



## राष्ट्रीय होटल प्रबन्ध एवं केटरिंग तकनालॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार)

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)

A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)

टेलि/Tel: 0120-2590600-623 टेलिफैक्स/Telefax : 0120-2402819/2402820

ई-मेल/e-mail : nchmctadmn@gmail.com वेबसाइट/Website: www.nchmct.org

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### **TENDER FOR PRINTING AND SUPPLYING OF ANSWER BOOKS**

#### **Terms & Conditions:**

- 1) Sealed tender containing two separate sealed financial and technical bids, complete in all respect superscribed as "Tender for supply of answer books" along with Earnest Money Deposit of Rs.36,000 through DD drawn in favour of NCHMCT payable at Noida/New Delhi should be sent in the name of Deputy Director, NCHMCT on any working day from 10.00 AM to 5.00 PM. The last date for submission of tender will be **05.08.2016** up to 5.00 PM.
- 2) Incomplete/conditional/late tenders or those without EMD will be rejected. Technical bids will be opened on **08.08.2016** at 2.00 PM in presence of the representatives of the tenderers, who may like to be present and financial bids of only technically qualified tenderers will be opened later on. The date will be informed to the tenderers. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
- 3) Rates should be quoted at the rate per 100 answer books including all the taxes like Sales Tax, VAT, etc. and also inclusive of cartage/transportation/labour charges, staking charges in NCHMCT's store. The answer books should be packed in polythene (100 nos. bundle) and packed in carton boxes.
- 4) Delivery of the goods will be made in the NCHMCT's store in Noida. Cartage/labour charges shall have to be borne by the tenderer/supplier.
- 5) The NCHMCT reserves the right to terminate the contract at any time without any notice. The penalty as deemed fit or forfeit part or whole of the EMD of the tender if tenderer fails to make the supply within the prescribed period of the supply is not found in accordance with the specification or not in the quality/quantity as per the orders placed or there is any breach of the terms of the contract on the part of the tenderer. The EMD will be forfeited if the tenderer, after approval of the tender, fails to accept it.

- 6) The committee constituted for supervising the entire tender process has the right to select or reject the agency partly or wholly on the basis of samples given by the agency as well as rates quoted for the samples. The samples should be strictly as per NCHMCT's specification.
- 7) The NCHMCT reserves the right to reject any tender or reject it entirely without assigning any reason.
- 8) The firm should have minimum one year experience for supply of answer books with any educational institution or University or NCHMCT.
- 9) Samples of answer books should be as per the required specifications; otherwise, the Scrutiny Committee will have the right to reject the tender of the firm who have not submitted the samples as per the specifications.
- 10) In case of any dispute or abrogation of conditions stipulated, the decision of the Secretary of the NCHMCT in all the matters concerning tender shall be final and binding upon the tenderer.
- 11) The material should be supplied within the time, as specified in the work order. The rates should strictly be in accordance with the specifications and terms specified in the tender form. Submission of incomplete tender or of different specification other than the specifications mentioned in the tender form shall be rejected.
- 12) A penalty @ 4% per week subject to maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the NCHMCT in the work order. Proportionate deduction for sell grammage or different specification of paper or less number of pages will be made from the bill. If the material supplied is not as per specifications, proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the tenderer.
- 13) The NCHMCT shall take random samples out of the supplied material. Any difference in size, weight, colour etc. will render the entire order for rejection and the tenderer shall have to lift it at their own cost on "as is where is basis". In case of any dispute, the decision of the Secretary, NCHMCT shall be final and acceptable to the tenderer. If the tenderer fails to lift the above rejected material within two weeks time, the NCHMCT shall have the right to dispose it off by auction and no claim of the tenderer shall be permissible.

