

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
SHILLONG-793 003**

No.NEC/NAZ/05/2017

Dated, Shillong the 19th May, 2017.

Subject:- Invitation for tenders for Reprography of agenda papers, PPT, etc., printing and supply of Chairman's Address and Secretary's report, etc in connection with the 66th NEC meeting to be held on 29th May 2017 in New Delhi.

The North Eastern Council Secretariat, Ministry of Development of North Eastern Region, Nongrim Hills, Shillong – 793003 invites quotations from established and reputed firms for reprography of agenda papers, power point presentations, etc., printing and supply of Chairman's Address and Secretary's Report in connection with the 66th Plenary Meeting of the North Eastern Council to be held on 29th May, 2017 at Pravasi Bhartiya Kendra, 15-A, Rizal Marg, Chanakyapuri, New Delhi - 110021.

The sealed quotations superscribed **"Quotation for Reprography of agenda papers, printing and supply of Chairman's Address and Secretary's report, etc."** should be addressed to the Director (Administration), NEC Secretariat and should reach Shri Mihir Dey, In-Charge NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 on or before 26th May, 2017 by 1300 hrs. Contact No.: (011) 24102502/24104978.

The quotations will be opened on the same day at 1315 hrs in the NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 in the presence of such bidders who wish to be present.

The terms and conditions and Proforma for submitting the tender are enclosed as Annexure – I, Annexure – II and Annexure – III.

The detailed tender documents can be viewed at NEC website www.necouncil.gov.in

NEC reserves the right to reject any or all tenders without assigning any reasons thereof.

(E. Swer)
Director (Admn.)

Copy to:-

1. The In-charge, NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 for information and necessary action. He will put up this tender notice in the Notice Board at NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21. He may make wide circulation of the above Tender Notice to all the reputed firms.
2. SA, NIC-NEC, NEC for uploading the tender in the NEC Website.

Subject :- Invitation for tenders for Reprography of agenda papers, printing and supply of Chairman's Address and Secretary's report, etc in connection with the 66th NEC meeting to be held on 29th May 2017 in New Delhi.

The NEC Plenary meeting is a high level meeting of the North Eastern Council Secretariat where the Hon'ble Union Minister of State (IC) for DoNER and Ex-officio Chairman, NEC, Hon'ble Governors and Hon'ble Chief Ministers of all the 8 (eight) NE States including senior officers from NE State Governments, various Central Ministries attend the Meeting. This year the 66th NEC Plenary Meeting is scheduled to be held on 29th May, 2017 (starting at 0900 hrs) at Pravas iBhartiya Kendra,15-A, Rizal Marg, Chanakyapuri, New Delhi – 110021.

Considering the stature of the meeting, NEC Secretariat is planning to hire an agency for the following services:-

Sl No.	Name of the Item	Estimated requirement	Remarks
1	Photocopying in black and white size A4 in good quality paper	60000 pages	The entire work should be completed and handed over in NEC Guest House by 28 th May 2017 forenoon.
2	Cover page printing in black and white in colour paper	200 pages	
3	Staple binding with brown tape	200 books	
4	Printing of Chairman's address and secretary's report in bond paper(black and white size A4)	8000 pages	
5	Printing of cover page of Chairman's address and Secretary's report in glossy good quality paper size A4	400 copies	
6	Page binding of Chairma's address and secretary's report	400 books	

Note:

- 1 While the above requirements have been worked out based on the experience from past NEC Plenary Meetings, however, NEC has the right to increase & decrease the no. of items as per requirement.
- 2 The Agency / Firm should be in position to cater to any changes in requirements.

