

**Designing, printing and supply of Magazine “Veeral
Darpan” & Flip Book (E-Magazine)**



IREL (India) Limited
(A Government of India Undertaking)

Plot No.,1207, Veer Savarkar Marg, ECIL Building,
Prabhadevi, Mumbai-400028,
Tel No : 24220230/24211630
Fax : 24220236, Website: www.irel.co.in

CIN No. U15100MH1950GOI008187

Schedule of Tender

Name of Work	Designing, printing and supply of Magazine "Veeral Darpan" & Flip Book (E-Magazine)
Type of Tender	Open Tender through GeM, Single Stage Two cover System
Tendering Mode: GEM Portal	Public tender (Two cover System) <input type="checkbox"/> Pre-Qualification Bid <input type="checkbox"/> Financial Bid
Cost of Tender Document	NIL
Earnest Money Deposit (EMD)	NIL
Date & time of Starting of bid	10.06.2024
Date of closing of bid for submission of Bids	01.07.2024, 15.00 hrs
Date & time of opening of Cover 1	01.07.2024, 15.30 hrs
Date & time of opening of Financial Bid	Shall be informed separately to the eligible bidders
Estimated Cost(Rs.)	Rs. 80,000/-
Validity of tender	90 days from bid due date
Contact details of tender inviting authority	Shri S Acharjya, DGM – Technical IREL (India) Limited Plot No. 1207, V.S. Marg, ECIL Building, Opp. Siddhi Vinayak Temple, Prabhadevi, Mumbai-400 028 Email: purchase-ho@irel.co.in , hindi-ho@irel.co.in

Disclaimer:

The information contained in this tender document (the “**TENDER**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of IREL or any of its employees, is provided to Bidder(s) on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided. The information provided is only for the information and reference of the Bidders.

This TENDER is not an agreement and is neither an offer by IREL to the prospective Bidder(s) or any other person. The purpose of this TENDER is to provide interested parties with information that may be useful to them in the formulation of their bid for participation in this TENDER. This TENDER includes statements, which reflect various assumptions and assessments arrived at by IREL in relation to the tender work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TENDER may not be appropriate for all persons, and it is not possible for IREL, or its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TENDER. The assumptions, assessments, statements and information contained in this TENDER may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TENDER and obtain independent advice from appropriate sources.

Information provided in this TENDER to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IREL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

IREL, its employees and consultant make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TENDER and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER or arising in any way with qualification of Bidders for participation in the Bidding Process. IREL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER. IREL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TENDER.

The issue of this TENDER does not imply that IREL is bound to select and short-list qualified Bids for Price Bid stage or to appoint the Selected Bidder for the intended work, and IREL reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IREL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and IREL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process

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1. INTRODUCTION:

IREL (India) Limited Mumbai, a Government of India Undertaking under the administrative control of Department of Atomic Energy, invites competitive tender for designing, printing and supply of Magazine “Veeral Darpan” & Flip Book (E-Magazine).

Detailed scope of work, duties and responsibilities, terms and conditions are described below:

2. PRE-QUALIFICATION (PQ) CRITERIA:

Bidder should meet the PQ criteria as mentioned under for further consideration of their bid. Bidder shall upload their PQ details and other details mentioned in the bid. Bidder shall fulfill the following to pre-qualify for the bid.

Sr. No.	PQ requirement	Documents required
1.	Bidder should have completed 2 (two) similar orders* in last 3 (three) years (i.e. should not be earlier than May 2021) for any organization. Out this one order should have been for a Government department/CPSU/ PSB. (*Similar works means printing of industrial/official magazines, Annual Reports)	Proof of copy of work order/service order to be submitted. Copy of relevant document with seal and signature of the client towards completion/self-certificate is to be furnished.
2.	The Service provider shall have support office/Presence in Mumbai Metropolitan Region (MMR)/Greater Mumbai/Navi Mumbai	Copy of the registration certificate of offices in Mumbai or documentary proof such as valid Shop & Establishment certificate/ latest electricity bill/utility bill (not older than 3 months)/GST Certificate shall be submitted.

3. SCOPE OF WORK:

To provide designing, printing and supply of Magazine “Veeral Darpan” & Flip Book (E-Magazine) for following specifications.

Sl. No.	Particulars	Nos.
1.	Printed Books	100 Copies (Hard Copy)
2.	Designing of ‘Veeral Darpan’ Hindi House Magazine Total No. of Pages 44 (Inner 40+4 Cover), Four Color throughout Size: 11.15” X 8.50”	40 inner pages- 170 gsm art paper glossy 4 pages cover- 300 gsm art card with Malt Lamination & Spot UV.
3.	Special Feature: Creation of Flip E-book for <u>easy navigation between pages and for creating an experience which is similar to reading a book</u> so as to the relevant portions of the book and is time saving.	Fabrication: Centre Pining & Designing of Pages.

