

**EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF STATIONERY
SUPPLIER AND PRINTING AGENCIES**

**EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF
STATIONERY SUPPLIER AND PRINTING AGENCIES**

AT

GUWAHATI BIOTECH PARK

TECHNOLOGY COMPLEX, IIT GUWAHATI

GUWAHATI-781039

TEL: 0361-2690228

FAX: 0361-2690227

WEBSITE: www.guwahatibiotechpark.com

ADVT. No. GBP/8.2.10/2015-16/3081 DATED 27.02.2016

LAST DATE OF SUBMISSION 19.03.2016

EMPANELMENT FEE: Rs 500.00 (non refundable)

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Disclaimer: This EOI is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Applications pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at in relation to the Consultancy that may not be accurate. The Authority 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 EOI.

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Chapter I - Letter of Invitation (LOI)

1. Background

Guwahati Biotech Park (GBP) is a visionary project launched by an autonomous society under the Government of Assam. GBP was created with a vision to create a world class centre for leading-edge business-driven research and product development in Northeast India. Taking into consideration the complex needs in furtherance of its mandate, GBP intends to empanel technically competent, cost effective and resourceful vendors for providing stationery items and printing jobs. Expression of Interests (EOIs) are invited from Suppliers/Authorized dealers, Traders/Service providers in the prescribed format along with a non-refundable empanelment fee of Rs.500/- in the form of Cheque/DD in favour of Guwahati Biotech Park payable at Guwahati. Detail Registration Form along with terms & conditions can be obtained from our website www.guwahatibiotechpark.com

Scope of Work (SoW)

The empanelled agency shall, as and when referred by GBP, render the following services:

- i. Supply of Stationery items
- ii. Printing and supply of office stationery items such as letter heads, envelopes, visiting cards, files of various types.
- iii. Designing & Printing folder/brochures/pamphlets
- iv. Designing, Printing& binding of in-house journals/newsletters, annual reports and other related printing jobs.
- v. Publicity & branding work
- vi. Designing and installation for display in exhibitions/fairs/workshops and related work.
- vii. Hoardings & other outdoor advertisements
- viii. Such other related jobs.

2. Essential eligibility criteria (EEC)

The advertising agency should fulfil the following criteria:

- i. The applicant should be legal entity registered in India (Trade Licenses, Registration Certificate etc.)
- ii. TIN/VAT Registration No

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- iii. The agency/supplier should have their office set up in Northeast region.
- iv. Have experience of supplying such materials and providing such services in Govt./ Semi Govt./Autonomous body. Self-attested copies of such experiences should be enclosed along with this application
- v. The agency/supplier should not have incurred any loss in the last three financial years. Supporting document certified by Chartered Accountant must be submitted.
- vi. Agency/Supplier should not have been blacklisted by any Central /State Government / PSU.

3. Expected expertise/inputs

- a. Understanding of the scope of work
- b. Domain specific experience in each of the areas relevant to SoW
- c. Adequate in-house capacity to meet the requirements of SoW

4. Submission details

EOI document should include the details mentioned in format which may be downloaded from the GBP website: www.guwahatibiotechpark.com

Eligible agencies are invited to send their application for empanelment as per proforma attached to this document and send to the office of the CEO, GBP in sealed envelopes super scribing the following lines on or before 19.03.2016 **1400 Hrs**

**"EXPRESSION OF INTEREST FOR EMPANELMENT OF OF STATIONERY SUPPLIER AND PRINTING
AGENCIES"**

ADVT. No. GBP/8.2.10/2015-16/3081 DATED 27.02.2016

To

The Chief Executive Officer,

Guwahati Biotech Park

Technology Complex: IIT Guwahati

Guwahati -781039, Assam, India

From: M/s

Contact No.:

Email ID:

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5. Schedule of Events

S.No.	Event Description	Estimated date/time
1.	Date of announcement	28.02.2016
2.	Last date and time of receiving EOs	19.03.2016 at 1400 hrs
3.	Opening of EOs	19.03.2016 at 1430 hrs
4.	Letter of Award	Will be informed subsequently

Disclaimer: The above schedule would generally be adhered to. Any change will be communicated.

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Chapter-II - Instruction to EOlders (ITB)

A. Standard Information

1. All communication including the submission of one original and a copy of the EOI in sealed envelopes should be addressed to The Chief Executive Officer, Guwahati Biotech Park, Technology Complex: IIT Guwahati, Guwahati -781039, Assam, India.

Offer in the EOI shall remain valid for a period of 120 days from the last date of submission of the EOIs. The eligible firms shall respond to the EOI by submitting their technical capacity and all the required documents in prescribed formats.

1. Required Format-The EOI document must contain the following:

- A Covering letter (Appendix-I)
- Empanelment Proforma (Appendix-II)
- Format for Essential Eligibility and Technical Capacity (Appendix-III)
- Other supporting documents to substantiate the statements of the Supplier/Agency wherever necessary.

2. Discretion of the GBP

I. During technical evaluation of the EOI documents, GBP may, at its discretion, ask Respondents for clarification on their application. The Respondents are required to respond within the time frame prescribed by GBP.

