

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 -9/NJB/ Tech/JPDS/Tender/Printing /03 Jute Brochures/2023-24 Dt. 11/10/2023

INVITATION OF BID

Details for submission of bids for printing of 03 Hard bound Technical Books for 2023 -24 of National Jute Board (NJB).

Requirement

NJB Intends to print Three numbers of Hard bound Technical Books for 2023 -24 in English (Separate Books) highlighting the Technical Details Jute /Technical Textiles related to application area ,case studies reports & their respective specification details etc.

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

SCOPE OF WORK

- Specimen copies of the said Books are available for reference in NJB office.
- The technical specifications of the Books for 2023-24 are given below:

Book No.1: Case Studies		
1	Book Size	11"X 8.5" (Total Pages : 148 approx. including cover)1 [^] "x8.5"
2	Cover Pages	4 Pages-300 GSM Art Board
3	Inside Pages	144 approx – 135 GSM Finished Art
4	Print	4+4 Colour
5	Fabrication	Machine Perfect Binding
6	Machine Perfect Binding	English Version
7	Quantity	250 Nos
8	Delivery	To be delivered at NJB office, within 07 days from the date of providing / receipt of final Manuscript in English by/ from NJB.

Book No.2 : Products and Geo Textiles		
1	Book Size	11"X 8.5" (Total Pages : 13 approx. including cover)1 [^] "x8.5"
2	Cover Pages	4 Pages-300 GSM Art Board
3	Inside Pages	09approx – 135 GSM Finished Art
4	Print	4+4 Colour
5	Fabrication	Machine Perfect Binding
6	Machine Perfect Binding	English Version
7	Quantity	250 Nos.
8	Delivery	To be delivered at NJB office, within 07 days from the date of providing / receipt of final Manuscript in English by/ from NJB.

Book No 3 : General Jute Information Brochure		
1	Book Size	11"X 8.5" (Total Pages : 43 approx. including cover)1 [^] "x8.5"
2	Cover Pages	4 Pages-300 GSM Art Board
3	Inside Pages	39approx – 135 GSM Finished Art
4	Print	4+4 Colour
5	Fabrication	Machine Perfect Binding
6	Machine Perfect Binding	English Version
7	Quantity	250 Nos.
8	Delivery	To be delivered at NJB office, within 07 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.

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, super scribing the name of the activity on the envelope within 25th October 2023 before 3.00 P.M and it will be open on the same date by 4:00 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: Super scribe the name of the activity and "Technical Bid" to include the following documents:

a. Details of the Bidder:

- i. Profile of the company/ agency and proof of possession of printing Machinery/Equipments.
- 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 etc.
- iii. Copies of Quality Assurance Certificate.
- iv. A certificate from CA verifying the turnover of the applicant bidder for the last 3 financial years.
- V. Latest Income Tax Return and copy of the PAN Card.

vi. Earnest Money Deposit "EMD of Rs. 25,000/- (Rs. Twenty five thousand) NEFT in favour of National Jute Board with a copy of NEFT documentation. 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: Super scribe 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.

The applicable tax should be clearly mentioned separately in the financial bids and should submit PFMS details.

The outer sealed cover containing cover 1 and cover 2 as indicated above should be superscripted with **"Technical and Financial Bid for Printing of Technical Books for 2023-24"** 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 **Technical Books for 2023-24** as per the approved design/ scope of work. The Agency is required to complete the printing within 07 days of receiving the work order, manuscript and submit a copy of the proof for pre view 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 Technical Books for 2023 -24(**English: 750 Nos.**) as per specification.

Other important Information

a. The ownership of the creative of the Technical Books for 2023-24 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.

- Last date of submission of Bid is 25th October, 2023 upto 3.00PM.

b. 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.

c. 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.

d. NJB reserves the right to place an order for the full or part work under any items of work indicated above.

e. 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 a the Reception Lounge of NJB office, Kolkata.

PFMS details may be submitted as included in Annexure -2

The Secretary,

NATIONAL JUTE BOARD,

A Statutory Body, Ministry of Textiles, Govt.of India

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ON LETTER HEAD OF THE AGENCYFINANCIAL 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 Case Studies Book - as per specification English		250 Nos. .	
02.	Printing, Packaging and Delivery of Products and Geo TextilesBook as per specification English		250 Nos	
03.	Printing, Packaging and Delivery General Jute Information Brochure as per specification English		250 Nos.	
			Total Rs GST as Applicable(+)	

Signature of the Agency with Seal