



# **THE INDIAN SCIENCE CONGRESS ASSOCIATION**

**Tender Document for  
Printing & Supply of Abstracts Books and Proceedings  
of 109<sup>th</sup> Indian Science Congress Session**

**14, Dr. Biresh Guha Street  
Kolkata 700 017  
<https://sciencecongress.nic.in>**

Tender No. 209/38P/2023-2024

Date: 06/09/2023

### **Notice Inviting Tender**

ISCA invites sealed tenders in **SINGLE STAGE, TWO ENVELOPE METHOD**, (Technical Bid in one envelope and Financial Bid in another envelope) on behalf of General Secretary (Membership Affairs), ISCA for Printing of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session.

It is specified that the Bids are being invited on **Open Tender basis** having experience in similar type of work with ISCA or other Govt. of India organizations in appropriate class. The tenders complete in all respect should be tendered by registered/speed post so as to reach on or before the date 30/09/2023 at the following address:



General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017

A	Name of Work	:	Printing of Abstracts Books and Proceedings of 109 <sup>th</sup> Indian Science Congress Session (13600 copies  (100 pages in each copy approx.)
B	Earnest Money Deposit (EMD),  Tender fees is NIL	:	<b>Rs. 20,000/-</b> (Twenty thousand) only by Demand Draft in favour of “The Indian Science Congress Association” payable at Kolkata
C	Time for Completion of Work	:	Within 25 <sup>th</sup> December, 2023
D	Date & time of opening Of Bids	:	To be decided later on by ISCA

Sd/-

General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017

## **TERMS & CONDITIONS OF CONTRACT**

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. “**Technical Bid**” and “**Financial Bid**” super scribed with the name of work, due date of submission, in the following manner :-

**a) Technical Bid (First sealed Envelope):**

First sealed cover super scribed as “**Technical Bid for Printing of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session**” containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

**b) Financial Bid (Second Sealed Envelope):**

Second sealed cover super scribed as “**Financial Bid for Printing of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session**” containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per checklist enclosed herewith.

3. The job of printing includes frequent proof-reading of both Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing and supply of Abstracts Books and Proceedings etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.
4. The tender along with its supporting documents shall be in English language only.
5. The tender shall remain valid for 45 days from the date of opening of tender(to be decided later on by ISCA.).
  - a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening which shall be suitably intimated to qualifying bidder.
  - b) Telegraphic, Tele fax or E-mail tender(s) will not be accepted. If delivered by registered/speed post, it should reach on or before the due date. ISCA shall not be responsible for any loss or delay intrans it.
  - c) Before submitting the tender, the party may visit the ISCA office astoacquaintthemselveswiththenatureoftheworkandothernecessaryinformationwhi chmay affect this offer.
  - d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
  - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
6. If the party fails to comply with the tender conditions, the work shall be got done by ISCA at the risk and cost of successful bidder and its responsibility will be fully with the bidder. In such case, the expenses incurred will be deducted from the payment due to successful bidder.
7. Successful party has to submit 3 (three) cover designs of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session for approval in case of a ward of tender.
8. Successful party shall have to submit a draft copy of the printed Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session to the ISCA before starting the print job. The printing will start only after obtaining written approval from ISCA.
9. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is within 25/12/2023 for total thirteen thousand six hundred (13600) copies from the date of a ward of contract. If the party fails to deliver any or all the printing material to the satisfaction of ISCA or fails to perform the services within the specified period in the contract, ISCA shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract

Price, as liquidated damages, an amount at the rate of Rs.250/- per day for the period of delay from the due delivery date to a maximum of 10percent.In addition to this, the Association shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session are not printed and delivered to the venue of 109<sup>th</sup> Indian Science Congress and this office within the specified delivery schedule.

10. Successful party shall have to deliver all copies of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session to Lovely Professional University, Phagwara, Jalandhar, Punjab and The Indian Science Congress Association, 14, Dr. Biresh Guha Street, Kolkata 700 017 and the prices shall be deemed to be quoted with the offer price.
11. **Payment terms:** Full & final payments shall be made within 40 days of satisfactory completion and delivery of work order (Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session) after deducting TDS/WCT wherever applicable. Rates will be calculated on pro-rata basis as per increase and decrease in pages of the book.
12. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
13. The Tender offer should be submitted as per the checklist for both, Technical Bid and Financial Bid.
14. The rates are to be quoted for 100 pages approximately for one Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session. For decreasing below 100 pages, and increasing above 100 pages the pro-rata rate calculation may be provided.
15. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.
16. **EVALUATION CRITERIA:** Bidder qualifying the Technical Bid and quoting the lowest amount for total 13600 copies of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session shall be awarded the work order.
17. **ARBITRATION CLAUSE:**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof for the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of ISCA or any person nominated by them. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Kolkata.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Kolkata.

