



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited
(A Government of India Enterprise)
15N, Nellie Sengupta Sarani, