The Bhabha Atomic Research Centre Employees' Co-op. Credit Society Ltd., Mumbai

(Registration No. 29770)

ISO 9001:2015 Certified

Ref. No. : BARC / CS / 1473 Date :

24.07.2023

To,

.....

Subject: Invitation to submit your quotation for Minutes

Dear Sir,

You are requested to submit your quotation, in sealed envelope for the Printing, supply and delivery of Minutes of "61st AGM" and "Special General Body Meeting". The complete quotation shall reach to the undersigned by **post (Speed Post/Registered AD) on or before 07.08.2023.**

Sr. no.	Description of work	Work completion period
1	Printing, supply and delivery of Minutes of "61st AGM" and "Special General Body Meeting" of The BARC Employees Co-op. Credit Society Ltd.	20 days

The terms and conditions are given below:

1. **Qualifying criteria for bidders**
   Interested bidders shall contact the undersigned on Phone No. 25596341/43/33(Ext. No. 26341/43/33) with above mentioned details for getting the Detailed Tender Specification.

2. The quotation envelope shall be noted with **Description of the work and the Tender Ref. No.,** mentioned above.

3. The complete quotation shall reach the following address on or before **07/08/2023 up to 18.00 hrs.** by **Registered Post/ Speed post.**

   Hon. Secretary
   The BARC Employees Co-op. Credit Society Ltd.
   Old R5 Shed, BARC Trombay, Mumbai-400085

4. **Printed Letter Head**: Quotation should be printed on the letter head; computer generated letter head is not valid.

5. **Validity of the Offer**: Validity of the offer shall be 60 days from date of opening of quotation.

6. **Guarantee**: Vendor shall have to give guarantee of the quality and workmanship of work done.

7. **Offer of Firm:** Offer of those firms, who do not submit their quotation as per the details given in the technical specification and incomplete quotations in any respect shall not be considered. Vendor should submit their offer along with sample.

8. **The BARC Employees Co-op Credit Society Ltd.** reserves right to extend the date of opening the quotations.

9. **Payment Terms:** The BARC Employees Co-op. Credit Society Ltd. shall make full and final payment only after submission of the satisfactory work completion certificate issued from the undersigned, bill, guarantee certificate, delivery challan and advanced stamped receipt. No advance is admissible.

10. **Income Tax Recovery Clause:** If the vendor is himself owner of the firm, then Income tax @ 1% will be deducted from the bill and if it is partnership firm then 2% will be deducted from the bill.

11. **Penalty:** Any delay which attributable to the contractor is liable for penalty @ 0.5 % per week (max 5 %) to be imposed on contractor.

12. **GST/VAT/PAN Number:** Quotation shall consist of GST Registration Number, PAN number of the firm, service tax registration number etc.

13. **Quantity Variation Clause:** Quantity variation of ± 10% is possible during the execution of the job. Actual payment shall be made based on the actual work carried out by the contractor after completion of entire job.

14. Other Terms & Conditions are as follows:-
    i. Paper quality should be as per attached sample.
    ii. Page-wise quotation should be given.
    iii. Proof of the printing & printing matter to be provided at the North Gate of B.A.R.C.
    iv. Free delivery.
    v. DTP work charges in connection with printing should be borne by the printer.
    (Note: DTP unit should be available with printing unit)

THE B.A.R.C. EMPL. CO-OP. CR. SOC. LTD. ★ Reg. No. 29770 OF 30-11-61

(Shivaji Hagawane)
Hon. Secretary
For, The BARC Employees Co-op. Credit Society Ltd.
Old R5, Shed, BARC, Trombay, Mumbai-400 085

ANNEXURE – I
TECHNICAL SPECIFICATION

Title: - Printing, supply and delivery of "Minutes for the 61st AGM and Special General Meeting"

Description of Job:

1. Design of the cover pages will be provided by the society. Processing to be done by the Printer.
2. Design and Art Work of inside pages, Textual matter, etc. and pages for additional matter, if any, to be done by the Printer in page format.
3. The vendor shall deliver 5 Nos. of each Minutes Books to society Head Office within 5 (five) days from the date of approval of Proof reading.
4. The Minutes Books, which shall have to be sent as stated above, must be packed by using proper packing materials to ensure that it can withstand the road hazards, natural calamities and not damaged or folded during transit.
5. The bidder to undertake due precaution to ensure the binding quality of the books is par excellence, failing which, the society will take due course of actions.

SPECIFICATION:

Sr. No.	Subject	Requirement
1	Quantity	500 copies each of Minutes of 61st AGM and Special GM (Marathi & English) i.e. Total 2000 copies as per sample
2	Minutes	black/white
3	Mode of Printing	Offset Process
4	Paper	70 GSM Maplitha
5	Binding	Perfect Binding as per last year sample
6	Type setting	D.T.P. setting
7	Design Layout including Cover & Text Pages in PEN-DRIVE	will be supplied by user.
8	Approximately	Approximately 60 Pages Text of each minutes.

Eligibility Criteria for vendor: -

1. Latest valid GST Registration Certificate (Photocopy must be enclosed).
2. The vendor must have own Printing Press of four colour Offset Printing Machine with latest technology of CTP System under one roof.
3. In-house facilities for carrying out multi-colour job as per design and colour scheme.
4. In-house facility for allied job like binding/packaging etc.
5. In-house facilities like pre-press facility, layout, Designing, DTP, Proof Reading, Scanning, Art Studio etc.
6. **Undertaking by the agency in its Letter head that:**

a. That it has not been barred or blacklisted by any of the Central/State Government / Departments / Organizations/ Central or State PSU.

b. That the proprietor/partners of the agency do not have any relative employed with Society.

d. Vender/bidder should have experience of at least two years for selling of the above-mentioned items.

e) Should have valid GST No. and PAN Card.

f) Place of Delivery: - The BARC Employees Co. Op Credit Society Ltd. Add- Mandakini Building, Anushaktinagar, Mumbai – 400 094 OR at North Gate, B.A.R.C.

g) Delivery period: - 20 days from the date of supply order.

h) In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.

i) The BARC Employees Co-op Credit Society Ltd. reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.

j) Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.

k) The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order.

THE B.A.R.C. EMPL. CO-OP. CR. SOC. LTD. ★ Reg. No. 29770 OF 30-11-61

(Shivaji Hagawane)
Hon. Secretary
For, The BARC Employees Co-op. Credit Society Ltd.
Old R5, Shed, BARC, Trombay, Mumbai-400 085