

Indian Institute of Insolvency Professionals of ICAI (IIIPI)
Regd. Office: Post Box No. 7100, ICAI Bhawan, Indraprastha Marg, New Delhi – 110002

Dated: 16th March 2021

Quotation for Design and Printing of Research Journal of IIIPI

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F. No. IIIPI/R&P/Quotation/2020-21/01

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Subject: - Quotation for design and printing of research journal of IIIPI

1. Quotation Notice

IIP of ICAI (IIIPI), a 100% subsidiary of the Institute of Chartered Accountants of India (ICAI), is in the process of publishing a world-class quarterly peer-reviewed referred research journal – *The Resolution Professional* (hereafter, the Journal). The RNI and ISSN registration of the Journal are under progress which is expected to be completed very soon.

On behalf of the Managing Director, IIIPI, quotations are invited from the eligible printers empaneled with Directorate of Printing, Government of India or Bureau of Outreach and Communication (erstwhile DAVP), Government of India, New Delhi located in Delhi/ NCR initially for a period of one year. **The rate contract/agreement can be extended further on a year-to-year basis based on satisfactory performance of the firm.**

a) The quotation documents can be downloaded from the websites <https://www.iiipicai.in> and <https://www.icai.org> and submitted as per the timeline mentioned in Point 2: Important Dates.

b) Please drop your sealed quotations in the ‘**Quotation Box of IIIPI**’ kept near Reception, **Hostel Block, ICAI Bhawan, A-29, Sector 62, Noida – 201309** latest by **6.00 PM on 06th April 2021**.

Managing Director

IIIPI

2. Important Dates

| | |
|--------------------------|------------------------|
| Published Date | 16.03.2021 at 2.00 PM |
| Bid Submission Last Date | 06.04. 2021 at 6.00 PM |
| Bid Opening Date | 07.04.2021at 4.00 PM |

3. Scope of Work

- i) Designing and Printing of the IIIPI quarterly peer-reviewed research journal.
- ii) The service provider shall be required to provide draft design of the concerned edition of the journal along with a print Dummy on or before 5th working day from the date of receiving the full content for the concerned edition of the journal.
- iii) The service provider shall be required to deliver the printed copies of the journal as per the terms and conditions of the agreement on or before 5th working day from the date of receiving order for print.
- iv) In case the service provider fails to meet the timelines mentioned in point (ii) and point (iii), the performance security deposit shall be forfeited, and further action may also be initiated by IIIPI against the service provider including recommendation to the empanelment agencies, i.e., Directorate of Printing and Bureau of Outreach and Communication, for blacklisting.
- v) It shall be the responsibility of the successful bidder to deliver the printed copies of the journal at IIIPI premises as stipulated date/time of work order.

4. Quality Parameters of the Journal

| S.No. | Item | Parameters |
|-------|--------------------------|--|
| 1. | Size | 7.75” x 10.75” |
| 2. | Color | 4+4 |
| 3. | Pages | 92 + Cover (4 Pages), Additional number of pages, if any, will be calculated as per pro-rata basis. |
| 4. | Paper (Cover) | 170 GSM, Indian Art Paper, Gloss/ Matt Finishing |
| 5. | Paper (Inner) | 100 GSM, Indian Art Paper, Gloss/ Matt Finishing |
| 6. | Finishing | Cover laminated with perfect binding & packed in self-adhesive polythene packet with address labels. |
| 7. | Designing of the Journal | Yes, Responsibility of the bidder |
| 8. | PDF of the Journal | YES |
| 9. | Frequency | Quarterly |
| 10. | Quantity Range | 500 to 5,000 copies |

5. Eligibility Criteria for Technical Bids

- i) Only the Bidders which are based/ have offices in Delhi/NCR are eligible to apply.
- ii) The applicant bidder must be an empaneled private printer with Directorate of Printing, Government of India (<https://dop.nic.in>), New Delhi or Bureau of Outreach and Communication, Government of India (<http://www.davp.nic.in>), New Delhi. Copy of the Registration Certificate/letter must be provided.
- iii) Bidder are required to submit valid factory license.
- iv) Bidder is required to provide a statement indicating the contracts on hand with details of the Departments, Ministries/PSUs, and reputed business Organizations, contact of dealing person (Name & Designation) with complete official address and Telephone/Mobile number.
- v) Bidders are required to provide at least two major work orders from reputed government agencies/ PSUs/ Autonomous bodies, currently in hand.
- vi) Bidders are required to provide PAN Card and GST documents of the firm.
- vii) Bidders are required to provide Balance Sheet along with Profit and Loss statement duly certified by Chartered Accountant of last three financial years.
- viii) No fee for submission of quotation.
- ix) Bidders are required to provide a Declaration on Letter Head stating that the bidder has not been blacklisted by any Ministry/Department/Organization.

If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit/ Performance Security deposit will be forfeited and no excuse whatsoever will be entertained, thereagainst.

6. Terms and conditions

- i) The documents provided in the bid must be valid for a minimum period of ninety (90) days from the due date.
- ii) In no condition the service provider (printer) will be allowed to sublet or outsource any part or whole of the assignment without prior permission from IIIPI.
- iii) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
- iv) **After award of the contract, the successful bidder will be required to provide an 'Acceptance Letter' within two days of receiving the Offer Letter and subsequently sign the agreement with IIIPI within a week.** In case the successful bidder fails to turn up to sign the agreement within a week, IIIPI reserves the right to send 'Offer Letter' to the next successfully bidder.
- v) The rate approved in this quotation shall be valid for the whole of the period of the rate contract and no upward revision will be allowed during the period of the contract.

