



No RC(S) 69/2015

Dated Umiam, the 4th December, 2015

OPEN TENDER

Sealed bids are invited from the reputed registered firms/ authorized dealers for supply/printing jobs by ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya .Other terms & conditions, etc are given below:-

1. Cost of Tender paper **Rs.1000.00** (Rupees one thousand) only, (**Non- refundable**) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam, by means of Demand Draft payable at SBI, ICAR Complex Branch, Umiam, Non - submission of the cost of the Tender paper shall lead to non - consideration of the Tender.
2. The Tender should consist of two Bids - The techno-commercial bid (Bid 'I') and the financial bid (Bid 'II'). Both must be submitted in two separate envelopes to be sealed and put in a single main cover. The outer main cover should be super scribed "**TENDER NO. RC(S) 69/2015 dtd.04/12/2015 for various printing jobs as printing of Technical Bulletin /Folders/Annual Report/ Newsletter/ Forms/register at ICAR COMPLEX, UMIAM**" and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". You should give the complete address on the bottom left corner of the Main Cover. Tenders may be sent by Registered Post or may be handed delivered in the Tender box kept in the Office Chamber of the CAO's/AAO(S) ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than **12:30 P.M. on the 4th January, 2016**. Tenders received after the due date and time shall not be considered under any circumstances.
3. Efforts should be made to give a clear cut cutting without any mistake. At least 2(two) proofs should be given for correction. In case of any mistake etc. in the final print which was pointed out in the proof, the firm should re-print the entire work without any additional charge.
4. The rates quoted should be up to ICAR Research Complex for NEH Region, Umiam, Meghalaya, for the mentioned items. The rates must be valid for at least 1(one) year from date of quotation. /award of the supply. If during the period of 1 (one) year, the Bidder requests for enhancement of rates or expresses his/her inability to supply /print or does not make the supply in time ,without any rational justification, in the aforesaid cases, the entire amount of Security Deposit shall be forfeited and no request in this regard shall be entertained under any circumstances.
5. Price quoted must be all inclusive, including packing, forwarding, Delivery charges, Taxes, VAT etc., as may be applicable. No rates /charges, etc. over and above the quoted rates shall be considered under any circumstances.
6. **The Technical Bid should consist of all the Technical details like Registration Certificate as per existing norms of Government Department, earlier supplied experience, test qualifications, enrollment with any State Govt., Agency etc., sales tax certificate, tax clearance (up - to date), valid VAT/CST registration certificate, last 3-5 years financial standing etc. along with all the commercial terms and conditions. The Cost of the Tender as well as the Earnest Money should be mandatory kept in the Technical Bid only, failing in which the Bid is liable to be not considered.** Lack of any required technical literature may result in the non-consideration of the Bid. Financial bids of the technical acceptable offers would only be considered for further evaluation and analysis. Non-compliance of this shall lead to non-consideration of the Bid.
7. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest and the total amount should be quoted both in figures and in words.

8. Successful bidder shall have to deposit Rs.50,000/- as security money in favour of The Director, ICAR Research Complex for NEH Region, Umiam, by means of Demand Draft payable at SBI, ICAR Complex Branch, Umiam.
9. **Sample of paper quoted in this offer is essential, otherwise quotation will be rejected.**
10. The supply should be F.O.R. destination Umiam to the respective Divisions/Stores.
11. In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value.
12. The Buyer shall not be responsible for payment of transit insurance.
13. **The Bidders shall have to deposit a sum of Rs.10,000.00 (Ten Thousand only) in the form of Demand Draft valid for 6(six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI, ICAR Complex Branch, Umiam, as a Bid Security/ Earnest Money, to be kept in the Techno-Commercial Bid (Bid - I). Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected.**
14. Printing should be done within the specific time limit.
15. Details of printing works are enclosed as Annexure I.
16. Payment shall be made only on the completion of the supply of goods in good condition.
17. The Director, ICAR Research Complex reserves the right to reject any tender in part or in full, without assigning any reason thereof.
18. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
19. **The bidders should mandatory sign on every page of the Tender Document which would show their un-conditional acceptance of all the terms and Conditions of the Tender Document.**
20. **The Firm/ Agency run by the Non-Tribal should produce Trading License issued by the KHADC & Tribals should provide Schedule Tribe Certificate, failing which the tender are liable to be rejected. Non submission of Trading License, tender rates shall be rejected / not to be considered. None need not apply without having this.**
21. All Bidders should mandatory provide their Current Bank A/C No. alongwith other necessary details, so as to ensure e-payment directly to their respective Bank.
22. Tenders shall be opened on **04/01/2016 at 02:30 P.M.** in the Committee Room of the Administrative Building, ICAR Research Complex for NEH. Region, Umiam, Meghalaya, interested bidders may attend the opening.
23. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply and the bidder/supplier shall be bound by the said terms and conditions.
24. If the above mentioned closing /opening day of the tender happened to be non - working date due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time except on the 2nd (second) Saturday.
25. For any query/clarification, the undersigned may be approached at Contact No:0364-2570355(Tel-Fax)
E-mail: kcjoshiicar@yahoo.com/ icarstore@yahoo.com

