



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietycal.com



Ref No: TASK/2018-19/NIT/001

Dated: 11.05.2018

TENDER NOTICE

Sub: Annual Rate Contract for printing of Letter Head, Visiting Cards, Invitation Cards and other Stationery Items for The Asiatic Society, Kolkata

Sealed tenders are invited from interested firms having requisite experience for entering into a rate contract with the Asiatic Society, Kolkata for printing of Letter Heads, Visiting Cards, Receipt Books, Invitation Cards etc. for the Society as per details mentioned in Annexure 2, on the terms and conditions detailed out in the following paragraphs:

A. Eligibility Criteria

- i. Only registered and bonafied firms having adequate **experience of at least five (5) years** in the relevant field of printing and supply of letter heads, visiting cards, invitation cards, receipts book etc. to Government Organizations/Central Autonomous Bodies/ PSUs/Reputed Private Sector etc. and having a **minimum annual turnover of ₹ 10.00 lakhs during the last three (3) years** may submit bids.
- ii. The firm must be situated in Kolkata and have its own printing press.
- iii. The firm must be registered with Income Tax and Goods and Service Tax authorities.
- iv. The firm must submit a Declaration stating that it is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.

Non-compliance with any of the above conditions by the firm will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.

B. Selection Process

- i. Interested firms can download the complete tender document with terms & conditions from the website of The Asiatic Society, Kolkata i.e. www.asiaticsocietykolkata.org .
- ii. The interested and eligible firms may submit Techno-Commercial Bid along with non-refundable tender fee of ₹ 500/- [Rupees five hundred only] through a Demand Draft on any scheduled bank in Kolkata drawn in favour of The Asiatic Society.

- iii. The bid shall consist of two parts- Technical Bid and Price Bid. Both the bids are to be placed in two separate sealed envelopes (clearly superscribing 'Technical Bid' and 'Price Bid') which in turn are to be placed in a sealed cover. The bids of all the tenderers whose Price Bid is not in a separate sealed envelope shall be rejected forthwith. The Price bids of only those tenderers shall be opened whose Technical bids are found to be eligible while the disqualified bidders' Price Bid shall be returned unopened.
- iv. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of ₹ 15,000/- (Rupees fifteen thousand only) in the form of Demand Draft drawn in favour of The Asiatic Society, payable at Kolkata failing which the tender shall be rejected out rightly. EMD exemption of any category will not be accepted.
- v. The EMD in respect of the firm which does not qualify the Technical Bid/ Financial Bid shall be returned to it without any interest after awarding the work to the successful bidder and entering into the contract.
- vi. The Techno-Commercial Bid in sealed cover super scribed as "TENDER FOR PRINTED STATIONERY" complete in all respects along with all necessary documents and fees/deposits shall be sent to the office of the General Secretary, The Asiatic Society, 1 Park Street, Kolkata - 700016. The last date of submission of tender will be 13:00 hrs on 1st June, 2018.
- vii. The evaluation committee will open the technical bids on 1st June, 2018 at 14:00 hrs at The Asiatic Society, 1 Park Street, Kolkata-700016.

C. General Terms and Conditions

- i. The lowest bidder shall be decided item wise on the basis of lowest rate quoted.
- ii. The contract is likely to commence from 1st week of June, 2018 and would continue for a period of two (2) years. The period of the contract may be further extended for one more years subject to satisfactory performance by the selected firm and if mutually agreed by both the parties. The Asiatic Society, Kolkata, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected firm.
- iii. The EMD of successful bidder (firm) shall be converted into Security Deposit (interest free) which will be retained by the Society for a period of 45 days beyond the date of completion of the Agreement entered into with the Service Provider.
- iv. All rates should be quoted exclusive of GST. No increase in rate shall be considered at all during the currency of the Annual Contract. Any other charges like transportation, fare etc. will not be paid.
- v. The ordered printed material has to be supplied in time and as per the specifications. Any deviation will be considered as breach of contract and will be dealt accordingly.
- vi. The firm will ensure that proofs are shown and got approved before final printing. In case the printing is done without getting the proofs approved and there is any error in the printing, the Society will not accept such work and no payment will be made for such work.

