

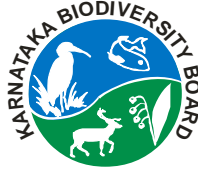
## TENDER DOCUMENT

**(Tender No. ADM/A01/AR/96/2018-19, Printing and supply of Annual Report 2017-18  
& Audited Accounts 2016-17 books, Karnataka Biodiversity Board, Bangalore**

**Dated : 04<sup>th</sup> July 2018**

**Printing and supply of books in Annual Report 2017-18  
&  
Audited Accounts 2016-17 English & Kannada language**

**And  
CD Sticker / CD label**



## **Karnataka Biodiversity Board**

**Office of the Members Secretary,  
Karnataka Biodiversity Board  
18<sup>th</sup> Cross, Malleshwaram,  
Bangalore, Karnataka - 560 003**

Telefax: **91 (80) 23448783**

E-mail: [kbb-ka@nic.in](mailto:kbb-ka@nic.in)



Government of Karnataka  
**Karnataka Biodiversity Board**  
(Forest, Ecology and Environment Dept)



NO.ACT/B01/TENDER/364/2017-18/

DATED: 04.07.2017

**e-PROCUREMENT NOTIFICATION**

**Sub : Printing and Supply of books, Karnataka Biodiversity Board**

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It is hereby calling the attention of the desirous e-Governance empanelled vendors, that the Karnataka biodiversity Board intends to printing and supply of following books, Karnataka Biodiversity Board, Bangalore:

**1. Details of books approximate quantities:**

Sl. No.	Printing and supply particulars	Quantity required in number
01	Annual Reports 2017-18 & Audited Accounts 2016-17 in Kannada & English Version	120 Nos.
02	CD Sticker / CD label: Die cutting finishing with Multicolour printing.	400 Nos.

**2. Pre-qualification criteria :**

The bidder should upload the following information for qualifying to participate in the tender:

1. Self-declaration that the bidder is neither blacklisted nor barred from bidding by any agency/department of Government of Karnataka.
2. Self-declaration by the bidder that the tender is unconditional.
3. Application format for Tender.

**3. Procurement Entity :**

**1. Annual Reports 2017-18 & Audited Accounts 2016-17 (Kannada & English version):**

Printing about 200 pages approximately, size: 8.27” X 11.69” (A-4 Size) Perfect Bound Binding and inner pages on 130 GSM art board Multicolor printing. **Cover page:** Cover page on 300 GSM Art Board with glossy Lamination with Multicolor printing.

**2. CD Sticker / CD Label: Die cutting finishing with Multicolor printing.**

- **Vendors shall quote DTP charges and all inclusive price (i.e. price inclusive of taxes, transportation and all other expenses) for delivery.**

#### **4. Service Level Agreements :**

Vendor shall print and supply within fifteen days from the date of placing the work order or mail confirmation from this office. If any delay in supplying, the penalty of Rs. 5/- will be deducted from each book. The tender does not bind the tender calling authority to print and supply only from the selected bidder.

#### **5. Payment Terms:**

1. In case of the decrease or increase in the number of pages in any books/brochures or modification in the type of binding or single/multicolor printing or quality of GSM of paper specified by the calling authority, the printer can charge on pro-rata basis along with a justification for the change in the cost.
2. The Tender calling authority will pay for the printers.
3. Vendor should submit the Credit Bill along with the delivery challans duly acknowledge by the concerned official.
4. All efforts shall be made to arrange payments within 15 days after supply of books subject to verification of quality and quantity. However, no interest shall be paid for any delay.

#### **6. Technical Bid Format:**

The technical bid will have to include the following documents:

1. Annual Turnover Certificate for three years (2015-16, 2016-17 and 2017-18)
2. Copy of PAN CARD & Income Tax details
3. Value Added Tax (VAT) Registration issued by the competent authority and VAT Clearance Certificate 2015-16, 2016-17 and 2017-18.
4. Income tax Clearance Certificate issued by the competent authority for the assessment year 2015-16, 2016-17 and 2017-18.
5. Printing of Experience from last 3 years.
6. Self-declaration stating the firm is not black listed with any Government / Quasi Government Organization.

