

Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat Shillong-793003
Website:https://necouncil.gov.in

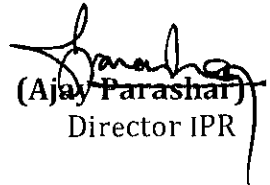
Dated: 29th December, 2022

Tender Notice for Designing and Printing of NEC Wall Calendar 2023

Tenders are invited from professional printers with ISO 9001:2015 Certification for Designing and Printing of Wall Calendar, 2023. The tender documents are uploaded on <http://nec.euniwizarde.com> and CPP Portal <https://eprocure.gov.in/epublish/app>.

The offers, in the prescribed format, shall be submitted online at <http://nec.euniwizarde.com> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Public Procurement Portal <http://nec.euniwizarde.com>. The tender document is also available on North Eastern Council Secretariat website: <http://necouncil.gov.in> and CPP Portal <https://eprocure.gov.in/epublish/app>.

The Director (IPR), NEC Secretariat, Shillong reserves the right to reject any or all the bids without assigning any reason whatsoever or to accept the bids in part or in whole and will not be bound to accept the lowest bid.


(Aja Parashar)
Director IPR

A. Information relating to submission of Bids

1. The bidders are advised to go through the tender document and get fully acquainted with the scope of work as no claim whatsoever will be entertained for alleged ignorance thereof.
2. The Tender have been invited On-line under two-bid system i.e Technical bid and Financial bid. The interested Agencies are advised to bid Online at <https://nec.euniwizarde.com>.
3. The tender document is available on Central Public Procurement Portal website <https://eprocure/gov.in> and also in the NEC website at <http://necouncil.gov.in>.
4. While all efforts have been made to avoid errors in drafting of the Tender documents, the bidders are advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.
5. All the pages of the tender should be stamped and signed and upload by the person or persons submitting the Tender in token of his/her/their having acquainted himself/herself/themselves and accepted the entire document. Any bid with any of the document not so signed and stamped is liable to be rejected at the discretion of the Competent Authority of NEC Secretariat.
6. **NO PAGES SHOULD BE REMOVE/DETACHED FROM THIS BIDDING DOCUMENT.**
7. All bidders are hereby explicitly informed that conditional offers shall not be considered and summarily rejected.
8. The parties of the bids shall be the “Bidder” and the North Eastern Council Secretariat, Government of India, Nongrim Hills, Shillong – 793003.
9. The important dates related to “Tender for Designing and Printing of NEC wall calendar 2023” are as under :

| | | |
|----|--|-------------------------|
| a. | Availability of tender document on CPP Portal/NEC website | 27/12/2022 |
| b. | Technical bid online submission start date. | 29/12/2022 |
| c. | Technical bid online submission end date. | 16/01/2023 by 1200 hrs. |
| d. | Date and time for opening online technical bids | 16/01/2023 at 1400 hrs. |
| e. | Date and time for opening online financial bids for technically qualified bidders. | 19/01/2023 at 1100 hrs. |
| f. | Validity of tenders. | One year |

