



INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

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NOTICE INVITING TENDER (NIT)

F.No. IDSA/IDG/28/19

Date: 16/04/19

**E-TENDER NOTICE FOR PUBLICATION OF (1) SINGLE-AUTHORED AND EDITED BOOKS,
(2) REPORTS (TASK FORCE / PROJECT), (3) MONOGRAPHS/ OCCASIONAL PAPERS, AND
(4) IDSA ANNUAL REPORT (ENGLISH AND HINDI) IN TWO-BID SYSTEM**

Detailed Tender Documents are available on line from the date of tender publication at <https://www.tcil-india-electronictender.com>, www.idsa.in and <https://eprocure.gov.in>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.tcil-india-electronictender.com> to participate in the e-Tender. The bidders should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on the <https://www.tcil-india-electronictender.com>, latest by **07/05/19** up to 14:00 hrs. Hard copies of the relevant documents need not be submitted except for (1) Earnest Money Deposit (EMD) to be submitted category-wise, in the form of Demand Draft (DD) in favour of “**IDSA New Delhi**” and (2) **PASS PHRASE** for Tender opening event, which shall be submitted in sealed cover and dropped/ (send by speed post) addressed to the **Associate Editor, Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **07/05/19** up to 14:00 hrs, duly mentioning on top right hand corner of the sealed envelope “**EMD/PASS PHRASE for Publication of Single-Authored and Edited Books, Monographs, Occasional Papers, Reports (Task Force/ Project) and the IDSA Annual Report (English and Hindi)**”.The maximum time allowed for Execution of work, from the issue of Work Order, is:

Category A – BOOKS – 45 days (Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks).

Category B – REPORTS (Task Force / Project) – 45 days (Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks).

Category C – MONOGRAPH / OCCASIONAL PAPER SERIES – 15 days (Printing and Delivery of Stocks).

Category D – ANNUAL REPORT – English – 30 days (Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks); Hindi – 60 days (Includes Translation [30 days],Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks).

All tenderers are requested to read the tender documents carefully **from Annexures I** (General Terms & Conditions); **II** (Prequalification Information, Letter of Transmittal); **III** (Scope of Work) & **IV** (Financial Bid for Publications). The Tender form and Tender assessment criteria are slightly different from the routine tenders. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in IDSA. IDSA reserves the right to verify the particulars furnished by the applicant independently.

IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	16/04/19, 1700 hrs
(ii) Document Download Start Date & Time	16/04/19, 17:15 hrs
(iii) Bid Submission Start Date & Time	16/04/19, 17:30 hrs
(iv) Bid Submission End Date & Time	07/05/19, 14:00 hrs
(v) Offline submission of tender fee, EMD and other offline supporting documents	07/05/19, 14:15 hrs
(vi) Bid Opening Date & Time	08/05/19, 10:30 hrs

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.tcil-india-electronictender.com>, www.idsa.in and <https://eprocure.gov.in> only.

Vivek Kaushik
Associate Editor

GENERAL TERMS AND CONDITIONS

GENERAL

Tenders are invited for **Publication of (1) Single-Authored and Edited Books, (2) Monographs / Occasional Papers, (3) Reports (Task Force / Project) and (4) the IDSA Annual Report (English and Hindi)** on as and when required basis from experienced and well-established publishers empanelled with the Directorate of Printing, Govt. of India under 'A' Class Offset printers. Publishers should have in-house facilities for composing on page maker, corel and adobe illustrator and pre-press work including the entire designing work including the text and cover. The publishers should have capabilities to print the various publications at short notice. Satisfactory documentary evidence in respect of each of the above must be enclosed with the Tender, failing which Tender is likely to be rejected.

Vendors should preferably bid for all categories. However, vendors can bid category-wise also. L- I for each category will be considered for award of contract.

1. The Institute for Defence Studies and Analyses (IDSA) is India's premier strategic and security studies think tank and has a well-qualified, multi-disciplinary research faculty, drawn from academia, the armed forces and the civil services. The Institute is dedicated to objective research and policy relevant studies on all aspects of defence and security. Its mission is to promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.

