

**PROCUREMENT OF GOODS**

**PRINTING & SUPPLY OF BOOKLET (RE-BIDDING)**

**Tender Reference No.2023-PROC/NCSCM/PRINTING-  
BOOKLET/WETLAND**

**INVITATION FOR QUOTATIONS FOR PRINTING AND SUPPLY OF BOOKLET  
(RE-BIDDING)**

You are invited to submit your most competitive quotation for the supply of the following goods

<b>Brief Description of the Goods</b>	<b>Quantity</b>	<b>Technical Specifications</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>
Printing & Supply of Booklet - A5 Size	1000 Nos.	Annexure - I	Within 5 days including draft approval and final delivery	NCSCM, Chennai
Printing & Supply of Booklet - A3 Size	1000 Nos.			

**1. Documents Establishing Bidder's Eligibility and Qualifications**

The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted -

- (a) The legal status, place of registration and place of business of the company or firm.
- (b) Self-attested copy of GST Registration Certificate.
- (c) Self-attested copy of PAN Card.
- (d) Self-attested copies of Completion Certificates/ Performance Certificates/ Purchase Orders/ Contracts in support of having performed similar type of work satisfactorily for during any of the last five (5) years i.e. 2018-19 to 2022-23.

The start-ups are exempted from the criteria mentioned at (d) above. For such exemption, the bidder should enclose a self-attested copy of such registration certificate along with the Tender Document.

**2. Bid Price**

- a) The contract shall be for the full quantity as described above.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST shall be shown separately.
- d) The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
- f) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.

3. Each bidder shall submit only one quotation. No bidder shall contact any other bidder in matters relating to this Quotation.

**4. Validity of Quotations**

The Quotations shall remain valid for a period not less than 45 days after the deadline date specified for submission.

**5. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed;
- (b) conform to the terms & conditions and specifications and
- (c) has submitted all the documents asked for in Point No.2 above.
- (d) GST shall not be taken into account for evaluation.

## 6. Submission of Quotations

- 6.1 The bidder is advised to visit the office of works at his own expense and obtain all information that may be necessary for preparing the quotation.
- 6.2 Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.
- 6.3 The bidder shall seal the quotation in an envelope addressed to:  
The Director  
National Centre for Sustainable Coastal Management,  
Anna University Campus, Chennai-600025.

The envelope will also bear the following identification –

- Quotation for Printing & Supply of Booklet
- Do not open **before 22-01-2024 @ 11.00 Hrs**

- 6.4 Quotations must be received in the Office of the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.
- 6.5 Any quotation received by the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

## 7. Award of Contract

- a. Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated price for both the items together (i.e. Col. 7 of the Format of Quotation).
- b. Firms/ Agencies registered under SSI/ MSME are eligible for price preference of up to 15% over the non-MSE units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of such registration under SSI/ MSME along with the Tender Document.
- c. Local Suppliers shall be given purchase preference up to 20% as per the “Public Procurement (Preference to Make in India) order 2017 of GOI, Dept of DIPP”. The bidder should enclose a self-certification in this regard.
- d. In case of participation of both MSE and Local Suppliers, MSE bidder will be given preference to match with L1 bidder as per Public Procurement Policy for MSEs Order 2012. MSE Bidders will be evaluated with L1+15% bracket whereas Local Suppliers will be evaluated with L1+20% bracket as MSE doesn't fall under Public Procurement (Preference to Make in India) Order 2017 as per Public Procurement Policy for MSE Order 2012 and Public Procurement (Preference to Make in India) Order 2017 is not applicable for MSEs.
- e. Bidders declaring Local supplier/ MSE status to seek benefits of only one policy of the two. Bidders are not allowed to change their status from MSE to Local supplier & vice versa.
- f. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- g. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

**7. Performance Security: Nil**

**8. Payment shall be made by bank transfer as follows –**

**100%** of the contract price shall be released after successful completion of supply and upon submission of the Invoice, subject to the verification of the supplied items by NCSCM in respect of the compliance to the specifications and other relevant points in this Invitation for Quotations.

However, if the supply is not made within 5 days from the date of issue of the Purchase/ Work Order, Liquidated Damage (L.D.) will be charged.

- 9. Confidentiality: The proof of the item shall be submitted to NCSCM by the successful bidder and after approval of the same by NCSCM, the final copies shall be supplied. Soft copy of the material shall be provided to the successful bidder, which must be kept confidential and must not be shared with anybody not related to this contract, should not print without obtaining prior approval from NCSCM.
- 10. We look forward to receiving your quotations and thank you for your interest in this project.
- 11. Liquidity Damages: Any willful delay on the part of the second party in completing the work within the stipulated period will render him liable to pay liquidated damages @ 0.05% of the contract value per day, which will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2 % of the contract amount.

Sd/-

**Director**

National Centre for Sustainable Coastal Management,  
Anna University Campus,  
Chennai – 600 025

**FORMAT OF QUOTATION**

Sl. No.	Item	Quantity	Quoted unit price of the item for delivery up to destination, excluding GST (Rs.)-	Unit Cost of Incidental Services, if any, excluding GST (Rs.)	Total Unit Cost excluding GST (Rs.)	Amount excluding GST (Rs.)	GST Payable (%)
1	2	3	4	5	6 = (4+5)	7 = (3*6)	8
1.	Printing & Supply of Booklet - A5 Size	1000 Nos.					
2.	Printing & Supply of Booklet - A3 Size	1000 Nos.					
<b>Total</b>							

**Gross Total Cost excluding GST: Rs. .... (Rupees .....)** only

**Note:**

1. If there is a discrepancy between words and figures, the amount in words shall prevail.
2. If there is a discrepancy between the unit rate and the corresponding total amount, the unit rate shall prevail and accordingly, the corresponding total amount shall be corrected.
3. If the firm submitting the lowest evaluated quotation does not accept the correction of errors, its bid shall be rejected.

**Signature of Supplier**

**TECHNICAL SPECIFICATIONS**

**I - Printing & Supply of Booklet – A5 Size**

- Inner 120 GSM imported recycled FSC material
- Wrapper 300 GSM imported recycled FSC material
- Finishing – Perfect binding and aqua varnish
- Multi-colour organic bio-ink
- 56 Pages + 4 wrapper – A5 Size

**II - Printing & Supply of Booklet – A3 Size**

- Inner 120 GSM imported recycled FSC material
- Wrapper 300 GSM imported recycled FSC material
- Finishing – Perfect binding and aqua varnish
- Multi-colour organic bio-ink
- 56 Pages + 4 wrapper – A3 Size