

भारत सरकार/GOVERNMENT OF INDIA  
अंतरिक्ष विभाग/DEPARTMENT OF SPACE  
विक्रम साराभाई अंतरिक्ष केंद्र/VIKRAM SARABHAI SPACE CENTRE  
तिरुवनंतपुरम/THIRUVANANTHAPURAM – 695 022

**EXPRESSION OF INTEREST / अभिरुचि की अभिव्यक्ति**

Ref. No. VSSC/PSD/EOI/2021

Date: 04.08.2021

“एकल तथा द्विवर्ण मुद्रण कार्यों के लिए आरएफपी जारी करने हेतु विक्रेताओं की लघुसूची तैयार करने के लिए अभिरुचि की अभिव्यक्ति”  
“EXPRESSION OF INTEREST FOR SHORTLISTING OF VENDORS FOR ISSUE OF RFP FOR MONO & TWO COLOUR PRINTING JOBS”

Interested parties may furnish their Expression of Interest in Sealed Envelope quoting our Reference No. VSSC/PSD/EOI/2021 on or before 06/09/2021 [16:00 Hrs.] to the following address :-

वरि. क्रय एवं भंडार अधिकारी / Sr. Purchase & Stores Officer,  
क्रय यूनिट I मुख्य क्रय /Purchase Unit- I, Main Purchase  
आरएफएफ क्षेत्र, इसरो पीओ/ RFF Area, ISRO PO,  
तिरुवनंतपुरम/Thiruvananthapuram- 695022  
फोन/Ph: 0471-256 3139 / 3523

नोट/Note :- मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I तथा श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। / **Only Class-I and Class-II Local suppliers as per Make in India policy are eligible to participate in the bid.**

हस्ताक्षरित/Sd/-  
वरि.प्रधान, क्रय एवं भंडार/ Sr. Head, Purchase & Stores

# 1 Introduction and General Information

- a) For & on behalf of the President of India, Senior Head, Purchase & Stores, Vikram Sarabhai Space Centre, Thiruvananthapuram invites Expression of Interest (Eoi) from experienced and reputed eligible vendors from **Thiruvananthapuram Corporation** to be shortlisted to issue Request for Proposal (RFP) for **Mono and Two-Colour Printing Jobs**. This activity is required to be carried out for a period of **two (2) years**.
- b) Potential and reliable vendors are requested to submit their proposal in a sealed cover super scribing **“EXPRESSION OF INTEREST FOR SHORTLISTING OF VENDORS FOR ISSUE OF RFP FOR MONO & TWO COLOUR PRINTING JOBS”** addressed to Senior Purchase & Stores Officer, Main Purchase (Unit-I), VSSC, RFF Area, ISRO P.O., Thiruvananthapuram on or before **06<sup>th</sup> September, 2021 [16.00 hrs.]**.
- c) This tender is proposed as a **DOMESTIC PUBLIC TENDER**. This tender is restricted only to Class-I and Class-II Local Suppliers as defined under DPIIT Order dtd 04/06/2020- Preference to Make in India Order-2017 Revision. Non-Local Suppliers need not quote.
- d) False Declarations will be in breach of the Code of Integrity under Rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- e) Not more than one tender shall be submitted by one vendor or vendors having business relationship. Under no circumstance will close relatives who have business relationship with one another (i.e. when one or more partner(s)/Director(s) are common) be allowed to submit response as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- f) This document consists of the following Sections:
  - a. Section 1 -Introduction and General Information
  - b. Section 2- Description of Work
  - c. Section 3- Vendor Pre-requisites
  - d. Section 4- Selection Process for Pre-Qualification of vendor
  - e. Section 5- Eoi Terms & Conditions
  - f. Annexures

## 2 Description of work

Vendor will have to print and supply **Mono and Two-colour printed works** which includes jobs as detailed below:

Item No.	Item Description
1.	<b>Art work preparation</b> complete with layout, coloring, etc. a. From printouts and photographs b. From camera ready CD c. From manuscript (hard copy) A4 size for English d. From manuscript (soft copy) (text/word format)
2.	<b>Scanning of Photograph</b>
3.	<b>Printing on paper/card of various size in mono or two colour</b>
4.	<b>Binding</b> a. Centre-wire stitching b. Selection sewing with thread and cover pasting c. Perfect binding (adhesive) d. Case binding e. Wire-O Binding charges -standard
5.	<b>Lamination</b>
6.	<b>UV coating</b>
7.	<b>Screen printing</b>
8.	<b>Shrink wrapping</b>
9.	<b>Index cutting</b>

## 3 Vendor Pre-Requisites

The vendor shall fulfil the following requirements to be eligible for short-listing for issue of RFP.

- a) Should be a Registered Firm and not an Individual. The vendor shall be a single entity/registered as a Company/Firm/Society under respective Acts in India and should fully own and maintain **pre-press, printing and post-press facilities, as mentioned in Annexure-A- Clause:15 of this document, located in Thiruvananthapuram Corporation.**
- b) Should have valid registration certificate issued by any Government Agency. The Bye-Law/Registration Certificate should permit undertaking the proposed work.
- c) Should have minimum 3 years of experience in high quality Mono and Two colour printing
- d) Should have Income Tax (PAN) and GST Registration.

