

CHANDIGARH BOOK FAIR COMMITTEE
OFFICE- T.S, CENTRAL STATE LIBRARY, SEC.17,
CHANDIGARH
Tel No.0172-2702565, 2748211

TENDER DOCUMENT

LIMITED TENDER

For

Procurement alongwith printing of Posters, Event Brochure, Note Pad, Paper Bags, Book Marks, Table Calender, Stickers

Tender No. CBFC/2013/_____ dated _____

Tender Open from 9.10.2013 to 19.10.2013 TILL 10.30 A.M.

Closing date - 19.10.2013 TILL 10.30 A.M.

Librarian –cum-Member Secretary
Chandigarh Book Fair Committee
TS Central State Library,
Sector-17, Chandigarh

**TENDER NOTICE FOR PROCUREMENT ALONGWITH PRINTING OF POSTERS,
EVENT BROCHURE, NOTE PAD, PAPER BAGS, BOOK MARKS, TABLE CALENDER,
STICKERS**

Sealed tenders are invited for the Procurement alongwith printing of Posters, Event Brochure, Note Pad, Paper Bags, Book Marks, Table Calender, Stickers for Chandigarh Book Fair-2013. The tender will be received by the O/o T.S. Central State Library, Sec.17, Chandigarh upto 19.10.2013 till 10.30 a.m. and the same will be opened on the same day i.e. 19.10.2013 at 11.30 a.m. in presence of tenders or their representatives who opt to be present. For general information, conditions, guidance and reference, the Bid document can also be viewed and downloaded from website <http://www.cslchd.nic.in> and <http://chdstatelibrary34.org>

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STICKERS**

Terms & Conditions

1. Bidders are requested to quote lowest rate (s) per item(s) in the Financial Bid.
2. The Bidders must be manufacturer or authorized dealer or supplier in respect of the item(s) offered.
3. The bidder must mention the total warranty period and in case of any major defect during the warranty period, the items must be replaced with new one.
4. Bidders should quote rate on FOR/ Free delivery at the designated sites for items inclusive of all taxes/ charges.
5. The specimen image of the item(s) can be obtained/ viewed from the undersigned.
6. EARNEST MONEY DEPOSIT (EMD)): Tender should be accompanied with EMD OF Rs. 5,000/- (Rupees Five Thousand only) TO BE PAID IN THE SHAPE OF BANK DRAFT, DEMAND DRAFT, FDR from any Scheduled Bank in favour of Chandigarh Book Fair payable at Chandigarh which shall be valid for three months. No firm will be exempted from submission of EARNEST MONEY DEPOSITED (EMD).
7. **The documents of tender should be submitted as under:-**
 - (i) First envelope superscribed titled as “Technical Bid” should contain following documents :-
 - (a) EARNEST MONEY DEPOSITED (EMD) amounting to Rs.5,000/-
 - (b) Firms IT PAN No.,
 - (c) Income Tax Last Return copy,
 - (d) The complete tender documents duly signed by the firm on each page in token of having read and agreed to all terms and conditions
 - (ii) Second envelope superscribed as “FINANCIAL BID” should contain the Financial Rate as per Annexure – A. The Financial bid should contain rates only. The rates should be mentioned both in figures as well as in words. Any change in rate quoted by the vendors afterwards will entail forfeiture of EMD & Cancellation of tender.
 - (iii) These two Envelopes should be sealed and put in an outer envelope to be superscribed as “TENDER FOR PROCUREMENT ALONGWITH PRINTING OF POSTERS, EVENT BROCHURE, NOTE PAD, PAPER BAGS, BOOK MARKS, TABLE CALENDER, STICKERS” due on 19.10.2013 by 10.30 A.M. and the same will be opened on the same day i.e. 19.10.2013 at 11.30 a.m. Tender must be sealed and must bear stamp of the firm / distributor on the face of the envelope. Unsealed envelope will not be entertained and rejected out rightly.
8. The tender will be opened in two parts / stages i.e. firstly, Technical Bid will be opened and if documents therein are found as per the terms and conditions of tender document, then only qualified firm’s Financial Bid will be opened.
9. The EMD of unsuccessful firms will be returned after allotment of supply order to L1 firm.

