

**GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING: TAKYELPAT**

TENDER DOCUMENTS FOR
PRINTING READING MATERIALS

TENDER NO: 8/10/2011-SAT (Pt-II) (A)
ISSUE OF TENDER DOCUMENT

THIS TENDER DOCUMENT SET IS ISSUED TO:

NAME:

Address:

.....

.....

TELEPHONE:

FAX NO:

FEE FOR THIS TENDER DOCUMENT IS RS. 1,000/-

SALE OF THIS TENDER DOCUMENT IS AGAINST DEMAND DRAFT NO.

DATED DRAWN ON

OFFICIAL RECEIPT NO. DATED

ISSUED BY:

for **ADDITIONAL DIRECTOR,**
STATE ACADEMY OF TRAINING, MANIPUR

NOTE: EACH AND EVERY PAGE OF THIS DOCUMENT SHOULD BE SIGNED BY THE BIDDER.

**STATE ACADEMY OF TRAINING, TAKYELPAT
MANIPUR
(www.satmanipur.nic.in)**

SHORT TENDER NOTICE

Sealed tenders on behalf of the State Academy of Training, Takyelpat are invited under two bid systems i.e. **"Technical Bid" and "Financial Bid"** from registered, reputed and financially sound Companies, Firms, Agencies and Cooperative Societies for providing service of **Printing Reading Materials** under the provision of the financial year 2013-14. Service Provider agencies having at least three years experience in the field and valid license from Labour/Home Departments of the State/Union Territory and also having ESI/ EPF/ PPF, Service Tax and PAN/GIR Nos. from the concerned department of the Government for providing the service as mentioned above shall be eligible.

The interested agencies should send their offers in tender documents obtainable from the office of the Deputy Director-SAT, Takyelpat on payment of Document fee for Rs 1000/- in cash (non refundable) or downloading it from the website www.satmanipur.nic.in and deposit it along with Earnest Money of 5% (refundable) in the form of Pay Order or Demand Draft in favour of the Additional Director, State Academy of Training, Takyelpat, Manipur plus the prescribed document fee in cash, so as to reach the State Academy of Training latest by **16.12.2013 at 03.00 PM** duly super scribed on envelope **"Technical Bid" and "Financial Bid" separately- Tender for printing reading materials for Training etc.** The Technical Bids will be opened on the same day **at 04.00 PM for A, 04.30 for B** in the office of the Additional Director/Chairman, DTC- SAT in the presence of bidders who may like to be present.

The Tender committee SAT, Manipur has the right to accept or reject any/ all tender (s) without assigning any reason.

**State Academy of Training, Takyelpat
Manipur**

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS:-

The works requires printing of reading materials in A4/A3 size format either in loose form or binding form and may include reproduction of power point presentation in multi color photograph, bar chart, data sheet etc. Papers and ink use shall be of high quality type.

- 1.** The bids have been invited under **two bid system i.e. Technical bid and Financial bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bids for Tender for Printing Training materials**" and "**Financial Bids for Tender for Printing Training materials**" for State Academy of Training ,Takyelpat,Manipur
- 2.** The earnest money deposit (EMD) of 5%, refundable (without interest),should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft of any of the Scheduled Bank drawn in favour of Additional Director State Academy of Training, Takyelpat,Manipur. Bids from the Registered Cooperative Societies will also be accepted along with EMD as per State Government instructions. Tenders not accompanied by earnest money of the requisite amount will be summarily rejected.
- 3.** If the concessioner after award of contract fails to perform the assigned work, his full security amount with the Academy, will be forfeited.
- 4.** The Security Deposit of the contractor shall be retained for 6(six) months and shall refunded after successful competition of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and violation of any terms and conditions of the contract as stipulated in the Bid document. A fund of Security Deposit is subject to full and final settlement of the final payment for the work contracted/executed under the contract. No interest will be paid to the contractor on the Security Deposit.
- 5.** All entries in the Tender Form should be legible and filed clearly, neatly and accurately. Any alteration, erasing or over-writing would make tender invalid unless the same are neatly carried out and attested over the signatures of Tenderer. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- 6.** The envelope containing Technical Bid shall be opened first on the scheduled date and time **16.12.2013 at 04.00 PM for A, 4.30 for B** in the office of Additional Director, State Academy of Training in the presence of the representative of the Companies/Firms/Agencies, who wish to be present on the spot at that time. Technical Bid shall be evaluated by the Committee. Necessary clarification required by the Committee shall be furnished by the Tenderer within the time given by the Academy for the same. Financial Bids of Technical qualified/eligible Bidders meeting all the requisite criterion only shall be opened on a date and time to be notified later in presence of short listed contractors or their authorized representatives.

- 7.** The Director General, State Academy of Training, Manipur reserves the right to accept or reject any/all Bids without assigning any reason.
- 8.** The Bidder shall quote the Technical and Financial Bids as per the format enclosed at Annexure 1 and 2.

