

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

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No. C-DIT/03/ EGID/IDP/2023-24/T495

Date: 18.03.2024

**TENDER NOTICE**

**PRINTING AND SUPPLY OF "IDP BOOKLET"**

Sealed tenders are invited for printing and supply of security IDP booklet. The envelopes containing the tender should bear the superscription "*Tender for Printing and supply of security document*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending bidders may submit the tenders on their own papers by courier/post/hand. Last date for receipt of tenders **26.03.2024, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.30 PM on 26.03.2024** in C-DIT office in the presence of the bidders or their authorized representatives who may be present at that time. Details of the requirements and other conditions can be downloaded from our website [www.cdit.org](http://www.cdit.org)

Thiruvananthapuram

18.03.2024

Sd/-

REGISTRAR

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**  
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Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/03/ EGID/IDP/2023-24/T495

Date: 18.03.2024

**TENDER TERMS**  
**PRINTING AND SUPPLY OF "IDP BOOKLET"**

**GENERAL TERMS AND CONDITIONS**

- a) This Tender is invited for Printing and supply High Security IDP Booklet at C-DIT.
- b) C-DIT reserves the right to cancel the tender without assigning any reason whatsoever

**ELIGIBILITY CRITERIA OF BIDDER**

1. The bidder should have at least three years of experience in printing security documents. The firm must have their own printing facility and have never been blacklisted by Government or any Semi Governmental Organization.
2. The bidder must have all the high security printing related facilities.
3. The bidder must have a currently valid GST registration certificate and PAN number.
4. Bidder should be a registered company or registered business firm as per Indian law, doing similar business for the past three years.
5. An undertaking to the effect that the bidder has not been blacklisted by any of the Department/Organizations of the Govt. Of India/State Govt. /PSUs must be attached along with the bid.

**REQUIREMENT SPECIFICATIONS**

<b>Sl No.</b>	<b>Specification</b>	<b>Quantity</b>
<b>1</b>	<b>A. Cover Sheet - 1 No.:</b> 210 mm x 148 mm Paper: Security Fiber Embedded Sandwich type paper having PET film inside - 140 GSM ( $\pm$ 10%) Security Features: <ol style="list-style-type: none"><li>1. Front side Four colour printing</li><li>2. Invisible Security Fiber embedded paper visible under UV Light</li><li>3. UV Printable Emblem (minimum 16 sq cm)</li></ol>	15,000 Nos

	<p>4. Gold Foiling (73 sq cm) 5. Micro Letters</p> <p><b>B. Inner Sheet- 2 No's: 210 mm x 148 mm</b> Paper: MICR Paper - 96 GSM (<math>\pm 5\%</math>)</p> <p>All the three sheets of each booklet should be supplied individually.</p>	
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#### OTHER TERMS AND CONDITIONS

6. The quantities specified in the schedule are approximate only and may vary. The successful bidder has to carry out the additional quantities of work, if any, at the same rates and the same terms & condition of contract. No escalation of rates is admissible.
7. **The quoted rate should be inclusive of all taxes, freight charges and complete charges wherever not otherwise specified.**
8. The rate quoted for the supply/work shall be final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the work order. **Rates quoted by the bidder shall be valid for a period of one year from the date of opening of the tender.**
9. At least 5 sample paper sheets of the proposed item should be sent along with the quote for verification of quality of the paper being provided.
10. The firm shall have all the infrastructure including advanced security printing, pre-press and post press facilities for undertaking the printing requirements of C-DIT on short notice.
11. Income tax as per rules will be deducted from the bill. The quoted amount will be treated as the total *amount inclusive of GST* and liability on account of GST and /or any other govt. taxes / levies that may arise on this contract shall be borne by the contractor in full and this must be reflected in the Invoice which is to be submitted after the completion of the work.
12. **No Advance Payment will be made.** Payment shall be made only after satisfactory supply of printed materials and submission of invoice thereafter.
13. **The bidder shall submit the price offers in "FORM B" in a sealed envelope.**
14. Quality of printing must be at most. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately & total cost will be borne by the bidder.
15. C-DIT reserves the right to reject any or all the tenders without assigning any reason thereof.

