

NATIONAL HORTICULTURE BOARD

**Govt.of India, Ministry of Agriculture
Plot No.85, Sector 18, Institutional Area
Gurgaon 122 015(HR)
Ph: 2342992, 2343414 Fax:2342991
Web-site: www.nhb.gov.in**

TENDER DOCUMENT

Tender Schedule for printing activities of the National Horticulture Board.

Cost of Tender Document	:	Rs.250/-*
Earnest money deposit	:	Rs.50,000/-
Last Date for getting Tender Document	:	14.11.2011 by 3.00 p.m.
Last Date for receipt of Bids	:	14.11.2011 by 4.00 p.m.
Date of opening of Technical bid	:	14.11.2011 at 4.30 p.m.

** Please attach a separate Demand Draft of Rs. 250/- (Rupees two hundred fifty only) towards cost of Tender Document in the cases where it is downloaded from NHB website : www.nhb.gov.in and not purchased from NHB, Head Office.*

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Ph: 2342992, 2343414, 2342989, 2343348 Fax: 2342991, 2341225
Web-site: www.nhb.gov.in

TENDER FOR PRINTING WORK

National Horticulture Board(NHB) was set up by the Government of India in 1984 as an autonomous society under the Societies Registration act 1860 with a mandate to promote integrated development of horticulture, to help in coordinating, stimulating and sustaining the production and processing of horticulture crops and to establish a sound infrastructure in the field of production, processing and marketing with a focus on post-harvest management and cold chain to reduce losses.

The Board is publishing various documents in form of monthly bulletins, news letters, brochures, guidelines of schemes, annual reports, horticulture data base and various other commodity bulletins. With a view to get quality printing work, it intends empanel the printing agencies.

OBJECTIVES

- 1 Printing of Monthly bulletins
- 2 Printing of Annual Reports
- 3 Printing of operational guidelines of the schemes
- 4 Printing of horticulture database
- 5 Printing of Brochures/News Letters
- 6 Printing of visiting cards, letter heads, greeting/invitation cards etc.
- 7 Printing of various other commodity bulletins and technical reports

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Technical Bid

Tender Form for Printing Work

1. Name of the Firm
2. Address
3. Details of payment of EMD
 - a. Amount Rs 50,000/-
 - b. Mode of Payment Demand Draft
 - c. Details of DD Name of Bank, Number & date
4. Sales Tax Number
5. Infrastructure available for printing
(List of Machines and its valuation and Manpower with full details)
6. List of major clients (Name of the organization alongwith contact persons with telephone numbers in that office may also given for verification and also attach five specimen copies of the work done)
7. Past Experience (Minimum five years' experience of similar work in government department/ autonomous bodies – attach copy(s) of letter(s). The firm should be on the panel of government departments/autonomous bodies/ PSUs/other governmental organizations presently, a copy of the letter must be attached.
8. The firm should have minimum turn over of Rs 75.00 lakh per annum (for printing work only) for last three years. A copy of the Annual Accounts/Balance Sheet for the last three years certified by the CA firm may be furnished.
9. The clause at Sr.No. 3, 7 & 8 are mandatory and no relaxation in this regard will be allowed.
10. The firm will have to complete the work within in the specified period for that work. The firm will have to pay the penalty of Rs 500/- per day in the event of non-execution of work in time.

National Horticulture Board
Plot No.85, Sector-18,
Institutional Area, Gurgaon – 122 015

IMPORTANT INSTRUCTIONS FOR BIDDERS:

1. Tender Document is non-transferable
2. Tender without Earnest Money Deposit (EMD) will be rejected outrightly.
3. The Offer should be submitted in two parts viz.
 - i) Technical Bid
 - ii) Financial Bid
4. The original tender document must be duly signed and stamped by the authorized signatory on each page and copy of the receipt for purchase of tender document should also be enclosed along with the technical bid
5. The technical bid shall not have the price portion but must include all the required technical particulars/ Commercial details about experience, infrastructure etc.
6. The tender should be completed in all respects. Full particulars and descriptive literature should be forwarded with the technical bid
7. The price quoted should be firm and final. Price must be shown in figures and words. In case of difference in amounts mentioned in words and figures the lower of the two will be taken as the rate quoted.
8. No tenderer shall be allowed to revise its original price.
9. The tender should be sent in a properly sealed cover containing inside two separate sealed envelopes, one each for technical bid and financial bid superscribed as: 'Technical Bid' and 'Financial Bid'

