



West Bengal Industrial Development Corporation Limited
Corporate Identity Number: U75142WB1967SGC026988
(A Government of West Bengal Undertaking)

TENDER

FOR

**PRINTING OF ANNUAL REPORT OF WEST BENGAL INDUSTRIAL
DEVELOPMENT CORPORATION LIMITED (WBIDC) FOR THE FINANCIAL
YEAR 2015-16**

**"Protiti", 23, Abanindranath Thakur Sarani, (Camac Street),
Kolkata - 700017, West Bengal, India,
Ph: +91 33 2255 3700 - 705
Fax: +91 33 2255 3737, Email: wbidc@wbidc.com,
Website: www.wbidc.com**

List of Important Dates:

Tender Reference Number	G9/1/Printing of Annual Report/01
Date of issue of Notice Inviting Tender (NIT)	17 th August 2017
Bid submission start date	17 th August 2017
Bid Submission end date	25 th August , 2017 (7 days from the date of advertisement) up to 1500 hrs,
Date for opening of Financial Proposal	25 th August , 2017
Date of publication of name of the L1 vendor	25 th August , 2017
Bid validity period	60 days from the date of submission of bid

Chapter-I
INTRODUCTION TO BIDDERS

1. Sealed tenders in prescribed format are invited by West Bengal Industrial Development Corporation Ltd." from bona fide, experienced & reputed vendors of good financial standing in three steps bidding system, as specified below:-

Step-I : Earnest Money Deposit,

Step-II : Technical Bid,

Step-III : Price Bid,

For printing of Annual Report for the Financial Year 2015- 16. Interested bidders, who have experience in designing cover/content layout/printing/perfect binding of Annual Report of the Corporation/PSU /Company /Government Organization, may submit their bids in sealed covers as per format specified below.

2. **Eligibility Criteria and Essential Technical requirement:** The Agency/Company must fulfill the following criteria:-

a) Prior experience of at least 5 (five) years in designing cover/content layout/printing/perfect binding of Annual Report of Corporation/PSU /Company /Govt Organization, is mandatory. The experience should be supported by an end user certificate of satisfactory performance.

b) Must be a company incorporated under the Companies Act or a Proprietorship / partnership firm registered under the Partnership Act/ LPA Act having registration with valid registration number and having PT Registration.

c) There should not be any legal proceeding(s) and / or Industrial dispute(s) related to claiming of wages or any other payment related matters, initiated by any present or previous employee of the bidder / any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate Declaration in the form of an Affidavit which, if found false, would not only lead to criminal prosecution, but may also lead to termination of the contract and award of the work to another vendor at the bidders risk and cost.

d) Should be able to initiate the work immediately or as stated by WBIDC.

e) The vendor must not be disqualified / blacklisted from any government organization.

Chapter-II

SCOPE OF WORK & WORK SCHEDULE

SPECIFICATION SHEET:

- (I) Job: Designing and printing of Annual Report of West Bengal Industrial Development Corporation Limited (WBIDC) for the year 2015-16 (English) with single book binding.
- (II) **Quantity:** In English language, 550 copies as per specification given below:-
- 300 GSM art board Paper for cover & 130 GSM art paper for inside in 8.25”x11.75 size.
 - Four colors in Annual Report.
 - Perfect binding with section sewing.
 - No. of Pages: 100 pages approx.
 Inside: 96 Pages approx.
 Cover: 4 pages.
- (III) The Annual Report broadly comprises of the following documents:

SL No.	Documents
1	Notice + Director’s Report along with six Annexures
2	Write up on Various Parks of WBIDC Ltd.
3	Auditor’s Report, Annual Financial Statements Standalone & Consolidated along with Notes on Accounts, Comments of the C&AG on the Annual Financial Statements-Standalone & Consolidated.

WORK SCHEDULE:

- (a) Design, typesetting and submission of proof material: within 5 days of issuance of work order.
- (b) Printing, binding and delivery of Annual Report: within 10 days of final approval of proof material.

