



TEA BOARD
14, B.T.M Sarani (Brabourne Road),
Kolkata- 700 001

No. T-1(23)/Stats/2014/ 1364

Date: ³¹30.08.2016

Subject: Printing of Tea Directory of Tea Board, 2015

Sealed Tenders are invited for printing of the Tea Directory, 2015 of Tea Board as per the following specifications:

Sl. No.	Item	Specification Details
1.	Quantity	500 (Five Hundred) Copies
2.	Finished Size	10.5" x 9.5" (approx.)
3.	Paper/Board	Cover: 300 GSM Imported Matt Art Board. Pages: (Text) 95 GSM Ballarpur Super Printing paper. Inserts/ Colour Pages: 130 GSM Imported Matt Art paper.
4.	No. of pages	Cover : 4 Pages Text 350 pages (approx..) in English. <u>Please indicate separately additional cost of each page.</u>
5.	No. of Colours	Cover 4 colours Printing on one side and Tea Garden pictures as intermediate. <u>Please indicate separately cost of each page.</u>
6.	Artwork	Artwork and positives will have to be prepared. Pictures would need high resolution scanning.
7.	Composing	Total composing of the materials has to be done by the printer based on the soft copy provided by Tea Board including proof reading.
8.	Binding	Juice binding with section sewing, inserts pasted/stitched in position as Indicated.
9.	Design Inspection	Sample design of the draft copy may be inspected by Tea Board.
10.	Final Printing	To be completed within 15 (fifteen) days on receipt of approved final report.
11.	Packing	In lots of 10(ten) each with appropriate padding to avoid damage during transit.
12.	Delivery	Delivery to be effected at Board's Office in Kolkata free of charge.
13.	Penalty	For unsatisfactory quality of work or any other aspect pertaining to the specifications and completion of work in due time, penalty will be imposed according to the extent of damage at the discretion of the Chairman.

Sl. No.	Item	Specification/Details
14.	Rates	<p>Quotations should be submit as per following specifications :</p> <p>a) Sales Tax and other Taxes, if applicable must be shown separately and the Sales Tax, VAT Registration Number indicated.</p> <p>b) Quotations must hold good for at least six months from the date of opening the sealed tenders.</p> <p>c) After quotations has been accepted, any additional charges which the tendered might subsequently incur will not be paid for unless otherwise agreed to.</p> <p>d) The Tea Board will not accept any shortage of excess in quantity beyond the usual 5% margin of the total quantity ordered.</p>
15	Earnest Money	Tenderer must deposit the Earnest Money (either by Pay Order or Demand Draft drawn on a schedule bank in favour of Tea Board, payable at Kolkata) at 5% of the estimated value of the tender for which no interest would be paid. The Pay Order or Demand Draft should be attached with the tender.
16.	Security Deposit	Successful tenderer will be required to furnish security deposit (either by a Pay Order or Demand Draft drawn on a schedule Bank in the name of Tea Board, payable at Kolkata) to the extent of 10% of the value of the tender for which no interest will be paid. The earnest money previously deposited by the successful tenderer can be appropriated towards the amount of full security deposit on request made within 07 days after receipt of intimation by the tenderer that his quotation has been accepted Delay in furnishing full security deposit will imply cancellation of the letter of intimation. The security Deposit will be returned after execution of the order.
17.	Order	The order for the job will be placed with the tenderer by the Tea Board
18.	Payment	Payment will be made by Tea Board and no bill will be accepted till complete delivery has been made against signed challans, proof of return of all artwork and that the work has been completed satisfactorily and according to the contract as specified herein.
19.	Date of Submission of the Tender	The sealed tender superscripted "Printing of Tea Directory, 2015 of Tea Board 2015-16" should be submitted to the Secretary, Tea Board, 14, BTM Sarani, Kolkata-700001 (8 th Floor) latest <u>By 03.00 P.M. on 15.09.2016</u> . The same will be opened on the same date at 04.00 P.M. Bidders may remain present at the time of opening of tender at Tea Board.
20.	Statutory Deduction	Statutory deduction like T.D.S. shall be made from the final bill.

NOTE

1. PLEASE ENCLOSE SAMPLE OF BOARD & PAPER FOR THE ANNUAL REPORTS AND FOR ENVELOPE AS SPECIFIED.
2. TENDERS NOT COMPLETED IN ALL RESPECT WILL NOT BE CONSIDERED. THE BOARD RESERVES THE RIGHT TO ACCEPT OR REJECT THE BIDS WITHOUT ASSIGNING ANY REASON.
3. ONE COPY OF THE TENDER NOTICE SHOULD BE SUBMITTED BY THE TENDERER SIGNIFYING ACCEPTANCE OF THE TERMS AND CONDITIONS LAID DOWN ABOVE.
4. THE TENDERERS SHOULD SUBMIT THE SEALED TENDER IN THE CLOSED COVER MENTIONING "TENDER FOR TEA DIRECTORY, 2015"
5. BIDS MAY BE SUBMITTED BY POST OR IN PERSON STRICTLY WITHIN THE LAST DATE AND TIME OF SUBMISSION AS PER THE FINANCIAL BID FORMAT GIVEN BELOW. HOWEVER NO BIDS CAN BE SUBMITTED THROUGH EMAIL.

(Format for Price quote)

Ref. No. . T-1(23)/Stats/2014/

Date: 18.08.2016

Subject: Printing of Tea Directory, 2015 of Tea Board

Price Quote for printing & delivery of 500 copies of Tea Directory, 2015

Sl.No.	Item	Cost (₹) Including all taxes, duties & levies
1	Printing of 500 copies Tea Directory, 2015 as per the specification given above	
2	Additional cost for each pages printing	
3	Cost for each colour pages with picture	
	TOTAL	

Rupees.....(in words)

No additional cost will be taken into consideration.

Date & Place

Signature of the Bidder with Office seal


(Priyanka Basu Ingty)
Secretary

Distribution:

- (1) Website of Tea Board
- (2) Estate OfficerFor displaying in the Notice Board at Ground Floor.