

# **Tender**

**No. D-18A/Printing(A.R.)/2016-17**

**Dated : 01.12.2016**

## **Tender Notice**

# **National Institute Of Cholera & Enteric Diseases (NICED)**

**An Autonomous Body Funded by Govt. Of India.**

**P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010.**

Telephone No. : 2353 6479, 2370 4478, 2370 5533.

Fax no. : 2370 5066, 2363 2398.

Email: store1@icmr.org.in

NIT.No. NICED.....

Date : 01.12.2016

### **Expression of Interest (EOI)**

Sealed two bid system (Separate Technical & Price bid) tenders are invited from eligible vendors working with Govt. of India/Govt. of West Bengal/Autonomous bodies of Govt. of India. Vendor must have vast experience and expertise in printing of annual report of Scientific organizations/Research Institutes.

Name of Work : **Printing of Annual Report for the year 2015-2016**

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## **INTRODUCTION**

National Institute Of Cholera & Enteric Diseases (NICED), Kolkata is a premier Institute of ICMR, an Autonomous body funded by under Ministry of health & family welfare, Govt. of India and engaged for significant research work on Diarrhoeal diseases and others infectious diseases. NICED is also involved Collaborative scientific research work with various national and international organizations.

## **TYPE AND NATURE OF WORK**

Printing of 150 nos. of Institute's Annual Report (2015-2016) as per specification given below:

1. Annual Report should consists of four pages cover, and 100 pages text printed in 4-colours throughout by photo offset process and perfect bound.
2. Book size should be 11" x 8.5".
3. Paper for cover should be 300 GSM high quality Matt Art Board.
4. Paper for text 130 GSM high quality Matt Art Paper.
5. Additionally, rates to be quoted separately for extra pages as per 4 pages.

Before submitting the quotation parties may contact Dr. Triveni Krishnan, Scientist - 'F' and Mrs. Saheli Samanta, Assistant Library and Information Officer at the time of Pre-bid Conference, for any further query, if necessary.

## **CALENDER EVENT**

Pre Bid Conference	16.12.2016 at 3.00 PM
Last Date of Submission	30.12.2016 at 1.30 PM
Place of Submission of EOI Documents	Tender Box kept on the 1 <sup>st</sup> Floor of NICODE-I Building
Date of opening of Technical Bid	30.12.2016 at 3.00 PM
Date of Opening of Financial Bid	To be announced after Verification of Technical Documents
Place of Opening of EOI Documents	Dr. B. C. Deb Auditorium, NICODE-I Building
Address	P-33, CIT Road, Scheme XM, Kolkata – 700010
Telephone No.	2370-5533, 2370-4478

## **SUBMISSION OF EOI**

Total Documents Content in **Two Envelopes**.

**Envelope 1 Contain** : Rs. 1,200/- (Rupees one thousand two hundred only) as EMD and **Tender Fees of Rs. 500/- (non refundable)** in two separate Bank Drafts will be drawn in favour of **Director, NICED** on any **Nationalized Bank**. Sample papers to be used for Printing of Annual Report. Technical Bid documents, Notice Inviting EOI, Instruction for bidders, VAT Registration Certificate & CST, Bank Draft with date to be mentioned including the name of the Nationalized Bank, Last 3 years Income Tax & Service Tax Clearance Certificate.

**Envelope 2 Contain** : Financial Bid Documents.

**Envelope 3 Contain:** Containing **envelope 1 & 2 with superscripted with the detailed address including the name of the work, tender no., addressed to Director, National Institute Of Cholera & Enteric Diseases, P-33, C.I.T. Road, Scheme -XM, Beliaghata, Kolkata-700010.**

## **GENERAL TERMS & CONDITIONS**

- 1) Technical & Price Bid should be submitted separately.
- 2) The tender documents should be typed. Any cutting / overwriting may be signed by the tenderer otherwise the rates in r/o that particular item may not be considered.
- 3) Each and every page of tender must be numbered and signed by the tenderer along with the seal of the firm.
- 4) Covering letter should clearly indicate the list of enclosures.
- 5) EMD is liable to be forfeited if the tenderer withdraws the tender or impairs or derogates the bid in any respect.
- 6) EMD shall be released to unsuccessful bidders after completion of tender process, subject to compliance to all other terms & conditions of Tender.
- 7) **Tender fees of Rs. 500/- (non refundable) should be enclosed with Technical bid.**
- 8) **Penalty Clause for Non-compliance of work order :**  
EMD will be forfeited and necessary action will be initiated.
- 9) Triplicate bills duly pre receipted on appropriate revenue stamp affixed to be submitted in the name of the Director in respective store.
- 10) The bill should be in printed form having printed bill number, VAT/CST/TIN number.
- 11) In case it is a computer-generated bill it must have the seal of the firm affixed on it.
- 12) Payment: Payment will be made after successful completion of work.
- 13) **EXCLUSIVE RIGHT OF DIRECTOR :** Director, NICED Kolkata has the full and exclusive right to accept or reject any or all the tenders without assigning any reasons whatsoever. No enquires, verbal or written shall be entertained in respect of acceptance / rejection of the tender.



### **ROLE OF VENDOR**

Work to be done as per Institute's norms. All work should be executed in consultation with the competent authority of NICED. A maximum of one (1) authorized representative of the vendor will be permitted to be present during the opening of the tender. The representatives should possess appropriate letter of authorization in the letterhead of the company and duly signed, clearly indicating the name of the representative and that he / she has been authorized to represent and sign on behalf of the company. He/ She should also possess the official seal of the company for signing necessary document as and when required.

Canvassing (directly / indirectly) for the tender is strictly prohibited and will be liable to rejection of the bid.

Sd/-  
**Tapan Kumar Saha**  
Administrator Officer