- e) Should **NOT** have been blacklisted by any Central/State government-owned or government- controlled entity
- f) Should **NOT** have any of their Directors and Officers convicted of any criminal offence related to professional misconduct or making of false statements or misrepresentations with respect to their qualifications to enter into a procurement Contract within a period of two years preceding the commencement of the procurement process, or not otherwise have been disqualified pursuant to debarment proceedings

#### **4 Selection Process for Pre-Qualification of Vendor**

The Vendor will be shortlisted based on:

- i. The compliance of all the pre-requisites as in 3 above
- ii. Complying with all the Terms and Conditions.
- iii. Evaluation of the vendor by an appropriate Committee

In the absence of non-availability of any of the documents sought for, the EoI will NOT be considered and no clarification will be sought for by VSSC

### **5. EOI Terms and Conditions**

#### **5.1. Definitions**

- 5.1.1. The term “**Vikram Sarabhai Space Centre [VSSC]**”, a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) includes its Units/Entities/Groups/ Divisions and facilities all over Kerala State under the administrative control of VSSC and its offices located at ISRO P.O., Thumba, Thiruvananthapuram - 695 022, Mechanisms & Vehicle Integration Testing (MVIT), Valiamala - 695 583, Composites Entity (CMSE), Vattiyookavu - 695 013, Ammonium Perchlorate Experimental Plant (APEP), Alwaye - 683 112.
- 5.1.2. The term “**Vendor**” shall mean any registered Establishment which will be performing the Printing works and supplying the printed works.

#### **5.2. Mandatory Documents**

- 5.2.1. The following documents shall be submitted by the Vendor along with documentary proof (wherever required); without which the Expression of Interest will NOT be considered.

No.	Details	Annexure
(a)	The details of Vendors establishment in their <b>letter head</b>	<b>A</b>
(b)	Declaration Form	<b>B</b>

(c)	Declaration with respect to Court Cases, if any pending or being contemplated against the Vendor	C
(d)	Compliance Statement	D
(e)	Notarised Certificate of the Affidavit	E

5.2.2. Vendor seeking to bid for the Eol shall have experienced employees with adequate qualifications/expertise. Necessary documentary evidences shall be submitted.

**5.3. Period of Contract:**

The proposed work will be valid for a period of 24 months or any such period as defined in the scope of Work and with an option to extend the same for a further period, with same terms and conditions.

**5.4. Submission of Forged Documents**

If the prospective Vendor submit any forged or false documents along with Eol, such Eols will be summarily rejected and such Vendor will be blacklisted for all future requirements.

**5.5. Validity**

The Eol submitted by the Vendor shall be valid for a minimum period of One Hundred and Twenty Days from the date of opening of the Eol.

5.6. In order to determine whether a vendor has submitted a responsive bid satisfying Eligibility Criteria, VSSC will rely on the submitted documents and also may undertake evaluation at the said premises of the vendor for verification of submitted facts.

## ANNEXURE-A

### DETAILS OF THE VENDOR'S ESTABLISHMENT (To be provided by the VENDOR with EoI)

PASSPORT SIZE  
PHOTO OF THE  
PERSON  
SIGNING EoI TO  
BE PASTED  
HERE

1.	Name of the Registered Firm (Vendor)	
2(a).	Full Postal Address of the Vendor	
2(b).	Telephone No.	
2(c).	Mobile No. (Mandatory)	
2(d).	Fax No.	
2(e).	E-mail id (mandatory)	
3.	Full Postal Address of Operating Branch Office, if any	
3 (a)	Telephone No.	
3 (b)	Mobile No.	
3 (c)	Fax No.	
3 (d)	E-mail	
4.	Indicate the Organizational status of the Vendor	1. Proprietorship 2. Society 3. JV Firm 4. Partnership 5. Private Limited Co 6. Public Limited Co 7. PSU/PSE 8. Others (please indicate) (please tick any one of the above which is applicable)
5.	Act/Rule under which the Vendor is registered	
6.	Registration No. & Date of Registration Attach copy of the Bye-law/ Establishment Registration Certificate issued by any Governmental Agency (Para 3-b)	

7.	Name of the Proprietor /Manager/ President/ Secretary/ Chief Executive with address and Contact Phone No.		
8.	Name of Partners/Shareholders (of privately owned)/ Directors/ Executives/ Officers of the Vendor (If required attach additional sheet)		
9.	Address of Press Premises/Work Places indicating all locations of the press and associated establishments		
10.	Number of regular employees with the Vendor		
11.	PAN No. (Para 3-d)		
12.	Goods & Service Tax Registration No. (Para 3-d)		
13.	Bank Account Details of the Vendor	Banker's Name	
		Banker's Address	
		Bank Account No.	
		IFSC Code	
		PFMS No. (if available)	
14.	Whether the Vendor undertakes any contractual work at any Establishments in Thiruvananthapuram other than VSSC. If so, give the details		
15.	The vendor shall indicate the details of the following establishment to be considered for issue of RFP		
	I	Pre-Process Facility	Availability
	a.	Computers (Description & Numbers)	
	b.	Available Page Layout Software (Name, No. of license)	
	c.	Digital Laser Printers (Description & Numbers)	
	d.	Languages supported	
	II	Process	
	a.	Plate making facility ( Equipment Details)	
	b.	CTP Facility (Equipment Details)	
	III	Printing Section Machinery	
	a	Mono Colour (Quantity /make/ capacity)	

