

UT ADMINISTRATION OF DAMAN & DIU
SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE (SPOTAC)

NO. DD/SPOTAC/ADVT./A4Printing/2017-18/220

DATE: 18 /08/2017

SHORT TERM TENDER NOTICE

The Member Secretary SPOTAC, DD invites sealed tenders on behalf of the President of India from any interested agencies as per the detail below:

Sr. No.	Particulars	Tender fees	Work Period	EMD
1.	Printing of A4 size Coffee Table Book	Rs. 500/-	3 days	Rs. 12,000/-

Tender document for **Printing of A4 size Coffee Table Book** will be available in the office of the Member Secretary SPOTAC, DAMAN on all working days from **18/08/2017 to 24/08/2017** (upto 1300 hrs) at the cost of **Rs. 500/-** only. The tender is also available on Website www.daman.nic.in which can be downloaded and rate can be offered by interested agencies, but such tender document must also contain the Tender Fees in the form of Demand Draft.

The complete tender form along with EMD in the form of Demand Draft of any Nationalized Bank only in favour of **Member Secretary (SPOTAC)**, Daman should be properly covered sealed and superscribed **"Printing of A4 size Coffee Table Book"** on envelop and deliver it in person or post/courier so as to reach in the office of the Member Secretary (SPOTAC) on or before **1500 hours on 24/08/2017**.

The tender will be opened on the same day in presence of the Tenderer if possible. Tender without EMD and valid tender document shall not be entertained.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

Sd/-
MEMBER SECRETARY SPOTAC,
Daman

- Copy to all Head Office for wide publicity
- Copy to the SIO, NIC for publication/hosting on Daman website.

LAST DATE OF ISSUE OF TENDER: 18/08/2017

LAST DATE OF RECEIPT OF TENDER: 24/08/2017

E.M.D. ` 12,000/-

TENDER FORM

This tender is issued to Shri/M/s. _____ of
_____ tender fees ` 500/- received vide receipt No. _____ dated:
_____.

Daman

Date: /08/2017

Sd/-
MEMBER SECRETARY (SPOTAC)
DAMAN

To,
The Member Secretary (SPOTAC)
Daman

I, the undersigned Shri/M/s _____
hereby enclose the offer for **Printing of A4 size Coffee Table Book** and also agree with the
terms and conditions attached with this tender document as attached.

Place:
Date: /08/2017.

Signature of the tenderer
along with the rubber stamp

Note: Strike out whatever is not applicable.

**UT ADMINISTRATION OF DAMAN & DIU
SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE (SPOTAC)**

Society for Promotion of Tourism, Art & Culture (SPOTAC) requires the services of professional Agency/ Agencies with and Annual Turnover of Rs. 1 Crores only in last year (2016-2017) in similar nature of job at government / semi Government/ PSU level.

A: SCOPE OF WORK

Printing of A4 size Coffee Table Book

B: SIZE & SPECIFICATION OF COFFEE TABLE BOOK– 2017

Size: A4 Size

Front Cover + Back Cover

Minimum 250 GSM paper quality

Binding: Perfect Binding

Inside Page: Minimum 170 GSM paper qualities

C: QUANTITY: 1500 copies

D: KIND OF PRINTING: 4 colour offset printing

Signature of the Supplier

Date: /08/2017

Sd/-

Tender Inviting Officer

GUIDELINES FOR SUBMITTING TENDERS

The tender for **Printing of A4 size Coffee Table Book**, should be submitted in one cover as follows Superscribing “**Printing of A4 size Coffee Table Book**” which shall include the following documents/ details

Packet – I (Details of the Tenderer)

- i). Profile of the Agency / Company
- ii). Details of the Technical Manpower and experienced Staff in same line of business available in-house
- iii). Specific experience relating to the particular event
- iv) Copy of Pan Card and GST Registration
- v). EMD for Rs. 12,000/- (Rupees Twelve Thousand only) and Tender Fee of Rs. 500/- (Rupees Five Hundred only), in the form of DD drawn in favour of the “**The Member Secretary (SPOTAC)**” Payable at Daman, which may be returned to the unsuccessful tenderers at the earliest after expiry of the final tender validity and latest on or before the 30th day after the award of the work contract.

Packet — II (Financial Packet)

Packet II should contain details of financial quote of the bidder. The Financial Bid should contain the cost of, **Printing of A4 size Coffee Table Book** and other details as mentioned in the financial bid. Taxes as applicable should be indicated separately

Selection Process:

Technical bids of all applicants would be opened on the 24.08.2016 at 4.00 PM based on evaluation of technical bids and financial bids of only technically qualified bidders would be opened.

Other important Information:

1. Period of the validity of the tender should be 90 days from the closing date of proposal
2. SPOTAC, DD shall provide the matter in adaptable format as required for printing.
3. SPOTAC, DD reserves the right to accept the tender in full or in part. Conditional bids would be rejected outright.
- 4 SPOTAC, DD reserves the right to summarily reject any offer received from any agency and any considerations, without any intimation to the bidder.
5. SPOTAC, DD reserves the right to place an order for the full or part quantities under any items of work indicated above
6. SPOTAC, DD reserves the right to reject any or all proposals without assigning any reason whatsoever.

**GENERAL TERMS AND CONDITIONS TO CARRY OUT THE WORK
AS PER TENDER DOCUMENT**

1. The rate(s) quoted should be strictly for free delivery and will be valid for a period of one year
2. The rates should be quoted inclusive of all taxes. The TDS/Income Tax payable will be deducted from the bill by the department.
3. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications.
4. The amount of Earnest Money paid by the tenderers (s) in form of E.MD and whose tenders are not accepted, the Demand Draft will be refunded to them by the Tender Inviting Officer.
5. Only on satisfactory completion of the supplies ordered for, the amount of all bills of the agencies made will be admitted for payment, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period of one year or any such date/ period as may be mutually agreed upon.
6. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
7. If possible the tenders will be opened in presence of Tenderer or their representative if any present in the office of the Tender Inviting Officer.
8. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
9. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected
10. If the tenderer whose tender/quotation is accepted fails to execute the Supply order within stipulated time the EMD of such tender will stand forfeited to the Govt. and the order for the supply shall stand terminated with no further liabilities on either party to the contract.
11. No. Separate agreement will be required to be signed by the successful tenderer(s) for the purchase of the contract for service. Rates tendered/offered in response to the concerned tender/quotation notice shall be considered as acceptance of all legal purpose.

12. If required by the Tender Inviting Authority, the selected agency shall have to carry out additional work in the same approved rates as quoted in this tender. The rates for this tender shall be valid for 90 days from the closing date of this tender.
13. The Selection Process shall be governed by, and construed in accordance with, the laws of UT of Daman & Diu and the Courts at Daman shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process and execution of the said work.

The above conditions are accepted and are binding to me and my assignee.

Signature of the Supplier

Date: /08/2017

Sd/-

Tender Inviting Officer

ANNEXURE -I (FINANCIAL BID)

Sr.No	Particulars	Rate per Copy	Quantity	Amount
1.	Size: A4 Size Front Cover + Back Cover Minimum 250 GSM paper quality Binding: Perfect Binding Inside Page: Minimum 170 GSM paper qualities Quantity: 1500 copies Kind Of Printing: 4 colour offset printing		1500	
2.	Agency fees, if any			
3.	Applicable Taxes			
4.	Grand Total			

Stamp and signature of tenderer