

Tender

No. D-18A/Printing (A.R.)/2018-19

Dated: 12.06.2018

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.: 2370 4478, 2370 5533.

Fax no. : 2370 5066, 2363 2398.

Email: storeniced1@gmail.com

Date : 12.06.2018

Expression of interest (EOI)

Sealed two bid systems (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 2017-2018**

INDEX

Sl. No.	Descriptions	Page
1	Introduction	4
2	Type and Nature of Work	5
3	Calendar Event	6
4	Submission of EOI	7
5	General Terms & Conditions	8
6	Role of Vendor	9

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

Designing and Printing of 150 copies of ICMR-NICED Annual Report 2017-18 as per specifications given below:

1. Annual Report should consist of 4 cover pages and approximately 110 pages of text printed in 4 colors throughout by photo-offset process and perfectly bound.
2. The cost per set of 4 pages for text in 130 GSM high-quality Matt art paper should be quoted separately. The details will be used to calculate the total cost if the Annual Report exceeds 120 pages.
3. Annual Report size should be 11" x 8.5" (A4).
4. Paper for covers should be 300 GSM high-quality Matt art board paper. (A sample paper to be submitted in the technical bid).
5. Paper for text should be 130 GSM high-quality Matt art paper. (A sample paper to be submitted in the technical bid).
6. Quantity: 150 copies.
7. Two sample annual report designed and printed by the vendor in the last 3-5 years to be submitted along with the technical bid as reference for work experience. Only, annual reports of National Research Institutes/National organizations/reputed Universities will be accepted as sample work.
8. A list of previous works within last 5 years along with the contact person's names to be included.
9. A PDF version of the print-ready, complete Annual Report within 20 Mb (as soft-copy) to be provided for uploading to the Institute's webpages along with the 150 hard copies.
10. Institute will provide text materials and coloured figures. The vendor will be responsible for formatting of the report, designing of the front and back cover pages and inter-leaves as needed in consultation with the Annual Report Committee.
11. Final version of the Annual Report before printing will also require approval from the Annual Report Committee.

Before submitting the quotation, parties may contact with Dr. N. S. Chatterjee - Scientist F, Dr. Alok Kr Deb – Scientist E, Dr. Sulagna Basu - Scientist E and Mrs. Saheli Samanta, Sr. Technical Officer - II and Mr. Tapas Pal, Sr. Technical Officer – I at the time of Pre-bid Conference, for query.

CALENDAR of EVENTS

Pre-bid conference	25.06.2018 at 3.00 PM.
Place of Pre-bid conference	Board room, NICED-II building
Last date of submission	29.06.2018 at 1.30 PM.
Place of submission of EOI documents	Tender box kept on the 1 st floor of NICED-I building.
Date of opening of technical bid	29.06.2018 at 3.00 PM.
Date of opening of financial bid	To be announced after verification of the technical documents.
Place of opening of technical bid	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, GST 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 Bid & 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, GST/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. Amit Pal
Scientist – F
& Administrative Officer
(Additional charge)