4. SPECIAL CONDITIONS OF CONTRACT:

4.1. PERIOD OF CONTRACT:

The total work i.e. designing, printing and supply to IREL shall be 21 days from the date of acceptance of order. Order acceptance should be provided within 3 working days.

4.2. PAYMENTS TERMS:

Payment will be made within 30 days after satisfactory supply and submission of Delivery Challan with softcopy containing PDF as well as CDR format and one hard copy of printed material and bills duly certified by the OIC. All payments are subject to deduction of tax at source as applicable. The payments to be released from IREL will be made through e-payments.

Rate for additional rate per page of Rs. 10/- (Inclusive of GST), in case (Four colour) the number of pages of text increases/decreases.

4.3. SECRECY:

The successful bidder shall not at any time during the tenure of the contract or thereafter disclose any information furnished to them by the company or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the company except in so far as such disclosure is necessary for the performance of the party's work and service hereunder.

4.4 FORCE MAJEURE:

- a) Force majeure is an event beyond the control of contractor and not involving the contractor's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to acts of the purchaser/contractor either in its sovereign or contractual capacity, wars or revolution, hostility, acts of public enemy, civil commotion, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts and freight embargoes or any other event which IREL may deem fit to consider so. The decision about force majeure shall rest with IREL which shall be final and binding.
- b) If there is delay in performance or other failures by the contractor to perform obligations under its contract due to event of a Force Majeure, the Service Provider shall not be held responsible for such delays/failures.
- c) If a Force Majeure situation arises, the Service Provider shall promptly notify the purchaser in writing of such conditions and the cause thereof within fifteen days of occurrence of such event. Unless otherwise directed by the EMPLOYER in writing, the Service Provider shall continue to perform its obligations under the contract as far as reasonable/practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period of exceeding 120 days, IREL may at its option terminate the contract without any financial repercussion on either side.

4.5 LIQUIDATED DAMAGES FOR DELAYED EXECUTION OF CONTRACT:

If the Service Provider fails to perform the services within the time period(s) specified in the CONTRACT, the EMPLOYER shall, without prejudice to his other remedies under the CONTRACT, levy Liquidated damages from the CONTRACT PRICE, a sum calculated on the basis of the CONTRACT PRICE, including subsequent modifications.

Deductions shall apply as per following formula:

Half percent (0.5%) of the contract value per week of delay subject to a maximum of ten percent (10%) of contract value.

EMPLOYER may deduct the amount so payable by Service Provider, from any amount falling due to the Service Provider or by recovery against the Performance Guarantee. Both Service Provider and EMPLOYER agree that the above percentages of price reduction are genuine pre-estimates of the loss/damage which the EMPLOYER would have suffered on account of delay/breach on the part of the Service Provider and the said amount will be payable on demand without there being any proof of the actual loss/or damage caused by such breach/delay. A decision of the EMPLOYER in the matter of applicability of price reduction shall be final and binding.

4.6 Resolution of Disputes/ Arbitration:

- a) The PURCHASER and the SELLER shall make every effort to resolve amicably by direct informal, good faith negotiations any disagreement or dispute arising between them under or in connection with the contract.
- b) If, after thirty days from the commencement of such informal negotiations, the PURCHASER and the SELLER have been unable to resolve the disagreement or dispute, the same be referred for resolution to the formal mechanism as specified hereunder.
- c) **Legal Construction:** The Contract shall in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being.

4.7 ARBITRATION:

- a) All disputes and differences of any kind whatsoever arising out of or in connection with the contract or carrying out of the works (whether during the course of works or after their completion and whether before or after determination, abandonment or breach of contract) shall be referred to and settled by the person authorized and notified in writing by IREL who shall state his decision in writing. Such a decision may be in the form of a final certificate or otherwise and shall be made within a period of 30 days from the date of receipt of such reference to them.
- b) If the CONTRACTOR is dissatisfied with the decision of such authorized person, then he may within 30 days of receipt of such decision send a written appeal to PURCHASER, represented by the Chairman and Managing Director at the registered office, Mumbai for the same to be referred to Arbitration by a Sole Arbitrator to be appointed by mutual consent and after due approval of CMD, IREL. The Arbitration proceedings shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. It is made clear that this Arbitration Clause shall be applicable to any and all disputes and differences between the Parties arising out of and/or relating to this CONTRACT and the Parties shall be bound to refer the same to arbitration in accordance with the procedure contemplated herein.
- c) If the period of 30 days under Clause (b) has expired at any stage, stipulated in the preceding paras without any response from the CONTRACTOR before such expiry, the CONTRACTOR is deemed to have communicated his satisfaction to the decision of IREL at the relevant stage and all his rights of further appeal or as the case may be, adjudication are deemed to have been waived once and for all.