I/We certify that I/We have read the terms and conditions as given in the service agreement. I/We undertake that it is my/our responsibility to ensure delivery of service. The service provider shall also have to observe compliance of all the relevant Laws, Act & Rules as applicable and as amended from time to time and or any other Rules framed thereunder from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Place:- _____

Dated:- _____

Signature of Tenderer _____

Name of the Tenderer _____

Address _____

<u>DETAILS NOTICE INVITING TENDERS</u>	
NAME OF THE WORK	Printing Reading Materials for Training
TIME LIMIT	2 Months as per work Plan and Timeline Schedule in Training Calendar
ESTIMATED COST	11 Lakhs
EARNEST MONEY	Rs.55,000/- or 5% of bid amount, whichever is higher.
DATE OF ISSUE OF TENDER	30.11.2013
LAST DATE OF SALE OF TENDER	13/12/2013
PRE BID CONFERENCE	09/12/2013 at 03:30 PM in the office of Additional Director, SAT
LAST DATE OF RECEIPT OF TENDER	16/12/2013
DATE OF OPENING OF TECHNICAL BID	16/12/2013
DATE OF OPENING OF PRICE BID	18/12/2013
PLACE OF OPENING THE TENDER	State Academy of Training, Takyelpat, Imphal

TECHNICAL BID DOCUMENT

ESTIMATED COST: Rs.11 Lakhs

**Format of Vital Information about the Service Provider to the State Academy of Training,
Takyelpat, Manipur.**

Name of the Organization/Firm applying for providing outsourcing services	
Postal Address	
Telephone/FAX/Mobile No. of the Organization/Firm.	
Status of the Organization/Firm (Whether Private or Public Sector undertaking or Sole Proprietor or Partnership or Cooperative Society etc)? The bidder should attach a resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents.	
Name and mobile number of the person to be contacted	
Whether the bidder possessed the requisite experience, if yes, give details Separate sheet be attached, if needed.	
Particulars of Licence obtained from Labour/Home Department of the State /UT (With proof)	
Details of PAN/TAN No. obtained (With proof)	
The details of Service Tax No. allotted to organization/firm.	
Details of Registration with the authorities of ESI/EPF/PPF	
Financial resources, assets in terms of tenderer's property (Movable and Immovable) held on the date of submission of tender (Latest audited balance sheet is also be to attached)	
Details of earnest money.	
Declaration in the form of Affidavit that the individual/Firm/Organization was not black listed/prosecuted by any Central/State/UT/Departments/Statutory Bodies or by any Court of Law or any partner or share holder thereof, not directly and indirectly connected with is to be attached.	

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application-Technical Bid and declaration.
2. Attested copy of registration of agency.
3. Attested copy of PAN/GIR Card.
4. Attested copy of the latest IT return filed by agency.
5. Attested copy of Service Tax registration certificate.
6. Attested copy of the PF registration letter/certificate.
7. Attested copy of the ESI registration letter/certificate.
8. Certified copy of the statement of bank account of agency for the last six months.
9. Certified documents in support of entries in column of Technical Bid application.
10. Copy of the terms and conditions mentioned in the Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

NB- All copies must be attested.

FINANCIAL BID DOCUMENT
Terms and Conditions

Terms and Conditions for Annual Contract for Printing Training Reading Materials to the State Academy of Training. Each page of the tender form and its enclosures should be given the page No. and signed by the tenderer, in the absence of which the tender will be treated as invalid. Tenders submitted without earnest money deposit shall be out rightly rejected. The tenders will be opened as per date mentioned in the NIT in the presence of tenderers or their representatives who wish to be present. In case the date of opening the tender is declared as holiday/closed day, the tenders will be received/ opened on the following working day at the same time:-

ANNEXURE-I

Printing
Estimated Cost : Rs.11 Lakhs

Item	Specification	Minimum Requirement
Hand Books/pamphlet for Trainer and Trainee on different Topics	A3/A4 Size and neatly compile and may require color printing as well, in good quality ,preferably both side printing	<i>5000 copies</i>

ANNEXURE-II

Details to be furnished by the Tenderer in Financial Bid

- I. D.T.P charge per page Rs...../-in word (.....).
- II. Paper charge per Ream, preferably in J.K. Maplitho paper @Rs.....in word (.....)
- III. Plate Making charge @ Rs...../- in word (.....) per plate
- IV. Printing charge for 1000 copies @ Rs...../- in word (.....)
- V. Cover Printing charge in Multicolor (solid Printing) for 1000 Book @ Rs..... /- in word (.....)
- VI. Binding charge for 1000 booklets (including covering and cutting) @ Rs...../- in word (.....)
- VII. Cover paper charge preferably in Chromo Art Paper @Rs..... /- in word (.....)per sheet.

Place:-.....

Signature of the Tenderer.....

Dated:-.....

Name of the Tenderer.....

Address.....