- vii. The defective printing materials, if found will be replaced by the supplier. However in case of supply of defective printing materials on more than three occasions the contract will be cancelled and security deposit will be forfeited.
- viii. TDS and other applicable taxes will be deducted from each bill.
- ix. Failure by the firm to comply with any statutory requirements and/or terms of agreement during the period of contract shall result in termination of contract and subsequent disqualification for participation in any future tender in the Society. The security deposit will also be forfeited.
- x. Notwithstanding anything contained in this document, the selection committee reserves the right to amend/accept and/or reject any/all proposals and to annul the selection process at any time without assigning any reason and without any liability and/or obligation.
- xi. The Asiatic Society may disqualify the applicants at any stage for any of the following reasons :
- (a) Non-fulfilment of above qualification conditions
 - (b) Incomplete / part information/ misinformation (without supporting proof)
 - (c) Exerting external influences
 - (d) Late submission of Tender

D. Contact information

Queries/clarifications may be e-mailed to gs.asiatic@gmail.com. Clarifications will be posted on the website. No individual replies / clarifications will be sent.

The samples of the items are available with Shri Tapas Kumar Chatterjee, Section Officer [Administration] for verification during office hours at any working day.

Time Schedule

- | | | |
|---|---|------------------------------|
| ➤ Web advertisement for Tender | : | 11.05.2018 |
| ➤ Last date of submission of Tender | : | 01.06.2018 [up to 13.00 hrs] |
| ➤ Opening of Technical Bid for evaluation | : | 01.06.2018 [at 14.00 hrs] |

Sd/-
General Secretary
The Asiatic Society

THE ASIATIC SOCIETY

1, Park Street, Kolkata- 700016

Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2217-2355

Ref No: TASK/2018-19/NIT/001

Dated: 11.05.2018

Part I: TECHNICAL BID

(to be submitted in a separate sealed envelope)

1. Name of the Firm :
2. Organizational Status :
3. Registration No [If any] :
4. Name of the Proprietor / Director/Partner :
5. Complete office address :
6. Telephone Number :
7. E-mail address :
8. Whether having its own Press : YES/NO
9. Permanent Account Number [PAN] :
10. GSTN :
11. Profession Tax Registration No :
12. Details of Current Trade License :
13. Financial Turnover of the Firm during last 3 Financial Years :
FY 2014-15
FY 2015-16
FY 2016-17
14. Declaration stating that the firm is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time : *Enclosed*

15. Details of experience in last 5 years in printing and supply of stationery items to Government Organizations/Central Autonomous Bodies/ PSUs/Reputed Private Sector :

Sl. No Name & Address of the Organization Period of operation Remarks

16. Details of Earnest money :

DD No	Date	Name of Bank & branch	Amount
			₹ 15,000/-

17. Declaration :

I,Son / Daughter / Wife of Shri Proprietor/Director, authorized signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of the authorized person with seal

Place :

The tendering Firm is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

- a. Registration Number & Certificate of Incorporation (if applicable)
- b. Trade License
- c. PAN
- d. GSTN
- e. Profession Tax Registration No
- f. List of similar assignments with the Government Organizations/Central Autonomous Bodies/ PSUs/Reputed Private Sector in last Five years with documentary evidence like Work Order, Work Competition Certificate
- g. Audited accounts/ITR for 2014-15, 2015-16 & 2016-17
- h. Declaration (in original) stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.

The tenderer is required to put his/her signature on each page of the Technical Bid.