- d) The seat of arbitration will be at Mumbai and the language thereof shall be English.
- e) Notwithstanding the invocation, commencement and/or pendency any dispute resolution proceedings under this Clause including arbitration under Clause 4.7, the CONTRACTOR shall continue to be bound by the provisions of the CONTRACT, if not terminated by the EMPLOYER, and shall be obligated to discharge its obligations under the CONTRACT including continuation of the WORK under the CONTRACT.
- f) The CONTRACTOR shall not in any way delay or default or cause to delay or default the carrying out of the works by reason of the fact that any matter has been agreed to be referred to and / or referred to dispute resolution under Clause 4.6 including Arbitration under Clause 4.7.

4.8 JURISDICTION:

The courts only shall, subject to Arbitration Clause, have exclusive jurisdiction to deal with and decide any matter arising out of this contract.

5. OTHER TERMS & CONDITIONS:

- 1) **Sample:** Sample of Veeral Darpan magazine has to be got approved from IREL before execution of bulk printing, design, color planning and supply.
- 2) Selected agency required to submit soft copy for approval before final printing.
- 3) Interested bidder may visit IREL website or physically to IREL Corporate Office, for reference of Veeral Darpan magazine of previous years before participating in tender.
- 4) **Place of Delivery:** IREL (India) Limited, Plot No. 1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai – 400 028
- 5) No sub-standard quality will be accepted.
- 6) **Officer-In-Charge (OIC):** S.B. Prasad, AM (Rajbhasha), Ph: 8104997122, Email: hindi-ho@irel.co.in

Tender Acceptance Letter (Format)
(To be given on Company Letter Head)

Date:

To,

**DGM -Technical
IREL (India) Limited
Corporate Office Mumbai
PLOT NO. 1207, VEER SAVARKAR MARG
NEAR SIDDHIVINAYAK TEMPLE
PRABHADEVI
MUMBAI-400028**

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work: -

Dear Sir,

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

GeM portal 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. ___to___(including all documents like annexure(s), schedule(s), drawings 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 in to 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.

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

6. 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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

“ Ethics in tendering & other business dealings”

Dear Sir,

IREL (India) Limited, a Government of India undertaking under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good corporate governance.

In our endeavour to be more transparent in our dealings and to support our ideology all **Vendors, Customers and Business Partners** are requested not to provide any gift and / or inducement to any of our employees for securing / being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertakings.

Report of any gifts and / or inducements sought by any employee of the company should be immediately reported to any one of the following:

Chairman & Managing Director IREL (India) Limited, 1207, V.S. Marg, Prabhadevi Mumbai 400 028. Ph: 022-24225778 Email:cmd@irel.co.in	Chief Vigilance Officer IREL (India) Limited, 1207, V.S. Marg, Prabhadevi Mumbai 400 028 Ph:022-24221068 Email:cvo@irel.co.in
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We assure you that complaints if any made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the undertaking and its violation will have consequences as per prevailing rule of the Company.

Thanking you,

For IREL (India) Limited

Name -----
Designation -----

Date

UNDERTAKING TO BE SUBMITTED BY BIDDERS FOR ADOPTING ETHICAL PRACTICES

Date:

To,
M/s IREL (India) Ltd.,
1207, V.S. Marg, Prabhadevi
Mumbai 400 028.

I / We am / are a Vendor / Customer of IREL (India) Limited (now onwards to be referred as Company).

I / We agree and undertake:

Not to provide any gift and / or inducement to any employee of the Company in connection with securing / being granted favour (s) in my / our dealings with the Corporate office of the company and / or its any field units namely MK, Chavara, OSCOM, RED & IRERC.

To immediately report any gift and / or inducement sought by any employee of the Company granting favour(s) to me / us in my / our dealings with the Company and / or its field units.

Signature.....

Name.....

Title.....

Name of the Company and Address (with Seal).....

Particulars of the bidder

Sl.	Particulars	Details
1.	a) Name of Bidder b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.): c) Date of incorporation and/ or commencement of business d) Brief details about main line of business.	
2.	Bank details:- The payments to be released from IREL will be made through e-payments. The contractor has to provide the following details: <ul style="list-style-type: none"> • Beneficiary name: • Account Number: • Name of the bank: • IFSC: • Nature of Account (Savings/Current/CC/OD): Branch Code	
3.	Particulars of the Authorized Signatory of the Bidder <ul style="list-style-type: none"> a) Name b) Designation c) Company d) Address e) Telephone Number f) Email address 	
4.	GST and PAN no details:	

Requirement details of tender documents

Note: The complete bid document submitted by the bidder as technical bid (Part 1) shall be duly numbered in each page. Based on the numbering done, the following table should be filled up by the bidder.

Sl.	Required Documents	(bidder should correctly fill the following column)	(Indicate page number of the bid document where related information is shown/available, so that it can be verified by IREL)
1.0	Complete documents as per the Pre-qualification criteria a. PO and supply completion certificate or other relevant details b. The Service provider shall have support office/Presence in Mumbai Metropolitan Region (MMR)/Greater Mumbai/Navi Mumbai		
2.0	Particulars of the bidder		
3.0	Annexures I to V		