

COUNCIL OF ARCHITECTURE

An autonomous Statutory Body of Government of India
India Habitat Centre, Core 6-A, 1st Floor, Lodhi Road, N. Delhi –110003
Phone : 011-24648415, 24654172, Fax : 011-24647746
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September 21, 2015

NOTICE

This has reference to our Tender Notice published in the Hindustan Times and Navbharat Times on 12.09.2015 for printing of Hand Book of Professional Documents and Directory of Architects 2015 Edition. The details regarding receipt & opening of the Tender shall be as under:-

1. Last date and time for receipt of Tenders : 12 October, 2015 17:00 Hrs.
2. Date and time for opening of Tender : 14 October, 2015 16:00 Hrs.

Technical Bids will be opened in the office of the Registrar, Council of Architecture at India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003. The tenderer may himself or through his authorized representative be present during the tender opening. In case authorized representatives of the tenderers attend tender opening, they are required to bring authorization letters from the tenderers. Commercial Bids of only those firms will be opened, whose technical bids are found eligible after the technical evaluation.

Registrar
Council of Architecture

**INVITATION OF TENDERS AND INSTRUCTIONS TO THE TENDERERS FOR PRINTING OF
HAND BOOK OF PROFESSIONAL DOCUMENTS AND DIRECTORY OF ARCHITECTS OF
COUNCIL OF ARCHITECTURE,NEW DELHI**

To,

1. The Registrar, Council of Architecture, New Delhi invites you to tender in two bid pattern for printing of 9th Edition of Hand Book of Professional Documents and 11th Edition of the Directory of Architects of the Council of Architecture.

2. General Information about the tender is as follows:-

- | | |
|---|---|
| 1) Tender Reference No. | : CA/HB &DOA/2015 |
| 2) Last date and time for receipt of Tenders | : 12th October, 2015 17.00 Hrs |
| 3) Date and time for opening of Technical Bid | : 14 th October, 2015 16.00 Hrs |
| 4) Place of Opening of Tenders | : Office of the Registrar
Council of Architecture, New Delhi |

3. The details about the tender, terms, conditions and other related information are mentioned in the appropriate chapters as below:-

Chapter -1	Instructions to Bidders
Chapter-2	Terms and Conditions
Chapter-3	Specifications
Chapter-4	Technical Bid Format
Chapter-5	Commercial Bid Format
Chapter-6	Payment Schedule
Annexure-I	Specimen of Agreement to be entered into between Owner and the Printer

Raj Kumar Oberoi
Registrar
Council of Architecture

Chapter - 1

INSTRUCTIONS TO BIDDERS

1. Terms and conditions are given in Chapter -2 and specifications for printing of Hand Book of Professional Documents and Directory of Architects in Chapter -3. The specimen copy of the last edition of the Hand Book of Professional Documents and Directory of Architects can be procured from the office of the Council of Architecture.
2. The Technical Bid Form of the tender is given in Chapter- 4 and Commercial Bid Form is given in Chapter -5. The schedule of payment/ stages of payment is given in Chapter 6.
3. The tender, complete in all respect and duly sealed, should reach the office of the **Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003** up to **12th October, 2015**. The Technical Bid Form duly filled and signed by the Tenderer must be submitted in a separate sealed cover super-scribing Technical Bid of the Tender for Printing of Hand Book of Professional Documents and Directory of Architects. Another sealed cover should contain the Commercial Bid Form duly filled and signed, super-scribing Commercial Bid of the Tender for Printing of the Hand Book of Professional Documents and Directory of Architects -2015. **Both the Technical Bid as well as Commercial Bid, sealed in separate envelopes as stated above, should then be together sealed in another envelope and sent as described in the succeeding paragraph.**
4. The Tender must be addressed to the Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003 and envelope should be **SUPER-SCRIBED AS TENDER FOR PRINTING OF HAND BOOK OF PROFESSIONAL DOCUMENTS AND DIRECTORY OF ARCHITECTS – 2015**.
5. Technical Bids will be opened in the office of the Registrar, Council of Architecture at India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003. The information about date & time of opening of Technical bid shall be displayed at the website of the CoA. The tenderer may himself or through his authorized representative be present during the bid opening. In case authorized representatives of the tenderers attend tender opening they have to bring authorization letters from the tenderers. Commercial Bids of only those firms will be opened, whose technical bids are found eligible after technical evaluation.
6. Technical Bid and Commercial Bid should be signed by the Printer or by a person who is duly authorized and legally competent to do so. A person signing the forms or any document forming part of the Tender process/ contract on behalf of the firm shall be deemed to have been duly authorized by the Proprietor/Partner of the Firm/Company and actions taken by such a person in pursuance of this Tender/ contract shall be deemed to have been performed by the Proprietor/Partner/Company and shall bind them.
7. The tenderer shall deposit a sum of Rs.2,50,000/-(Rupees two lakh fifty thousand only) for tender as “Bid Security” (Earnest Money) in form of the Demand Draft or Banker’s Cheque from any bank, drawn in favor of **Council of Architecture** payable at New Delhi and forward the same along with the Technical Bid. **Tenders that are not accompanied by the requisite Earnest Money will not be considered in any case.** The Earnest Money of the unsuccessful tenderer will be returned before expiry of the 30th day from the date of Work Order is awarded to successful bidder. The Earnest Money shall not bear any interest.
8. Work Order shall ordinarily be awarded to the lowest bidder, whose bid has been found to be complete in all respects.

