

NGT(PB)/DR(J)/51/World Conf.-2017/NIT
National Green Tribunal
(Principal Bench)

Faridkot House
Copernicus Marg,
New Delhi-110001

Dated: 07th December, 2016

NOTICE INVITING TENDER FOR PRINTING OF COFFEE TABLE BOOK

National Green Tribunal is in process of printing a Coffee Table Book of NGT as per specifications mentioned below.

Technical & Financial Bids for the work are invited from eligible vendors as per Annexure-I & II in sealed envelope. Technical and Financial Bids must be sent in separate envelopes clearly marked on the envelope.

Sealed envelopes of the Technical & Financial bids must be placed in a single envelope and clearly marked with the Name of the Tender, Enquiry Number, Date of Opening.

The bids must reach the National Green Tribunal (Principal Bench), Faridkot House, Copernicus Marg, New Delhi - 110001 **latest by 21st December, 2016 by 03:00 PM.**

Bids shall be opened on **21st December, 2016 at 4:00 PM** (Refer Annexure-I for Technical Qualification). If Technical and Financial Bids are not submitted as per requirement the same shall not be considered.

JOB SPECIFICATIONS

Coffee Table Book	
Size (Closed)	: 25cm X 31cm
No. of Pages	: 152 + Cover + Jacket (Additional Pages if any will be calculated on Pro-rata basis)
Colour	: Four Colour (Text, Jacket & Board Cover with aqua coating)
Paper	: 170 GSM Gloss imported Art Paper (For Text) 170 GSM Gloss imported Art Paper with lamination (For Jacket)
Lamination on Jacket	: Gloss
Binding	: Hard Binding
Hard Board	: 40 Ounce Mill Board
Input	: Soft copy for Text & cover
Quantity	: 1,000 copies
Time Frame for Completion of Work	: 30 days from the date of award of work
Penalty	: 0.5% per week will be imposed for time delay.
Packing	: Book is first to be shrink packed in single quantity. Then book to be packed in new, unused, sizeable cartons of 07 ply corrugated box. In one box 25 books only to be packed. All the cartons are duly labeled with title of the book and quantity. Book packed in any other way will not be accepted or a penalty of Rs. 2000.00 will be imposed.

TERMS & CONDITIONS

1. Rates/Financial bid is to be submitted as per Annexure-II, inclusive of paper, printing, binding, packaging, taxes etc, according to the specifications given in the enquiry only **and no conditional tenders will be accepted.**
2. The rates shall include the cost of paper, printing, binding, packing, forwarding, tax etc.
3. The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the Books at the premises of National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi-110001.
4. The Technical bid should be accompanied with an EMD of Rs: 50,000/- in the form of DD, drawn in favour of Registrar General, National Green Tribunal payable at New Delhi. The EMD of selected bidder(s) will be kept as security deposit till completion of the work and delivery of final printed copies. EMD of the unsuccessful bidders will be released within 15 days from the date of opening of the bids.
5. The tenders received after due date or not fulfilling the terms & conditions shall be summarily rejected.
6. There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory, the job will not be accepted and no payment shall be released.
7. National Green Tribunal reserves the right to accept or reject any or all tender/s without assigning any reasons.
8. The Tenderer will supply four pages printed version of the Book sample on the same GSM paper as specified in our quotation and dummy of the Book in actual and specified size and Printer will start the printing works only after the Tribunal approves the print quality of the supplied printed samples and dummy by the tenderer.
9. If the official (s) of National Green Tribunal have to visit to inspect the work at the press, the travelling expenses will be borne by the tenderer.
10. Payment will be released only after the completion of entire work and after the receipt of Negative/Positive or CD and the printed material in good condition and to the satisfaction of the competent authority. In no case partial job will be accepted for release of part/whole payment.



11. Place for delivery of the Books shall be National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi-110001. However, in case the competent authority decides otherwise, the delivery charges shall be borne by the Tribunal, the arrangements are however required to be made by the tenderer.
12. The softcopy/Negative-Positive to be collected within two days after intimation of award of contract telephonically or by E-Mail. Ferro/Proof and printed samples to be submitted within 03 days from the date of collection of proof. The book will have to be supplied within 04 days from the date of approval of the proof by National Green Tribunal, failing which liquidated damages/delay charges will be imposed @ 0.5% per week subject to a maximum of 5% of total contract value.
13. If the supplier does not deliver the item within the time stipulated or not accepting the work order or fails to supply the book, the EMD shall be forfeited.
14. The National Green Tribunal reserves the right to change the number of quantity to be printed at the time of issue of PO.

Note: PAN and CST/VAT registration, EMD and sample and all the pages of this document duly signed accepting all the terms & condition of the tender must be in one envelope along with technical bid/financial bid must be put up in another separate envelope. Both sealed envelope should be kept in another big envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.

Yours Sincerely,


07.12.16
(Mukesh Kumar Gupta)
Registrar General
National Green Tribunal
New Delhi

ELIGIBILITY CRITERIA FOR PRINTERS

- 1.1 Only those vendors having adequate in house infrastructural facilities for four colour printing including high quality scanners, image setters etc. along with experience only need to apply.
- 1.2 Vendors must have experience of three similar works in any Central/State Govt. Deptt./Corporations/Autonomous Body/Pvt. Sector/Courts/Tribunals. Work Order as a Proof for three similar works to be enclosed.
- 1.3 PAN and CST/VAT registration certificate, EMD, Tender Fee, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Samples should be enclosed with the technical bid.
- 1.4 Certificate stating that firm is not black listed from any Govt. organization and having good reputation.

CHECK-LIST FOR TECHNICAL BID

- 2.1 Vendors must ensure that they meet the eligibility criteria.
- 2.2 Both the bids, technical & Financial bids as per Annexure- I & II are to be kept in separate sealed envelope **financial bid will be opened only of qualified vendors.**
- 2.3 EMD of Rs: 50, 000/- in the form of DD in favour of "Registrar General, National Green Tribunal" Payable at New Delhi, PAN and CST/VAT registration certificate, Work Order as a Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Certificate stating that firm is not black listed in any Govt. organization and having good reputation, must be enclosed along with technical bid. If tenderer, does not submit any one among all these documents, his bid will be technically rejected.
- 2.4 Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.

Yours Sincerely,

(Mukesh Kumar Gupta)
Registrar General
National Green Tribunal
New Delhi

MUST BE SUBMITTED IN SEPARATE ENVELOPE**FINANCIAL BID**

Name of Vendor	
NIT No.	NGT(PB)/DR(J)/51/World Conf.-2017/NIT
Date	07 th December, 2016
Validity of Bid	90 days from the Date of Tender
EMD	Rs : 50,000/-
Date & Time of Opening of Tender	21 st December, 2016 at 04:00 P.M

Total Amount will be considered by rounding up to nearest Rupee one means less than 50 paise will be ignored and 50 paise and above will be considered as Rupee one.

Sl. No.	Description/Title	Quantity	Rate in (Rs.)	Total Amount in (Rs.)
01	Coffee Table Book	1,000		

Note: Rate quoted by the Bidder should be in figure as well as in words. **Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.**

Signature of the Bidder with Stamp & Date


07/21/16