



Reference No: BOBP/Adm/Printing

LIMITED TENDER ENQUIRY

Quotations are invited for the limited tender enquiry for “**Annual Rate Contract for Printing of Reports, Annual Reports, Newsletters, Leaflets, Posters and Special publications etc.,**” with the technical specifications mentioned in the Annexure III, in a single bid system.

Tender documents may be downloaded from BOBP web site www.bobpigo.org as per the schedule given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET:

Published Date	05 Jan 2024
Bid Submission End Date	29 Jan 2024
Bid Opening Date	31 Jan 2024

Delivery Address:

Bay of Bengal Programme
Inter-Governmental Organisation
91 St Marys Road, Abhiramapuram, Chennai – 600 018
Email: info.bobpigo.org

Tenderer / Contractor are advised to follow the instructions carefully provided in **Instructions to Bidders (ITB) and General Condition of Contract (GCC)**, without fail, which are uploaded in our website at www.bobpigo.org under “TENDER”, before submission of your bid. For clarification please send mail to info@bobpigo.org

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

Not more than one **quotations/estimates/bids** shall be submitted by one firm/bidder/contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Before the deadline for submission of the bid, BOBP-IGO, Chennai reserves the right to modify the tender document terms and conditions. Such amendment / modification will be notified on BOBP-IGO website. Intending firms are advised to visit again BOBP-IGO website www.bobpigo.org at least 3 days prior to closing date of submission of quotations/estimates/bids for any corrigendum/ addendum/ amendment.

Prices:

The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges to BOBP Office. The offer /bid should be inclusive of taxes and duties. However the percentage of tax & duties should be clearly indicated.

Risk Purchase Clause:

In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.

The BOBP-IGO reserves the right to terminate the contract in the event of unsatisfactory quality and performance.

Period of the Contract:

- a) The Annual Rate Contract (ARC) will be effective for one year from the date of contract and can be extended if it is agreed mutually by both the parties.
- b) The rates shall remain valid for a period of one year and there will be no change in price structure during the currency of the contract except, the statutory levies which are otherwise made applicable by the Govt. through notification / regulations. Enlistment can be cancelled at any time if the firm found as a habitual defaulter or supplying substandard material or for any reason or non –compliance of the terms and condition of the ARC.

Payment shall be made by bank transfer as follows:

The contract price will be released after successful completion of the work and upon submission of the Invoices.

Submission of quotations:

The envelope has to be sent our office within the stipulated time:

1. Technical & Price Bid:

Duly filled with seal and sign of the below documents in an envelope titled “Annual Rate Contract - Printing” with tender number.

1. Tender Acceptance Letter (Annexure-I) (To be given on Company Letter Head).
2. Price Bid Undertaking (Annexure-II) (To be given on Company Letter Head).
3. Annexure - III
5. PAN card and GST Certificate.
6. Cancelled Cheque copy / ECS Mandate form duly signed by Bank.

**The Director,
Bay of Bengal Programme
Inter-Governmental Organisation
Abhirampuram, Chennai – 600 018**

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
The Director,
Bay of Bengal Programme
Inter-Governmental Organisation
Abhirampuram
Chennai – 600 018

**Subject : Acceptance of Terms & Conditions – Reg
BOBP Ref.No. : BOBP/Adm/Printing Dt.05th Jan 2024.**

**Name of Tender / Work: Annual Rate Contract for Printing of Reports, Annual Reports,
Newsletters, Leaflets, Posters, Special Publications etc.,**

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 9 (including the annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that BOBP, Chennai has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

5. I / We accept that being tender acceptance letter alone will not confer the award of the contract by the BOBP. The Award of the contract will be communicated by BOBP, Chennai through

Post/ electronic form of communication, which is final and I / we shall abide by the terms / conditions / clauses contained therein.

6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRICE BID UNDERTAKING
(To be given on Company Letter Head)

From: (Full name and address of the Bidder)

To,
The Director,
Bay of Bengal Programme
Inter-Governmental Organisation
Abhirampuram
Chennai – 600 018

Dear Sir/Madam,

Sub: Price Bid Undertaking – Reg
BOBP Ref.No. : BOBP/Adm/Printing Dt.05th Jan 2024.

1. I submit the Price Bid for the **“Annual Rate Contract for Printing of Reports, Annual Reports, Newsletters, Leaflets, Posters and Special Publications etc.,”** as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to supply at the rates as indicated in the price Bid of this tender.