II. The GBP reserves the right to reject any or all the EOIs for the proposed job assignment without assigning any reason whatsoever.

III. The GBP also reserves the right to reject any EOI document if:

- It is not in the given format

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- At any time, a material misrepresentation is made or uncovered, or
- The agency/firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI document.

3. Governing Terms and Conditions

The selection and engagement of the vendor/agency shall be governed by the Expression of Interest (EOI) by the terms and conditions of the "Service and Confidentiality Agreement". The cost for preparing the response to EOI including visits by the applicant is not reimbursable.

B. Assignment Specific Information

a) Evaluation of the response to EOIs:

S.N o.	Technical Capacity criteria (please attach supporting documents)	Maximum Score (Total 50)
1.	Relevant Experience as printing agency for 3 years	10
2.	Relevant Experience as stationery supplier for 3 years	10
3.	Financial Strength	20
4.	Stationery Inventory (list of stationery items)	10

The EOI document shall be opened on **19.03.2016 at 1500 hrs, 2016** and the scores will be given as per the above criteria. High scoring EOI documents based on technical capacity criteria shall be shortlisted.

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The Agency/vendor obtaining the highest total score in evaluation of technical capacity criteria will be ranked as H-1 followed by the EOI document securing lesser marks as H-2, H-3, etc. High scoring EOI document based on the technical capacity criteria shall be selected and invited for empanelment and execution of agreement thereafter.

The selected agencies will be empanelled for duration of 02 years extendable further on mutually agreed terms and conditions and the terms of empanelment shall be governed by the corresponding service and Confidentiality Agreement.

b) Assignment of the tasks

GBP reserves the right to assign the tasks to any of the empanelled agencies GBP also reserves the right to award work to any agency, not necessarily empanelled with GBP

c) Letter of Award (LOA)

On acceptance of EOI document for awarding the contract, GBP will issue a Letter of Award "LOA" to the successful Respondents in writing that their EOI application have been accepted in GBP and such successful Respondents will need to sign a "Service and Confidentiality Agreement". After signing of the Agreement, no variation in or modification of any of the terms of the Agreement shall be made except by written amendment signed by the parties. The terms and conditions of the agreement are appended in as Appendix-IV.

d) Conflict of Interest

The agency/supplier shall not receive any remuneration in connection with the assignment except as provided in the "Service and Confidentiality Agreement".

e) Warranty

The agency/supplier shall warrant that it is under no contractual restrictions of legal disqualifications or other obligations which will prohibit from entering into this service assignment and that the statement and particulars herein contained in the EOI and in the relevant and supporting documents to this agreement are correct.

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f) Period of Empanelment

1. The agency/supplier would be empanelled for 02 years with effect from date of execution of the "Service and Confidentiality Agreement". The period of empanelment is extendable further thereafter on mutually agreed terms and conditions.
2. After expiry of normal empanelment period vendors may re register submitting necessary documents. No re-empanelment charges shall be charged.
3. Throughout the period of empanelment, the vendor may update any sensitive data supplied at the time of application.
4. Retention of vendor shall be subject to satisfactory performance on execution of orders. Empanelled vendor which is found to be fraudulent or whose performance is found unsatisfactory shall be put on holiday list or blacklisted as per performance evaluation of vendors.

g) Purchase Orders /Work Contract:

Guwahati Biotech Park will place purchase orders with the empanelled vendor(s) offering the lowest price and/or the highest discount against the enquired items. If two or more empanelled vendors offer the same discount and/or the lowest price, an approximate equal distribution of the purchase order(s) will be made among them.

h) Consideration of Applications:

GBP reserves the right to delete, modify procedures, evaluation methodology of this empanelment documents. Also GBP may withhold issue of application for empanelment or reject any or all the applications and also subsequently invite quotations from any Empanelled vendor without assigning any reason whatsoever.

Guwahati Biotech Park decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of application by the vendor does not vest any right in them for being selected for empanelment.

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i) Arbitration & Applicable laws:

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of CEO, GBP or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of Gauhati High Court.

j) DISCLAIMER

- i) This EOI document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the VENDORS for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- ii) Neither the EOI document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- iii) While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by GBP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.

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- iv) Neither Guwahati Biotech Park (GBP) nor their employees shall be liable to any applicant or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this EoI document, or any matter that may be deemed to form part of this EoI document, or the award of the contract, or any other information supplied by or on behalf of GBP or their employees or applicants or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.

- v) No extension of time will be granted under any circumstances to any applicant for submission of its application on the grounds that the applicant did not obtain a complete set of the EoI document.

- vi) GBP is not bound to accept any or all the Proposals & reserves the right to reject any or all the applications received without assigning any reasons. No applicant shall have any cause for action or claim against GBP or its officers, employees, successors or assignees for rejection of his application.

- vii) Failure to provide information that is essential to evaluate the applicants qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.

- viii) GBP or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.

- ix) This EOI document is not transferable.

Sd/-

CEO

Guwahati Biotech Park

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