

General Terms & Conditions

General

Tenders are invited for **Publication/Printing of Single-Authored and Edited Books, and Printing of Monographs, Occasional Papers, Task Force Reports, Project Reports, and the IDSA Annual Report (English and Hindi)** on as and when required basis from experienced and well-established publishers and printers empanelled with the Directorate of Printing, Govt. of India under 'A' Class Offset printers. Printers should have in-house facilities for composing on page maker, corel and adopt illustrator and pre-press work including the entire designing work including the text and cover. The press should have capabilities to print the various publications at short notice. Satisfactory documentary evidence in respect of each of the above must be enclosed with the Tender, failing which Tender is likely to be rejected.

1. The Institute for Defence Studies and Analyses (IDSA) is India's premier strategic and security studies think tank and has a well-qualified, multi-disciplinary research faculty, drawn from academia, the armed forces and the civil services. The Institute is dedicated to objective research and policy relevant studies on all aspects of defence and security. Its mission is to promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.

2. The Institute has an expanding publishing programme encompassing. Detailed Specifications are given in Annexure III.

- (i) Books (both edited and single-author approximate page extent range - 150-350 pp),
- (ii) Task Force Reports (approximate page extent range - 100-200 pp),
- (ii) Project Reports (approximate page extent range - 100-150 pp),
- (iii) Annual Report (approximate page extent range - 50-60 pp).
- (iv) Monographs (approximate page range 60-120 pp)
- (v) Occasional Papers (approximate page range 30-40 pp)

Detailed Specifications are given under Scope of Work in Annexure III

3. These are recurring publications and all of these are peer-reviewed and anonymously refereed by subject experts before they are finalized for publication.

4. IDSA is interested in collaborating with a reputed publishing firm to publish and print its publications listed in S.No.2, through a Contract, for a period of Three Years, with the provision of a review at the end of the first year. The Annual Report (S.No. 2, Clause iii) will be published simultaneously in English and Hindi.

5. The copyright of all works would remain with IDSA.

6. The publisher would be required to undertake the following tasks:

For Books, Task Force Reports, Project Reports
(Print Run 200 copies unless otherwise specified)

- All pre-press/ editorial work, including copyediting, proofing, indexing.
- Provide cover designs and a dummy of the publication for approval

- prior to bulk printing.
- Printing (as per agreed upon print run). Extra copies, if required, would be made available to the Institute at a discount of 40% on the retail price.
- Publish in a manner and style agreed between the Institute and the Publisher.
- Delivery of stocks to the IDSA on agreed upon date.

Detailed Specifications are given under Scope of Work in Annexure III

For Monographs and Occasional Paper Series

(Print Run 200 copies each)

- Printing of Monographs and Occasional Papers, with a print run of 200 copies of each publication.
- Preparation of Dummy
- Delivery of stocks to IDSA on agreed upon date.

Detailed Specifications are given under Scope of Work in Annexure III

For Annual Report

(Print Run: English – 200 copies; Hindi – 75 copies)

- Typesetting, Cover Designing, Preparation of Dummy and Delivery of Stocks on agreed upon date.

Detailed Specifications are given under Scope of Work in Annexure III

The IDSA invites **per page rate quotations** for all the above-mentioned categories of publications based on the specifications given under Scope of Work in Annexure III.

7. Taxes and Duties:

7.1. The TDS shall be deducted from the bills of the vendor as applicable, at the time of payments as per rules.

8. Mobilization Advance:

No mobilization advance shall be paid for the work.

9. COMPLETION PERIOD

The completion period as indicated in the Tender document is for the entire work of publication.

10. VALIDITY

The bid shall remain valid for 90 days from the date of opening of Price Bid.

11. **Payment Terms:** Payment will be released after satisfactory completion of work.

12. Eligibility:

- (i) Bidder should have experience of at least 5 years in this field.
- (ii) Firm should produce completion certificate of similar works undertaken with Organizations/ Autonomous Bodies/Think Tanks.

