

**Tender Notice for translating, designing and printing of two booklets**

**12<sup>th</sup> September 2022**

**TERMS & CONDITIONS**

**1. Scope of work:** The Embassy of India, Cairo invites quotation/bid for translating, designing and high resolution printing of 50 copies each in Arabic and English language of two booklets i.e. a total of 200 copies (booklets are available on links given below) :

- (i) <https://www.ddpmod.gov.in/sites/default/files/Export%20Booklet.pdf>  
(ii) [https://www.ddpmod.gov.in/sites/default/files/Second\\_book.pdf](https://www.ddpmod.gov.in/sites/default/files/Second_book.pdf)

**2. Eligibility criteria:** The bidder should have considerable work experience with in-house capability for translating, designing & printing of hard cover with colored features. The bidder should meet all conditions of this tender notice and should not be disqualified by any condition mentioned in the tender notice.

**3. Technical specifications:** Successful bidder to supply printed booklets in hard copy. Printing of the booklets must be as per following specification.

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|----|---------------------|---|
| a. | <b>Paper Size:</b>  | <b>297 x 210 mm. (Portrait)</b>                               |
| b. | <b>Text Paper:</b>  | <b>Gloss Art paper or Kochi paper 90 Gsm</b>                  |
| c. | <b>Cover Board:</b> | <b>Cover Board Gloss Art paper more than 240 Gsm</b>          |
| d. | <b>Printing:</b>    | <b>4+4 Colour offset printing</b>                             |
| e. | <b>Lamination:</b>  | <b>Outer cover only (Glossy Lamination)</b>                   |
| f. | <b>Quantity:</b>    | <b>[50 (Arabic) + 50 (English)] x 02 booklets – Total 200</b> |

**4. Tender document availability:** Tender document can be obtained from the Embassy of India, 5 Aziz Abaza Street, Zamalek, Cairo between **9:30 AM to 17:30 PM** on all working days till **27.09.2022 (Tuesday)**. The Tender document shall also be available on the Embassy's website [www.eoicairo.gov.in](http://www.eoicairo.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

**5. Price and payments:** The price quoted should be against the translation, designing and printing of booklets with all deliverables including all taxes and cost. Proforma invoice with sale tax identification no. and separate mention of sale tax included, need to be submitted after awarding the contract. No advance payment will be made. Payment will be made without sales tax subject to exemption from Foreign office OR in full including tax, otherwise.

**6. Evaluation procedure:** Bids can be submitted latest by **1730 hrs** on **27.09.2022 (Tuesday)** and will be opened on **28.09.2022 (Wednesday)** at **1100 hrs**. Tender received after closing date will not be entertained.

**7. Bid:** The bid should be sent with attaching the following:

- (a) A covering page stating all attachment from (b) and (e) below:  
(b) Company 's profile and a list of clients



- (c) Work experience of a similar nature done earlier.
- (d) Per copy cost for translating, designing and printing of 50 copies each in Arabic and English language of two booklets i.e. a total of 200 copies.
- (e) Delivery of the booklets to Embassy.

**8. Instruction to Bidders:** A bidder should meet prescribed eligibility criteria and observe condition of the tender document. The quotations/ bids should reach on or before **1730 hrs on 27.09.2020 (Thursday)**. The Embassy may, at its discretion, extend the deadline for submission of bids by amending the bidding document, in which case all rights and obligations of the Embassy and the Bidder previously subject to the original deadline will thereafter be subject to the deadline as extended. Incomplete applications will be liable to be rejected.

**9. Contract/Notification of Award/Letter of Acceptance of Award:** The Embassy will notify the successful bidder by fax/e-mail and confirm by letter on the address provided that his/her bid has been accepted by the Embassy. The successful bidder shall convey his 'Acceptance of Award' by return e-mail, fax or letter on address of the Embassy. The notification letter by Embassy to the successful bidder and the acceptance of Award by the bidder in the notification letter will constitute the "**rate contract**" between the two parties. No advance payment will be made by the Embassy to successful bidder. Payment will be made only after receiving the all deliverables.

**10. Fulfillment of Services:** The delivery of booklets will need to be done within **30 days** after receipt of order confirmation failing which Embassy reserves the rights to cancel the contract and award it to another agency.

**11. Termination/Penalty clause:** Refusal or inability or delay by the successful bidder to supply all deliverables as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and disqualification of the bidder from participating in future tenders.

**12. Acceptance/Rejection of bids:** The Embassy reserves the right to accept or reject any or all proposals without assigning reasons. No tenders shall have any cause of action or claim against the Embassy for rejection of his proposal.

**13. Jurisdiction of Courts:** Any dispute arising out of this tender notice shall be resolved amicably or in India.

**14. Contact details:** Bidders may please submit their bids in two sealed envelopes superscribed with "Bid for translating, designing and printing of booklets" clearly mentioning the name and address/mobile phone number of the bidder/authorized representative. The envelope should be addressed to **Mr. John M. Kerketta, Head of Chancery, Embassy of India, 5 Aziz Abaza Street, Zamalek, Cairo** and sent by hand or by registered post or courier.

For any urgent communication on working days e-mail on: [hoc.cairo@mea.gov.in](mailto:hoc.cairo@mea.gov.in) (or) [attadmn.cairo@mea.gov.in](mailto:attadmn.cairo@mea.gov.in).

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