

Government of Jammu & Kashmir
Civil Secretariat: Rural Development Department

Subject:- Tender Document for printing of Tri-lingual (English, Hindi & Urdu) booklet titled J&K Public Service Guarantee Act, 2011.

1. The size of the booklet is to be 18x22x8 on Art paper in double colour, 130 GSM and title cover on Art Card 170 GSM (Multicolour).
2. The number of booklets to be printed will be decided by the Rural Development Department, however, each booklet will comprise of upto 60 pages.
3. The rates are to be quoted on the basis of per thousand booklets.
4. After receiving the approved script by printer, booklet is to be delivered in the office premises of department, i.e. Civil Secretariat Jammu/Srinagar within 10 days.
5. The sealed tenders must be submitted along with the earnest money of Rs. 15,000 in the shape of CDR pledged to Financial Advisor & CAO, Rural Development Department, Civil Secretariat upto 22-11-2011 upto 4.00 PM.
6. Printers should be registered under VAT having TIN and PAN number.
7. the tenders without CDR will not be accepted.
8. 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.
9. The tenders must be accompanied with requisite paper samples.
10. Vague and ambiguous tenders will not be entertained. There would be no errors/overwritings.
11. Sealed tenders shall be superscripted with word tender for Tri-lingual booklet-titled JKPSGA-2011.
12. The tenderers ought to be members registered with printers association, Jammu/Srinagar, besides, registration with



Government of Jammu & Kashmir. No work can be executed by non-registered printing press.

13. 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 (22 November, 2011) at 04.30 PM 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 tenderes who would qualify and have met the eligibility criteria shall be opened subsequently.
14. Latest Income Tax Clearance Certificate.
15. 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 have been done.
16. The rate quoted should be clear and legible without any cutting and over writing.
17. Conditional tenders shall not be accepted.
18. The rates should be inclusive of all taxes and other charges (if any) applicable at the time of submission of tender should be quoted clearly indicating for each component/item.
19. 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.
20. 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 the Act into Hindi will also be done by the printers.
21. 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.
22. 100% payment shall be made after receipt and verification of the material/consignment by the technical Committee as per specification contract.
23. Failure or default on part of tenderer, to supply the publication in accordance with the specifications or within stipulated time or to fulfill all or any of the terms and conditions mentioned herein in the agreement shall render the tender liable for payment of liquidated damage 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.

24. The tenders who do not fulfill the conditions laid down in this NIT need not to submit the tenders.
25. The detailed Tender document is to be enclosed with the offer and tenders without tender document or enclosed with Xerox copy of tender document will be rejected.



Editor

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Rural Development Department

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