2. The Institute has an expanding publishing programme encompassing. Detailed Specifications are given in Annexure III.

Category A: BOOKS

- Both edited and single-authored; approximate page extent range - 150-350 pp),
Quantum per year (approx.) = 8

Category B: REPORTS (Task Force / Project)

- Approximate page extent range - 100-200 pp)
Quantum per year (approx.) = 2-4

Category C: MONOGRAPH / OCCASIONAL PAPER SERIES

- Approximate page range 60-120 pp / 30-40 pp)
Quantum per year (approx.) = 8 / 6

Category D: ANNUAL REPORT (ENGLISH AND HINDI)

- Approximate page extent range - 50-60 pp).
Quantum per year = 2 (1 English + 1 Hindi)

Detailed Specifications are given under Scope of Work in Annexure III

3. These are recurring publications and all of these are peer-reviewed and anonymously refereed by subject experts before they are finalized for publication.

4. **IDS A is interested in collaborating with reputed publishing firms to publish and print its publications listed in S.No.2, through a Rate Contract, to be signed initially for a period of One Year, with the provision of a review at the end of the first year, based on performance, for extension of contract for a further period of Two Years, under the same terms and conditions.**

The Annual Report (S.No. 2, Category D) will be published simultaneously in English and Hindi.

5. **The copyright of all works would remain with IDS A.**

6. The publisher would be required to undertake the following tasks:

For CATEGORY A (BOOKS)

(Buyback 200 copies unless otherwise specified)

- All pre-press/ editorial work, including copyediting, proofing, indexing.
- Provide cover designs and a dummy of the publication for approval prior to bulk printing.
- Printing (as per agreed upon print run). Extra copies, if required, would be made available to the Institute at a discount of 40% on the retail price.
- Publish in a manner and style agreed between the Institute and the Publisher.
- Delivery of stocks to the IDS A on agreed upon date.

For CATEGORY B (REPORTS [Task Force / Project])

(Buyback 200 copies unless otherwise specified)

- All pre-press/ editorial work, including copyediting, proofing, indexing.
- Provide cover designs and a dummy of the publication for approval prior to bulk printing.
- Printing (as per agreed upon print run). Extra copies, if required, would be made available to the Institute at a discount of 40% on the retail price.
- Publish in a manner and style agreed between the Institute and the Publisher.
- Delivery of stocks to the IDS A on agreed upon date.

Detailed Specifications are given under Scope of Work in Annexure III

For CATEGORY C (MONOGRAPH / OCCASIONAL PAPER SERIES)

(Buyback 200 copies each unless otherwise specified)

- Printing of Monographs / Occasional Papers
- Preparation of Dummy
- Delivery of stocks to IDS A on agreed upon date.

Detailed Specifications are given under Scope of Work in Annexure III

For CATEGORY D (ANNUAL REPORT)

(Buyback: English – 200 copies; Hindi – 75 copies)

- Typesetting, Cover Designing, Preparation of Dummy and Delivery of Stocks on agreed upon date.

Detailed Specifications are given under Scope of Work in Annexure III

7. TAXES AND DUTIES:

7.1. The TDS shall be deducted from the bills of the vendor as applicable, at the time of payments as per rules.

8. MOBILIZATION ADVANCE:

No mobilization advance shall be paid for the work.

9. COMPLETION PERIOD

The completion period as indicated in the Tender document is for the entire work of publication.

10. VALIDITY

The bid shall remain valid for 90 days from the date of opening of Price Bid.

11. PAYMENT TERMS: Payment will be released after satisfactory completion of work.

12. ELIGIBILITY:

- (i) Bidder should have experience of at least 5 years in this field.
- (ii) Firm should produce completion certificate of similar works undertaken with Organizations/ Autonomous Bodies/Think Tanks.

13. The Publisher must be empanelled with the Directorate of Printing, Government of India under the 'A' Class Offset printers (copy to be enclosed).

14. The selected Publisher will be responsible for receipt of the original manuscript and related material from the IDSA.

15. All proofs duly corrected by the publisher up to final proof, made up dummies, layout, etc. should be made available at the IDSA for approval.

16. The Tender Document can also downloaded from the IDSA website: www.idsa.in or as mentioned in NIT. The Tender Document must be deposited at the time of submitting the Tender.

17. The Publisher shall also be responsible for ensuring delivery of the final printed publications within the time specified, from the date of print order/approval from IDSA. Charges for packing, forwarding and delivery shall be borne by the publisher.

18. The paper for printing is to be procured by the publisher and shall be as per the specifications indicated in this Tender. A sample of the paper proposed to be used will be required to be submitted in a prescribed manner along with the bid and would need to be certified by the publisher. The quality of paper and printing must be at par with the specifications mentioned in this Tender Document otherwise the Tender agreement may be cancelled immediately by the competent authority and appropriate action may be initiated against the publisher as per the norms and decisions taken by the competent authority.