- 14) Taxes shall be deducted as per rules.
- 15) The revision of rates will not be allowed during the contract period.
- 16) No advance payment shall be made. However, full payment shall be released upon satisfactory completion of whole supply as per the work order and after completion of formalities such as verification of GSM, quality, quantity and number of pages as per specifications.
- 17) In the event of failure of supply of answer books to the NCHMCT by the tenderer, the NCHMCT reserves the right to procure supply from any other source at the tenderer's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of EMD, debarment of his agency for a period of two years due to late/non-supply/short-supply and supply not in consonance with the approved specification, the decision of the Secretary, NCHMCT shall be final and binding upon the tenderer.
- 18) In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
- 19) The exact quantity will be intimated at the time of placing order to the agency concerned.
- 20) The rate contract shall be valid for a minimum period of one year from the date of notification of the rate contract. However, it may be valid for two years if firm is agreed to.
- 21) The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 3 years on mutually agreed terms and conditions.
- 22) There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the government through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.
- 23) Firm should be principal manufacturer with own process of related infrastructure and machinery in the premises.

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**NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
**A-34, Sector 62, NOIDA 201309 (UP)**

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**“TECHNICAL BID” FOR PRINTING & SUPPLY OF ANSWER BOOKS**

1) **ABOUT THE FIRM:**

i)	Name of the firm	
ii)	Address of the firm	
iii)	Telephone No. & e-mail	
iv)	Type of firm (Proprietary/Private/Cooperative/ Private Ltd./Govt. Undertaking /MNC)	
v)	Registration No. and Year of registration (with documentary evidence)	
vi)	Name of the Proprietor/ Partners	
vii)	Machinery available with the firm (enclose list of the same)	

2) **PAST EXPERIENCE (preferably for last one year):**

Year	Name & Address of the Examination Board/University	Details of work done with proof (attach separate sheet, if required)

- 3) Has the firm ever been debarred/blacklisted by Organization? If yes, indicate details. :
- 4) Whether the firm/printer is capable of providing all types of answer books :
- 5) Is the firm/printer is a principal manufacturer (Yes/No) :
- 6) Clients of the firm. (separate list to be enclosed giving the details of clients such as firm's name & address, contact person's name & address, job done, approximate value, etc.)

7) INFRASTRUCTURE DETAILS:

Type & No. of machines available in the press for such work. (Details may be given in separate sheet).

8) FINANCIAL:

Annual turnover during last three years. Copies of balance sheet to be attached.

2013-14	:	_____
2014-15	:	_____
2015-16	:	_____

9) PERSONNEL:

No. of employees	Technical	:	_____
	Non-technical	:	_____

10) Sales Tax No.: \_\_\_\_\_  
(copy of certificate to be enclosed)

11) PAN/TIN No. of the firm: \_\_\_\_\_  
(copy of certificate to be enclosed)

12) EMD Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_  
and name of drawee bank \_\_\_\_\_.

13) No. of samples enclosed : \_\_\_\_\_

Authorized Signatory  
(with full name, designation)

Seal:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**“FINANCIAL BID” FOR PRINTING & SUPPLY OF ANSWER BOOKS**

**Details and specification of Answer Books:**

i)	Item & Qty.	Answer Books – 2,94,200
ii)	Specification	<p><b><u>Inner Page:</u></b>  <u>Size:</u> 29 cm x 22 cm  <u>No. of Pages :</u> 32  <u>Specification:</u> Non absorbing 70 GSM (Ballarpur) ruled sheets with ruling at 1 cm internal having margin ruling in Red colour of 4 cm on right and left side.</p> <p><b><u>Cover Page:(White &amp; different colours for different courses)</u></b>  <u>Size:</u> 29 cm x 22 cm  <u>No. of Pages:</u> 4  <u>Specification:</u> White/Colour 70 GSM non-absorbing paper, printing on both sides with perforated embossing and machine numbering.</p>
iii)	Binding & Embossing	<ul style="list-style-type: none"> <li>Machine stitching with punching hole 1 inch diagonally.</li> <li>Booklet shall have perforated embossing of NCHMCT on top of left side.</li> </ul>
iv)	Packing	To be packed in a bundle of 100 Answer Books in polythene bag or polythene wrapped and duly packed in 7 ply corrugated boxes. Slip indicating details about the contents inside the box to be pasted on each box.
v)	Unit Price (including packing charges) in Rs. for 100 Nos.	
vi)	VAT/Taxes, if any	

Authorized Signatory  
(with full name, designation)

Seal:

Date: \_\_\_\_\_

Place: \_\_\_\_\_