10. The technical bids shall be open first on the scheduled date and time as at para 9 above in NEC Secretariat, Government of India, Nongrim Hills, Shillong-793003 in the presence of the representative of the Agency if any, who wish to be present on the spot at that time. The technical bids shall be evaluated by a Technical Bid Evaluation Committee. Financial bids of technically qualified eligible bidder meeting criteria only shall be open on the scheduled date and time as at para 9 above in the NEC Secretariat, Government of India, Nongrim Hills, Shillong-793003 in the presence of shortlisted Agency/firm or their authorized representative, **who wish to be present on the spot at that time**. If there is any change in date, time or venue, the bidders will be notified in advanced. Any Bidder, who wants to be present on the spot, has to intimate before.
11. Bidders shall not be permitted to withdraw their offer or modify the Terms & Condition thereof. In case the bidder failed to observe and comply with the stipulation made herein or back out after quoting the rates, the aforesaid bids security shall be forfeited.
12. The successful bidder will have to deposit a performance security an amount equal to 10% of the contract value towards Security Deposit at the time of placing the order within 05 (Five days) of the receipt of the formal order. The performance security will be furnished in the form of the bank guarantee or fixed Deposit Receipt from any commercial bank in favour of "Drawing and Disbursing Officer, NEC" payable at Shillong. The performance security should be valid for a period of 60 days beyond the time of supply as mentioned in the work order.
13. In case of any breach of any Term and Condition stipulated in the work/supply order, the performance security deposit of the agency will be liable to be forfeited by the office of the North Eastern Council Secretariat beside the annulment of the contract.
14. The bid shall be valid and open for acceptance of the Competent Authority of NEC for a period of 90n days from the date of the tenders.
15. In case two or more agencies are found to have quoted the same rates, the Competent Authority, NEC shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority of NEC shall be final.
16. NEC reserves the right to accept or reject any or all bids without assigning any reasons. NEC also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever may cause to the bidder in the process.
17. Financial bids of only those agencies will be opened who qualify in the Technical bids.
18. The tender document is not transferable under any circumstances.
19. Lowest Bidder will be considered taken on the basis of rates quoted by the bidder in Financial Bids.
20. Near relatives of the employees of NEC are prohibited from participation in this tender. The near relatives for this purpose will include:-

(a) Members of a Hindu Undivided Family:

(b) Husband or wife and father, mother, son(s), wife(daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband(brother-in-law).

21. The Contractor shall not be authorized to sublet or transfer the contract to any other party.
22. If at any time during the continuance of this Contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by the reason of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to "as such act") provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of Secretary, NEC as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that the purchased shall be at liberty to take over from the Supplier at a price to be fixed by Secretary, NEC which shall be final, all unused, undamaged and accepted material, bought out components and stored in the possession of the supplier at the time of such termination or such portion thereof as the Purchased may deem fit excepting such materials, bought out components and stores as the supplier may with the concurrence of the purchase elect to retain.
23. The Competent Authority of the NEC Secretariat, Government of India, Shillong reserves the right to annul any or all bids without assigning any reasons.

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PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well advance for the submission of the bid so that it gets uploaded will in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select payment option as “DD” to pay the EMD as applicable and enter details of the instrument.
4. *Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is

subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click “Complete“(i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk support. The contact number for the helpdesk is “011-49606060”

Instructions for Online Bid submission

1. The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://nec.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://nec.euniwizarde.com>) with clicking on the link “**Online bidder Registration**” on the e-tender Portal by paying the Registration fee of Rs. 2360/- year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC“s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal.**

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.
2. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fee Rs.3540-/ (NOT REFUNDABLE) by net-banking / Debit / Credit card then the bidder may download the required documents / tender schedules, Bid documents etc. once the bidder pay both the fee(s), tenders will be moved to the respective “requested” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG – 793003, Meghalaya
Website:https://necouncil.gov.in

Tender Notice for Designing and Printing of NEC Wall Calendar 2023

Sealed tenders are invited from professional printers with ISO 9001: 2015 Certificate for layout designing and printing of Wall Calendar, 2023 of the North Eastern Council as per the following specifications:

1. Name of the job: Designing & Printing of NEC Wall Calendar 2023
2. Theme: To be indicated in the Work order
3. Size: 43*63 cms
4. Number of Pages: 14 (7 Sheets back to back) including Fly Leaf
5. Paper: 160 GSM Texture Paper
6. Design and Layout: To be done by the Printer
7. Holiday List: Holidays List for 2023 should be printed in Red Colour for Gazetted Holidays and Sundays and Blue Colour for Restricted Holidays
8. Print order:
9. Printing: The Printer has to design the artworks, photographs with Contents/brief write-up as per the theme & prepare date sheets as per the instruction of the North Eastern Council and print after approval
10. Colour: 4+4 colour
11. Binding: Quality Wire- O binding
12. Back support: 4 cms duplex board of 350 GSM
(Sample to be enclosed with the Technical Bid)
13. Time for delivery: The complete job is to be done in 25 days time from the work order.
14. Packing & forwarding: The Calendars should be duly packed in brown papers, tied-up into suitable bundles of 25 each to ensure safety of the contents so as to avoid loss or damage in transit.