13. The Printing Press must be empanelled with the Directorate of Printing, Government of India under the 'A' Class Offset printers (copy to be enclosed).

14. The selected Publisher/Printing Press will be responsible for receipt of the original manuscript and related material from the IDSA.
15. All proofs duly corrected by the printer/publisher up to final proof, made up dummies, layout, etc. should be made available at the IDSA for approval.
16. The Tender Document can also be downloaded from the IDSA website: www.idsa.in or as mentioned in NIT. The Tender Document must be deposited at the time of submitting the Tender.
17. The Printing Press/Publisher shall also be responsible for ensuring delivery of the final printed publications within the time specified, from the date of print order/approval from IDSA. Charges for packing, forwarding and delivery shall be borne by the printing press/publisher.
18. The paper for printing is to be procured by the printing press/publisher and shall be as per the specifications indicated in this Tender. A sample of the paper proposed to be used will be required to be submitted in a prescribed manner along with the bid and would need to be certified by the printer press/publisher. The quality of paper and printing must be at par with the specifications mentioned in this Tender Document otherwise the Tender agreement may be cancelled immediately by the competent authority and appropriate action may be initiated against the printing press/publisher as per the norms and decisions taken by the competent authority.
19. A soft copy of each of the final printed publications in PDF, HTML format will be required to be submitted on a CD-ROM immediately.
20. **PENALTY CLAUSE.** A penalty of 5% (five per cent) of the total value of the job shall be charged from the printer/publisher for per day delay. IDSA will have the right to cancel/offload the work in full/part and get the same completed through an alternate source at the risk and cost of the successful bidder (printing press/publisher).
21. The publications shall be subject to inspection before delivery from the printer/publisher. Publications, which do not conform to approved samples/ specifications, are liable to be rejected in full. The successful printer/publisher will be required to replace the rejected publications at his cost and deliver them at the specified destination as per instruction given by the IDSA.
22. All the pages of the Tender Form must be signed by the bidder or his/her authorized signatory with his/her rubber-stamp affixed onto it.
23. **AWARD OF THE WORK.** IDSA will notify the name of the successful bidder in writing through a registered letter or fax about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract.
24. **ARBITRATION.** In case of any dispute or differences whatsoever between the two parties, the decision of the IDSA shall be final and binding on both the parties.
25. **EARNEST MONEY DEPOSIT (EMD).** The bidder must furnish the Earnest Money Deposit (EMD) of **Rs. 28,000/-** (Rupees Twenty-Eight Thousand only) in the form of Pay Order/Demand Draft issued by any Nationalized/Scheduled Bank in favour of "IDSA New Delhi", payable at New Delhi, failing which the Tender is liable to be summarily rejected. The Earnest Money of the unsuccessful bidders will be returned within 15 days of the decision on the Tenders. No interest shall be payable on the Earnest Money. The Earnest Money of the successful bidder shall be forfeited, if the bidder withdraws his/her Tender during the specified period of validity of Tender or does not respond/comply with the instructions to clarify or supplement the information or provide samples of materials, analysis of rates as may be asked for, if the firm fails to convey the Contract. The Earnest Money can be seized or adjusted if the Contract of Tender is cancelled and penalty, if any, is levied against the printer/publisher for any reason.

26. EVALUATION CRITERIA FOR TENDER:-

26.1 For the purpose of Tender, bid will be evaluated in the following manner:

26.1.1 The duly filled Tender document should be uploaded as per NIT before the last date.

26.1.2 The Tenderer should have submitted the earnest money of Rs 28000/-

26.1.3 The technical evaluation committee shall evaluate the bid as per the criteria as per terms and conditions mentioned in the Tender Document.

26.1.4. Even though the bidders may satisfy the above requirements, they would be liable to disqualification if they have:

- (i) Made **misleading or false representation or deliberately suppressed information** in the forms, statements and enclosures required in the pre-qualification document.
- (ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failure/weakness etc.

