

**OFFICE OF THE DIRECTOR CUM MEMBER SECRETARY
ASSAM STATE BLOOD TRANSFUSION COUNCIL
KHANAPARA, GUWAHATI – 22**

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Open Tender No: ASBTC/SBTC/IEC/2013/304 Part/49

Dt:19.12.2016

NIT for Designing, Printing & Supply of New Year Calendars & Executive Diaries

Sealed quotation in two bid system affixing non-refundable court fees Stamp worth Rs. 8.25 (Rupees eight and paisa twenty five) only are invited by The Director cum Member Secretary, Assam State Blood Transfusion Council from reputed Printing Press for designing, printing & supply of the i) Wall Calendar ii) Table Calendar & iii) Executive Diaries for the year 2017. The quotation must reach the undersigned on or before **27.12.2016** up to **2:00 P.M.** after which no quotation will be accepted. The quotation will be opened on the same day at **2:30 P.M.** in presence of the bidders or their authorized representatives, if any. No Complaint will be entertained and considered on the plea of postal delay or otherwise and also no correspondence will be made or entertained regarding non-compliance of any terms and conditions and submission of documents along with the quotations as required. An EMD @ 2% of the cost of quoted items is required to submit along with the tender. Submission of samples of papers, dairies etc. is a must. The tender is valid for 90 days. **Quantum of items may be increased subject to the availability of fund.**

Terms & Conditions of the Tender

1. The technical bid & financial bid has to be submitted in two separate sealed envelop (Cover "A" & Cover "B") in a single Big envelop. Quotations duly sealed must be addressed to the The Director cum Member Secretary, Assam State Blood Transfusion Council, Khanapara, Guwahati-22, and super scribed as "**Tender for Designing, Printing & Supply of New Year Calendar & Dairy**" on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover.
2. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria will not be considered and will be rejected forthwith.
3. All the items evaluated as a package for bid evaluation. The job is time bounding and must be completed within 1st week of January,2017 or earlier.
4. Tenders received after the prescribed time and date will not be considered and rejected forthwith. Decision of ASBTC in this regard shall be final, conclusive and binding on the bidders. In the event of the last date for the receipt of bids is declared a public holiday for the Bank, the bids will be received up to the specified time on the succeeding working day.
5. ASBTC reserves the right to amend/ modify the tender document or issuing any corrigendum to the bid process. The bidder shall not claim as a right for the ASBTC to do the aforesaid.

6. Any effort by the vendor to influence the tender process may result in forthwith rejection of the vendor's bid.
7. Artwork for the calendar will be property of ASBTC. The successful bidder shall be required to submit the first lot of proofs within three day from the date of approval of design, and the corrected proofs on the day of indicating corrections. The bidder shall get approved the colour and design of calendar from ASBTC. The proof for inside material of calendars shall be submitted to and approved by ASBTC.
8. No increase in cost shall be considered for any reason unless there is a change in the number of pages.
9. All taxes and levies, shall be deducted at source as per current tax rate while making any payment and TDS certificate will be issued.
10. Demand draft for EMD drawn in favour of “Assam State AIDS Control Society”, payable in Guwahati, on any nationalized /schedule bank towards Earnest Money Deposit (EMD). It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders will be refunded only after finalization of the tender or within 90 days from the date of opening of Part-I (Technical bid) of the tender, whichever is earlier. The EMD of the successful bidder shall be converted into Security Deposit and shall not carry any interest and will be refunded after satisfactory completion of the job or such extended period as may be decided by the ASBTC at its own discretion. Tenders without EMD will not be considered.
11. The EMD shall not bear any interest and the amount shall be forfeited in the event of any evasion, refusal to undertake the job or delay on the part of the vendor to sign and execute the order once the bidder has accepted.
12. The work order issued to the successful bidder shall be accepted within 3 days from the date of issue of work order. Failure to accept the work order will result in forfeiture of the EMD.
13. Any delay in delivery or failure to supply requisite numbers of copies as per agreed quality and specifications will entitle ASBTC to invoke penalty clause or even cancel whole/part of the order. In the event of cancellation of the order, ASBTC shall not be liable to pay any amount including the cost incurred by the bidder/bidder to execute the job and the bidder shall not be entitled to recover from ASBTC any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the ASBTC shall be entitled to recover the loss, which it may incur on account of non delivery of items as per quality and quantity.