15. Delivery: The printer will, at her/his own cost, deliver the bulk in 10 days of approval of final design and issue of work order at the addresses given by NEC as follows.

Shillong:

Director (IPR), North Eastern Council Secretariat Nongrim Hills Shillong-793003

Delhi: Liaison Officers,

i/c NEC Guest House and Liaison Office,

NEC Guest House, 28 Chanakyapuri, New Delhi-110011

16. Art work will be the property of NEC (to be given in a CD by the Printer).

17. Performance security:

(i) The selected bidder will have to submit performance security equivalent to ten percent of the value of job order in form of Bank Guarantee before awarding of job. The performance security will be furnished in the form of the Bank Guarantee or Fixed Deposit Receipt from any commercial bank in favour of DDO, NEC payable at Shillong. The performance security should be valid for a period of 60 days beyond the date for supply as mentioned in the work/supply order.

18. Penalty for delay:

5% penalty for every week's delay for left over job subject to a maximum of 10% of the total cost of job. Further, NEC reserves the right to terminate the job if performance of the agency is not satisfactory or if there are printing mistakes.

20. The Tender should be accompanied by the following:

- (i) Layout Design in full format (both hard and soft copies) should be uploaded. Layout design and the paper sample should also be submitted to the Office of Director (IPR), NEC Secretariat, Nongrim Hills, Shillong-793003 on any any working day between 10:00 AM to 4:00PM from December 29th December, 2022 to 16th January, 2023, Without which tenders will be summarily rejected.
- (ii) Specimen/sample of similar works done by the printer with statement of work experience/profile indicating details thereof along with copies of testimonials and certificate towards of any received from the Government for such works.
- (iii) Annual Financial Turnover of the bidder should not be less than Rs.1,20,00,000 (Rupees One Lakh Twenty Thousand) only for the last three years, ending March 31, 2022. Documentary evidence duly certified by the Chartered Accountant.
- (iv) PAN of the bidder to be uploaded.
- (v) GST Registration of the bidder to be uploaded.
- (vi) Tenders without layout design and paper sample will be summarily rejected;

NORTH EASTERN COUNCIL SECRETARIAT

Designing & Printing of NEC Wall Calendar 2023

Financial Bid Form

| | | |
|---|---|--|
| 1 | Name of the Job | Designing and Printing the Wall Calendar |
| 2 | Size | 43X63CMs |
| 3 | Paper | 160 GSM Texture Paper |
| 4 | Colour | 4+4 Colour 14 (7Sheets back to back) including Fly Leaf |
| 5 | Print Order | 2,000 |
| 6 | (a) Rate per copy (b) (c) GST (in % and amount) | Rs. Rate of GST on % |
| 7 | Amount quoted for per copy of calendar | |
| | Rupees: _____ Per copy inclusive of GST and any other charges. | |

Date:

Company/Firm Seal

(Signature of the Tenderer)

Place:

Name and Address of the Agency/Printer

NORTH EASTERN COUNCIL SECRETARIAT

Designing & Printing of NEC Wall Calendar 2023

Technical Bid Form

| | | |
|----|---|--|
| 1. | Name of the Printer | |
| 2. | Postal Address (With Contact Number and Email ID) | |
| 3. | ISO 9001 2015 Certification No. (Copy to be enclosed) | |
| 4. | Layout Design in full format to be uploaded. | |
| 5. | Annual Financial Turnover of the bidder should not be less than Rs.1,20,00/0 (Rupees One Lakh Twenty Thousand) only for the last three years, ending March 31, 2022. Documentary evidence duly certified by the Chartered Accountant. | |
| 6. | PAN No. (Enclose copy of IT return for the last 3 years showing annual turnover) | |
| 7. | GST Registration to be uploaded. | |
| 8. | Experience in printing Calendars for Government organization/Departments (Enclose with proof) | |
| 9. | Draft Design (A prototype of the calendar) in full format to be uploaded. | |

Date:

Company/Firm seal

(Signature of the Tenderer)