

विश्वभारती
VISVA-BHARATI
संकटग्रस्त भाषा केंद्र
CENTRE FOR ENDANGERED LANGUAGES



Notice Inviting Tender (NIT)

Ref: 434

Dated: 1st March, 2021

1. Background

Centre for Endangered Languages (CFEL), Visva-Bharati is a research Centre focused on marginal languages and cultures. One of mandates of the Centre is to explore its research work through publication of books and dictionaries etc. and also via digital platforms. Centre has published 4 books so far and has developed web-portal (cfelvb.in) and mobile app. The proposed books and dictionaries are the set of second phase of publication of the Centre. The manuscripts of the publication are being prepared and will be published as when it will be submitted in the soft copy to the publishers through e-mail.

CFEL, Visva-Bharati invites e-tenders through <https://mhrd.euniwizarde.com> portal from well established, reputed and professionally equipped publishing houses in India having requisite capabilities. The interested bidders will have to apply in prescribed format for both technical and financial bids and have to submit an earnest money deposit (EMD) of Rs. 10,000/- in favor of **The Account Officer, Visva-Bharati, Santiniketan, West Bengal**. The time schedule for submission and opening of bid is as under:-

- a. Last date for submission of bids: 30th March, 2021
- b. Date of opening of Technical bid: 2nd April, 2021
- c. Date of opening of Financial bid: 6th April, 2021

2. Scope of Work

There are 8 publications as listed in the following table. The required task for every publication is also mentioned under title 'Required Task'. However pages of the book may vary as per preparation of manuscript and page setting. The cover designing will be done by the publisher with approval of the CFEL, Visva-Bharati.

Sr. No.	Content	Medium of Publication	No. of copies	Pages approx	Required task
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1.	Edited book	English	200	330-350	<ul style="list-style-type: none"> • Copy Editing • Formatting • Proof Reading • Publication • Delivery at CFEL, Santiniketan
2.	Bibliography of Marginal Languages and Landscape	English	200	120-140	<ul style="list-style-type: none"> • Formatting • Proof Reading • Publication • Delivery at CFEL, Santiniketan
3.	Bibliography of Marginal Languages and Landscape	Hindi	200	120-140	<ul style="list-style-type: none"> • Formatting • Proof Reading • Publication • Delivery at CFEL, Santiniketan
4.	A Book on languages	Hindi	200	100-120	<ul style="list-style-type: none"> • Formatting • Proof Reading • Publication • Delivery at CFEL, Santiniketan
5.	Multilingual Pocket Dictionary	English_Hindi_Bangla_Koda	200		<ul style="list-style-type: none"> • Formatting • Publication • Delivery at CFEL, Santiniketan
6.	Multilingual Pocket Dictionary	English_Hindi_Bangla_Kharia	200		<ul style="list-style-type: none"> • Formatting • Publication • Delivery at CFEL, Santiniketan
7.	Multilingual Pocket Dictionary	English_Hindi_Bangla_Birhor	200		<ul style="list-style-type: none"> • Formatting • Publication • Delivery at CFEL, Santiniketan
8.	Multilingual Pocket Dictionary	English_Hindi_Bangla_Kurux	200		<ul style="list-style-type: none"> • Formatting • Publication • Delivery at CFEL, Santiniketan

3. General Term and Conditions

- a) The rate must be as per page cost including GST (if applicable) including delivery charges and other.

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- b) All the publication will be attractive with systematic formatting along with professional copy editing and error free proofing (Wherever it is applicable).
- c) Content pages (in Black & white) of books (Sr.No.1, 2, 3 &4) will be with 70 GSM and jacket with 170 GSM (colorful and hardbound) similar to cover page.
- d) Content pages of dictionaries (Sr.No.5, 6, 7 & 8) will be colorful with 70 GSM and jacket with 170 GSM (colorful).
- e) Size for books will be standard near to 9.5 × 6.25 “while for dictionaries 5 × 4 “.
- f) All the books and dictionaries will be published with ISBN number.
- g) Matter will be submitted in soft copy (MS-Word file) through e-mail as and when it will be ready at our end.
- h) Visva-Bharati will have the copyright of the books and dictionaries; however publication house may have its logo on the book showing as collaborative task with CFEL, Visva-Bharati.
- i) Delivery at Santiniketan is must within 60 days of submission of manuscript through e-mail.
- j) 100 percent payment will be done through bank account only after timely delivery as well as satisfactory of the publications
- k) Having experience in linguistics related publication may be preferred.
- l) All the stages of publication will be verified by CFEL, Visva-Bharati.
- m) Both bids should be submitted through online mode at <https://mhrd.euniwizarde.com> only, no hard copy is to be sent to the Centre.
- n) The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
- o) The scanned copies of all original documents should be uploaded in pdf format on e-tender portal and photocopy of an EMD of Rs.10,000 in favour of **Account Officer, Visva-Bharati, Santiniketan** should be uploaded along with tender documents and original copy of EMD may be deposited to **Chairperson, Centre for Endangered Languages, Visva-Bharati, Santiniketan 731235** through post or by hand. Venders registered with CPO or MSME or concerned ministry may claim waiver of EMD on submission of valid documents i.e. registration certificate as per GFR-170. No interest will be paid on EMD.
- p) The rate quoted by the venders should be valid for 60 days from the opening of price bid.
- q) The successful bidder shall, within 15 days from the date of issue of work order, deposit with CFEL a sum equal to 10% of the contract value in the form of Demand Draft/ Bank Guarantee. The EMD will be refunded/ released to the vender on receipt of above PBG. No interest will be paid on the PBG. PBG will be refunded to the vender after delivery of all the books.
- r) EMD will be refunded to all unsuccessful bidders within 30 days after finalization of tender and no interest will be paid on it.
- s) The successful bidder shall execute an Agreement with CFEL on Non-Judicial stamp paper of appropriate vale before commencement of work.
- t) Financial bids will be opened of the bidders who will be declared as technically qualified.

