



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

INVITATION OF BID

Details for submission of bids for printing of New Year Calendar for 2019 of National Jute Board (NJB).

Requirement

NJB Intends to print New Year Calendar for 2019 highlighting achievement in Jute sector.

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

SCOPE OF WORK

- The creative designs of the calendars (indicative, subject to change): (i) Wall hanging calendar, (ii) Table calendar are uploaded in NJB website: www.jute.com
- The technical specification of the calendars are given below:

A. SPECIFICATION OF WALL HANGING CALENDAR:

1. Leaves : 6 main leaves (12 Pages)+ One fly leaf
2. Size : 17"- w X 22" – h (finished)
3. Colour : Main leaves & fly leaf - 4 + 4 colour
4. Paper : Main leaves & fly leaf - 170 GSM Imported Art card
5. Binding : Wiro with hanger on 18 side with stiffener
6. Quantity : 4000 nos

Envelope:

1. Quantity : 4000 Nos
2. Size : To fit the calendar neatly
3. Printing : Four Colour Printing
4. Paper : 120 GSM Maplitho

Packing:

1. Calendars to be neatly packed in cardboard boxes
2. Calendars to be packed in boxes of 25 each.

Delivery:

The entire quantity to be delivered at NJB, Kolkata Office

B. SPECIFICATION OF TABLE CALENDAR:

1. Quantity : 4000 Nos
2. Size : 8.6" (w) x 6" (H)
3. No of Pages : 7 sheets (14 pages)
4. Printing : 4+4 colours (back to back printing)
5. Binding / fabrication : Wiro (white colour) on 8.6" side
6. Paper Quality : Calendar - 170 GSM imported art card
Stand - 170 GSM laminated paper pasted on 3 mm board
7. White butter paper on the cover page

Envelope:

1. Quantity : 4000 Nos
2. Size : To fit the calendar neatly
3. Printing : Four Colour Printing
4. Paper : 120 GSM Maplitho

Packing:

1. Calendars to be neatly packed in cardboard boxes
2. Calendars to be packed in boxes of 25 each.

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 21stDecember, 2018 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:

The Bid should contain 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.
- 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 Quotation 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 New Year Calendar**" 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 short listed qualified agency/ies 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 accepting the work order, the Agency will immediately start the job for printing of calendars as per the approved design / scope of work.

The Agency is required to complete the printing within 5 days of receiving the work order 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 calendars within next 5 days.

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 calendars as per specification.

Other important Information

- a. The ownership of the creative of the calendars 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 21stDecember, 2018 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 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.

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 :

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 Wall Hanging Calender 2019 for NJB with envelope - as per specification		4000 no	
02.	Printing , Packaging and delivery of Table Calendar 2019 for NJB with envelope - as per specification		4000 no.	
			Total Rs GST as Applicable(+)	

(In words Rupees)

Signature of the Agency
With seal