

No. 119-IV/02/RC/S/Print/
Dated- 10/04/2018

To
M/s

Sub:- Inviting Tenders for supply of printing items during 2018-19:-reg.

Dear Sirs,

Sealed Tenders are invited from reputed firms having experience as Central Govt/PSU/Corporate suppliers for rate contract for supply of **printing items** for a period of 1(one) year. Interested parties may obtain Tender papers (Terms & Conditions and Tender Format) from this office within **11/04/18 to 20/04/2018 during working hours** or downloaded from **our website www.nirdnerc.nic.in** for details & papers.

The tenders will be accepted up to **3.00 P.M. on 20/04/2018** and will be opened at 3.30 P.M. on the same day. In case there is any change in the date of opening of tenders the same will be communicated to the concerned parties.

Yours faithfully

(Arupjyoti Sarma)
Administrative Officer
NIRDPR-NERC

Copy to:-

1. Director for information
2. Accounts section
3. Sr CPA for uploading tender papers
4. Office copy

Administrative Officer

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
N. E. REGIONAL CENTRE, KHANAPARA,
GUWAHATI-22

No119-IV/02/RC/S/Print

Dated.10/04/2018

TERMS AND CONDITIONS

REQUIRED TO BE FULLFILLED FOR SUBMISSION OF TENDER FOR SUPPLY OF PRINTING ITEMS DURING 2018-19

1. Tender must be accompanied by latest GST /Regd Certificates /TIN/GIR/Income Tax Returns/Service Tax Return/ PAN Card and **Rs.1,000/-**(Rupees one thousand only) towards earnest money by D.D / Banker cheque only from Nationalized Banks, drawn in favour of DIRECTOR, NIRD–NERC payable at Guwahati .
2. Specification of the paper (for which the rate is quoted) should be clearly indicated and **sample of paper should be enclosed with the tender.**
3. The submission of more than one tender for the same items or item in different names is strictly prohibited.
4. The rates quoted by the Tenderer should be **exclusive of GST** and the GST percentage is to be shown separately.
5. The rates quoted by the tenderer will remain operative for one year from the date of acceptance / agreement.
6. Rates once quoted are final and no change/alteration thereof shall be allowed after submission of tenders on any grounds whatsoever.
7. No tender shall be considered unless the tender is sealed and duly filled in and signed by the tenderer at the bottom of each page of the tender and corrections, if any, to be duly attested by his initials.
8. The tenderer shall fully/specifically state the location of the Firm / Press /Godown etc. in the tender. The location would be verified before consideration of the tenderer.
9. Conditional tender will not be accepted.
10. Acceptance of tender will be duly communicated by the office
11. Sealed and duly filled in tenders along with EMD may be submitted on or before **20/04/2018** upto **3.00 pm**. The same will be opened on the same day at **3.30 pm**. In case the date of opening of the tender is changed due to unavoidable circumstances, the new date will be intimated to the tenderers.

Contd to- 2

12. In case no firm quoted the lowest rate in all the items, the offer will be given to the firm who quotes lowest rate in maximum no of items subject to the conditions that they will have to supply all the items at the L- 1 rate which includes items against which they have not quoted the lowest rate. **Failing to accept this condition it will be presumed as refusal to accept the offer which leads forfeiture of EMD.**
13. If the selected party fails to supply the item(s) ordered within the stipulated time he/she shall be liable to action as decided by the Director, NIRDPR-NERC, Guwahati22.
14. Earnest money will be released within **2 months** after the last date of submission of the bids to the unsuccessful bidders. In the case of the selected bidder, the EMD will be released after receipt of the prescribed **Security Deposit**. The security deposit will be refunded two months after the date of expiry of the contract.
15. Delivery of each item of articles will have to made immediately on receipt of order. After full satisfaction of the indenting officer the Challan / Bill will be certified for payment. Articles of inferior quality will be rejected and the same will have to be replaced by approved standard quality at the party's cost.
16. The delivery of items will have to be made to the NIRDPR-NERC, Khanapara, Guwahati office without claiming any extra charges.
17. The Director, NIRDPR-NERC reserves the right of rejecting any or all tenders without assigning any reason thereof and does not bind himself to accept the lowest tender.

Signature of the
party/firm's authorized signatory

Date.....

Name of the firm

Address.....

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Seal of firm

Administrative Officer
NIRDPR, N.E. REGIONAL CENTRE,
Guwahati-22

FORMAT OF TENDER FOR SUPPLY OF PRINTING ITEMS DURING 2018-19

To
The Director
NIRDPR, NERC
Jawaharnagar, Khanapara, Guwahati-781 022

In response to your tender enquiry dated 10/04/2018 the following rates are quoted enclosing the samples of paper to be used:

Sl no	Particulars of items	Size of paper	Specification of paper brand	Unit	Rate excluding GST	% of GST
1	2	3	4	5	6	
1	Letter Head with printing logo and office address (bi color) general, On A-4 size	1/4	Royal executive bond paper	10 pads(50 sheets in per pad)		
2	Letter Head with printing logo and office address (bi-color) for Director , on A-4 size	1/4	Royal executive bond paper	10 pads(50 sheets in per pad)		
3	Note Sheet pad , F.S with one margin on both side with office logo	f. s. size	Azunelaid Paper	50 pads(50 sheets in per pad)		
4	Money Receipt book (containing 100+100 sheets with duplicate copies in per book)	1/8	Demy 7.3	10 books		
5	Outpatient Slip with printing office address (single color)	1/8	DFC,8.9	50 pads(50 sheets in per pad)		
6	Identity cards (making & supply) both side printing	V.Cards size	Best quality Bi-colour	1 no		
7	Visiting Cards a. (bi-color) b. (single color)	V.cards size	Tajmahal/ poly coated	In per 100 pcs In per 100 pcs		
8	Printing charges only of office address on envelopes one color	11"x5"	Blue/ black color	In Per 500 pcs		

Signature of the party/firm's authorized signatory with date

Name of the firm

Address.....

Seal of firm