10. Bids will be evaluated after comparison of offers upon calculating all tax duty/cess/surcharge/discount/packing/transportation costs, other charges with price and non compliance of technical and commercial terms will render a bid liable for rejection.
11. Approved tenderer (L1) will have to deposit performance bank guarantee @5% of the Total Value of the items to be purchased in favour of 'Chandigarh Book Fair valid for three months within 5 days of issue of supply orders. The EMD of the firm will be returned after receipt of performance bank guarantee.
12. The supply in full should be made within 15 days from the date of receipt of Purchase Order. If the supplier fails to complete the works as per the delivery schedule agreed upon, a sum equivalent to 1% (one per cent) of the order value for each week of delay or part thereof until the date of the actual delivery will be deducted from the contract value as liquidated damages subject to a maximum deduction of 5% of the contract value. If the delay exceeds five weeks, Chairman, Chandigarh Book Fair Committee, Chandigarh may consider termination of the contract.
13. The Chairman, Chandigarh Book Fair Committee, Chandigarh hold the discretion to increase/decrease the quantity as per the requirement.
14. The Chairman, Chandigarh Book Fair Committee, Chandigarh reserves the right to reject any tender or all the tenders without assigning any reason thereof.

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TS Central State Library,
Sector-17, Chandigarh

**TECHNICAL
BID**

**SPECIFICATIONS OF PROMOTIONAL MATERIALS FOR
CHANDIGARH BOOK FAIR 2013**

S.No	Item	Specific Requirement	Quantity
1	Posters	Size: 17" x 22" to be printed in four colours on 92 gsm paper in four different designs	2000 prints (500 prints each design)
2	Event Brochure	Size: 24.5" x 11.3"; Four-fold brochure with 4 colour printing on 130 gsm imposed paper	2000 Brochures
3	Note Pad	60 pages Note Pad with matt laminated Cover Page in four colour printing and inside pages to carry water mark in single colour.	500 note pads
4	Paper Bags	Size: 9" x 12" x 2" in Four Colour Printing in two different designs in white base & Khakhi Base	2000 paper bags (1000 bags each design)
5	Book Marks	Size: 2" x 8" in four colour print on 300 gsm paper with three different designs	6000 bookmarks (2000 prints each design)
6	Table Calendar	Size: 8" x 8", Four Colour both side Printing on 240 gsm imported paper with box in single colour	1500 Calendars
7	Stickers	4" x 4" printing in four colours	20000 stickers

**FINANCIAL
BID**

FINANCIAL BID**Description of work:****TENDER NOTICE FOR PROCUREMENT ALONG WITH PRINTING OF POSTERS
EVENT BROCHURE, NOTE PAD, PAPER BAGS, BOOK MARKS, TABLE CALENDAR
STICKERS**

S.No.	Description (as per specification)	No. of items	Guarantee /Warrantee If any	Rate per item (in figures & in words)
1	Posters	2000 prints (500 prints each design)		
2	Event Brochure	2000 Brochures		
3	Note Pad	500 note pads		
4	Paper Bags	2000 paper bags (1000 bags each design)		
5	Book Marks	6000 bookmarks (2000 prints each design)		
6	Table Calendar	1500 Calendars		
7	Stickers	20000 stickers		

NOTE :

- A) The rate should be inclusive of all taxes. If any other liability occurs, the same will be borne by the tenderer.
- B) The Financial bid should contain rates only.
- C) The rates should be mentioned both in figures as well as in words.
- D) Any change in rate quoted by the firms afterwards will entail forfeiture of EMD & Cancellation of tender.

I/We certify that I/We have read the terms and conditions as given in the Tender Document. I/We undertake that it is my/our responsibility to abide all terms and conditions of the tender document.

Signature & Stamp of Tenderer
Address _____

Place: _____
Dated: _____