Sd/- S. V. Ngachan
Director



Annexure I

QUOTATION OF PRINTING RATES FOR ICAR RESEARCH COMPLEX FOR NEH REGION, UMROI ROAD, UMIAM, MEGHALAYA

Sl. No	Description	Unit	Rates of Annual Report Size: 22 x 28 cm (In Rs.)	Rates of books Size: 18.0 x 24.5 cm (In Rs.)	Rates of Technical Bulletins Size: 18.0 x 24.5 cm (In Rs.)	Rates of Newsletter Size: 22.0 x 28.0 cm (In Rs.)	Rates of Folders Size: 32 x 40 cm (In Rs.)
1.	DTP (including Tables) In English In Hindi	Per page					
2.	Rate for formatting (if matter given in Floppy or CD)	Per page					
3.	Rate for colour proofing	Per page (A4 size)					
4.	Rate for extra proof print-out (i) In B/W (ii) In colour	Per page (A4 size)					
5.	Rate for multi colour printing (In CTP Process) (i) 1 st 1000 Nos. (ii) Sub 1000 Nos.	Per 4 pages					
6.	Rate for B/W text printing (In CTP process) (i) 1 st 1000 Nos. (ii) Sub 1000 Nos.	Per 4 pages					
7.	Planning, Processing, Scanning etc. B/W Photograph/Illustration/Graph	Per photograph/Illustration graph					
8.	Planning, Processing, Scanning etc. col. Photograph/Illustration/Graph	Per Photograph/Illustration/Graph					
9.	Rate for designing of cover/folder	Per cover/Folder					
10.	Rate for designing of Graph/diagram/map (i) In B/W (ii) In colour	Per Graph/diagram/map					
11.	Rate of Cover printing (multi colour In CTP Process) (i) One side Printing (ii) Both side printing	Per 1000 copies or part thereof					
12.	Binding charges (a) Perfect Binding Upto- 50 pages Upto- 100 pages						

	Upto- 200 pages Upto- 300 pages Upto- 400pages Upto- 500 pages						
13.	(b) Hard bound with 3 mm Smurfit Board and Cold Glue of high viscosity. Upto- 100 pages Upto- 200 pages Upto- 300 pages Upto- 400pages Upto- 500 pages Upto- 600 pages Upto- 700 pages	Per copy					
14.	Lamination (i) Matt (ii) Gloss	Per cover Per cover					
15.	UV coating	Per cover					
16.	Spot UV	Per sq.cm Per cover					
17.	Foil stamping	Per sq.cm Per cover					
18.	Embossing	Per sq.cm Per cover					


 (S. Das Biswas)
 Administrative Officer (G)


Sl No.	Rates of Paper	Per Ream (500 Sheets)
A.	Double Crown Size (20" x 30")	
1.	70 GSM Bilt or J.K Maplitho	
2.	80 GSM Bilt or J.K Maplitho	
3.	90 GSM Bilt or J.K Maplitho	
4.	100 GSM Bilt or J.K Maplitho	
5.	120 GSM Bilt or J.K Maplitho	
6.	130 GSM Imported Art paper (Gloss)	
7.	130 GSM Imported Art paper (Matt Finish)	
8.	170 GSM Imported Art paper (Gloss)	
9.	170 GSM Imported Art paper (Matt)	
10.	250 GSM Imported Art paper (Gloss)	
11.	250 GSM Imported Art paper (Matt)	
12.	300 GSM Imported Art paper (Gloss)	
13.	300 GSM Imported Art paper (Matt)	

Price for Bilt and J.K Art Paper may also be quoted with samples. In case of Matt Paper, it should be equivalent to Emperor Matt only.


 (S. Das Biswas)
 Administrative Officer (G)

Sl No.	Rates of Paper	Per Ream (500 Sheets)
A.	Double Demi Size (23" x 36")	
1.	70 GSM Royal Ex. Bond	
2.	80 GSM Royal Ex. Bond	
3.	90 GSM Royal Ex. Bond	
4.	70 GSM Bilt or J.K Maplitho	
5.	80 GSM Bilt or J.K Maplitho	
6.	90 GSM Bilt or J.K Maplitho	
7.	100 GSM Bilt or J.K Maplitho	
8.	120 GSM Bilt or J.K Maplitho	
9.	100 GSM Imported Art paper (Gloss)	
10.	100 GSM Imported Art paper (Matt)	
11.	130 GSM Imported Art paper (Gloss)	
12.	130 GSM Imported Art paper (Matt)	
13.	170 GSM Imported Art paper (Gloss)	
14.	170 GSM Imported Art paper (Matt)	
15.	250 GSM Imported Art paper (Gloss)	
16.	250 GSM Imported Art paper (Matt)	
17.	300 GSM Imported Art paper (Gloss)	
18.	300 GSM Imported Art paper (Matt)	

Price for Bilt and J.K Art Paper may also be quoted with samples. In case of Matt Paper, it should be equivalent to Emperor Matt only.



 (S. Dag Biswas)
 Administrative Officer (G)

Sl No.	Rates of Paper	Per Ream (500 Sheets)
A.	Size (22" x 28")	
1.	210 GSM Imported Art Board (Gloss)	
2.	210 GSM Imported Art Board (Matt)	
3.	250 GSM Imported Art Board (Gloss)	
4.	250 GSM Imported Art Board (Matt)	
5.	300 GSM Imported Art Board (Gloss)	
6.	300 GSM Imported Art Board (Matt)	

Price for Bilt and J.K Art Paper may also be quoted with samples. In case of Matt Paper, it should be equivalent to Emperor Matt only.

Terms & Conditions:

1. Party must have experience of execution of similar works and must submit samples of same along with quotation.
2. Sample of paper must be submitted along with quotation.


 (S. Das Biswas)
 Administrative Officer (G)
