

TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

P.O. Box No. 2172 :: STD Code : 033 Telefax No. : (033) 2221—5715 / 2235-2466
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Ref.No.18(1)/Sectt/2015/

Date: 29/10/2015

Subject :- Printing of 61st Annual Report of Tea Board for FY 2014-15

Sealed Tenders are invited for printing and supplying of the 61st Annual Report of Tea Board for FY 2014-15 as per the following specifications:

Sl. No.	Item	Specification Details
1.	Quantity	400 (Four 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. Pages : (Text) 130 GSM Imported Matt Art Paper. Inserts /Colour Pages : : 170 GSM Imported Matt Art Paper.
5.	No. of Pages	a) Cover : 4 b) Text 230 pages (appx.) each in Hindi & English. Please indicate separately cost of additional 4 pages <i>and Page-wise(01 Page) Cost.</i>
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 including proof reading of the materials has to be done by the printer based on the soft copy of the materials provided by the Tea Board
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.	Proofing	Final proof , if required within 07 (seven) days of Receipt of draft copy.
13.	Final Printing	To be completed within 10 (ten) days on receipt of final materials
14.	Packing	In lots of 10(ten) each with appropriate padding to avoid damage during transit.
15.	Delivery	350 copies of the report to be delivered at Board's Office in Kolkata and 50 copies to be delivered at Board's Office at New Delhi. Complete delivery shall be made on top priority basis after final approval of the draft report.
16.	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
17.	Rates	<p>Quotations should be submitted 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 or excess in quantity beyond the usual 5% margin of the total quantity ordered.</p> <p>e) Please Provide the PAN Number.</p>
18.	Earnest Money	<p>Tenderers must deposit with the Board earnest money (either by Pay Order or an a/c. payee cheque on a Kolkata bank drawn in favour of Tea Board.) at 5% of the estimated value of the tender for which no interest would be paid. The Pay Order or the a/c. payee cheque should be attached to the tender.</p>
19.	Security Deposit	<p>Successful tenderer will be required to furnish security deposit (either by a Pay Order or an a/c. payee cheque on a Kolkata Bank drawn in the name of Tea Board.) 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.</p>
20.	Order	<p>The order for the job will be placed with the tenderer by the Tea Board</p>
21.	Payment	<p>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.</p>
22.	Date of Submission of the Tender	<p>The sealed tender superscribed “ Printing of 61st Annual Report of Tea Board 2014-15” should be submitted to the Secretary, Tea Board, 14, BTM Sarani, Kolkata-700001 (8th Floor) latest by 01.00 p.m on 09/11/2015 (Monday). The same will be opened on the same date at 03.00 p.m. Bidders may remain present at the time of opening of tender at Tea Board.</p>
23.	Statutory Deduction	<p>Statutory deduction like Income Tax, T.D.S. shall be made from the final bill .</p>

NOTE

1. PLEASE ENCLOSE SAMPLE OF BOARD & PAPER FOR THE ANNUAL REPORTS AND FOR ENVELOPE AS SPECIFIED.
2. TENDERS NOT COMPLETED IN ALL RESPECTS WILL NOT BE CONSIDERED. THE BOARD RESERVES THE RIGHT TO ACCEPT OR REJECT THE TENDER 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 TENDER IN THE CLOSED COVER MENTIONING “TENDER FOR 61ST ANNUAL REPORT 2014-15 OF TEA BOARD
5. IF REQUIRED, OTHER REQUISITE WORKS RELATED TO THE ABOVE MAY BE INFORMED/SPECIFIED DURING THE PROCESS.

Sd/-
(A. Rajan)
Secretary (I/C)

Distribution :

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