

**TENDER CALL NOTICE FOR PRINTING AND BINDING OF
REPORTS/SCHEDULES/QUESTIONNAIRES**

Sealed tenders are invited from reputed Printing press/firms/agencies for printing AND BINDING of reports/ schedules/ questionnaires and other printing materials as per the following so as to reach this office by 15.07.2021 during the office hours. The GST as applicable may be shown separately. Interested firms are requested to submit copies of their up-to-date tax clearance certificate along with the tender.

The undersigned is not bound to accept the lowest rate of tender and may reject any or all the tenders without assigning any reason thereof.

Sl. No.	Description	Rate/copy	Remarks
1.	Bond A4		
	Black & White		
	Colour		
	Paste binding (below 100 pages)		
	More than 100 pages		
	Hard binding		
	Spiral binding		
	Centre stitch		
	1/4 plain, bond with GSM		
	1/6 plain, bond with GSM		
	1/8 plain, bond with GSM		
	Book Cover 300 GSM		
	Cover Lamination		
	Glossy Paper		
2.	Schedule/Questionnaire (A4 size) (Rate as per number of copies, e.g. 1-500, 500-1000 and 1000 above)		
3.	Any other specifications		

SECRETARY

Sale of Tender/Bid document:

The prospective bidders may download the complete sets of the tender documents directly from the website available at <https://www.ncds.nic.in> and submit along with a bank draft of Rs.1000/- as application fee (non-refundable) to Nabakrushna Choudhury Centre for Development Studies Office, Bhubaneswar. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or the office notice board before last date of submission of the tender document. The authority shall have no responsibility for any delay/ omission on part of the bidder. The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website. The tender should reach the Secretary, Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar super scribing 'Tender for Printing and Binding of Reports/Schedule/Questionnaires for the Project' in the top of the envelope.

TERMS AND CONDITIONS

1. The Bidder shall enclose the Photo Copy of PAN / GSTIN.
2. Each bidder shall submit tender of individual items as mentioned in the advertisement.
3. The tender shall be for the full quantity of the item as mentioned in the advertisement. The detail specification of the item is placed at Annexure-I. Correction, if any, shall be made by crossing out, initialing, dating and rewriting.
4. The bid price shall include the excise duty and the bidder's cost towards insurance, packing & forwarding, transportation, and delivery at NCDS Office, Chandrasekharapur, Bhubaneswar.
5. Any other local taxes should be clearly mentioned separately in terms of percentage and amount in the price sheet.
6. Conditional Tenders (like alternative price offers etc) are liable to be rejected. In the event of acceptance, the decision of the authority shall be final. The tender which is not as per outrequired specifications will not be considered.
7. If the successful bidder / bidders fails to supply the entire quantity within the stipulated period from date of receipt of final proof from Secretary, NCDS, liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated @ 0.5% per week or part thereof subject to a maximum of 10% of purchase order value.
8. The NCDS will not make any advance payment to the bidders. The payments will be paid only after satisfactory completion of the job, submission of bill in that regard.
9. The Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
10. The authority reserves the rights to alter the quantities at the time of placing order. Initially the order may be placed for lesser quantity with full freedom to place orders for further quantity under similar terms and conditions of the original order. Order may also be split among more than one tenderer if considered necessary in the interest of the NCDS administration.
11. The bidder will deposit 1 pcs. Of samples along with the tender which should be duly signed/snickered and stamped. The samples are non-refundable as it will be required for verification.
12. Full payment will be made after delivery of the items in good conditions supported with bills & delivery challan. Delivery will be made in the office of NCDS, Bhubaneswar. The defective or damaged material if any shall be replaced by the organization.
13. The Prospective bidders can see the sample during office hours from the Asst. Public Relation Officer at NCDS Office on any working day.
14. Bidders may be present in person or their authorized representatives (limited to one person only) during the opening of bids.

NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES,
BHUBANESWAR-751013

FORM QUOTATION

1. Name of the Firm:

2. Address of the Firm:

3. Telephone No.:
 - a. Landline

 - b. B. Mobile No.

4. GST Regd. No.:
(Attached Xerox copy)

5. PAN Card No.:
(Attached Xerox copy)