Chapter - 2

TERMS AND CONDITIONS

1. A “Bank Solvency Certificate” for Rs.30 lakh from a Scheduled Bank, issued not before 30th September, 2015, should be attached with the Technical Bid, failing which the tender will not be considered.
2. Tenderer must have experience of doing similar nature of work for at-least five years.
3. The PRINTER shall have pre press printing/post press facilities within Delhi / New Delhi / NCR, enabling the Council of Architecture to supervise/monitor the work at regular intervals.
4. Specimen of the Agreement is given in Annexure-I.
5. The successful bidder will have to complete the WORK as per the specifications given in the Tender document, within **45 days** of the award of Contract.
6. If any tenderer withdraws his tender after opening of the Tenders or expresses his inability to perform the contract after the award of Work or makes any modifications in the terms and conditions of the tender which are not acceptable to the Council of Architecture, then the Council of Architecture shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money Deposit/Performance Security Deposit.
7. Earnest Money deposit given by all tenderers except the one, whose tender is accepted, will be refunded before expiry of **30th day** from the date of Work Order is awarded to successful bidder.
8. Successful tenderer would be intimated by a formal letter of Acceptance. The Successful tenderer, within 07 days of the receipt of formal acceptance letter, shall execute an Agreement with the Council of Architecture in the prescribed form on a non-judicial stamp paper of Rs.100/-.
9. The successful tenderer within 07 days of the receipt of formal acceptance letter, shall be required to deposit a sum equivalent to 20% of the total cost as Performance Security Deposit which shall be valid for a period of **60 days**.
10. The Council of Architecture reserves its right not to accept the Lowest bidding tender and shall be at liberty to reject any or all Tenders without assigning any reason whatsoever.
11. Subject to the conditions mentioned above, the Earnest Money Deposit of the successful bidder will be refunded within 15 days of the deposit of the Performance Security Deposit.
12. Submission of the Tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alternations, overwriting or erasure of any terms and conditions is not permitted.
13. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected outrightly.

Chapter - 3

SPECIFICATIONS

A) Printing of Handbook of Professional Documents (With Book Mark)

1	Quantity	20,000 Copies
2	Pages	a) 440 pages + 4 Pages Cover (400 pages Black & White) (40 pages + 4 cover pages in 4 colour)
C	Finished Size	210mm x 275mm
4	Open Size	420mm x 275mm
5	Inputs	a) Ready files/ CD's for 44 Colour Pages b) Ready to compose files for 400 B/w pages

B) Printing of Directory of Architects 9th Edition (With Book Mark & Outer Cartoon)

1	Quantity	500 Copies
2	Pages	a)1740 pages + 4 Pages Cover (1700 pages Black & White) (40 pages + 4 cover pages in 4 colour)
3	Finished Size	216mm x 279mm
4	Open Size	432mm x 279mm
5	Inputs	a) Ready files/CD's for 44 Colour Pages b) Ready to compose files for 1700 B/w pages
Directory will be printed in two volumes.		