Chapter-III

Terms, Conditions & Guideline:

1. Efficiency, promptness, quality service of the vendor is the essence of the contract.
2. Bidders must furnish full data and information about it, as specified in the Tender Document. Based on the evaluation made by WBIDC, on the proposals submitted by the bidders, one bidder from the participating bidders may be selected.
3. The quoted price should include all charges other than tax etc. Under all circumstances, it shall be presumed that the rates quoted by the vendor are inclusive of all charges and the selected vendor(s) should be liable to execute the contract accordingly.
4. WBIDC, under no circumstance shall provide any extra amount than quoted by the vendor. The delivery charges should also be included in the rate quoted.
5. Samples of the paper (Cover and inside pages) are to be submitted with the bidder's signature and seal. The same quality should be used for final printing. Otherwise, the contract shall be automatically terminated with forfeiture of Security Deposit.
6. Copy of the previous year's report of the Corporation will be kept available at Corporate Affairs Division for reference purposes. Participating bidders are suggested to go through the same before quoting price.
7. 100% payment will be made against receipt of materials/ after completion of work and supply of the same in good condition and subsequent submission of bill in triplicate. Replacement, if so desired by WBIDC, due to some reason attributable to the vendor, shall be made without any additional cost. Regarding this, the decision of WBIDC shall be final and binding. Vendor is required to furnish PAN number, GST number, bank account details along with Invoice for releasing the payment.
8. WBIDC reserves the right to cancel any/all the tender(s) without assigning any reason thereof.
9. Quotations sent through Post/Courier should reach us within scheduled time.
10. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Executive Director, WBIDC, shall be final.

11. Award of the contract is at the sole discretion of the Competent Authority of WBIDC. Proposal of the successful bidder would form the basis for future negotiation.
12. WBIDC reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of WBIDC and the decision of WBIDC in this regard shall be final and binding.
13. Payment shall be made within 15 days of supply of items provided the bills are raised proper and the work done is found satisfactory by WBIDC Ltd.
14. **Termination**:- In the event of breach of any of the terms and conditions specified in the tender documents/ Work Order, the contract will be terminated and the security deposit will be forfeited.

Chapter-III
BID STRUCTURE

This is a three step, bid system i.e Step-I: Earnest Money Deposit, Step-II: Technical Bid and Step-III: Price Bid.

i. Step- I (Earnest Money): Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/Pay Order, drawn on any Nationalized Bank in favor of “WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED” to be deposited in a sealed envelope, while submitting the hard copy of the bid. This Envelop should be marked as “Envelop I”.

The bid without requisite Earnest Money and/ or not in the prescribed Performa will not be considered & bids of such Bidders shall be rejected. Earnest Money Deposit will be converted into interest free Security Deposit in case of successful bidder. Necessary receipt may be collected from the Accounts Section in favor of the same. On successful completion of the contract (if extended, then after completion of the extended period of contract) the same will be refunded to the bidder, after any applicable adjustment thereof.

In case of unsuccessful bidders Earnest Money will be refunded as soon as possible by WBIDC, upon selection of vendors.

ii. Step –II Technical Bid: The Technical Proposal should contain the following,

1. RFP Document stamped and signed at each page by Competent Authority of the Organization.

2.

Name of the Company:-
Address:-
Contact Persons’ name (at least 2):-
Contact Person Mobile No.:-
Email address of the Contact Persons:-
Company PAN No.-
GST No.

iii. Step –III Financial Bid:

Financial Bid shall be quoted as per the format provided below in Annexure-I.

Note:

1. The Financial Proposal is inclusive of all out pocket expenses incurred by the bidder towards travel, documentation and communication.
2. The Financial Proposal shall not include Tax, which shall be payable extra by WBIDC at then prevailing rates.

3. In case of difference in the amount quoted in figures and words, the lower value would be considered for evaluation.

Bid Submission: Hard copy of the bids have to be submitted to the Office of WBIDC at the below mentioned address during all working days except Saturday/Sunday/Holiday.

**WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
Protiti, 23, Abanindranath Tagore Sarani, Kolkata 700 017**

All three envelopes under Step-I, Step-II & Step-III, with all amendments made in Pre bid discussion duly stamped & signed by the party/agency, to be placed in one Envelop, duly sealed & Subscribed on the top of envelop **“Bid Submission for Printing of Annual Report of West Bengal Industrial Development Corporation Limited (WBIDC) for the financial year 2015-16”** at the Office of West Bengal Industrial Development Corporation Limited, at “PROTITI”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700017, against G9/1/Printing of Annual Report/01, dated-

WBIDC may at its sole discretion, extend the deadline for submission of bids, till any time prior to 2 days of the deadline of bid submission, by issuing an amendment, which will however be circulated to all bidders by WBIDC. In case of amendment in the bid document, WBIDC may, at their own discretion, extend the bidding period, only under exceptional circumstances.

WBIDC will not entertain any request from any bidder to extend the bidding period.

ANNEXURE-I
(Financial Bid Quotation Format)

Name & Address of the Vendor	
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Item	Rate/ unit	Total Cost of 550 copies
PRINTING OF ANNUAL REPORT OF WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (WBIDC) FOR THE FINANCIAL YEAR 2015-16		

Total cost in word	
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Signature & Stamp