming
8. One complete set of laser printed copy of volume will 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 copies (250) of 2010 INB have to be delivered within 90 days of the allotment of the order at the Central Reference Library, Kolkata at the contractor's expense.