19. A soft copy of each of the final printed publications in PDF, HTML format will be required to be submitted on a CD-ROM immediately.

20. **PENALTY CLAUSE.** A penalty of 5% (five per cent) of the total value of the job shall be charged from the publisher for per day delay. IDSA will have the right to cancel/offload the work in full/part and get the same completed through an alternate source at the risk and cost of the successful bidder (publisher).

21. The publications shall be subject to inspection before delivery from the publisher. Publications, which do not conform to approved samples/ specifications, are liable to be rejected in full. The successful publisher will be required to replace the rejected publications at his cost and deliver them at the specified destination as per instruction given by the IDSA.

22. All the pages of the Tender Form must be signed by the bidder or his/her authorized signatory with his/her rubber-stamp affixed onto it.

23. **AWARD OF THE WORK.** IDSA will notify the name of the successful bidder in writing through a registered letter or fax about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract.

24. **ARBITRATION.** In case of any dispute or differences whatsoever between the two parties, the decision of the IDSA shall be final and binding on both the parties.

25. **EARNEST MONEY DEPOSIT (EMD).** The bidder must furnish the Earnest Money Deposit (EMD) as listed in this tender. The EMD is to be furnished in the form of Demand Draft issued by any Nationalized/Scheduled Bank in favour of "IDSA New Delhi", payable at New Delhi, failing which the Tender is liable to be summarily rejected. The Earnest Money of the unsuccessful bidders will be returned within 15 days of the decision on the Tenders. No interest shall be payable on the Earnest Money. The Earnest Money of the successful bidder shall be forfeited, if the bidder withdraws his/her Tender during the specified period of validity of Tender or does not respond/comply with the instructions to clarify or supplement the information or provide samples of materials, analysis of rates as may be asked for, if the firm fails to convey the Contract. The Earnest Money can be seized or adjusted if the Contract of Tender is cancelled and penalty, if any, is levied against the printer/publisher for any reason.

Separate EMD Demand Drafts (DD) are required for each category, even if the bidder is bidding for all or more than one category of publications, as under:

For Category A – Rs 10,000
For Category B – Rs 2,000
For Category C – Rs 2,000
For Category D – Rs 2,000

Accordingly, the bid and associated documentation provided should clearly mention whether the bid is for a single category or mention clearly and specifically the multiple categories being bid for.

26. SECURITY DEPOSIT

The successful bidder for each category, has to furnish a **Security Deposit** (interest-free) as a performance guarantee **for an initial period of 12 months** either by DD (Interest-free) or Bank Guarantee or FDR in favour of "IDSA New Delhi", as under:

For Category A – Rs 50,000
For Category B – Rs 10,000
For Category C – Rs 10,000
For Category D – Rs 10,000

After completion of contract period, if any over-payment is detected, IDSA reserves the right to adjust the same from the Security Deposit. If any under-payment is detected, accounts shall be reconciled thereafter and balance payment shall be released to the firm.

27. EVALUATION CRITERIA FOR TENDER:-

27.1 For the purpose of Tender, the bid will be evaluated in the following manner:

27.1.1 The duly filled Tender document should be uploaded as per NIT before the last date.

27.1.2 The Tenderer should have submitted the earnest money.

27.1.3 The technical evaluation committee shall evaluate the bid as per the criteria as per terms and conditions mentioned in the Tender Document.

27.1.4. Even though the bidders may satisfy the above requirements, they would be liable to disqualification if they have:

- (i) Made **misleading or false representation or deliberately suppressed information** in the forms, statements and enclosures required in the pre-qualification document.
- (ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failure/weakness etc.

27.1.5. Technically qualified bidders will be informed prior to the opening of financial bids. The Financial Bid of those bidders who qualify in the technical bid, shall be opened in presence of bidders who wish to be present online.

TECHNICAL QUALIFICATIONS:-

Brief Bio data with Check list of the Tender:-

- (i) NAME AND ADDRESS OF THE COMPANY
- (ii) NAME OF CONTACT PERSON
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
- (iii) INCOME TAX ITCC NO. (With documentary proof) - Attach Income tax Return of last three Financial Years.
- (iv) Balance Sheet for last three Financial Years – Should be audited; attach attested photocopies.
- (v) GST (With documentary proof)
- (vi) NATURE OF OWNERSHIP- PRIVATE/PUBLIC/COMPANY/ PROPRIETORSHIP / PARTNERSHIP
(Please provide details with documentary evidence).
- (vii) Details of experience of last five years to whom the aforesaid services have been provided (Please attach annexures with details of Organization’s Name with address, time period, contact person’s reference with Contact no).
- (viii) Details of present assignments (Please attach annexures with details of Organization’s Name with address, time period, contact person’s reference with Contact no).
- (ix) Any other details, please specify with documentary evidence.
- (x) Details of EMDs enclosed. _____.
- (xi) Certificate of Empanelment as per Clause 13.

