

# **Tender**

**No. D-18A/Printing (A.R.)/2017-18**

**Dated: 28.06.2017**

## **Tender Notice**

# **ICMR-National Institute of Cholera and Enteric Diseases (ICMR-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 : 28.06.2017

### **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 reports of Scientific Organizations/Research Institutes.

Name of Work: **Printing of Annual Report for the year 2016-2017**

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## **INTRODUCTION**

ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED), Kolkata is a premier Institute of Indian Council of Medical Research, an autonomous body funded by the Ministry of Health & Family Welfare, Govt. of India. The Institute is engaged in research work regarding diarrhoeal diseases and other related infectious diseases. ICMR-NICED is also involved in collaborative scientific research work with various national and international organizations.

## **TYPE and NATURE of WORK**

Printing of 150 copies of Annual Report (2016-2017) of ICMR-NICED as per specifications given below:

1. Annual Report should consist of 4 cover pages and approximately 120 pages of text printed in 4 colors throughout by photo-offset process and perfectly bound.
2. Book size should be 11" x 8.5" (A4).
3. Paper for covers should be 300 GSM high quality Matt art board.
4. Paper for text should be 130 GSM high-quality Matt art paper.
5. The cost per set of 4 pages for text in 130 GSM high-quality Matt art paper should be separately quoted. The details will be used to calculate the total cost if the Annual Report exceeds 120 pages.
6. Samples of the 130 GSM paper for text and 300 GSM board for cover should be submitted along with the tender documents.
7. The sample copy of earlier work similarly done should be submitted for reference.
8. The pdf file (as softcopy) of the completed Annual Report should be submitted prior to the 150 hard copies.

Before submitting the quotation, parties may contact with Dr. Triveni Krishnan - Scientist F, Dr. Alok Kr Deb – Scientist E, Dr. Pallavi Indwar - Scientist B and Mrs. Saheli Samanta, Assistant Librarian and Information Officer at the time of Pre-bid Conference, for query.

## CALENDAR of EVENTS

Pre-bid conference	14.07.2017 at 3.00 PM
Last date of submission	21.07.2017 at 1.30 PM
Place of submission of EOI documents	Tender box kept on the 1 <sup>st</sup> floor of NICED-I building
Date of opening of technical bid	21.07.2017 at 3.00 PM
Date of opening of financial bid	To be announced after verification of the technical documents.
Place of opening of EOI documents	Dr. B. C. Deb auditorium, NICED-I building
Address	P-33, CIT Road, Scheme-XM, Beliaghata, Kolkata – 700010.
Telephone No.	2370-5533, 2370-4478

## **SUBMISSION of EOI**

Total content of documents in **two envelopes**:

**Envelope 1**: Rs. 1,900/- (Rupees one thousand nine hundred only) as EMD and Tender Fees of Rs. 500/- (non-refundable) in two separate bank drafts, drawn in favour of Director, NICED on any nationalized bank. Along with the two drafts, sample papers 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 to be provided.

**Envelope 2**: Financial Bid documents.

**Envelope 3**: Containing envelope 1 & 2 with superscription of complete postal address including the name of the work, tender No., addressed to Director, ICMR-National Institute of Cholera and Enteric Diseases, P-33, C.I.T. Road, Scheme -XM, Beliaghata, Kolkata-700010.

## GENERAL TERMS & CONDITIONS

- 1) Technical & Price Bid should be separately submitted.
- 2) The tender documents should be typed. Any crossing over / overwriting should be signed by the tenderer otherwise the rates in r/o that particular item may not be considered.
- 3) Each and every page of the 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) The EMD is liable to be forfeited if the tenderer withdraws the tender, impairs or derogates the bid in any respect.
- 6) EMD shall be released to the unsuccessful bidders after completion of the tendering process, subject to compliance to all terms & conditions of tender.
- 7) **Tender fees of Rs. 500/- (non-refundable) should be enclosed with the technical bid.**
- 8) **Penalty clause for Non-compliance of work order:**  
EMD will be forfeited and necessary action will be initiated.
- 9) Pre-receipt of triplicate bills with appropriate revenue stamp to be submitted in the name of the Director at respective store section.
- 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:** The Director, ICMR-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**

The work is to be completed as per Institute's norms. All work should be executed in consultation with the competent authority of ICMR-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, duly signed and 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 for rejection of the bid.

Sd/-  
**Dr. Tapas Biswas**  
Scientist – G  
& Administrative Officer  
(Additional charge)