



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)

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

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Ref. No. 18(1)/Sectt/2016/

Date: 21.07.2016

**Subject: Printing of 62<sup>nd</sup> Annual Accounts of Tea Board for FY 2015-16**

Sealed Tenders are invited for printing and supplying of the 62<sup>nd</sup> Annual Report of Tea Board for FY 2015-16 as per the following specifications:

| Sl. No. | Item              | Specification Details  |
|---------|-------------------|--|
| 1.      | Quantity          | 200 (Two Hundred) Copies   |
| 2.      | Finished Size     | 10.5" x 9.5" (approx.)   |
| 3.      | Language          | Hindi & English combine (i.e. Bi-Lingual).   |
| 4.      | Paper/Board       | Cover: 300 GSM Imported Matt Art Board.<br>Pages: (Text) 95 GSM Ballarpur Super Printing paper. Inserts/ Colour<br>Pages: 130 GSM Imported Matt Art paper.   |
| 5.      | No. of pages      | a) Cover : 4<br>b) Text 230 pages (approx...) each in Hindi & English. Please indicate separately cost of additional 4 pages and page-wise (01 page) Cost.   |
| 6.      | No. of Colours    | Cover 4 colours Printing on one side.  |
| 7.      | Artwork           | Artwork and positives will have to be prepared. Pictures would need high resolution scanning.  |
| 8.      | 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.   |
| 9.      | Binding           | Juice binding with section sewing, inserts pasted/stitched in position as Indicated.   |
| 10.     | Envelope          | Envelope of matching size made of 120 GSM Sunshine Super printing paper with single colour Printing by Offset.   |
| 11.     | Design Inspection | Sample design may be inspected by Tea Board.   |
| 12.     | Final Printing    | To be completed within 10 (ten) days on receipt of approved final report.  |
| 13.     | Packing           | In lots of 10(ten) each with appropriate padding to avoid damage during transit.   |
| 14.     | Delivery          | <b>Delivery to be effected at Board's Office in Kolkata free of charge for 150 copies, while 50 sets has to be delivered to our New Delhi office.</b>  |
| 15.     | 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. |

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| Sl. No. | Item                             | Specification/Details   |
|---------|----------------------------------|---|
| 16.     | Rates                            | Quotations should be submit as per following specifications :<br>a) Sales Tax and other Taxes, if applicable must be Shown separately and the Sales Tax, VAT Registration Number indicated.<br>b) Quotations must hold good for at least six months from the date of opening the sealed tenders.<br>c) After quotations has been accepted, any additional charges which the tendered might subsequently incur will not be paid for unless otherwise agreed to.<br>d) The Tea Board will not accept any shortage of excess in quantity beyond the usual 5% margin of the total quantity ordered.                     |
| 17.     | Earnest Money                    | Tenderer must deposit the Earnest Money (either by Pay Order or a/c. payee cheque 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.  |
| 18.     | 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. |
| 19.     | Order                            | The order for the job will be placed with the tenderer by the Tea Board   |
| 20.     | Payment                          | Payment will be made by Tea Board and no bill will be accepted till completed 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.   |
| 21.     | Date of Submission of the Tender | The sealed tender superscribed "Printing of 62 <sup>nd</sup> Annual Reports of Tea Board 2015-16" should be submitted to the Secretary, Tea Board, 14, BTM Sarani, Kolkata-700001 (8 <sup>th</sup> Floor) latest <u>By 03.00 P.M. ...on 18./08/2016.....</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.   |
| 22.     | 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 ACCOUNTS 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. OF THE TWO COPIES OF THE TENDER NOTICE ONE COPY 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 62<sup>ND</sup> ANNUAL ACCOUNTS"
5. IF REQUIRED, OTHER REQUISITE WORKS RELATED TO THE ABOVE MAY BE INFORMED/SPECIFIED DURING THE PROCESS.
6. 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.

Ref. No. 18(1)/Sectt/2016/

Date: 21.07.2016


**Subject: Printing of 62<sup>nd</sup> Annual Accounts of Tea Board for FY 2015-16**

Price Quote for printing & delivery of 200 copies of 62<sup>nd</sup> Annual Accounts 2015-16

| Sl.No. | Item   | Cost (₹) including all taxes, duties & levies |
|--------|--|---|
| 1      | Printing of 200 copies of Annual Accounts with envelope as per the specification given above |   |
| 2      | Additional cost for 4 (four) pages printing  |   |
|        | <b>TOTAL</b>   |   |

Rupees..... (in words)

1. Prices including delivery of 50 copies at our New Delhi Office and 150 copies at H.O., Kolkata, service tax, VAT etc.
2. No additional cost will be taken into consideration.

  
(Priyanka Basu Ingty)  
Secretary

Distribution:

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