



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी .रोड बनहुगली,कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

Date: 12.01.2017

Quotation Notice

LIMITED TENDER FOR SUPPLYING BARCODED PLASTIC MEMBERSHIP CARD

Library and Information Section, NILD, Kolkata, invites sealed quotations from experienced agencies/ vendors for preparing barcode based plastic library membership card for the academic year 2016-2017. The terms & conditions regarding the work are given in the Annexure –I. The prospective bidders may pursue and download the tender document from the website <http://www.niohkol.nic.in/>

Sl. No.	Items	Description
1.	Nature of work	Supply of Baecoded PVC Card at Library and Information Section, NILD for Library membership.
2.	NIT date	12.01.2017
3.	NIT closing date	02.02.2017
4.	Bid opening date (technical bids)	03.02.2017 at 3:30 pm
5.	Card Sample	Available in the Library and Information Section, NILD, Kolkata-700090

All interested bidders are requested to submit their bids with sealed envelope to the Purchase Section / Tender Box **within 02.02.2017** between 10am to 4 pm addressed to The Director, NILD, B.T. Road, Bon-hooghly, Kolkata-700090 with the word **“TENDER FOR BARCODED PLASTIC LIBRARY CARD.”** Boldly super scribed on the top of the envelope. The sealed quotations will be opened on **03.02.2017 at 3.30 PM Hrs** in the presence of authorized representatives of bidders. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document.

I accept the above Terms and Conditions
Seal and Signature of the Tenderer

ANNEXURE - I

❖ **Items and Quantity required to be printed:**

Item details	Quantity (Approx.)
1. Library Card: Plastic Bar Coded library membership card with photographs, size approx. 84 × 54 mm, as per credit card size, made of PVC, laminated, digital printed with members data, photograph, bar code, both side printed, round cornered, printed as pre NILD Library artwork and design and colour scheme.	650 (six hundred fifty)
2. Card cover: Card cover made by hard glossy paper. It should print with the Institute's name and Card No.	650 (six hundred fifty)

1. **Two bids** viz., Technical Bid, Financial Bid should be submitted in different envelopes with the superscription (i.e. Technical Bid and Financial Bid). The technical bid (Annexure – II) will provide the details about the firm, its capacity, experience of print jobs, etc. whereas the Financial Bid (Annexure – III) will contain the rates (price per unit card) for the quantity shown (inclusive of all taxes) of the desired sample. The Tender Evaluation Committee will open the Financial Bids of only those bidders who qualify on the basis of details provided in Technical Bid.
2. The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever.
3. The contract shall be awarded for a period of one year. Contract shall be extended for further period subject to satisfactory of the firm.
4. The bidders shall attach the sample with the quotation. Data for sample card may be collected from the Library and Information Section, NILD, Kolkata-90
5. The bidder should have the following **qualifications** for bidding:
 - a. Shall have experience of working for Govt. Dept./ PSU/academic institution etc. with the relevant field.
 - b. Shall have PAN number.
 - c. Sales tax registration.
 - d. VAT registration.

I accept the above Terms and Conditions
Seal and Signature of the Tenderer

ANNEXURE – II

PROFORMA FOR TECHNICAL BID

1. Name of the Firm & Owner :
2. Office Address with Tel/Mob No. :
3. Contact Person(s) Name with Tel/Mob No. :
4. TIN No. / Service Tax No. :
5. Past experience :

6. Whether sample of card to be supplied as in the tender document: Yes / No
7. Whether Terms & Conditions issued by NILD Library are acceptable to the Firm: Yes / No
8. Whether in the Financial Bid price have been quoted in each category: Yes / No

(Signature of owner/Authorized Representative)

CHECKLIST (please tick)

1. Technical Bid
2. Financial Bid
3. PAN and TIN Number
4. Sample of Membership Card
5. Credentials (Client List)

I accept the above Terms and Conditions
Seal and Signature of the Tenderer

ANNEXURE – III

PROFORMA FOR FINANCIAL BID

Description of Printing work	Rate per card & cover (in Rs.)
1. Library Card: Plastic Bar Coded library membership card with photographs, size approx. 84 × 54 mm, as per credit card size, made of PVC, laminated, digital printed with members data, photograph, bar code, both side printed, round cornered, printed as pre NILD Library artwork and design and colour scheme.	(Rates are enclosed inclusive of all taxes and duties if any)
2. Card cover: Card cover made by hard glossy paper. It should print with the Institute's name and Card No.	

(Signature of owner/Authorized Representative)

I accept the above Terms and Conditions
Seal and Signature of the Tenderer