16. Payment: 100% payment shall be made against supply of full quantity of materials against submission of invoice.
17. The bidder shall submit EMD of Rs. 3,000/- (Rupees Three Thousand only) along with the tender in the form of Demand draft drawn in favour of **The Registrar, C-DIT, payable at Thiruvananthapuram.**
18. If the tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.
19. **The bidders, those who claim Bid Security/EMD Exemptions should furnish the Bid Security Declaration form on a stamp paper worth ₹ 200/-, in the format attached as 'Annexure I', and should upload along with the tender. The original/hard copy shall be sent by registered post addressed to The Registrar, C-DIT, Chithranjali Hills, Thiruvallam, Thiruvananthapuram- 695027. The bids which are not accompanied with the Bid Security Declaration form, shall be considered in complete and rejected summarily without any further intimation.**
20. Delivery period shall be specifically indicated in the tender and strictly adhered to. If no delivery period is stated in the tender it will be taken for granted that the supply will be arranged within Fifteen days (15) days on receipt of the firm order. Any extension in the delivery period after the supply order is placed may result in cancellation of the supply order. In case the Bidder became unable to supply within the time limit prescribed by C-DIT, the supply order is likely to be cancelled and items will be arranged by C-DIT from elsewhere and the earnest money deposited along with security deposit collected from the bidder will be forfeited.
21. Agreement: The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper, to ensure warranty and after sales support during the warranty period.
22. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation (Amendment) Act, 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/Kerala will have exclusive jurisdiction over the same.
23. Authority: The authority for the acceptance of the tenders' rests exclusively with the C-DIT. C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
24. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable

amendment(s)/ corrigendum to it. Corrigendum to this tender shall be published in the site [www.cdit.org](http://www.cdit.org). Prospective bidders are advised to regularly visit the website: [www.cdit.org](http://www.cdit.org) to keep track of corrigendum, if any.

**25. In case of doubt:**

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Sri. Sajan Ambadiyil, HOD (OIP& SP), in Mobile 9447827852.

**The last date for bid submission is, 26.03.2024 03.00 PM.**

**The bid opening will be at 3.30 PM on 26.03.2024**

Sd/

**REGISTRAR, C-DIT**

Dated 18.03.2024

**ANNEXURE - I**

**BID SECURING DECLARATION**

Documents relating to Bid Security

(To be submitted as part of Proposal, along with supporting documents like UDYAM  
Registration Certificate)

A Bid Securing Declaration in lieu of bid security in the following format; Bidders exempted  
from submission of bid security must submit this declaration

Bidder's Firm Name \_\_\_\_\_

(Address and contact details)

\_\_\_\_\_

Bidder's Reference No \_\_\_\_\_ Date \_\_\_\_\_

PAN No. \_\_\_\_\_ GST No. \_\_\_\_\_ Udyam Reg. No \_\_\_\_\_

To

The Registrar

Centre for Development of Imaging Technology(C-DIT)

Chithranjali Hills, Thiruvallam

Thiruvananthapuram- 695027

Tender Ref; No: \_\_\_\_\_

Tender Title: Proposal for providing \_\_\_\_\_

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the Proposal must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender of C-DIT for 2 years from the date of opening of this Proposal if we breach out obligation(s) under the Tender conditions if we:

- 26. Withdraw/ amend/ impair/ derogate, in any respect, from our proposal, within the validity of proposal; or
- 27. being notified within the validity of Proposal of the acceptance of our proposal by the C-DIT
  - a) refused to or failed to produce the original documents for scrutiny or the required performance security within the stipulated time under the conditions of the Tender Document
  - b) Fail or refuse to accept the Vendor Selection Letter
  - c) Fail to effect the supply/ installations/ services or works as per the supply order/ purchase order/ work order with in the time scheduled and as per the specification therein in accordance with the RFB/ Bid/ Tender Notification and our proposal/ offer.

We know that the Bid Securing Declaration shall expire if we are not selected as Vendor for providing..... (name of work) upon:

- 1) receipt by us of your notification:
  - a) of Cancellation of the entire RFP process or Rejection of all Proposals or
  - b) of the name of the successful bidder.
- 2) Sixty days after the expiration of the Validity of Proposal or any subsequent extension to it.

We understand that in case of failure from our end in completing the supply/ installation/ services or works to the satisfaction of C-DIT in accordance with the terms and conditions and rate and taxes agreed upon by us as per the tender and bid offer, C-DIT will be at the liability to get the supply/ installation / services/works completed by any other means at their sole discretion, and to recover the additional cost, expenses, including damages and interests thereon if any from the payments due to us by way of performance security, bid security or payments under any contract, or from the assets or properties belonging to us by way of revenue recovery or such measures at it deem fit.

Signature of bidder.....

Designation.....

Name.....

Duly authorized to sign the Tender

Date.....

Office Seal

Place.....

Note: The above declaration, duly signed and sealed by the authorized signatory of the entity on its letterhead, should be uploaded along with proposal.

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**FORM - B**

**TENDER FOR THE PRINTING AND SUPPLY OF "IDP BOOKLET"**

Quote Ref No:

Sl.No	Item Description	Quantity	Unit rate	Amount
1	Printing and Supply of Security IDP Booklet	15,000		
	GST@18%			
	Total			

**Bidder Name:**

**Address:**

**Mobile No:**

**e-mail Id:**

**Signature**

**Date**

**Office Seal**