10. The Tender should be addressed to the Managing Director, National Horticulture Board, Plot No.85, Sector-18, Institutional Area, Gurgaon 122 015(HR) and should be dropped in the Tender Box personally.
11. Postal delay or loss of tender in transit will not be the responsibility of NHB
12. Offers sent by FAX/telex or e-mail will not be considered.
13. In the first instance the technical bid will be opened in the presence of the authorized representatives of the firms who may like to be present on the date and time of opening of the tenders.
14. The financial bid of the technically qualified tenderers only will be opened on the date and time fixed by NHB which will be informed in writing at a later date. The financial bid of those bidders whose technical bid is not found quoted shall not be opened and will be returned as such in sealed condition.
15. The bidder or his authorized representative may be present at the opening of the financial bid.
16. In the event of date of opening of the tender being declared as closed holiday for Central Government offices, the bids will be opened on the following day at the same time.
17. Managing Director, NHB reserves the right to reject any or all the tenders at his sole discretion without assigning any reason and further reference to tenderer.

TERMS AND CONDITIONS

1. EMD: the earnest money for the tender is Rs. 50,000/-(Rupees fifty thousands only) and it should be paid in the form of Demand Draft in favour of National Horticulture Board payable at Gurgaon.
2. The earnest money deposited with the bid shall be returned alongwith the final settlement of dues in case of successful bidders. In case of other bidders it will be returned after the finalization of tender.
3. The work shall be executed as per the direction and to the satisfaction of the Board. For extra work, the payment will be made as per the rates finalized by NHB.
4. In case of any deviation/fault in the quality as also printing mistake, NHB shall have the right either to reject printed material or deduct part payment from the bill.
5. No wastage of paper will be given. Hence rate should be inclusive of all. In case of non-acceptance of the work due to poor/bad quality of paper or printing, the printer firm will be removed from the panel without any notice.
6. NHB reserves to right to verify the infrastructure of the printing firm
7. As per the instructions of Central Vigilance Commission, no negotiation will be made except with the lowest tenderer. The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that non of the bidder has quoted lowest rates in the all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHB which shall not be higher than received lowest rates would be offered to all the bidders unless decision to cancel the process is taken. The bidder who will accept the lowest rates of NHB would be kept on the panel of NHB and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.

8. The validity of prices in financial bid should be for a minimum period of 90 days. If the tender is withdrawn by the tenderer during the validity period, the EMD will be forfeited.
9. The tender will be rejected if it is not signed by the Bidder or by his authorized representative on each page and sent along with the offer.
10. Settlement of Disputes by Arbitration: All Questions and disputes relating to the meaning of the specifications, claim or things whatsoever, in any way arising out of the works relating to this tender, or the execution, or failure to execute the work whether arising during the progress of the contract or after the completion or abandonment, thereof shall be referred to the sole arbitration of the person to be appointed by the Managing Director, National Horticulture Board, Gurgaon. The decision of the arbitrator so appointed will be final and binding on both the parties.
11. Decision of the Managing Director of the Board will be final and binding in case of work requirement and in all the matters relating to technical and commercial terms and specifications.

FINANCIAL BID							
Sr. No.	Description	PAPER SIZE				Folder 14.5" x 9.5" (open size) No. of pages: two fold (Printing on both sides) No of Colours : Four	Financial Quote
		8.5" x 5.5"	7" x 9.5"	8.24" x 11" (Indian A4)	8.25 x 11.75 (International A4)		
1.	System Designing with all kind of effects (feathering, background, use of vignettes, shading, etc.)						@Rs..... per page
2.	Cost of printing including processing, negative, positive, etc. with high quality system output upto 1000 copies (Minimum four pages or multiple of four pages and upto 1000 Nos.)						
	A Single Colour						@Rs.....
	B Double Colour						@Rs.....
	C Four Colour						@Rs.....
	D CTP						@Rs.....
3.	Cost of Lamination						@Rs.....
	a) Outer (Front/Back cover only per copy – glossy)						@Rs.....
	b) Outer (Front/Back cover only per copy – Matt)						@Rs.....
	c) Outer (Front/Back cover only per copy – thermal)						@Rs.....
4.	d) Per side for folder (matt/gloss)						@Rs.....
5.	Binding						@Rs.....
	a) Folding per form/thousand						@Rs.....
	b) Central Sticking (per copy)					NA	@Rs.....
	i. Upto 24 pages						@Rs.....
	ii. Upto 36 pages						@Rs.....
	iii. Upto 48 pages						@Rs.....
	c) Section Sewing (per copy)					NA	@Rs.....
	i. Upto 56 pages						@Rs.....
	ii. Upto 100 pages						@Rs.....
	iii. Upto 200 pages & above						@Rs.....
d) Perfect binding (per copy)					NA	@Rs.....	
i. Upto 56 pages						@Rs.....	
ii. Upto 100 pages						@Rs.....	
iii. Upto 200 pages & above						@Rs.....	