- vi) The successful bidder will be required to sign an agreement with IIIPI for execution of the assignment and cooperate in legal compliances as and when required by the competent authorities.
- vii) Bidders may inspect the samples of the Journal at IIIPI Admn. Office before applying for the assignment.
- viii) The bidder should provide at least one dedicated mobile for contact. The details of the same may be furnished in the bid (**Annexure-I**).
- ix) **Selected Bidder will be assigned the said work on the fixed rate for one year from the date of signing of Agreement. The contract may be extended further on a year-to-year basis based on satisfactory performance of the firm. In case, the firm is found in breach of any condition (s) of quotation/agreement at any stage or services are found 'not satisfactory' by the IIIPI, the agreement/contract may be terminated, and performance security shall be forfeited. The service provider (printer) will have no right to claim the extension after one year. The decision of IIIPI shall be final in this regard.**
- x) It may specifically be mentioned whether quotation is strictly as per terms and conditions of the quotation. Deviation if any must be spelt out specifically in Technical Bid. In the absence of this, the quotation may be rejected.
- xi) Price bids of only those bidders shall be opened whose technical bids are found to be in order as per terms and conditions of quotation. The successful bidder will be chosen based on quality standards and competitive financial bidding.
- xii) IIIPI reserves the right to reject any tender/bid at any state and/or time fully or partly for whole process and/or for particular contractor and also reserves all rights at any time to add, modify, and delete any item and/or condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular contractor or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. In this regard, the decision of IIIPI shall be final and binding on all the participants.
- xiii) IIIPI reserves the right to accept or reject any quotation or cancel the entire quotation process without assigning any reason whatsoever.
- xiv) IIIPI also reserved the right not to accept the lowest bid.

7. Price Schedule for Financial Bids

- i) The bidders should provide rates in INR for 92 Pages + Cover (4 Pages) in categories as in the following table.
- ii) Rates should be inclusive to the cost of the design, printing and any other cost involved in production.
- iii) GST/taxes shall be mentioned separately.

| S.No. | Quantity Slab | Printing Charges including design, dummy and any other cost involved in production for 92 pages + Cover (4 Pages) | Charges + /(-) 4 Pages |
|-------|---------------|---|------------------------|
| 1. | 500 | | |
| 2. | 1,000 | | |
| 3. | 1,500 | | |
| 4. | 2,000 | | |
| 5. | 3,000 | | |
| 6. | 4,000 | | |
| 7. | 5,000 | | |

8. Earnest Money Deposit (EMD): Each quotation must be accompanied by Earnest Money Deposit of Rs. 10,000 (Ten Thousand Rupees Only) in the form of Demand Draft/ Pay Order in the name of “**Indian Institute of Insolvency Professionals of ICAI**” payable at Noida. Quotations received without Earnest Money deposit are liable to be rejected.

- Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws amends, impairs, or derogates from the quotation in any respect within the period of validity of the quotation.
- The earnest money of all the unsuccessful bidder will be returned as early as possible after award of contract letter. No interest will be payable by the Department on the Earnest Money Deposit.
- Earnest Money of successful bidder shall be returned after finishing of performance Security.

9. Performance Security: The service provider will be required to provide a ‘performance security deposit’ of Rs 15,000 (Fifteen Thousand Only). The ‘performance security deposit’ will be adjusted in the invoice of the last work order of the service provider.

10. Agreement deed: The successful bidder/s shall execute an agreement for the fulfillment of the contract within a week from the date of award of the contract.

11. Payments: Payment shall be made through NEFT to the firm only on satisfactory acceptance of the work as well as receipt of the invoice. In case the item is found to be not as per ordered specification or does not meet the requirement or found to be of sub- standard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.

12. Legal Disputes: All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.

13. Proforma/Checklist for Quotations: Annexure 1

- 14. Force Majeure:** 'Force Majeure' means an event beyond the control of the firm and not involving the firm's fault or negligence and not foreseeable e.g., lockdown due to COVID-19 pandemic, war etc. If the Force Majeure situation arises, the firm shall promptly notify the IIIPI in writing of such condition and the cause thereof. Unless otherwise directed by the IIIPI in writing, the firm shall continue to perform its obligation under the agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 15. Termination of Contract:** The contract can be terminated by either side by serving a three-month notice period.
- 16. Assistance to Bidders:** Any queries relating to the quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a quotation or emailed at iiipi.journal@icai.in or iiipi.pub@icai.in

Managing Director

IIIPI

Annexure -I
Proforma/Checklist for Quotation

Indian Institute of Insolvency Professionals of ICAI (IIPI)
Regd. Office: Post Box No. 7100, ICAI Bhawan, Indraprastha Marg, New Delhi – 110002

Particulars of Bidder:

M/s.....

Address

Mobile / Landline Telephone Number.....

Name of the Person.....

Signing the tender.....

Official Email ID

Earnest Money Deposit Details

PAN/ VAT or Service Tax Registration Certificate

Self-Declaration Certificate that the bidder is not blacklisted by any Govt agency/
department/ PSU/ reputed agency

Statements indicating contracts on hand with details

Copies of Balance Sheets as mentioned in Quotation Document

Copy/ ies of Certificate/s of empanelment

Factory License.....

Last Date for Submission of Sealed Tender:

TOTAL NUMBER OF PAGES

Signature of the Bidder

Name of Bidder (In Block Letters)

Date:

Place: