

Tender for Printing & Supply of Annual Magazine at Regional Institute of Paramedical & Nursing Sciences, Aizawl

Tender No. : 1of 2017
Tender Issue Date : 05.01.2017
Last Date of Submission : 16.01.2017
Opening of Tender : 16.01.2017



**Regional Institute of Paramedical and Nursing Sciences,
Aizawl, Mizoram, 796017**

RIPANS, Aizawl invites sealed quotations for Printing & Supply of Annual Magazine. The estimated value will be approximately Rs.4.Lakhs. You are requested to quote your best offer along with the complete details of specifications, terms & conditions. Complete Tender Document may be downloaded from the Institute website i.e. www.ripans.in

S. No.	Item Description	Total estimated value	EMD (in Rs.)
01	Tender for Printing & Supply of Annual Magazine	Rs.4,00,000/-	Rs.80,000/-

(Refer Details as per Annexure – “I”)

Quotation should be sealed and superscripted with tender number and address to:

**“Director
RIPANS
Zemabawk, Aizawl”**

The sealed quotations should reach the undersigned, latest by 16.01.2017 at 12:00 PM and it will be opened on the same day at 02:00 PM in RIPANS Conference Hall, Aizawl in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

Sd/-Dr.CHAWNGTHANLIANA
Director
Regional Institute of paramedical & Nursing Sciences
Aizawl, Mizoram

TERMS & CONDITIONS

1. **Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid for Printing & Supply of Annual Magazine**" and "**Financial Bid for Printing & Supply of Annual Magazine**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Printing & Supply of Annual Magazine**".

2. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.80,000/- (Rupees Eighty Thousand Only) by way of demand draft only. The demand draft shall be drawn in favour of "**Director, RIPANS**". The demand draft for earnest money deposit must be enclosed in the envelope containing the **Technical Bid**. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand draft of EMD will be summarily rejected.
 - a) Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.
 - b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - c) The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).
 - d) The EMD, in case of unsuccessful Bidders shall be retained by the institute, till the finalization of the tender. No interest will be payable by the institute.

3. **Tender Fee:** Tender fee will be Non-refundable amount of Rs. 500/- (Rupees Five Hundred only) by way of demand drafts only. The demand draft shall be drawn in favour of “**Director, RIPANS**”, payable at Aizawl. Bid(s) received without demand draft of Tender Fee will be summarily rejected.
4. The firm should be located in Aizawl, Mizoram only.
5. The Institute reserves the right to change the quantity as per its requirement at any stage.
6. The Institute is not bound to accept the lowest rates.
7. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, the Institute reserves the right to reject such tenders without assigning any reason thereof. Not more than one tender will be submitted by one bidder for the same work.
8. The Institute reserves the right to reject any or all quotations without specifying any reasons thereof.
9. **Rate:** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at RIPANS, Aizawl, Inclusive of all the Charge.
*** The Rates quoted should be indicated in words as well as in figures, as per format specified in Annexure – “III”, In case of any discrepancy, rate quoted in words shall be considered as valid.**
10. The firm should have at least two (2) years printing experience of Institute/ College/ University Magazine. Sample copy of work done should be submitted along with Technical Bid.
11. **Taxes:** Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid by the Institute.
12. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The late received tenders by the Institute will be ignored. Further, the Institute does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
13. **Contract Period:** The contract for supply will be initial for a period of 01 (One Year) subject to satisfaction of the Institute and on mutual consent of both parties subject to the condition/ rules framed by the Government of India from time to time.

14. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods. The supplier should replace the rejected/ damaged stores within 10 days, failing which legal action will be taken as deemed fit by the Institute.
15. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
- In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
16. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Institute may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
17. **Award of Contract:** The authority will award the contract to the successful bidder/Contractor whose bid has been determined to be in full conformity to the bid document and has been determined as the lowest evaluation bid, subject to the class and quality of work done.
18. **Signing the Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein within fifteen days of the issue of the Letter of acceptance of BID. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
19. **Delivery:** The firm must provide **corrected proof within 10 days** from the date of providing the printing material to the firm. All the material ordered shall be delivered within 15 days from the date of receipt of corrected proof pages. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.
20. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 10% of tender amount in the form of Fixed Deposit

Receipt or Bank Guarantee from any Nationalized/ Scheduled Bank duly pledged in the name of the "**Director RIPANS**" valid for one (1) year. Performance Security will be discharged after 60 days from the delivery and inspection of ordered materials by the Inspection Committee of the Institute

21. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
22. **Payment Term:** The Bill in duplicate may be submitted to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items. No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work.

The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the Institute. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

23. **Breach of Terms and Conditions:** An agreement shall be signed with the successful bidder. All terms and conditions are part of the Contract/Agreement and any noncompliance shall be deemed as breach of the Contract/Agreement.

In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by the Institute in that event, the EMD shall also stands forfeited.

24. VAT/ Taxes if payable extra should be clearly mentioned otherwise no VAT/Taxes charges will be paid.
25. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
26. Bidder shall submit a copy of the tender document and corrigendum/addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
27. After due evaluation of the bid(s) the Institute will award the contract to the lowest evaluated responsive tenderer subject to the class and quality of work done. Conditional bid will be treated as unresponsive and it may be rejected.
28. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

29. **Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum Aizawl, Mizoram only.
30. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

**Administrative Officer
RIPANS, Aizawl
Mizoram**

Annexure – I

TECHNICAL SPECIFICATION

1. Description : Color Printing
2. Approximate No. of pages : 170
3. Size : 28 x 21 cms
4. Method of Production : Offset printing (as per sample).
5. Art work and Design : To be prepared by the Printer under guidance of this office.
6. Style of binding : As per sample.
7. Paper and its quality : For inside color pages: Art paper of 130 GSM
For front & back covers: Art Paper of 300 GSM.
8. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
9. The Magazine is required to be printed as per the specimen to be provided by the Institute.
10. Soft copy of the Magazine must be provided to the Institute.

Note: Interested Bidder must verify the sample for above said required materials to the Administrative Block, RIPANS, Aizawl.

Annexure-II

(In Separate sealed cover-I super scribed "Technical Bid")

S No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Whether the Firm is located in Aizawl (Mizoram). (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
6.	Whether each page of NIT and its annexure have been signed and stamped		
7.	Copy of VAT/CST/ST Registration		
8.	Permanent Account Number		
9.	Sale Tax Registration No.		
10.	TIN No. with Proof		
11.	Any other information important in the opinion of the tenderer		

Date:
Place:

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

Annexure – III

To,
The Director,
RIPANS, Aizawl.

Sir,

1. I/We
Submitted the quotation for Enquiry No. **“TENDER FOR PRINTING & SUPPLY OF ANNUAL MAGAZINE AGAINST THE INQUIRY NO. _____, Due on _____ 2016, 02.00 PM for Supply of Printing & Supply of Annual Magazine at RIPANS, Aizawl”**.
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

S. No	Name	Qty	Rate in Rs. (per page) (Exclusive of TAX)	Total Price (Inclusive of TAX)
1	Annual Magazine in English (Total 170 pages approx)(inclusive of Designing, Page layout, one colour hard copy for proof reading, cover pages, Printing, Binding and Transportation)	1000 Books		

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.

- No other charges would be payable by the Institute.
- **Quantity mentioned above is tentative, it may increase or decrease as per requirement.**
- A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- **Soft copy of the Magazine must be provided to the Institute.**

Note: Interested Bidder must verify the sample for above said required materials from the Administrative Block, RIPANS, Aizawl.

Date _____
Place _____

(Signature of Authorized Person) _____
(Name) _____
Name of Firm/Company/Agency _____
Phone No. _____
Email: _____