Chapter - 4 TECHNICAL BID OF TENDER

(Schedule to Tender)

1. Tender to be addressed to	Registrar, Council of Architecture
2. Tender to be submitted to	Registrar, Council of Architecture, India Habitat Centre, Core-6A, 1st Floor, Lodhi Road, New Delhi- 110 003
3. Tender, date and place of opening of Tender	On 14 th October,2015 at CoA Office, 16.00 Hrs
4. Tender open for acceptance upto	Upto 12th October, 2015, 17.00 Hrs.
5. Previous Experience in printing of Books, Magazine, Journals/ Directories/Soft and Hard Bound	attach samples
6. VAT No.	to mention
7. TIN No.	to mention
8. PAN No.	to mention
9. Proof of Turnover for the last Five Years	Attach Proof
10. Pre-press Printing /post press facilities available with the Printer within Delhi/NCR	Available / not available
11. Earnest Money of Rs.2,50,000/- deposited in the form of DD in favor of Council of Architecture and payable at New Delhi	a) DD No. _____ (attached in original). b) Date _____ c) Bank _____
12. Bank Solvency Certificate issued not before 20.08.2013	Enclosed / Not enclosed

Signature of Tenderer _____

Name in the Block Letters _____
(Name of Firm/Company with Seal)

Date _____

Capacity in which signed _____

Full Address _____

Tel.Nos. _____

Chapter – 5
COMMERCIAL BID OF TENDER
(Schedule to Tender)

1. Tender to be addressed to : Registrar
2. Tender to be submitted to : Registrar, Council of Architecture
India Habitat Centre, Core-6A, Ist Floor,
Lodhi Road, New Delhi –11000 3
3. Conditions of the Tender Document : ACCEPTED
4. Details of Quotation/information as given below:-

A. Printing of Handbook of Professional Documents, 2015 (With Book Mark)

Sl. No.	Particulars	Specifications	Cost Price (all Inclusive) per copy (Rs.) for 20,000 copies
1	Page making, compiling, composing of text/ editing, laser output 7pt/8pt size	400 pages in Single Colour (B/W)	
2	Book Mark (4 Nos)	Printed in 4 Colour both sides on BILT C2S Art Card 250 GSM Matt Size : 15cm x 5cm with silken thread & eyelet	
3	Paper	a) 40 pages in BILT C2S Art Paper 130 GSM Matt b) 400 Pages in BILT Sunshine Super Printing Paper 80 GSM c) 4 Cover Pages BILT C2S Art Card 300 GSM Matt	
4	Proofing	Kodak/Epson for Colour Pages & Ferro/Laser proofing of Black & White Pages	
5	Printing (Process: Offset)	a) 400 pages Single Colour (B/W) b) 40 pages + 4 cover pages in 4 colour	
6	Binding	Section Sewn Perfect Binding, Cover drawn on with Ribbon Marker	
7	Lamination	Outer Cover Lamination including Lamination of Book Mark both sides	
8	PVC Envelops with Single Colour Printing	Superior Quality as approved by the COA	
9	Filling	Incl. Address pasting and taping of envelopes	
10	Taxes (if applicable)		
11	Cost (Per copy) for additional copies of Handbook of Professional Documents in multiples of 2000 copies		
12	Cost for Addition/ Reduction of 4 pages set including composing, paper & printing	a) Colour b) Black & White	

B) Printing of Directory of Architects,2015 (With Book Mark & Outer Packing Cartoon)