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Financial Bid (Part II)

(to be submitted in a separate sealed envelope)

I/ We offer the following rate for printing and supply of stationery items noted below:

<i>Sl No</i>	<i>Item</i>	<i>Specification</i>	<i>Minimum Annual Requirement</i>	<i>Rate</i>
1	File cum Folder	Multicolour printing in Cyber Exl. 350 GSM with mat lamination	2000 pcs	
2	Invitation card with envelope	Multicolour printing in 300 GSM Art Bond, One Colour printing in 95 GSM	2000 pcs	
3	Brown Envelope [10"X16"]	One Colour printing in 90 GSM with Flap Gumming	2000 pcs	
4	Brown Envelope [8.5"X14.5"]	One Colour printing in 90 GSM with Flap Gumming	2000 pcs	
5	Brown Envelope [7"X13.5"]	One Colour printing in 90 GSM with Flap Gumming	2000 pcs	
6	White Envelope [10"X4.5"]	One Colour printing in 90 GSM Maplitho paper	2000 pcs	
7	White Envelope Wnidow [10"X4.5"]	One Colour printing in 90 GSM Maplitho paper	2000 pcs	
8	White Envelope [3.5"X6"]	One Colour printing in 80 GSM Maplitho paper	2000 pcs	
9	Outgoing Register Book	500 folio [13.5"X8.5"] 80 GSM Congcost paper , Binding half Raxin with lather	4 Pcs	
10	Incoming Register Book	500 folio [13.5"X8.5"] 80 GSM Congcost paper , Binding half Raxin with lather	4 Pcs	
11	Postage Register	300 folio [13.5"X8.5"] 80 GSM Congcost paper , Binding half Raxin with lather	4 Pcs	
12	Leave Application	1/6 size One Colour printing in 70 GSM Maplitho paper	2000 pcs	
13	Reprographic Service Form	1/5 size One Colour printing in 70 GSM Maplitho paper	1000 pcs	
14	Leave Register	250 folio [10"X10"] One Colour printing, 80 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
15	Cash Book	250 folio [14.5"X9.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
16	Scholar Contingency Bill Register	250 folio [14.5"X9.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	2 Pcs	
17	Scholar Paymenr Register	250 folio [14.5"X9.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	2 Pcs	
18	Salary Register	150 folio [16"X13.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	6 Pcs	
19	Money Receipt	1/8 size [1+1] Two Colour printing in 90 GSM Maplitho paper, spring binding	3000 Pcs	
20	Stock Register for Books	250 folio [10"X14.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	

<i>Sl No</i>	<i>Item</i>	<i>Specification</i>	<i>Minimum Annual Requirement</i>	<i>Rate</i>
21	Log Book Register	250 folio [13.5"X8.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
22	Daily Sales Register	250 folio [14.5"X9.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
23	Visitors Book	200 folio [13.5"X8.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
24	Library/Museum Gate Register	200 folio [13.5"X8.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
25	Key Register	200 folio [14.5"X9.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	2 Pcs	
26	Visiting Transport Register	200 folio [13.5"X8.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	2 Pcs	
27	Gate Pass Entry Register	200 folio [13.5"X8.5"] One Colour printing , 90 GSM Lazer paper , Binding half Raxin with lather	2 Pcs	
28	Letter Head	A4 Size, Multi Colour Printing in Datch Cartize Paper 95 GSM	2000 Pcs	
29	Letter Head	A4 Size, Multi Colour Printing in Maplitho Paper 90 GSM	2000 Pcs	
30	Daily Attendance Register	72 folio [13.5"X8.5"] One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	6 Pcs	
31	Casual Leave Register	100 page, A4 Size, One Colour printing , 90 GSM Ledger paper , Binding half Raxin with lather	4 Pcs	
32	Plastic Pocket File	As per sample, One Colour Printing	500 Pcs	
33	Visiting Card	Multicolour Printing, American Size, One side printing [1 set =100 pcs] 300 GSM Kent Ivory	20 set	
34	Certificate	As per sample, Multi Colour Printing	500 Pcs	
35	Cover File	As per sample, One Colour Printing	500 Pcs	

The above rates are exclusive of the goods & service taxes [GST]. My/Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Date :

Signature of the authorized person with seal

The tenderer is required to put his/her signature on each page of the Financial Bid