

F. No. 16/3/NCST/2017-Coord.
Government of India
National Commission for Scheduled Tribes

6th Floor, 'B' Wing, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated 28.04.2017

To

As per list attached
As obtained from MoTA

Sub: Quotation for Coffee Table Book- regarding.

Sir,

I am directed to state that this National Commission for Scheduled Tribes (NCST) is interested in having a contractual arrangement with a suitable Contractor/ Firm/ Printing House for Coffee Table Book. Detail of such Printing work and general terms and conditions are at Annexure-I:-

2. Proposals are invited from reputed publishers/ Printing House for Coffee Table Book with the aforesaid theme of about 180 pages comprising of Photo Essays with PLC cover along with a dummy of Coffee Table Book. Proposal should cover the following expressions:

- (a) Photographic Experience
- (b) Text-Writing Experience
- (c) Past commendations
- (d) Cost for 1000 copies
- (e) Pro-rata cost of publishing additional copies.

3. Tenderer will fill up technical information in Annexure-II and financial information in Annexure III consisting of rates inclusive of all charges/ all tax etc., based on the minimum cost of work and breakup of each element of cost shall be separately indicating while quoting. Both Annexures must be put in separate covers while submitting proposal to NCST, with clearly written "Technical Bid" and "Financial Bid" on the envelope. Complete quotation shall be super scribed as "Quotation for Printing of Coffee Table Book". Financial Bid of those bidders will only be opened who qualify in Technical Bid.

4. Quotation should be accompanied by an Earnest Money Deposit (EMD) of Rs. 20,000/- (Twenty Thousand only) in form of Bank Draft payable to the Drawing & Disbursing officer, NCST, Lok Nayak Bhawan, New Delhi-110003 and valid for a period of 60 days from date of opening of tender. Tenders received without EMD will be rejected summarily. EMD is returnable to bidder after award of the contract.


S. RUMBHARE
Secretary
राष्ट्रीय अनुसूचित जात आयोग
National Commission for Scheduled Tribes
भारत, सरकार, Govt. of India
नई दिल्ली/New Delhi

5. The EMD will be refunded to the unsuccessful Tenderers after rejection of the tender is intimated. The earnest money will be retained in the case of the successful tenderers and either of the cases will not carry any interest. It will be dealt with as provided in the conditions attached to the tender.

6. Tenderers shall keep the offer valid for a period of 30 days from the date of opening of tender. After submitting the tender, he will not recall his offer or modify the terms and conditions thereof. Should the tenderer fail to observe or comply with the foregoing stipulations, the EMD shall be forfeited.

7. Quotation must be dropped by 10.05.2017 before 4.00 pm in the office of the Assistant Director (Administration), National Commission for Scheduled Tribes, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi. Bids will be opened on 11.05.2017 at 11.00 am in the presence of the bidders or their representative who wish to be present.

8. Decision of NCST to reject/ accept any technical/ financial bid shall be final and no correspondence in this regard will be entertained. Successful tenderer will have to enter into a Contract/ Agreement with NCST.

9. All material, art work used in printing of Coffee Table Book will be the property of the National Commission for Scheduled Tribes and will have sole rights for its use in future. Content shared online must be copyright protected.

10. If at any stage upto finalization of contract or during implementation of Contract or even after expiry of terms or termination of the Contract, it is found that the concerned Agency/ tenderer has/ had furnished false information/ document (s) or withheld some vital information/ document (s) or the services of the personnel (s) have not been provided to the utmost satisfaction of this Commission and as per relevant statutory provision, the contract will be cancelled and /or the concerned authority shall be requested to take necessary penal action against the Agency/ tenderer as per relevant / statutory instruction/ orders.

Encl: As above

Copy to:

NIC Cell along with a copy of the agreement to put on website of the Ministry

D. S. Kumbhare
28/4/2017

(D. S. Kumbhare)
दिलीप एस. कुम्भारे (D. S. KUMBHARE)
अधीनस्थ सचिव
राष्ट्रीय अनुसूचित जाति आयोग
National Commission for Scheduled Tribes
भारत सरकार, New Delhi
नई दिल्ली/ New Delhi

Annexure-I

NATIONAL COMMISSION FOR SECHEDULED TRIBES

General Term & Conditions for printing of Coffee Table Book:

1. Commission invites Two Envelop tenders for printing coffee Table Book.
2. Tenders received after closing date & time shall be rejected.
3. Corrections if any, in the documents submitted should be duly authenticated with full signature of the authorized signatory, failing which such bids are liable to be rejected.
4. The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned Bids are liable to be rejected.
5. Each page of document must be signed including Annexures.
6. All the columns in Technical Bid format needs to filled by the bidders.
7. Bidders who clear the Technical Bid conditions in technical bid assessment will qualify for the financial bid.
8. In the event of default in supply, the authority reserves the rights to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
9. Selected tenders should submit dummy of a coffee table book first, which will be reviewed by the TEC. The financial bid of only qualified bidders by TEC will only be opened.
10. The technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in his regard.
11. Amendments and clarifications, if any, to this tender will be hosted on the website of the National Commission for Scheduled Tribes at www.ncst.nic.in and the authority shall not intimate the bidders individually of the same. The bidders are, therefore, advised to visit the Commission's website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of five days before the closing date of the tender.
12. The bidder shall provide all write-ups, photographs printing, artwork etc. for final copy to be approved by Technical Evaluation Committee. All material, art work used in printing of Coffee Table Book will be the property of the National Commission for Scheduled Tribes and will have sole rights for its use in future. Content shared online must be copyright protected.
13. For verification of information submitted by the Bidders, the Committee may visit Bidders office at its own cost.

Dilip S. Kumbhare
28/4/2017
दिलीप एस. कुंभारे/DILIP S. KUMBHARE
अवर सचिव/Under Secretary
राष्ट्रीय अनुसूचित जनजाति आयोग
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