#### **7. Important Dates with respect to the tender:**

- a. Time for receipt of tenders is up to **5.00 PM on 03<sup>rd</sup> of August 2018.**
- b. The technical bids will be opened in this office on at **11:00AM 06<sup>th</sup> August 2018.**
- c. The financial bids of the qualified firms will be opened at **11:00AM on 07<sup>th</sup> August 2018.**

## 8. Tender Processing Fee:

Each bidder shall pay tender processing fee, as mentioned in the e-Procurement portal. For further details regarding e-Payment, please refer to e-Procurement website – [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in).

## 9. Earnest Money Deposit (EMD):

Each bidder shall pay Rs. 15,000/- (Rs. Fifteen Thousand only) as Earnest Money Deposit to the items as mentioned in the table 1 as mentioned in the e-Procurement portal. The bidder can bid for any one or more number of items. For further details regarding e-Payment, please refer to e-Procurement website – [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in).

The bidders shall ensure that the credit of tender processing fee in the respective bank account of e-Procurement on or before the last date of bid submission. EMD Payments through e-Payment mode shall be made as one single transaction and payments made in part are liable for rejection.

## 10. Technical Bid Evaluation:

The office of the Member Secretary, Karnataka Biodiversity Board, through a committee constituted for the purpose, will evaluate whether the bidder satisfies the criteria as per the tender. Details submitted by the bidder in Annexure A, B shall be evaluated. Original document may be called for by the Committee.

## 11. Commercial Bid Format:

Vendors shall quote all inclusive prices (i.e. price inclusive of taxes, transportation and all other expenses) for delivery.

**Table – II**

Sl. No.	Name of the Book	Description	Quantity required in number
1	Annual Reports 2017-18 & Audited Accounts 2016-17 in Kannada & English Version	Printing about 200 pages approximately, size: 8.27” X 11.69” (A-4 Size) Perfect Bound Binding and inner pages on 130 GSM art board Multicolor printing. <b>Cover page:</b> Cover page on 300 GSM Art Board with glossy Lamination with Multicolor printing.	120 Nos.
2	CD Sticker / CD label	Die cutting finishing with Multicolor printing.	400 Nos.
<b><u>Vendors shall quote DTP charges and all inclusive price (i.e. price inclusive of taxes, transportation and all other expenses) for delivery.</u></b>			

## **12. Commercial bid evaluation:**

The commercial quotes submitted by technically qualified vendors will be opened in e-Procurement software. The vendor who has quoted the lowest all inclusive prices for a particular item would normally be awarded the contract for the corresponding books.

## **13. Submission of Bid:**

The bid shall be encrypted using the Digital Signature Certificate of the bidder prior to the submission of bid.

## **14. Rejection of Bids:**

The Tender Calling Authority reserves the rights to reject or accept any or all the tenders without assigning any reasons.

## **15. Clarifications:**

For any clarifications with respect to the items being procured may be contacted for any clarification at the address below:

**Karnataka Biodiversity Board,**  
Ground Floor, Vanavikas, 18<sup>th</sup> Cross,  
Malleswaram, Bangalore  
Telephone No. 080 23448783  
E mail Id: [kbb-ka@nic.in](mailto:kbb-ka@nic.in)

For any clarification regarding registering on the e-Procurement portal for participating in the tender, the helpdesk, e-Procurement, may be contacted at 080 25501227, 080-25501216 or by e-mail to [hphelpdesk.blr@intarvo.com](mailto:hphelpdesk.blr@intarvo.com)

## **16. Appeals:**

All appeals connected to the successful Rate Tendering process shall lie with the Member Secretary, Karnataka Biodiversity Board, Bangalore.

Sd/-

**Member Secretary,  
Karnataka Biodiversity Board**

**APPLICATION FORMAT FOR TENDERER**

<b>1. Notification No.</b>
<b>2. Name &amp; Address of the Tenderer</b>
<b>3. Contact details of the printers (Ph.No., email address etc)</b>
<b>4. Authorized person of the printers with designation</b>
<b>5. Registration number of the printers (please attach the registration copy)</b>

**Signature :**

**Name :**

**Designation :**