Sd/-

General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Bireswari Guha Street,  
Kolkata 700 017

## **TECHNICAL SPECIFICATIONS**

Name of Work	:	Abstracts Books and Proceedings of 109 <sup>th</sup> ISC Session
Number of Copies	:	13600 copies in English version
Number of pages	:	Text Pages 100 (approx.)
Number of cover	:	4 Pages
Size of Publication	:	1/8 size
Paper	:	i. For Cover (170 GSM Art Paper with lamination)  ii. For Text (80 GSM Maplitho)
Printing of Cover	:	16 nos. different Multi-colour (Designing of the cover shall be the sole responsibility of the Printer)
Impression of Pages	:	2 pages- front and back designed cover Rest – black and white



### **Special Conditions of Contract:**

1. Printer shall have to quote the rates inclusive of typing (if required), composing, plate making, colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both before ferro dummy, CD (PDF file and open file of the Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session), binding / stitching, lamination, etc. and any other related aspect of Printing of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session.
2. Printer can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. Tenders (Technical Bid) not accompanied with samples of Text Paper and Cover Card, to be used with work order shall be rejected.
4. An incomplete tender and/or late tender are liable to be rejected. **The party must submit PapersamplesofTextPaperandCoverCardtobeusedwithspecificationsthereof.**
5. All the valid certificates (as indicated in checklist) should be submitted along with the Technical Bid, otherwise the tender shall be out rightly rejected.
6. Quality and Style(asapprovedbyISCA)ofText/Letters,shouldbemaintainedthroughoutin all copies of Abstracts Books as well as Proceedings of 109<sup>th</sup> Indian Science Congress Session. .
7. The ISCA will give text material for printing in the form of hard copy/e-mail (wherever available), photographs, etc. and the same will have to be returned to ISCA as per instructions.
8. The Association reservestherighttodecreaseorincreasethenumberofpagesand/or copies of the Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any of the tender(s), wholly or partly, without assigning any reason what so ever.
10. No advance payment shall be given.
11. Immediately just after approval of the final print the Printer shall send pdf copies of the Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session.
12. **Code of Ethics:**

The contract can be cancelled if : Tenderer enters into a contract with the Association in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the competent authority/vigilance office;

or

Offers or gives or agrees to give to any person in Association's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to door having done any act in relation to the abstention or execution of this or any other contract for the Association;

or

Obtain said contract with the Association as a result of tendering or other non-bona fide methods of competitive tendering;

Sd/-

General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Bireswari Guha Street,  
Kolkata 700 017

**Form of Tender**

No.....

Date:

To:  
The General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017

**Sub: Printing of Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session**

Sir/Madam

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the under signed, offer to supply and deliver 1 3 6 0 0 nos. of ISCA's Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session in conformity with the said tender for which the price inclusive of all applicable taxes is quoted in Financial Bid of this tender.

We undertake, if our tender is accepted, to deliver the Abstracts Books and Proceedings of 109<sup>th</sup> Indian Science Congress Session in accordance with the delivery schedule specified in the terms & conditions.

This tender together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

Dated this.....day of.....2023.

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....

(please specify here Name of the Bidder with complete address of Company and Phone no.)

### **Checklist for Technical Bid:**

The following documents are required to be submitted along with the Technical Bid (all self-attested copies):

1. Copy of valid GST Regn. No./Certificate self-attested.
2. Copy of Permanent Account Number (PAN) self-attested.
3. Copy of Registration certificate of the organization i.e. proprietorship, partnership, company, etc. self-attested.
4. Signed sample of Cover page (170 GSM Art Paper with lamination)
5. Signed sample of Text page (80 GSM Maplitho)
6. A brief note about the Organization.
7. Proof of TAN No. of Works Contract Tax/ TAN Number.
8. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions
9. Earnest Money Deposit (EMD) of Rs. 20,000/- only by Demand Draft in favour of "The Indian Science Congress Association" payable at Kolkata.

### **Checklist For Financial Bid:**

1. Financial Bid should be duly signed & stamped indicating clear **firm price offer for 13600 copies**. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

**FINANCIAL-BID/ PRICE-BID**

S.No.	DESCRIPTION	No. of Copies	UNIT RATE (for one copy)	AMOUNT (in Rs)(in Figures) (3 x4)	AMOUNT (in Rs)(in Words) (3 x4)
1	2	3	4	5	6
1	Abstracts Books and Proceedings of 109 <sup>th</sup> Indian Science Congress Session of ISCA, 13600number,(upto approx. 100pages in text and 4 pages cover)	13600			
2	Delivery Charges to Lovely Professional University, Phagwara, Jalandhar, Punjab	13100			
	Delivery Charges to ISCA, Kolkata	500			
	<b>TOTAL(in Rs)(in Figure)</b>				
	<b>TOTAL(in Rs)(in Words)</b>				
	<b>GST(%age)and Amount(in Rs)</b>				
	<b>GRAND TOTAL(in Rs)(in Figure)</b>				
	<b>GRAND TOTAL(in Rs)(in Words)</b>				

18. **Note:** Bidders to quote prices for 100 pages in Row 1 rationally and reasonably. ISCA reserves the right to rationalize it based on unit rate (100 pages). For decreasing below 100 pages, and increasing above 100 pages the pro-rata rate calculation may be provided.

Signature & stamp of Bidder