Sl. No.	Particulars	Specifications (Directory of Architects shall be printed in two volumes)		Cost Price (all Inclusive) per copy i.e. (Volume-I & II) for 500 copies in Rs.
		Volume - I	Volume - II	
1	Page making, compiling, composing of text/ editing, laser output 7pt/8pt size	850 pages in Single Colour (B/W)	850 pages in Single Colour (B/W)	
2	Book Mark (4Nos)	Printed in 4 Colour both sides on BILT C2S Art Card 250GSM Matt Size : 15cm x 5cm with silken thread & Eyelet	Printed in 4 Colour both sides on BILT C2S Art Card 250GSM Matt Size : 15cm x 5cm with silken thread & Eyelet	
3	Paper	a)40 pages in BILT C2S Art Paper 130 GSM Matt b)850 Pages in BILT Sunshine Super Printing Paper 80 GSM c)4 Cover Pages in BILT C2S Art 170 GSM Matt to be pasted on 2.5 mm imported Board	a)40 pages in BILT C2S Art Paper 130 GSM Matt b)850 Pages in BILT Sunshine Super Printing Paper 80 GSM c)4 Cover Pages in BILT C2S Art 170 GSM Matt to be pasted on 2.5 mm imported Board	
4	Proofing	Kodak/Epson of all Colour Pages & Ferro/Laser proofing of Black & White pages	Kodak/Epson of all Colour Pages & Ferro/Laser proofing of Black & White pages	
4	Printing (Process: Offset)	a) 850 pages Single Colour (B/W) b) 40 pages + 4 cover pages in 4 colour	a) 850 pages Single Colour (B/W) b) 40 pages + 4 cover pages in 4 colour	
5	Perfect Binding with Hard Bound Cover	Section Sewn, Cover drawn on with Ribbon Marker, Perfect Hard Bound in 2.5 mm imported Board	Section Sewn, Cover drawn on with Ribbon Marker, Perfect Hard Bound in 2.5 mm imported Board	
6	Lamination	Outer & Inside Cover Lamination including Lamination of Book Mark both sides	Outer & Inside Cover Lamination including Lamination of Book Mark both sides	
7	Packing Cartoons	500 with 400 gsm Duplex Board Box Type without printing as approved	500 with 400 gsm Duplex Board Box Type without printing as approved	
8	Filling	500 cartoons	500 cartoons	
9	Taxes (if applicable)			
10	Cost for Addition/ Reduction of 4 pages set including composing, paper & printing	a) Colour b) Black & White	a) Colour b) Black & White	

Signature of Tenderer_____

Name in Block Letters _____

Capacity in which signed_____

Date_____

Chapter - 6
PAYMENT SCHEDULE
(Schedule to Tender)

STAGES OF PAYMENT		
1.	ON SUBMISSION OF THE PERFORMANCE GURARANTEE BY THE PRINTER TO COUNCIL	20% OF TOTAL COST OF WORK
2.	ON SUBMISSION OF DRAFT OF THE ENTIRE WORK FOR APPROVAL	10% OF TOTAL COST OF WORK
3.	ON APPROVAL OF WORK FOR FINAL PRINTING	10% OF TOTAL COST OF WORK
4.	ON RECEIPT OF ADVANCE PRINTED COPIES	10% OF TOTAL COST OF WORK
5.	ON APPROVAL OF THE ADVANCE COPIES	10% OF TOTAL COST OF WORK
6.	ON DELIVERY OF THE ENTIRE WORK UPTO THE SATISFACTION AND AS PER THE INSTRUCTIONS OF THE OWNER	15% OF TOTAL COST OF WORK
7.	ON SUBMISSION OF FINAL BILLS FOR PAYMENT WITH THE COUNCIL	25% OF TOTAL COST OF WORK

Annexure-I

AGREEMENT

This Agreement is MADE on THIS _____ day of _____ BETWEEN THE Registrar, Council of Architecture, New Delhi (hereinafter called the 'OWNER' which expression shall, unless excluded by or repugnant to the context be deemed to include his successor in office, and permitted assigns) of the One part and M/s. _____, a proprietary concern of _____ having _____ its office at _____ (hereinafter referred to as the PRINTER which expression shall, unless excluded by or repugnant to the context be deemed for themselves, and their respective executors, administrators, assigns legal associates, or successor) of the other part.

WHEREAS the OWNER, owns and possesses the copyright and all other rights of the books titled **"Hand Book of Professional Documents"** and **"Directory of Architects - 2015"** (hereinafter called the 'WORK')

AND WHEREAS pursuant to the offer made by the PRINTER to print the said WORK on the terms appearing hereinafter.

IT HAVING BEEN AGREED AND DECIDED AS FOLLOWS:

1. THE OWNER hereby assigns the PRINTER the exclusive right to print the aforementioned WORK in printed book format in the English language.
2. THE OWNER warrants that at the time of execution of this Agreement they are the owners of the copyright in the WORK and that the WORK does not infringe on the copyright of any other person and that it contains no libelous matter.
3. THE copyright of the material of the WORK, including all text, pictures, drawings, maps, copyright of the layout (comprising the design of the inside pages of the WORK, the cover design etc.) of this edition of the WORK shall remain vested in the OWNER. The PRINTER shall not in any manner supply, print or reproduce the WORK to any other person/ party.
4. PRINTER shall have to carry out all page making, layouts and designing for the job with legal software only. The responsibility for not using the legal software will be of the PRINTER.