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4. Others Terms and Conditions are as below:

- I. University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
- II. All tender should be rate plus GST, after showing special discounts etc., if any.
- III. If the terms of the tender etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
- IV. The vendor will be communicated in due course in case the decision is in their favour. Interim enquiries about offers will not be attended. However any queries related to NIT are welcomed on given addresses.
- V. Once the offer is accepted by the Chairperson/ authority/ Indenter and the order is placed on that basis, the vendors will be responsible to provide services accordingly within the stipulated time, or compensate the University for Loss, if any, on account of non-execution of the publication and delivery order.
- VI. Liquidated Damage: Visva-Bharati reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. of India's regulations.
- VII. University/Center will not pay any hidden charges for the purpose.
- VIII. All disputes are subject to "Bolpur, Birbhum, W.B, jurisdiction" only.

5. Technical Bid

Sr. No.	Name of Entries	Details
1.	Full Name of the publisher	
2.	Detail profile of publisher (with supportive documents)	
3.	GST Registration No. (if applicable) (with supportive documents)	
4.	Trade License (with supportive documents)	
5.	Full Address of the publisher with PIN Code, Telephone number	
6.	E-mail ID of the publisher	
7.	Annual turnover Rs. 10 lakh of the publisher in last 2 years (with supportive documents)	
8.	Tax/es registration details (with supportive document)	
9.	PAN (Copy be attached)	
10.	Details of Earnest money deposit (Copy be attached)	
11.	Experience in Linguistics related work (with supportive documents)	

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12.	Any other information:	
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6. Financial Bid

The financial bid should be submitted for each publications (total 8) considering given task mentioned under title 'Required Task' of the relevant table under 'Scope of Work'.

Sl. No.	Heads	Rate per Page in Rs.
A	1 Copy Editing	
	2 Formatting	
	3 Proof Reading	
	4 Printing/Publication (Black & White)	
	5 Printing/Publication (Colorful)	
	6 Others if any (please Specify)	
	Total	
B	Colorful Hard Binding (per copy)	
C	Colorful Paper/Soft Binding (per copy)	
D	Publication Delivery at CFEL, Santiniketan (all publications)	
E	Discount, if any	
F	GST (if any)	

In terms of rates, lowest bidder will be selected on the basis of the A, B, C, D, E and F taking as total.

7. Query and Support

7.1 **Postal Address:** Prof. Sabita Pradhan, Chairperson, Centre for Endangered Languages, Visva-Bharati, Santiniketan -731235, Distt: Birbhum, West Bengal (India)

7.2 **E-mail ID:** sabitapradhan157@gmail.com

7.3 **Contact No.** +91 9434634320

8. Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on thee-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on thee-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on thee-tender Portal. More information useful for submitting online bids on thee-tender Portal may be obtained a <https://mhrd.euniwizarde.com> (Govt. of India)

9. Registration

- i. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com> (Govt. of India) with clicking on the link "Online

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- bidder Registration” on thee-tender Portal by paying the Registration fee of Rs. 2360/-per year charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
 - iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
 - iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing +encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.),with their profile.
 - v. Only on e-valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC”s to others which may lead to misuse.
 - vi. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
 - vii. The scanned copies of all original documents should be uploaded on portal.

Please feel free to contact ITI Help desk (as given below) for any query related to e-tendering.

- Helpdesk landlineNo:011-49606060
- Mr. Saikat Pal (8927976198)