



**Meteorological Centre**  
**Palace Road**  
**Bengaluru**

**NOTICE INVITING QUOTATIONS for biniding of Registers and charts**  
**containing Meteorological information.**

**BNG NIQ-002/2019-20 DATED 25.04.2019**

**NOTICE INVITING QUOTATIONS FOR BINDING OF REGISTERS  
AND CHARTS CONTAINING METEOROLOGICAL  
INFORMATION.**

Meteorological Centre, Bangalore, invites sealed QUOTATIONS for binding of books/charts containing Meteorological Information upto 15<sup>th</sup> May 2019.

**Scope of work:**

Binding of the books of various sizes:

SL No	Book Name	Size(in CMs)	Volume Size (No. of Pages, for each volume))	Qty (No. of Volumes) (Approx)	Remarks
1	MMR	31.0/21.5	400	450	Calico Binding (Dark Blue in color)
2	Thermograph	33.5/13.0	365	240	''
3	Hygro graph	33.5/9	365	200	''
4	Hyetograph	33.5/9	365	300	''
5	Barograph	33.5/17.5	365	100	''
6	DPT	44.0/24.5	365	100	''

**Time Schedule**

Time schedule for completing the work is one month from the date of award of contract.

**Payment**

Payment will be made on producing credit bill in triplicate after satisfactory completion of work.

The sealed quotations will be opened on 16.05.2019 at Meteorological Centre, Bengaluru, at 1530 hrs. IST in the presence of bidders or their representatives who wish to be present. In case date 16.05.2019 is declared a holiday, the BIDS will be opened on the next working day at the said time and venue.

**IMPORTANT INFORMATION RELATED TO TENDER**

1	Purpose of RFP	<b>Binding of Registers and charts of various size containing meteorological information.</b>
2	Date Of issue	25.04.2019
3	Date of Pre-bid Meeting	30.04.2019 at 11:00 AM
4	Last Date for Submission	15.05.2019 1200PM
5	Bid Validity	120 days
6	Address for Submission	The Head, Meteorological Centre, Palace Road, Bengaluru-1
7	Date of Opening of Technical bid	16.05.2019 at 15:30 hrs
8	Date of Opening of Financial bid	To be notified at a later date after the Technical evaluation is completed.
9	Period of Contract	90 days ( to be reckoned from the date of award of the contract)
10	Contact for any queries	mc.bng@imd.gov.in N. Ramdoss, Mob: 9448306080

### **ELIGIBILITY CRITERIA:**

- a) The firm should not have been blacklisted by any Govt., or public sector.
- b) The firm should be registered with state or central Govt.
- c) Should have a valid GST No.
- d) Should be filing regular IT returns.
- e) The bidder should have executed successfully at least 2 assignments of carrying out binding work during last financial year. These orders should be from Government Departments/Autonomous Bodies/ Public Sector Units. Provide copy of work orders & successful completion certificates as the documentary or Page 3 of 6 payment remittance as evidence.

#### General terms and conditions:

1. The quotes should be submitted in two separate sealed envelopes, marked as "Technical Quotes" and "Financial Quotes", and both the envelopes should be put in a bigger envelope.
2. The sealed quotations (outer envelope), marked as "Quotations for Binding for Meteorological centre, Palace Road, Bangalore" should be addressed to the "The Head, Meteorological Centre, Palace Road, Bangalore" and it should be submitted on or before, May 15<sup>th</sup> 2019 (Friday), latest by 15:00 Hrs IST.
3. Bid offer shall be valid for 90 days from the date of opening of the tender.
4. The binding work is to be according to the prescribed specifications obtainable on request from MC BNG.
5. The binder shall execute the work within the time specified.
6. The binder shall be responsible for loss or damage of books handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full current cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder.
7. The binder shall take delivery of the books at the premises of the MC BNG and return them after binding at their own expenses i.e. transportation charges shall be borne by the binder.

