

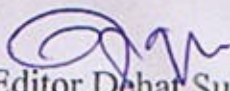
Government of Jammu and Kashmir
Rural Development Department- Civil Secretariat

Subject:- Tender Document for printing of Tri-Lingual (English, Hindi and Urdu) booklets regarding different schemes of Rural development Department and RTI Act.

1. The size of the booklets namely:-
 - i. MGNREGA+ IAY (one booklet)
 - ii. NRML/SGSY/BNV/DRDA (one booklet)
 - iii. Halqa Majlis Duties of Halqa Panchayat, BRGF,RGSY,TSC IWDP (one booklet)
 - iv. RTI Act (one booklet), is to be 18x23x16, Text on Art paper in double colour, 170 GSM and Title cover on Art Card 250 GSM(Multicolour). Comprising 100 to 150 pages each booklet. However, the size of the RTI book will be 18x23x8 & upto 180 to 200 pages, text on 80 GSM black and white and Titled Cover 250 GSM(Multicolour)Art Card.
2. The number of booklets to be printed will be decided by the Rural Development Department .
3. The rates are to be quoted on the basis of per thousand booklets.
4. The rates for RTI Act are to be quoted separately on the basis of per thousand copies.
5. The sealed tenders must be submitted along with the earnest money of Rs 30000(Rupees thirty thousand only) in the shape of CDR pledged to **FA/CAO RDD Civil Secretariat upto 01.02.2012, 4:00 pm**
6. After receiving the supply order by printers, booklets are to be delivered in the Office premises of Department, i.e Civil Secretariat Jammu/Srinagar within 10 days.
7. The books are to be packed in cardboard cartons @ 200 books in one carton and packing should be strong enough to resist the handling of cartons during mobility from one place to another.
8. Printers should be registered under VAT having TIN and PAN number.
9. The tenders without CDR will not be accepted.

10. Only those printers having their own offset press facilities should offer tenders. Necessary documentary proof in this behalf needs to be enclosed with the offer. Providing wrong information would make the offer liable for rejection/ forfeiture of CDR.
11. The tenders must be accompanied with requisite paper samples.
12. Vague and ambiguous tenders will not be entertained. There would be no errors/overwriting.
13. Sealed tenders shall be superscripted with word tender for Trilingual booklets.
14. The Tenderers ought to be members registered with Printers Association, Jammu/Srinagar, besides, registration with Government of Jammu and Kashmir. No work can be executed by non-registered printing press.
15. The first cover containing earnest money and terms and conditions/specifications shall be opened by the Committee Constituted for the purpose either on the same day 1.2.2012 at 04.30 pm or some other day convenient to the Committee Constituted for this purpose in the presence of tenderers or their duly authorized representatives who may like to be present at the time of opening of the tender and the 2nd cover containing price bid of such tenderers who would qualify and have met the eligibility criteria shall be opened subsequently.
16. Latest Income Tax Clearance Certificate.
17. The Firm/Agency should provide the location and profile of the printing press in respect of having minimum printing capacity of 40,000 (forty thousand only) impressions per day and list of major clients and Government offices for whom the job has been done.
18. The rate quoted should be clear and legible without any cutting and over writing.
19. Conditional tenders shall not be accepted.
20. The rates should be inclusive of all taxes and other charges (if any) applicable at the time of submission of tenders should be quoted clearly indicating for each component/item

21. The earnest money shall be refunded to the unsuccessful tenderer(s) and will be retained in case of successful tenderer(s) and treated as security deposit to be refunded after successful completion of the contract.
22. The calligraphy of the Urdu portion of the script and computer composing of the English portion will be done by the printers, besides translation of the English Version of Schemes/RTI Act into Hindi will also be done by the printers.
23. The earnest money of the tenderer, who backs out or withdraws his tender or fails to abide by it after acceptance thereof shall be forfeited besides taking recourse under law to recover the extra cost, involved in getting work done through some other agency.
24. 100% payments shall be made after receipt and verification of the material/consignment by the Technical Committee as per specification contract.
25. Failure or default on part of tender, to supply the publications in accordance with the specifications or within stipulated time or fulfil all or any of the terms and conditions mentioned herein in the agreement shall render the tender liable for payment of liquidated damages upto 10%(ten percent) of the value of the contract besides forfeiture of the security deposit/earnest money and recourse to other remedies under the law in force. All the disputes shall be subject to the courts of J&K State only.
26. The tenderer who do not fulfil the conditions laid down in this NIT need not to be submit the tenders.
27. The detailed tender document is to be enclosed with the offer and tenders without tender documents or enclosed with Xerox copy of tender document will be rejected.
28. The Committee of Officers Constituted for the purpose has the right to accept or reject any tender without assigning any reason thereof.


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