14. Penalty @ 5% of contract price or more will be imposed by ASBTC at its discretion for slippage in completion of the job entire or part thereof, delivery schedule or unsatisfactory quality of job or any other grievances suffered by ASBTC.
15. Vendors qualified in the Technical Bid round may not be required to participate in the financial bidding process conducted for the same.
16. ASBTC does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason, whatsoever. ASBTC also reserves the right to re-issue / re-commence the Tender without the vendors having the right against such re- issue. Any decision of ASBTC in this regard shall be final, conclusive and binding on the bidders.
17. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria will not be considered and will be rejected forthwith. Conditional tenders which stipulates conditions contrary to the conditions given in the tender document, are also liable for rejection.
18. The selected bidder shall provide certificate that all the copies of the wall calendars, table calendar & dairies have been printed using desired quality of paper and that overall production quality is as per the design, specification, etc approved.
19. The bidder shall (whether or not he responds to this tender notice) treat the details of the documents as secret and confidential.
20. No advance shall be paid.
21. The bidders who participate in the tender shall clearly state that they have read the above terms and conditions and accept the same.
22. Bidders shall satisfy pre-qualification criteria and general terms and conditions to qualify in the Technical Bid.
23. The bidder shall furnish samples of paper specified by ASBTC and copy of calendars & dairies designing and printer earlier. The bidder shall also furnish specimens of their other printed materials (four-colour) on paper specified by us for printing of the calendars .These shall be furnished along with Technical Bid.
24. The bidder shall have the capacity to complete delivery of all copies, in a staggered manner, within eight days from the strike order.
25. ASBTC reserves the right to split the order or combine the order.
26. The bidder shall bear all costs associated with the preparation and submission of its bid and ASBTC shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment of the bidding process.

27. In case of any dispute, the both the parties should try to resolve the issue amicably. The disputes shall be resolved as per Arbitration Act.

28. FORCE MAJUERE

The above condition of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

29. FRAUD & CORRUPTION:

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

a) "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of any thing of value to influence the action of an official in the procurement process or in contract execution.

b) "Fraudulent Practice" means misrepresentation or omission of facts in order to execution of contract.

c) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.

d) "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.

30. ADJUDICATION/ REVIEW BOARD

Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through an Adjudication/Review Board appointed by the appropriate authority of the purchasing organization having officers belonging to other departments not related to the purchasing department.

31. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

32. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Guwahati only.

COVER “A” TECHNICAL BID

TECHNICAL BID COVER ‘A’

The bidder shall furnish along with the bid, the following, in a separate cover, hereinafter called **Cover ‘A’**

- a) The bidder company/ agency must have done similar works for PSUs / Govt. / MNCs etc. (Work Orders along with samples to be provided).
- b) The Bidder Company/ agency should be financially sound, i.e. it must have made profits in the immediately preceding three financial years. The certificate to this effect should be enclosed duly certified by the chartered accountant.
- c) The bidder company/ agency should have an annual financial turnover of at least of Rs.40 lacs during the immediately preceding three financial years. The certificate to this effect should be enclosed duly certified by the chartered accountant.
- d) The Bidder Company/ agency must have a valid VAT and a PAN. Enclose self attested copies of the relevant documents and VAT Clearance Certificate.
- e) The bidder company/ agency should have its office/branch office in Guwahati. Enclose supporting papers.
- f) The bidder company/ agency must have upto date trade license. Enclose self attested copy
- g) The bidder company/ agency must have upto date Registration Certificate from Printing & Stationery Department. Enclose self attested copy
- h) Sample for quality of papers for calendar, table calendar & copy of dairy.

SCOPE OF WORK WITH TECHNICAL SPECIFICATIONS

A. Wall Calendars (2017)

Quantity	1000 Wall Calendars 6 sheets (back to back printing in 4 colors) and One fly leaf (Single color); 1000 paper Boxes of necessary size to fit rolled calendar.
Size	20" x 30" (width x length)
Paper	170-200 gsm double crown glossy for all main sheets and fly leaf
Binding	Wire of good quality imported material on the top 20" end
Theme/Graphics	The theme will be finalized based on abovementioned options and sample designs received from the bidders. All images and graphics used should be of high quality, dimensions, colours. The cost of all artwork, images, graphics, and any copyrights whatsoever involved should be included in the comprehensive costs quoted in the financial bid. No additional time/charges will be granted for the sourcing of these
Packing/Delivery	Printed calendars & boxes to be supplied within 7 (seven) days of final dummy approved by ASBTC.
Penalty	Agency to adhere to the delivery schedule failing which a penalty of Rs. 1, 000/- per day will be imposed. The agency has to ensure that quality of work is strictly maintained as per specifications, suitable penalty will be imposed in case it is found otherwise.
Costing	The rates should be quoted all inclusive i.e. cost of conceptualization, creativity, designing, artwork scanning, proofing, system charges, printing, paper, taxes, packing/delivery etc.
Payment	Payment will be made within 90 days of delivery of all the jobs in proper condition/after presentation of the bill along with necessary certificate/delivery challans. No extra charges/taxes will be paid over and above the Comprehensive cost quoted.

