



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 बनहूगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

Ref No: ANNUAL-REPORT/1749/PC/09/NIOH

Date: 06.07.2017

Last date of submission of quotation: 26.07.2017

Delivery required within: **As per Serial no. 05 & 06 of the NOTE.**

TO

NILD NOTICE BOARD

SUB: LIMITED TENDER NOTICE

REF: INVITE QUOTATION FOR THE PRINTING OF ANNUAL REPORT-2016-17.

SL NO	NAME OF THE ITEM	SPECIFICATION	QTY
01	ANNUAL REPORT 2016-2017  Nos. of English books-100 Nos. of Hindi books-100	Required Specification: <ul style="list-style-type: none"><li>• Page size : A-4;</li><li>• APPROX 150 PAGES ( Approximate 100 colour pages &amp; 50 black&amp;white) in HINDI &amp; in ENGLISH SEPARATELY</li><li>• GRAPHIC DESIGNING</li><li>• 300 GSM REAL ART BOARD WITH MATT LAMINATION FOR COVER PAGES WITH COLOUR PHOTO ON BOTH SIDES</li><li>• 120 GSM REAL ART PAPER FOR INNER PAGES.</li><li>• GOOD QUALITY THERMAL BINDING.</li><li>• PRINTING OF MULTICOLOUR PHOTOGRAPHS TO BE INSERTED WITHIN THE TEXT.</li><li>• <u>RATE PER PAGE TO BE QUOTED SEPERATELY:</u><ol style="list-style-type: none"><li>1. MULTICOLOR PAGES (HINDI &amp; ENGLISH BOOK SEPARATELY)</li><li>2. SINGLE COLOR PAGES (HINDI &amp; ENGLISH BOOK SEPARATELY)</li></ol></li></ul>	200Pcs

**NOTE:**

1. PRINTING AND PROOF READING MUST BE DONE BY THE PRINTER ON THEIR OWN COST. HOWEVER, FINAL READING SHALL BE DONE BY THE INSTITUTE BEFORE FINAL PRINTING.
2. SUPPLIERS SHOULD HAVE THEIR OWN DESIGNING & PRINTING SET UP.
3. IN CASE OF PAGE INCREASE OR DECREASE, AMOUNT WILL BE ADJUSTED IN THE FINAL BILL ACCORDINGLY.
4. THE WORK MUST BE CARRIED OUT AS PER SPECIFICATION GIVEN IN NIT.
5. THE FINAL PROOF OF ANNUAL REPORT SHOULD BE SUBMITTED WITHIN 2 WEEKS OF RECEIPT OF THE COMPLETE MATTER OF ANNUAL REPORT (ENGLISH & HINDI) SEPARATELY.
6. THE FINAL PRINTED COPY MUST BE SUPPLIED WITHIN 3 WEEKS OF THE RECEIPT OF FINAL COPY (AFTER PROOF READING FROM THE OFFICE).
7. SUPPLIERS ARE REQUESTED TO QUOTE THEIR RATE (i.e HINDI +ENGLISH) TOGETHER IN SINGLE QUOTE.

## GENERAL INSTRUCTION AND TERMS & CONDITIONS

Cost of Tender Paper: Rs.500.00 (Rupees five hundred only) in favour of "National Institute for the Orthopaedically Handicapped", payable at Kolkata, in the form of DD/Pay Order/Cash is to be submitted before bid opening date in bellow mentioned address:

"National Institute for Locomotor Disabilities (Divyangjan)  
B.T.Road, Bon-Hooghly,  
Kolkata-700090".

### THE FOLLOWING DOCUMENTS SHOULD BE ENCLOSED IN THE BID:

1. Quotation should be enclosed with complete details.
2. Details of infrastructure available for designing, proof reading & printers should be enclosed along with quotation.
3. Compliance sheet with desired and quoted specifications.
4. Copy of latest and valid Trade license, Income Tax, VAT / Sales Tax Clearance certificate Pan card etc all in the name of the firms should be submitted along with quotation.
5. Demand Draft of Rs. 3000/- (Rs. Three thousand only) as Earnest Money Deposit (EMD) by DD/Pay Order in favour "National Institute for the Orthopaedically Handicapped" payable at Kolkata, is to be submitted before bid opening date in below mentioned address:  
"National Institute for Locomotor Disabilities (Divyangjan)  
B.T.Road, Bon-Hooghly, Kolkata-700090".
6. Proof of ownership/ partnership etc. shall be submitted along with address, telephone & fax no.
7. In case of bidders or tenderers furnish false information their tender/bids will be rejected and their security deposit / EMD will stand forfeited.
8. The price / rates for the item quoted must be valid for 04 months.
9. Any other relevant information that the bidder may like to furnish so as to add the credibility, financial solvency client list and past performance of the bidder.

### 10. EARNEST MONEY AND SECURITY DEPOSIT:

All quotations must be accompanied with earnest money deposit as indicated above. Quotations without EMD will be rejected. The EMD will be refunded to the unsuccessful bidders, and shall be adjusted as part of security deposit in case of successful bidder. No interest will be paid on EMD or Security Deposit.

### 11. RESPONSIBILITIES FOR EXECUTION OF CONTRACT:

The supplier is to be entirely responsible for the execution of the contract in all respect in accordance with the terms and conditions as specified in the acceptance of quotation and lawfully responsible for the supply at site and will replace any part or full, whatever the case may be, if found not in conformity with the specification as laid down. Non-fulfillment of contract as per terms and condition as stipulated shall cause forfeiting of EMD/Security deposit.

### 12. DELIVERY SCHEDULE:

If the supplier fail to deliver the stores or any part thereof within the stipulated date of delivery, the competent authority of the Institute (NILD) will be entitled at their discretion to either:

- (a) purchase the store from elsewhere, at the cost and risk of the supplier or
- (b) recover from the supplier liquidated damages liability @ 0.5% per week of the order value.

### **13. REMOVAL OR REJECTION:**

Any stores rejected by our quality control officer/expert must be removed by the supplier and replacement made within two weeks from the date of receipt of such intimation at his risk and cost.

### **14. BILLING & TERMS OF PAYMENT:**

Bills in Triplicate along with the Original receipted challan must be submitted to the Director, NIOH, B.T.Road, Bon-hooghly, Kolkata-700090, duly pre-receipted by affixing revenue stamp and official seal. Admissible payment will be made after final satisfactory certificate from the concern dept.

### **15. SETTLEMENT OF DISPUTES:**

All disputes or differences of any kind whatsoever arising out of or in connection with execution of this contract, whether during the progress of the supply or after their completion, shall be referred by the supplier to the Director of the Institute and the competent authority of the institute shall within reasonable time shall examine the case on its merit and on basis of any representation made in this context and notify decisions thereon in writing. The decision of the Director of the Institute shall be binding upon the supplier. If the supplier is not satisfied with the decision of the competent authority of the Institute, on any matters in question, dispute/difference to be arbitrated upon shall be the jurisdiction of the High Court at Kolkata.

The High Court of Kolkata will only be the jurisdiction to deal with and decide on any dispute whatsoever arising out of this tender.

The Director of the National Institute for the Orthopaedically Handicapped, reserves the right to reject any or all the tenders without assigning any reasons or giving any explanation thereof. No claim for damages will be entertained in this regard.

In addition to above, all others terms & conditions will also be binding as applicable in Govt. of India Purchase Rule.

The above conditions are stipulated without any prejudice.

**DIRECTOR**