TERMS AND CONDITIONS, INFORMATION FOR WORKS RELATED TO REPROGRAPHY OF
AGENDA PAPERS, PPT, ETC., PRINTING AND SUPPLY OF CHAIRMAN'S ADDRESS AND
SECRETARY'S REPORT, ETC

1. The sealed tender documents should be delivered to the NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 by 1300 hrs on 26th May, 2017. Tender Documents can be downloaded from www.necouncil.gov.in.
2. While all efforts have been made to avoid errors in drafting of the tender documents, the agencies/bidders are advised to check the same carefully. No claims whatsoever on account of any errors in the tender documents shall be entertained.
3. Each page of the tender document must be stamped and signed by the person or persons submitting the tender in token of his/her/their having acquainted himself/herself/themselves and accepted the entire documents including various conditions of contract. Any Bid with any of the documents unsigned and unstamped is liable to be rejected at the discretion of the Competent Authority of NEC Secretariat. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
4. All bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
5. Tenders have to be accompanied by Earnest Money Deposit (EMD) of Rs.2500/- (Rupees two thousand and five hundred) only in the form of Demand Draft/Pay Order. The DDs/POs should be drawn in favour of DDO, NEC, Shillong payable at Shillong. Bids without EMD will be summarily rejected.
6. Successful agency/bidder will have to submit Performance Security equal to 10% of the bid value as Performance Security in the form of Bank Guarantee /Term Deposit Receipt (TDR) in favour of DDO, NEC payable at Shillong valid for a period of 45 days beyond completion of contract.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD shall be forfeited.
8. No claim shall lie against the NEC Secretariat, Government of India in respect of erosion in the value of interest on the amount of EMD or security deposit.

9. The EMD shall be forfeited :

- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
 - (a) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the North Eastern Council Secretariat.
 - (b) Fails or refuses to honour his own quoted prices for the services or part thereof.

10. VALIDITY OF BIDS

- (i) Bids shall remain valid and open for acceptance for a period of 45 days from the last date of submission of bids.
- (ii) In case North Eastern Council Secretariat calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

11. PREPARATION OF BIDS

11.1 Bid should be prepared as per the instructions given in the Tender document along with valid EMD of requisite amount.

Documents comprising the Bid

- a) Bid submission duly signed and printed on Agency/Bidder letter head.
- b) Copy of tender document duly signed and stamped on each page.
- c) Earnest Money Deposit of Rs.2500/- (Rupees two thousand five hundred)only.
- d) Pan Card must be enclosed.

12. The Agency/Bidder should submit the complete proposal with rates in breakup of each and every item.

13. Bids received after the specified date and time for receipt of bids would not be entertained.

14. Bids incomplete in any form will be rejected out rightly.

15. Any enquiry after submission of the bids would not be entertained.

16. The rates quoted by the successful bidder shall remain valid for a period of 45 days from the date of opening of the bid.

17. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.

18. The Competent Authority of North Eastern Council Secretariat, Government of India reserves the right to reject any or all tenders without assigning any reasons thereof and accept and award any or part or full contract to any successful agency(s) at its discretion and this will be binding on the bidders.

19. The Competent Authority of North Eastern Council Secretariat, Government of India may terminate the contract if it is found that the agency(s) is black listed on previous occasions by any of the Central Ministries/Department of Government of India.

20. INDEMNITY

20.1 The selected agency(s) shall completely indemnify and hold it harmless for all claims, demands, damages, actions, costs and charges to which NEC may become subject, or which it may have to pay or be held liable therefore, by reason of any injury to persons, reputation or property suffered or sustained by any agency or employee of this office or arising out of any activity or negligence or omission of the agency(s).

21. ARBITRATION

21.1 All disputes and differences arising out of or in any way concerning or relevant to the contract shall be referred to the sole arbitration of any person nominated by the Competent Authority of North Eastern Council Secretariat, Government of India, Shillong. There should be no objection to any such appointment on grounds that the arbitrator so appointed is a Government Servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such government servant, he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding on the parties of the Agreement.

FINANCIAL BID

Sl No.	Name of the Item	Estimated requirement	Rate per unit	Amount
1	Photocopying in black and white size A4 in good quality paper	60000 pages		
2	Cover page printing in black and white in colour paper	200 pages		
3	Staple binding with brown tape	200 books		
4	Printing of Chairman's address and secretary's report in bond paper(black and white size A4)	8000 pages		
5	Printing of cover page of Chairman's address and Secretary's report in glossy good quality paper size A4	400 copies		
6	Page binding of Chairman's address and secretary's report	400 books		
Total				
All applicable taxes				
Grand Total				

Signature with date of the Authorized person of the firm

Name of the Firm with
Seal_____

Contact No. and address of the
Firm_____