



# 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  
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NIT No1./NJB/2019-20

Dt. 10/4/2019

## INVITATION OF BID

Details for submission of bids for printing of Annual Report for 2017-18 of National Jute Board (NJB).

### Requirement

NJB Intends to print **Annual Report for 2017-18 in both English and Hindi (Separate Books)** highlighting the activities and accounts during 2017-18.

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

### SCOPE OF WORK

- Specimen copies of Annual Report 2016-17 (English and Hindi) are available for reference in NJB office.
- The technical specifications of the **Annual Report for 2017-18** are given below:

1. Book Size : 11" X 8.5" (Total Pages : 80 including cover)
2. Cover Pages : 4 Pages - 300 GSM Art Board
3. Inside Pages : 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.
7. 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**

**Sealed technical and financial bids in separate envelopes are required to be submitted to the Secretary, National Jute Board, Kolkata, superscribing the name of the activity on the envelope within 25<sup>th</sup> April 2019 before 3.00 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 form of Pay Order /Bank Draft in favour of National Jute Board. EMD will be returned to the unsuccessful, bidder after the final selection. 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.

The outer sealed cover containing cover 1 and cover 2 as indicated above should be superscribed with **“Technical and Financial Bid for Printing of Annual Report for 2017-18”** and should have the full name, Postal Address, Fax, E-mail and Telephone number of the bidding agency.

## **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 2017-18** as per the approved design / scope of work. For Hindi Annual Report for 2017-18, 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 2017-18( English : 300 Nos. and Hindi : 200 Nos. )** as per specification.

## **Other important Information**

- a. The ownership of the creative of the **Annual Report for 2017-18** 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 25<sup>th</sup> April, 2019 upto 3.00 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.

**The complete Bid document should be addressed to the Secretary, National Jute Board at the following address and dropped in the Tender Box placed at the Reception Lounge of NJB office, Kolkata.**

The Secretary,  
NATIONAL JUTE BOARD,  
A Statutory Body, Ministry of Textiles, Govt. of India  
3A & 3B, 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

**ON LETTER HEAD OF THE AGENCY****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 2017-18 of NJB - as per specification <ul style="list-style-type: none"> <li>• English</li> <li>• Hindi</li> </ul>		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 )

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Signature of the Agency  
With seal