



Indian Council for Cultural Relations  
भारतीय सांस्कृतिक सम्बन्ध परिषद्

Indian Council for Cultural Relations  
Azad Bhavan, I.P. Estate,  
New Delhi-110002

**Notice Inviting Tender**

Subject: **Quotations for printing of a small book**

Indian Council for Cultural Relations invites sealed quotations to reputed eligible bidders for sealed quotations to carry out the job of printing of a small book.

The brief about the nature of work and terms & conditions are as under:-

1. Tentative number of pages: 115 (Approx.)
2. Number of copies to be printed: 150
3. Designing and lay out of the book- including Cover page already designed (four colours).
4. The size of the book : 5.25X8 inches.
5. The book is paper bound with quality text paper (80 GSM).
6. This is a black & white book with coloured cover page and 12 black and white photographs.

<b>Tender No. ICCR/Pub/Belg/2022</b>	
<b>Important Dates</b>	
Date of Publishing	As per GEM
Bid Document Download Start Date	As per GEM
Bid Submission Start Date	As per GEM
Bid Submission End Date	As per GEM
Date of Financial Bid Opening	As per GEM

**Financial Bid format:**

<b>S: No.</b>	<b>Particulars</b>	<b>Amount (₹)</b>
1.	Printing cost for 150 books	
2.	GST/ taxes, if any	
3.	Total cost	

(Y. L. Rao)  
Director (Administration)

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	11-04-2022 16:00:00
<b>Bid Opening Date/Time</b>	11-04-2022 16:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Ministry Of External Affairs
<b>Department Name</b>	Indian Council For Cultural Relations
<b>Organisation Name</b>	Indian Council For Cultural Relations
<b>Office Name</b>	Indian Council For Cultural Relations
<b>Item Category</b>	Paper-based Printing Services - Printing with Material; Book/Booklet; Offset
<b>Contract Period</b>	1 Month(s)
<b>Years of Past Experience required</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience</b>	Yes
<b>Startup Exemption for Years Of Experience</b>	Yes
<b>SHG Exemption for Years Of Experience</b>	Yes
<b>Document required from seller</b>	Experience Criteria,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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## Splitting

Bid splitting not applied.

## MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

## Paper-based Printing Services - Printing With Material; Book/Booklet; Offset ( 150 )

### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Printing	Printing with Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Front Multi-color Back Multi-color
Printing Content	Text + Pictorial
Paper Material	Offset Paper

Specification	Values
Standards of Paper	Non-Conformity to Indian Standards
Size of the Paper (in cm)	13.5 x 22.0
Thickness of Paper in GSM	81-85 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	YES
Number of languages of printing	Single
Language	English
<b>Addon(s)</b>	

### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Copies	Additional Requirement
1	Ramesh Chand	110002,AZAD BHAVAN, INDRAPRASTHA ESTATE, NEW DELHI	150	<ul style="list-style-type: none"> <li>Number of pages : 115</li> </ul>

### Buyer Added Bid Specific Terms and Conditions

#### 1. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

#### 2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address INDIAN COUNCIL FOR CULTURAL RELATIONS (ICCR) AZAD BHAVAN IP ESTATE NEW DELHI - 110002 NEW DELHI.

#### 3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

#### 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 5. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## 6. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---