



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

P.O. Box No. 2172 :: STD Code : 033 Tele-fax No. :: (033) 2221—5715.
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Ref.No.18(1)/Sectt/2013/3844

Date : 09-10-2013.

To :

*As per List of Addressee

Subject :- Printing of 59th Annual Reports for 2012-2013.

Dear Sir(s),

Sealed Tenders are invited in duplicate for printing and supplying of the 59th Annual Reports, 2012-2013 for Tea Board, as per the following specifications:

- 1) **Quantity** : **400 (Four Hundred) Copies.**
- 2) Finished Size : 10.5” x 9.5” (appx)
- 3) **Language** : Hindi & English combined (i.e. Bi-Lingual). Supporting **Mangal Font**, based on **UNICODE (Hindi) Software must be having by the Tenderer.**
- 4) Paper/Board : Cover : 300 GSM Matt finish Zanders Art Board.
Pages : (Text) 95 GSM Ballarpur Super Printing Paper
Inserts /Colour Pages: : 135 GSM Matt Finish Zanders Art Paper.
- 5) No. of Pages : a) Cover: 04 (four)
b) Text 190 pages (appx.) each in Hindi & English. Please indicate separately cost of additional 4 pages and Page-wise (01 Page) Cost.
- 6) No of Colours : Cover 04 colours Printing on one side.
Text : 01 colour (complete Black & White)
- 7) Artwork : Artwork and positives will have to be prepared. Pictures would need high resolution scanning
- 7A) Composing : Total composing of the materials have to be done by the Party.
- 8) Printing : Offset Process.
- 9) Binding : Juice Binding with Section sewing inserts pasted/stitched in position as indicated.
- 10) **Total Work** : **The total work of printing from composing, proof reading, printing (including photos) and binging etc. would be under one roof of the printer for facilitating smooth inspection by the authority of Board.**

- 11) Envelope : Envelope of matching size made of 120 GSM Sunshine Super Printing paper with single colour Printing by Offset.
- 12) Design Inspection: Sample design may be inspected by Tea Board.
- 13) Proofing : a) 1st proof within 07 days of receipt the material.
b) Revised proof, if required, within 05 (five) days of Receipt of 1st proof marked for corrections.
c) Checking to be done from time to time and printing will start, only after approval of the Competent Authority of the Board,
- 14) Final Printing : To be completed within 10 (ten) days, on receipt of final matter..
- 15) Packing : In lots of 10 (ten) each with appropriate padding to avoid damage during transit .
- 16) Delivery : Delivery to be effected at Board's Office in Kolkata free of charge. Complete delivery shall be made on Top Priority basis after final approval of proofs.
- 17) Penalty : For unsatisfactory quality of work or any other aspect pertaining to the specifications and completion of work in due time, a penalty will be imposed according to the extent of damage at the discretion of the Chairman.
- 18) Rates : Quotations should be submitted as per following specifications
a) Sales Tax and other Taxes, if applicable must be shown separately and the Sales Tax, VAT Registration Number indicated.
b) Quotations must hold good for at least six months from the date of opening the sealed tenders.
c) After quotations have been accepted, any additional charges which the tendered might subsequently incur will not be paid for unless otherwise agreed to.
d) The Tea Board will not accept any shortage or excess in quantity beyond the usual 5% margin of the total quantity ordered.
e) Please Provide the PAN Number.
- 19(i) Tender Fee :Tender Fee of `500/- in form of DD/ Pay Order or an a/c. payee cheque drawn in favour of Tea Board payable at Kolkata should be attached with the tender.**
- 19(ii) **Earnest Money** :Tenderers must deposit with the Board **earnest money of `5,000/-**(either by Pay Order or an a/c. payee cheque on a Kolkata bank drawn in favour of Tea Board). The Pay Order or the a/c. payee cheque should be attached with the tender.
- 20) Security Deposit : 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.

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- 21) Order : The order for the job will be placed with the tenderer by the Tea Board.
- 22) 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.
- 23) Date of submission: The sealed tender superscribed "Tender for Printing of 59th Annual Report (2012-2013) should be submitted at the Board's office in Kolkata latest **by 03.00 Pm of 26th October, 2013.** The sealed tender may be sent in the name of the undersigned and the same will be opened on the same date at 04.30 p.m. Participants in the tender process may remain present at the time of opening of tender at Secretary's chamber, 08th floor, Tea Board, Kolkata-700 001.
- 24) Statutory Deduction : Applicable deduction like Income Tax, T.D.S. shall be made from the final bill.
- 25) Return of Material: That the materials (inputs) of Annual Report & Accounts (i.e. CD) is to be returned as unedited Condition and the Printer (at his own cost) would provide the fresh Re-writable CDs' of the Annual Accounts as per the specimen of printed books style in pdf for uploading the same in the Board's Website.

NOTE

1. PLEASE ENCLOSE **SAMPLE OF BOARD & PAPER** FOR THE ANNUAL ACCOUNTS 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. OUT OF THE TWO COPIES OF THE TENDER NOTICE, ONE COPY SHOULD BE SUBMITTED BY THE TENDERER SIGNIFYING ACCEPTANCE OF THE TERMS AND CONDITIONS LAY DOWN ABOVE.
4. THE TENDERERS SHOULD SUBMIT THE TENDER IN THE CLOSED COVER MENTIONING **"TENDER FOR 59th ANNUAL REPORTS OF TEA BOARD"**.

Sd/=

(A. Rajan)
Secretary I/c.

Distribution :-

- (1) Enlisted Printers of Tea Board, vis-à-vis Tea Board's Website : <http://www.teaboard.gov.in>.
- (2) Security Officer ... with the request to arrange displaying on the Notice Board.