26.1.5. The Financial Bid of those bidders who qualify in the technical bid, shall be opened in presence of bidders who wish to be present online.

Technical Qualifications :-

Brief Bio data with Check list of the Tender :-

- (i) NAME AND ADDRESS OF THE COMPANY
- (ii) NAME OF CONTACT PERSON
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
- (iii) INCOME TAX ITCC NO. (With documentary proof) - Attach Income tax Return of last three FY Years.
- (iv) Balance sheet for last three FY years -Should be audited & attach attested photocopies.
- (v) GST (With documentary proof)
- (vi) NATURE OF OWNERSHIP- PRIVATE/PUBLIC/COMPANY/ PROPRIETORSHIP / PARTNERSHIP
(Please provide details with documentary evidence).
- (vii) Details of experience of last five years to whom the aforesaid services have been provided
(Please attach annexures with details of Organization’s Name with address, time period, contact person’s reference with Contact no).
- (viii) Details of present assignments (Please attach annexures with details of Organization’s Name with address,time period, contact person’s reference with Contact no).
- (ix) Any other details, please specify with documentary evidence.
- (x) Details of EMD enclosed. _____

(SIGNATURE WITH STAMP)

Designation

Address

Phone (O)

(R)

Date

CHECK OFF LIST OF ATTESTED COPIES OF DOCUMENTS

ATTACHED WITH THE TENDER

- | | | |
|-----|--|----------|
| (a) | Firm registration | Yes / No |
| (b) | PAN Number | Yes / No |
| (c) | Bank Draft / Pay order for earnest money | Yes / No |
| (d) | GST No. . | Yes / No |
| (e) | Experience of last three years | Yes / No |
| (f) | Documentary proof of present assignments | Yes / No |
| (g) | Copies of audited balance Sheet of last three FY years | Yes / No |
| (h) | Copies of Income Tax return for last three FY years | Yes / No |

Signature of Tenderer _____

With Seal

**PREQUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

From:

To,
The Estate Manager
IDSA

**Subject: PUBLICATION OF SINGLE-AUTHORED AND EDITED BOOKS,
MONOGRAPHS, OCCASIONAL PAPERS, TASK FORCE REPORTS, PROJECT
REPORTS, AND THE IDSA ANNUAL REPORT (ENGLISH AND HINDI)**

Sir,

Having examined the details given in tender press Notice and tender document for the above work, I/we hereby submit the quotation and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms, **Annexure I, II, III, and IV** and accompanying statement, are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We submit the documents mentioned in Annexures I-IV, duly signed and scanned.

Enclosures.

Seal of Applicant
Date of Submission

Signature(s) of Applicant(s)

With seal

SCOPE OF WORK

Pub Type	Print Size (Inches)	Type of Binding	Paper (Text)	Front Cover	Indexing	No. of Copies	Timeframe
Books	6x9	Hard, pasted board	90 gsm NS	300 gsm Art card, 4col Dust Jacket, Matt/Gloss/UV	Required	200	45 Days
Monographs	6x9	Soft, Perfect	90 gsm High Bulk, NS	300 gsm Art Card, 4 col, Matt/Glossy	Not Required	200	15 days
Occasional Papers	6x9	Soft, centre stapled	90 gsm High Bulk, NS	300 gsm Art card, 4 col, Matt/Glossy	Not Required	200	15 days
Task Force Reports	8.5x11	Soft, Perfect	100 gsm Matt Art	300 gsm imp matt art card (Magnomatt) 4 col, Matt/Glossy	Required	200-500	45 days
Project Reports	8.5x11	Soft, Perfect	100 gsm Imp Art	300 gsm imp matt art card (Magnomatt) 4 col, Matt/Glossy	Required	200-500	45 days
Annual Report	6x9	Soft, Perfect	100 gsm Super Sunshine	300 gsm Art card,4col, Matt/Glossy	Not Required	200 (Eng); 75 (Hindi)	Eng – 30 days; Hin – 60 Days