



Tender Notice for
Printing of Annual Report for 2018-19 of National Jute Board (NJB).
Tender No - 2 ./NJB/2019-20

NATIONAL JUTE BOARD

(A Statutory Body Ministry of Textiles, Govt. of India) 3A & B, Park Plaza, 71, Park Street, Kolkata-700 016 Tel: 033-2249 3825 / 2217 2107 / 2226 3438, Fax: 033-2217 2456

E-mail: jute@njbindia.in

NIT No 2 ./NJB/2019-20

Dt. 05/3/2020

INVITATION OF BID

Details for submission of bids for printing of Annual Report for 2018-19 of National Jute Board (NJB).

Requirement

NJB Intends to print **Annual Report for 2018-19 in both English and Hindi (Separate Books)** highlighting the activities and accounts during 2018-19.

For the purpose of the Present Bid, aforesaid activity is hereafter referred to as the "activity".

Schedule of Tender:

1	Mode of Tender	e-Procurement System (Online Part I- Techno-Commercial Bid and Part-II- Price Bid through https://www.tenderwizard.com/TWEPROC of ITI Ltd.)
2	Tender Processing Fee	As applicable online (Note: Please note that vendors will have the access to online e-tender only after remitting the tender processing fee in favour of ITI Limited, Kolkata.)
3	Start Bid date and Time	17-03-2020, 11:30 AM.
4	Close Bid date and Time	07-04-2020, 17:00 Hrs
5	Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	08-04-2020, 11: 30 PM.

SCOPE OF WORK

- Specimen copies of Annual Report 2017-18 (English and Hindi) are available for reference in NJB office.
- The technical specifications of the **Annual Report for 2018-19** are given below:

1. Book Size	11" X 8.5" (Total Pages : 80 including cover) 4 Pages - 300 GSM Art
2. Cover Pages	4 Pages – 300 GSM Art Board
3. Inside Pages	Board 76 Pages - 135 GSM Finished Art Paper.
4. Print	4+4 Colour
5. Fabrication	Machine Perfect Binding
6. Quantity	English Version 300 Nos Hindi Version 200 Nos.
Delivery	To be delivered at NJB office, within 21 days from the date of providing / receipt of final Manuscript in English by / from NJB.

Notes. :

- Text Matter in English in soft copy will be provided by NJB.
- The Text Matter is required to be translated in Hindi by the Agency for Hindi edition.
- Cover Page design may Change - Agency to coordinate.

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

Technical and financial bids are required to be submitted through online mode only (www.tenderwizard.com/TWEPROC), within **7th April 2020** before 5.00 P.M. Bidders may note that conditional bids are not allowed and shall be liable for rejection summarily, without assigning reason thereof.

Cover 1: Technical Bid: Superscribe the name of the activity and "Technical Bid" to include the following documents:

a. Details of the Bidder:

- i. Profile of the company/agency
- ii. Track Record - previous experience of handling similar nature of work. The company must have 5 years' work experience in production of similar jobs in Govt. offices /PSUs/other companies etc.

- iii. A certificate from CA verifying the turnover of the applicant bidder for the last 3 financial years.
- iv. Latest Income Tax Return and copy of the PAN Card.
- v. Earnest Money Deposit "**EMD of Rs.25,000/-** (Rs. Twenty five thousand) in the payment gateway provided online through www.tenderwizard.com/TWEPROC . Bid security in any other form will not be accepted. For the selected bidder, EMD amount would be considered as security deposit and adjusted in the final payment.

Cover 2: Financial Bid: Superscribe the name of the activity and "**Financial Bid**"

To include the following documents/details:

1. **The Financial bid in prescribed format - (Annexure - 1)** is required to be submitted with detailed price breakup (per piece and total inclusive GST, applicable tax) in Indian Rupees only including delivery charges in NJB, Kolkata. No lump sum amount shall be considered.
2. The applicable tax should be clearly mentioned separately in the financial bids.

SELECTION PROCEDURE

A Committee in NJB will carry out a preliminary screening of the bidders and will shortlist the bidders fulfilling the prescribed requirements. Technical assessment will be based on Profile & Track Record, and the background of the Agency.

Then the financial bids of the agencies of those who have qualified in Technical assessment shall be opened. The financial bid of the agency/ies will be considered for L1, L2, L3 so on.

Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without any liability on NJB.

Time Line:

After selection of the Agency, the Agency will be issued a work order. On acceptance of the work order, the Agency will immediately be supplied with the manuscript in English to start the job for printing of **Annual Report for 2018-19** as per the approved design / scope of work. For Hindi Annual Report for 2018-19, the Agency is required to translate the English version into Hindi version.