5. THE PRINTER shall not publish or allow to be published anywhere any abridgement, or printed dramatized version of the WORK in any form without the written consent of the OWNER.
6. THE PRINTER undertakes to print the specified no. of copies, as stated in the schedule to Tender Document, of the said WORK within two months from the date of receipt of the said WORK provided that any further re-print of the WORK shall be undertaken after prior written approval of the OWNER on the same terms and conditions.
7. THE PRINTER undertakes to print the WORK at the price quoted in the tender i.e. _____.
8. THE WORK will be produced (which term shall include production, printing, binding and packing etc.) at the expense of the PRINTER.
9. THE PRINTER shall typeset the WORK afresh; design the textual matter, visuals and the cover and carry out any other necessary and incidental work at his own cost.
10. THE PRINTER shall submit a dummy/ draft printed version of the WORK for final approval of the OWNER and shall print and publish the WORK as approved by the OWNER
11. THE PRINTER shall not, without the consent in writing of the OWNER, make any alteration, deletion or addition to the work as finally approved by the OWNER.
12. THE OWNER shall do whatever is necessary to protect the copyright as it pertains to the exclusively licensed publication rights. The PRINTER hereby agrees to include the following statement on the reverse title of the page of its edition of the WORK:
“Copyright Council of Architecture an autonomous statutory body of Government of India”.
13. THE WORK including the advertisements shall be published as per the minimum specifications stated in the Chapter 5 of the Tender Document. The WORK shall be printed and published STRICTLY as per the requirement and standards prescribed by the OWNER.
14. THE PRINTER shall provide 20 complimentary copies of the WORK to the OWNER immediately within a week upon its printing.

15. If either party will default under this Agreement, the other party may give the defaulting party written notice thereof requesting that the default be cured within thirty (30) days after giving of such notice. If the default is not cured within the said thirty (30) day period, the non-defaulting party may terminate this Agreement upon the date specified in the said notice.
16. This Agreement constitutes the entire understanding of the parties relative to the publication and sale of the WORK by the OWNER. No amendments, modifications, or changes in this Agreement will be effective or binding on either of the parties hereto unless reduced to writing and executed by the respective authorized representatives of each of the parties hereto.
17. If the PRINTER fails to publish the WORK within the specified period of two months, the OWNER shall be at liberty to forfeit the performance guarantee and award the work to any other PRINTER. However, the OWNER may after considering the reasons for the delay may allow the PRINTER a maximum extension of 1 month upon recovery of liquidated damages to the tune of 5% each week of the value of the job subject to a maximum of Rs. 5,00,000.
18. THE OWNER shall make payment to the PRINTER as per the payment schedule given in the Tender document.
19. This Agreement and the rights and obligations hereunder will not be assigned to any third party without the prior written consent of each other.
20. All notices or other communications required or permitted to be given pursuant to this Agreement will be in writing and will be valid and sufficient if dispatched by cable or by certified or registered post, addressed to the parties at the addresses herein above set forth. Such address may be changed by either party at any time by notice given to other, as aforesaid.
21. A waiver by either party at any time of any breach of any provision of this Agreement shall not apply to any breach of any other provision of the Agreement or to a breach of the same provision at any other time.
22. The decision of the OWNER with respect to overall quality and outlook of the WORK shall be final and binding and the PRINTER shall be bound to print and execute the WORK up-to the highest standards required for execution of the WORK as per the satisfaction of the OWNER.

23. The contracting parties undertake, in case of controversy over the interpretation or execution of this Agreement, to agree to refer the dispute to a Sole Arbitrator to be appointed by the Registrar, Council of Architecture. The award of the sole arbitrator shall be final and binding on both parties. The arbitration proceeding shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 including any modification thereof for the time being in force. All disputes are subject to Delhi Court Jurisdiction only.

IN WITNESS WHEREOF THE PARTIES HAVE CAUSED TO SET THEIR RESPECTIVE HANDS THROUGH THEIR DULY AUTHORISED REPRESENTATIVES ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

Signed by PRINTER : M/s.

Signed by OWNER :

Registrar
Council of Architecture
New Delhi

In the presence of Witness: In the presence of Witness:

1. _____ 1. _____

2. _____ 2. _____