(SIGNATURE WITH STAMP)

Designation

Address

Phone (O)

(R)

Date

CHECK LIST OF ATTESTED COPIES OF DOCUMENTS

ATTACHED WITH THE TENDER

- | | | |
|-----|--|----------|
| (a) | Firm registration | Yes / No |
| (b) | PAN Number | Yes / No |
| (c) | Bank Draft / Pay order for earnest money | Yes / No |
| (d) | GST No. . | Yes / No |
| (e) | Experience of last five years | Yes / No |
| (f) | Documentary proof of present assignments | Yes / No |
| (g) | Copies of audited balance Sheet of last three FY years | Yes / No |
| (h) | Copies of Income Tax return for last three FY years | Yes / No |
| (i) | Certificate of Empanelment as per Clause 13 | Yes/No |

Signature of Tenderer _____

With Seal

**PREQUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

From:

To,
The Associate Editor
IDSA

Subject: PUBLICATION OF (1) SINGLE-AUTHORED AND EDITED BOOKS, (2) MONOGRAPHS / OCCASIONAL PAPERS, (3) REPORTS (TASK FORCE / PROJECT) AND (4) IDSA ANNUAL REPORT (ENGLISH AND HINDI)

Sir,

Having examined the details given in tender press Notice and tender document for the above work, I/we hereby submit the quotation and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms, **Annexure I, II, III, and IV** and accompanying statement, are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We submit the documents mentioned in Annexures I-IV, duly signed and scanned.

Enclosures.

Seal of Applicant
Date of Submission

Signature(s) of Applicant(s)

With seal

SCOPE OF WORK

Pub Type	Print Size (Inches)	Type of Binding	Paper (Text)	Front Cover	Indexing	No. of Copies	Timeframe
CATEGORY A							
Books	6x9	Hard, pasted board	90 gsm NS	300 gsm Art card, 4col Dust Jacket, Matt/Gloss/UV	Required	200	45 Days
CATEGORY B							
Reports (Task Force / Project)	8.5x11	Soft, Perfect	100 gsm Matt Art	300 gsm imp matt art card (Magnomatt) 4 col, Matt/Glossy	Optional	200	45 days
CATEGORY C							
Monographs / Occasional Papers	6x9	Soft, Perfect	90 gsm High Bulk, NS	300 gsm Art Card, 4 col, Matt/Glossy	Not Required	200	15 days
CATEGORY D							
Annual Report	6x9	Soft, Perfect	100 gsm Super Sunshine	300 gsm Art card,4col, Matt/Glossy	Not Required	200 (English); 75 (Hindi)	English – 30 days; Hindi – 60 Days

FINANCIAL BID FOR PUBLICATIONS

Pub Type	Print Size (Inches)	Type of Binding	Paper (Text)	Front Cover	Indexing	No. of Copies	Rate per page (Rs)
CATEGORY A							
Books	6x9	Hard, pasted board	90 gsm NS	300 gsm Art card, 4col Jkt, Matt/gloss/UV	Required	200	
CATEGORY B							
Reports (Task Force / Project)	8.5x11	Soft, Perfect	100 gsm Matt Art	300 gsm imp matt art card (Magnomatt) 4 col, Matt/Glossy	Optional	200	
CATEGORY C							
Monographs / Occasional Papers	6x9	Soft, Perfect	90 gsm High Blk, NS	300 gsm Art card, 4 col, Matt/Glossy	Not Required	200	
CATEGORY D							
Annual Report	6x9	Soft, Perfect	100 gsm Super Sunshine	300 gsm Art card, 4col, Matt/Glossy	Not Required	200 (English)	
						75 (Hindi)	

Signature of Bidder
with stamp

Note: 1. If any discrepancy in amount is noticed in figure and words, the higher of the two would be considered.

2. Rates should be exclusive of GST.

3. A soft copy of each of the finally printed publications in PDF. HTML format will be required to be submitted on a CD-ROM.

4. No extra payment will be made for local delivery and packing/forwarding etc.

5. All the Publishers must have completed all existing taxable formalities covered under rules and laws put in force by the Government and must abide by the Rules and laws to be enforced by the appropriate authority for the publishing firm.