

No. C-DIT/3/TED-Printing/2023-24/T498

Date: 26.03.2024

**TENDER NOTICE**

**PRINTING AND SUPPLY OF STUDY MATERIALS ON RATE CONTRACT BASIS**

Sealed tenders are invited for the "printing and supply of study materials on Rate Contract basis". The envelopes containing the tender should bear the superscription "***Tender for printing and supply of study materials on Rate Contract basis*** " 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 is **09.04.2024, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.30 PM on 09.04.2024** 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 including schedule, drawing, and other conditions can be downloaded from our website [www.cdif.org](http://www.cdif.org)

Thiruvananthapuram  
26.03.2024

Sd/-  
REGISTRAR



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

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

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

No. C-DIT/3/TED-Printing/2023-24/T498

Date: 26.03.2024

**TENDER TERMS**

**PRINTING AND SUPPLY OF STUDY MATEIALS ON RATE CONTRACT BASIS**

**GENERAL TERMS AND CONDITIONS**

a) This Tender is invited for the “Rate contract on the printing and supply of study materials” .

b) C-DIT reserves the right to cancel the tender without assigning any reason whatsoever

**ELIGIBILITY CRITERIA OF BIDDER**

1. The bidder should have three years of experience in similar work. The firm must have their own printing facility preferably in Thiruvananthapuram.
2. The bidder must have a currently valid GST registration certificate and PAN number.

**SPECIFICATIONS**

Sl No	Parameter	Specification
1	Paper Size	Demmy ¼, A4 size
2	Paper Type	60 GSM maplitho
3	Printing	Inner pages – black & white printing, content and number of pages will vary for each study materials. Minimum 30 pages and maximum 500 pages.
4	Cover Page	Multi colour cover page 170GSM Art paper
5	Binding	Perfect binding
6	Quantity requirements	Vary for each study materials. Minimum 25 quantity and maximum 5000 quantity may be printed.

## **OTHER TERMS AND CONDITIONS**

- 3. Contract Period: Initially for one year, extended up to two years on mutual consent, subject to satisfactory performance of the firm during the contract period.**
- 4. The rate should be quoted for the unit shown in the list and tenders which do not indicate this essential information will not be considered.**
- 5. The quoted rate should be inclusive of all taxes, freight charges and complete charges where ever not otherwise specified. No escalation of rates is admissible.**
- 6. Supply order will be placed on requirement basis.**
7. After placement of rate contract, formal purchase orders will be placed for delivery of material to consignees as and when required and reserve right to place purchase order for any quantity and payment shall be made against to the purchase order.
8. Placement of Purchase orders to operate the Rate Contracts finalised against this tender.
9. The rate quoted for the 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 and security deposit will be forfeited.
10. The firm shall have all the infrastructure including advanced multi-colour 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 there after.
- 13. The bidder shall submit the price offers in "FORM B" in a sealed envelop.**
- 14. EMD : The bidder shall submit an amount of ₹ 5,000 as EMD, along with the tender in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.**
- 15. Agreement:** Successful bidder shall have to execute a rate contract agreement for the printing and supply with C-DIT for a period of one year, which is extendable up to two years on mutual agreed terms and conditions.
16. 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.
17. Soft copy of content for printing will be provided by C-DIT with type settings.
18. C-DIT reserves the right to reject any or all the tenders without assigning any reason thereof.

19. Payment: 100% payment shall be made against supply of full quantity of materials and submission of invoice .
20. The successful bidder who claim bid security/ EMD Exceptions should furnish the Bid Security Declarations form on a stamp paper worth ₹ 200/- in the format issued by C-DIT.
21. 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.
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 have any doubt on technical specifications, please contact **Smt Resmi Chandan, HoD(TED), in Mobile Number: 9746070178**

**The last date for bid submission is 09.04.2024 03.00 PM.  
The bid opening will be at 3.30 PM on 09.04.2024.**

Sd/  
REGISTRAR, C-DIT

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**No. C-DIT/3/TED-Printing/2023-24/T498****Date: 26.03.2024****FORM -B****PRINTING AND SUPPLY OF STUDY MATEIALS ON RATE CONTRACT BASIS****Rate for printing study materials**

Sl No	Total Pages	Rate for Number of Copies									
		Up to 100	Up to 250	Up to 500	Up to 1000	Up to 1500	Up to 2000	Up to 2500	Up to 3000	Up to 4000	Up to 5000 and above
1	Up to 50										
2	Up to 100										
3	Up to 150										
4	Up to 200										
5	Up to 250										
6	Up to 350										
7	Up to 500										

Rate should be quoted including taxes, freight charges and delivery at site.

**Bidder Name:****Address:****Mobile No.****e-mail id:****Signature****Date****Office Seal**