	b	Two Colour (Quantity/make/capacity)	
	c	Screen Printing Facility	
	<b>IV</b>	<b>Space for storage of finished products (Indicate Area)</b>	
	<b>V</b>	<b>Post printing facility</b>	<b>Availability</b>
	a.	Automatic Folding Machine of various sizes	
	b.	Cutting Machine	
	c.	Wire Stitching Machine	
	d.	Perfect Binding Machine	
	e.	Perforating Machine	
	f.	Lamination facility including UV	
	g.	Arrangement for numbering	
	h.	Stitching Machine	
	i.	Die Cutting Machine	
	j.	Shrink wrapping facility	
16.	Whether your firm is insured against fire, burglary etc? If so, please state the amount and name of the insurance company with policy detail.		

Note:- 1. If any of the above columns are kept unfilled and not supported by documentary proof, such EoI will be summarily rejected by VSSC.

### DECLARATION

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

Date : .....

(Signature of Authorized Signatory with Seal)

Place : .....

Name in full :

**ANNEXURE-B**

**DECLARATION BY THE VENDOR**

(To be provided by the VENDOR with EoI on the letter head of the VENDOR)

1. I/We, \_\_\_\_\_  
Son/Daughter/Wife/Husband of Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_  
(Proprietor/Partner/Director/Authorized Signatory of the Firm), I am competent to sign the declaration and execute this EoI.

2. I/We have carefully read and understood all the enclosed terms and conditions and undertake to abide by the same.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our EoI at any stage besides liabilities towards prosecution under appropriate law.

Date : ..... (Signature of Authorized Signatory with Seal)

Place : ..... Name in full :

## ANNEXURE-C

### DECLARATION BY THE VENDOR REGARDING COURT CASES

(To be provided by the VENDOR with EoI  
On the letter head of the VENDOR)

I/We hereby undertake that our establishment do not have any legal suit/criminal case either pending against me/ us/ Partner(s)/ Proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby undertake that our establishment is having the following legal suit/criminal case pending against me/us/Proprietor/Partner (s)/Directors (in the case of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Honourable Court	Nature of the Case	Name of the Parties involved
1.			
2.			
3.			

Note : Strike out whichever is not applicable.

Date : .....

(Signature of Authorized Signatory with Seal)

Place : .....

Name in full :

## ANNEXURE-D

### COMPLIANCE STATEMENT

(to be provided by the Vendor with Eol on their letter head)

Sl. No.	Conditions in EOI/ Requirements	Compliance Yes/No	Explanation Comments	Details of Relevant Documents attached
1	The details of Vendor's establishment in their letter head (Annexure-A of Eol)			
2	Declaration Form (Annexure-B of Eol)			
3	Declaration with respect to Court Cases, if any pending or being contemplated against the Vendor (Annexure-C to Eol)			
4	Valid Registration Certificate of Vendor's Establishment issued by any Governmental Agency (Para 3-b)			
5	Details of similar works executed			
6	The Bye-law/Registration Certificate issued by any Governmental Agency of such establishment of the Vendor permitting the undertaking of the assigned work (Para 3-b of Eol Terms and Conditions)			
7	Bank Account Details (Annexure-A - Column-13)			
8	Copy of PAN Card (Para 3-d)			
9	Copy of the Goods and Service Tax Registration Certificate (Para 3-d)			
10	Notarised Certificate of the Affidavit			

Date : .....

(Signature & Name of Authorized Signatory with Seal)

Place : .....

**SPECIMEN AFFIDAVIT**

I, ..... aged....., S/o. .... residing at ..... do hereby solemnly affirm and state as follows :

That I am the sole proprietor of the firm M/s. .... engaged in the business of printing work.

That I, ..... age..... S/o. .... residing at ..... is the Managing Director of the partnership firm or company styled M/s. .... (address) engaged in the business of Printing work. I am representing the firm or company and competent to swear this affidavit on behalf of the firm / company.

That I am not convicted of any criminal offence related to professional misconduct or making false statements of misrepresentation with respect of my qualifications to enter into Printing Contract within a period of two years preceding the commencement of the process of printing contract or not otherwise have been disqualified pursuant to debarment proceedings (For Proprietary firm)

OR

That I and any of my partners have not been (remaining as above) (For Partnership firm).

OR

That I, directors and officers of the company have not been convicted ..... (remaining as above) (for company)

That I, am swearing this affidavit for the purpose of producing before VSSC, Thiruvananthapuram in connection with printing contract (for all venders)

Dated this the        day of July, 2021.

Deponent