The Agency is required to complete the printing within **21 days** of receiving the work order, manuscript and submit a copy of the proof for preview and approval.

After obtaining approval on the proof, the agency will deliver the required quantities of the Annual Reports within stipulated period.

Payment to the successful / selected bidder:

The amount quoted in the financial bid will be considered as the final amount payable to the selected Agency. Payment would be released to the selected Agency on satisfactory completion / delivery of the **Annual Report for 2018-19(English : 300 Nos. and Hindi : 200 Nos.)** as per specification.

Other important Information

- a. The ownership of the creative of the **Annual Report for 2018-19** will at all times rest with NJB and the Agency will have no proprietary or other rights in respect to the same and will not use the material in any way.
- b. Last date of submission of Bid is **7th April, 2020** upto 5.00 PM.
- c. NJB is not bound to accept the lowest tender or to assign any reason for non-acceptance. NJB reserves its right to accept the tender either in full or in part. However, the conditional bids will be rejected outright.
- d. NJB reserves the right to summarily reject the offer received from any agency on national security considerations, without any intimation to the bidder or giving the reason.
- e. NJB reserves the right to place an order for the full or part work under any items of work indicated above.
- f. Penalty will be levied on delay beyond delivery date and liable for termination of service.

Termination by Default:

NJB reserves the right to terminate the contract of any agency/ agencies in case of changes in the Government procedures or unsatisfactory services.

FINANCIAL QUOTATION

Dated

SUBMITTED TO NATIONAL JUTE BOARD

SL.NO.	ACTIVITY	FINANCIAL QUOTE		
		Per Pc (Rs)	Total Qty.	Total Amount (Rs)
01.	Printing, Packaging and Delivery of Annual Report for 2018-19 of NJB - as per specification • English • Hindi		300 Nos 200 Nos	
			Total Rs GST as Applicable(+)	

Note : Cost of Translation in Hindi to be included under Hindi Annual Report (In words Rupees)

Signature of the Agency With seal

1	<p>Process of E-tender</p> <p>A). Registration: The process involves vendor’s registration with ITI e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of techno-commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. ITI/NJB is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT https://www.tenderwizard.com/TWEPROC</p> <p>(i) Vendors are required to register themselves online with www.tenderwizard.com/TWEPROC → Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>(ii) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact ITI/NJB, (before the scheduled time of the e- tender).</p> <p>Contact person</p> <p>1. Helpdesk No. – Mob- 9073677150/151/152, Email- helplinetenderwizard@gmail.com</p> <p>2 Mr. Siddhartha S Mondal Mob-9674758723 Email- helpline1tenderwizard@gmail.com</p>
2	<p>(A) Part I techno-commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by NJB. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p>Note:</p> <p>The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>

3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity
4	<p><u>Special Note towards Tender Processing fee</u> The vendors shall pay the tender processing fee using its Credit/ Debit Card/ Net Banking.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards tender processing fee</p> <p>NOTE : The bidders should submit the tender processing fee well in advance before the last date of submission of tender</p> <p>Transaction fee is non-refundable.</p>
5	<p>Vendors are instructed to use <i>Upload PDF for Inline Sign</i> link to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB.</p> <p>Once documents are uploaded in the library, vendors need to attach documents through <i>Attach Document</i> link against the particular tender. For further assistance please follow help manual</p>
6	<p>Bidding in e-tender:</p> <p>a) For registration, Submission procedure and method of correspondence etc. Please visit our website: www.tenderwizard.com/TWEPROC and click on the link Vendor Help.</p> <p>b) To obtain the Class III digital signature certificate or further details please visit our website: www.tenderwizard.com/TWEPROC</p> <p>c) Registration/Enrolment of Bidder on e-procurement Portal of NATIONAL JUTE BOARD:</p> <p>In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of NATIONAL JUTE BOARD with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.</p> <p>The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/accepted.</p> <p>The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria is found to be</p>

wrong or misleading at any stage, they will be liable to be punitive action.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website www.tenderwizard.com/TWEPROC . The bidders have to Log on to NATIONAL JUTE BOARD's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB : (I) Please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site . As such , tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum , if any , will be that of the downloading parties.

(ii) No separate intimation in respect of corrigendum to this NIT(if any) will be sent to tenderers who have down loaded the document of NATIONAL JUTE BOARD.

e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd www.tenderwizard.com/TWEPROC tender document failing which the offer is liable for rejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.