Place:

Yours faithfully,

Date:

Signature of authorized Representative

ANNUAL RATE CONTRACT BASIS

Specifications for Printing of Newsletters, Reports, leaflets etc.,

All Rates are excluding gst 18%

1. Newsletter

Approx Pages: 36 Pages

Print: Multi Color

Size: A4

Paper: **Wrapper Pages:** 250 GSM FAC with Matt Lamination; **Inner Pages:** 130 GSM FAP

Matt Paper

Sl.No	Items	Qty	10	25	50	100	500
1.	Cover Page Printing	Per 4 Pages					
2.	Inner Pages Printing	Per 4 Pages					
3.	Centre Pinning	Per Copy					

2. Small Booklets

Approx Pages: 36 Pages

Print: Multi Color

Size: A5

Paper:

Wrapper Pages: 250 GSM FAC with Matt Lamination;

Inner Pages: 130 GSM FAP Matt Paper

Sl.No	Items	Qty	10	25	50	100	500
1.	Cover Page Printing	Per 4 Pages					
2.	Inner Pages Printing	Per 4 Pages					
3.	Centre Pinning	Per Copy					
4.	Perfect Binding	Per Copy					

3. Reports

Approx Pages: 100 - 200 Pages

Size: A4

Paper:

Wrapper Pages: 250 GSM FAC with Matt Lamination;

Inner Pages: 130 GSM FAP Matt Paper

Sl.No	Items	Qty	10	25	50	100	500
1.	Cover Page Printing	Per 4 Pages					
2.	Inner Pages Printing	Per 4 Pages					
3.	Perfect Binding	Per Copy					

4. Leaflets/ Brochures

Approx Pages: 4-6 Pages

Size: A4

Paper: 250 GSM FAC with outer Matt Lamination;

Sl.No	Items	Qty	10	25	50	100	500
1.	Printing (1 Fold)	Per 4 Pages					
2.	Printing (2 Fold)	Per 6 Pages					

5. Special Publications

A. 8x8 Inch Publication

Approx Pages: 36 Pages

Size: 8 Inches x 8 Inches

Paper: Special Paper for both inner and outer (Monte Blanc Paper)

Outer Pages: 250 GSM matt

Inner Pages: 170 gsm matt finish

Sl.No	Items	Qty	10	25	50	100	500
1.	Cover Page Printing	Per 4 Pages					
2.	Inner Pages Printing	Per 4 Pages					
3.	Centre Pinning	Per Copy					
4.	Perfect Binding	Per Copy					

B. Synthetic Sheet Printing – A5**Approx Pages:** 36 Pages**Print:** Multi Color**Size:** A5 Landscape**Paper:** Synthetic Sheet 130 gsm

Sl.No	Items	Qty	10	25	50	100	500
1.	Cover Page Printing	Per 4 Pages					
2.	Inner Pages Printing	Per 4 Pages					
3.	Centre Pinning	Per Copy					
4.	Perfect Binding	Per Copy					

C. Meeting Folder/File – A4**Pages:** 4**Print:** Multi Color Outer**Inner:** both side flap with Multicolor printing**Paper:** 300 GSM Special Board

Sl.No	Items	Qty	10	25	50	100	500
1.	Cover Page Printing	Per 4 Pages					
2.	Inner Pages Printing	Per 4 Pages					
3.	Centre Pinning	Per Copy					
4.	Perfect Binding	Per Copy					

6. Posters**Size:**1. (19 x 29) Inches; 2. (17 x 22) Inches**Paper:** 170 GSM FAP with Matt Lamination**Printing:** Multi Color

Sl.No	Items	10	25	50	100	500
1.	19 x 29 Inches					
2.	16 x 24 Inches					

7. General Documents

Sl.No	Item/Qty	10	25	50	100	500
1.	A4 Print Only: Paper: 130 – 250 FAC Matt Paper					

	Print: Multi Color					
2.	Letter Head: Size: A4; Paper: GSM Royal Executive Bond Paper; Printing Multi Color					
3.	Envelop: Size: A4; Paper: 170 GSM; Print: Multi Color					
4.	Scribbling Pad with Cover: Size: 5.5 x 8.5 Inches; Paper: 70 GSM NS Maplitho Paper; No. of Pages: 20 Pages with Multi Color Wrapper					
5.	Table Top Calendar: Size: 21.5 x 14 cm Front and Back-4 colour printing- 14 sheets Paper: 250 GSM Art Matt Paper – silk finish WBC coating with knurling – wire-o-binding with suitable envelope and stand. Printing: Multi Color					
6.	Planner Calendar: Size: 24 x 18 cm - Portrait Wrapper: 250 GSM Art Matt Paper with knurling- Front and Back printing-4 colour. Inner: 100 GSM Maplitho No. of Pages: 56 pages - Multi Color					

8. Printing Quality Requirements for Technical Qualification of the Firm

Sl.No	List of items	Attached (Yes or No)
1.	Attach at least ONE BEST publication during last one year of minimum 100 pages report to ensure high printing quality.	
2.	Copy of GST Registration Certificate, PAN Number, TIN Number, Service Tax Reg., up-to date VAT clearance Certificate, Certificate of Registration of Firm etc.	

3.	Annual Turnover of minimum 50 lakhs supported with sufficient proofs.	
4.	Power backup facility (Gen-set/DG set) for the operation of printing machines (CTP unit)	