B. Table Calendars (2017)

Quantity	1000 Table Calendars 6 sheets (back to back printing in 4 colors) and One fly leaf (Single color); 1000 Envelopes of necessary size to fit calendar of size 20.5cm x 28cm (With single color printing of ASBTC logo/address etc.)
Size with Base	20.5 cm x 28cm (width x length)
Size of Leaves	18.5cm x 28cm (width x length)
Paper	Leaves – 170 GSM Imported Art Paper Gloss Finish (Mango) Stand – 32 oz board (Allowance of (+)(-) 2.5% as per BIS)
Binding	Wire of good quality imported material
Theme/Graphics	The theme will be finalized based on abovementioned options and sample designs received from the bidders. All images and graphics used should be of high quality, dimensions, colours. The cost of all artwork, images, graphics, and any copyrights whatsoever involved should be included in the comprehensive costs quoted in the financial bid. No additional time/charges will be granted for the sourcing of these
Packing/Delivery	Printed calendars & envelopes to be supplied within 7 (seven) days of final dummy approved by ASBTC.
Penalty	Agency to adhere to the delivery schedule failing which a penalty of Rs. 1, 000/- per day will be imposed . The agency has to ensure that quality of work is strictly maintained as per specifications, suitable penalty will be imposed in case it is found otherwise.
Costing	The rates should be quoted all inclusive i.e. cost of conceptualization, creativity, designing, artwork scanning, proofing, system charges, printing, paper, taxes, packing/delivery etc.
Payment	Payment will be made within 90 days of delivery of all the jobs in proper condition/after presentation of the bill along with necessary certificate/delivery challans. No extra charges/taxes will be paid over and above the Comprehensive cost quoted.

C. Executive Diaries (2017)

Specifications	Executive Spiral Type Diary Quantity: 650 Size: A5 (5.80 inches X 8.3 inches) Full page customization: 5-10 pages in 4+4 colour (back & front) of Company information (text will be provided by ASBTC) Month separator with a thematic picture provided by ASBTC. Inner Cover Page and Last Cover Page to have thematic Blood Donation picture ASBTC's logo on Cover with Name and address Screen printing of names on some diaries will have to be done individually, of which a list will be provided by ASBTC. Blood Red, lather looks foam binding Polythene Envelopes of necessary size to fit dairy.
Quantity	Minimum 650 Nos. may be increased if required
Size	A5 (5.80 inches X 8.3 inches)
Binding	Section sewing, with hard bound Blood Red, lather looks foam binding. Head bands mounted on top and edge decoration provision market string (Tag)
Paper	Single color inner pages of 75 GSM thickness (Ruled)
No. of pages	One page for every day except Saturday & Sunday. Saturday & Sunday on the same page. Monthly planer (4 pages) & telephone directory at the last (13 pages)
Packing/delivery	Printed diaries & envelopes to be supplied within 7(seven) days of final dummy approved by ASBTC.
Penalty	Agency to adhere to the delivery schedule failing which a penalty of Rs. 1, 000/- per day will be imposed. The agency has to ensure that quality of work is strictly maintained as per specifications, suitable penalty will be imposed in case it is found otherwise.
Costing	The rates should be quoted all inclusive i.e. cost of conceptualization, creativity, designing, artwork scanning, proofing, system charges, printing, paper, taxes, packing/delivery etc.
Payment	Payment will be made within 90 days of delivery of all the jobs in proper condition/after presentation of the bill along with necessary certificate/delivery challans. No extra charges/taxes will be paid over and above the Comprehensive cost quoted.

The quality of both print jobs has to be excellent. In case it is found to be subpar by ASBTC, the print job can be rejected with all costs to the party or a suitable penalty can be imposed. It would be the responsibility of the party to proofread all the matter at all stages before sending it for print.

COVER “B” FINACIAL BID

(in letter head of the bidder)

(Submit it in separate sealed envelop)

Quote

1. Wall Calendars (1000 nos. with 1000 Boxes) :	Per unit	Total
	Cost (in Rs.)	(in Rs.)
Total cost of 1000 calendars including all taxes and other expenses like conceptualization, designing, graphics, printing, delivery etc.		
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2. Table Calendars (1000 nos. with 1000 envelopes) :		
Total cost of 1000 calendars including all taxes and other expenses like conceptualization, designing, graphics, printing, delivery etc.		
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3. Executive New Year 2017 Diary (650 nos.)		
Total cost of 650 diaries including all taxes and other expenses like cost of diaries, conceptualization, designing, graphics, printing, delivery etc.		
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Total Cost of the package in Rs.		

(Rupees _____)

Cost of additional calendars and diaries, if required, will be calculated proportionately.

Commercial bids should be most competitive and comprehensive. The turnkey costs should be all inclusive of cost of designing, concept, creativity, photography (if reqd.), copywriting, art work, graphics & copyrights, scanning, proof reading, system work, printing, bind, packing, delivery, cost of paper and all taxes etc. based on the technical specifications of the job.

(Seal & Signature of Bidder)

Date:

Place :