6.	Slide/Photograph Scanning at 3600 DPI through Drum scanner with 175 lines.	@Rs..... per Slide/Photo-graph
7.	UV Coating (per spot/photo)	@Rs..... per spot/photo
8.	Colour printing of CD covers & its design (inclusive of printing and paper 300 gsm imported art card)	@Rs..... per 100 covers
9.	Screen Printing Work (inclusive of printing and paper)	
	a) Letter Head (Executive Bond Paper)	@Rs..... per 100
	b) Visiting Cards (on ivory paper)	@Rs..... per 100

10.	Cost of imported Art Card (Magno) (packet of 100 sheets)	220 gsm	250 gsm	300 gsm
	22" x 28" size			
	23" x 36" size			
	25" x 36" size			
11.	Cost of imported Art Paper (Magno) (per ream)	100 gsm	130 gsm	170 gsm
	20" x 30" size			
	23" x 36" size			
	25" x 36" size			
	30" x 40" size			
12.	Cost of Indian Art Paper (Sinar Mass) (per ream)	100 gsm	130 gsm	170 gsm
	20" x 30" size			
	23" x 36" size			
	25" x 36" size			
13.	Cost of Sunshine Paper (Ballarpur) (per ream)	80 gsm	90 gsm	120 gsm
	20" x 30" size			
	23" x 36" size			
	25" x 36" size			

*Wherever ream is not applicable, please quote for packet of 100 sheets with clear mentioning.

**Wastage on Paper only @ 2% per colour would be allowed

Lowest rates quoted in each of the item by various bidders would be taken to make it NHB printing rates and the same would be circulated amongst all the bidders. The bidders who would accept the NHB rates would be kept on the panel of NHB for printing work.

Invitation Card with Envelops and other misc. printing job Please quote lump sum rate for the entire job.		
1	Specification For Designing & printing of Invitation Card	Rate for 100 Cards with envelop
	Card Size: Finish Size - 8" x 8"; Open Size - 16" x 8" Folding - Single Fold Colour -Four Colour (both front and back side 4 colour) Paper - 300 GSM Imported Kent Ivory Card Cover Finish - Matt/gloss Lamination Photographs: 10- 12 Photo (minimum Size) ;2-3 Photo (Full Size) Specification for the Envelope: Envelop Size: As per Card (Front opening) with die cutting Printing: Four colour Paper: 130 GSM Indian Art Paper (Sinar Mass)	
2	Specification For Designing & printing of invitation Card	Rate for 100 Cards with envelop
	Card Size - Finish Size - 5" x 7"; Open Size - 10" x 7" Folding - Single Fold Colour - Four Colour both side Paper - 300 GSM Imported Kent Ivory Card Cover Finish - Matt/gloss Lamination Specification for the Envelope: Envelop Size - As per Card (Top opening) with die cutting Printing - Four colour Paper -130 GSM Indian Art Pacer f Sinar Mass)	
3	Specification For Designing & printing of Invitation Card	Rate for 100 Cards with envelop
	Card Size - Finish Size - 8" x 5"; Open Size - 8" x 10" Folding - Single Fold Colour - Four Colour Both side Paper - 300 GSM Imported Kent Ivory Card Lamination - Matt/gloss Both side Lamination (front & back) Specification for the Envelope: Envelop Size - As per Card (Top opening) with die cutting Printing - Four colour Paper -130 GSM indian Art Paper (Sinar Mass) Lamination: Full Cover Gloss Lamination	
4	Specification For Designing & printing of Invitation Card	Rate for 100 Cards with envelop
	Card Size - Finish Size - 7 " x 5" Colour - Four Colour Both side / Single side Paper - 300 GSM Imported Kent Ivory Card Specification for the Envelope: Envelop Size - As per Card (Front opening) with die cutting Printing - Four colour on both/single side Paper -130 GSM Indian Art Paper (Sinar Mass)	