8. The books and journals etc., received by the binder for binding shall not be taken out of city of Bangalore for any purpose whatsoever, nor lent out to anybody for any purpose.
9. A certificate should be attached with bids, stating that you own a bindery, giving detailed address of the location of bindery along with telephone number.
10. The bidder should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organization.
11. The firms whose tenders are accepted shall have to enter into an agreement raised on a non-judicial stamp paper of Rs. 100 with the Institute and furnish a refundable security deposit of ₹10000/= (Rupees Ten Thousand Only) in form of Demand Draft drawn in the favour of "The Assistant (cash and Accounts), Payable at Chennai.
12. The committee reserves the right to terminate the proposed bidding process at any time without assigning any reason.
13. The decision of the Head, MC BNG shall be final and binding in the event of any dispute arising out of the terms of the contract.
14. If at any point of time, any of the documents furnished by the binder found to be false, it would be deemed to be a breach of terms and conditions of contract and the same may be cancelled.
15. Incomplete and bid received later than 1530Hrs ist on due date will be summarily rejected.
16. The rates must be quoted in INR only, both in figures and words and over-writing should be avoided.

### **BID SUBMISSION**

Each Bid should be submitted in two parts, viz.

- Technical
- Financial

The technical and financial Bids must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL BID" and "FINANCIAL BID", followed by the nomenclature of the assignment. Financial proposal to indicate a warning "DO NOT OPEN WITH THE TECHNICAL BID." The envelopes containing the Technical and Financial Bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "Binding work at MC BNG" and the submission address.

**Technical Bid Content :**

Technical Bid shall be in the proforma attached with the Terms of Reference only. Documentary evidences in proof of information provided in the technical bid be attached.

**Financial Bid:**

- The bid should be in format as provided in Annexure-II
- The rate quoted should be in INR only.

**LIST OF DOCUMENTS TO BE ENCLOSED ALONGWITH TECHNICAL QUOTE UNDER SEALED COVER**

- a. Copy of Telephone bill of the firm for address proof.
- b. Copy of Firms registration certificate
- c. Declaration that bidder has not been black listed by any Government/Autonomous/PSU type organization.
- d. IT return of the firm for the last three years.

for Head, MC BNG

Bengaluru  
25.04.2019

## SPECIAL CONDITIONS

### **1. CONDITION UNDER WHICH THIS BID IS ISSUED:**

- i. This Bid is Not an Offer and is issued with no commitment. The Head, Meteorological Centre, Bengaluru, reserves the right to withdraw the Bid and change or vary any Part thereof at any stage. Head, Meteorological Centre, Bengaluru, also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. Head, Meteorological Centre, Bengaluru, Reserves the right to withdraw this Bid if it determines that such action is in its best interest.
- iii. Timing and Sequence of events resulting from this Bid shall ultimately be determined by the Head, Meteorological Centre, Bengaluru.
- iv. No oral Conversations or agreements with any Official, agent or employee of the Meteorological Centre, Bengaluru, shall affect or modify any terms of this Bid and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of this office, shall be superseded by the definitive agreement that results from this Bidding process. Oral Communications by Meteorological Centre, Bengaluru, to bidders shall not be considered binding on the Head, Meteorological Centre, Bengaluru, nor shall any written materials provided by any person other than the Head, Meteorological Centre, Bengaluru.
- v. Neither the bidder nor any of the bidder's representatives shall have any claims what so ever against Meteorological Centre, Bengaluru, or any of their respective officials, agents, or employees arising out of or relating to this Bidding or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof)
- vi. Applicants, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.

## **2. RIGHT TO THE CONTENT OF THE PROPOSAL:**

For all the bids received before the last date and time of bid submission the proposals and accompanying documentation of the proposal will become the property of Meteorological Centre, Bengaluru, and will not be returned after opening of the proposals. Meteorological Centre, Bengaluru, is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders.

Meteorological Centre, Bengaluru, shall not be bound by any language in the proposal indicting the confidentiality of the proposal or any other restriction on its use or disclosure.

## **3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS:**

By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all the paragraphs of this Bid including all forms schedules and annexure here to and fully informed itself as to all existing conditions and limitations.

## **4. EVALUATION OF PROPOSALS:**

The bidder's proposals in the bid Document will be evaluated as per the requirement specified in the Bid. The Bidders are required to submit Technical and Financial Bids in single cover. The lowest one will be decided on overall price quoted by the bidder.

## **5. LANGUAGE OF PROPOSALS:**

The proposal and all correspondence and documents shall be written in English.

for Head, MCBNG



FORMAT FOR PRICE BIDDING

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5	Barograph	33.5/17.5	365	100		
6	DPT	44.0/24.5	365	100		

(Signature with seal of the bidder)

**UNDERTAKING**

I/We, undertake to abide by all statutory liabilities framed by Government/ Meteorological Centre, Bengaluru, the terms and conditions of the tender document and the agreement which shall be signed on the award of the contract.

(Signature with seal of the bidder)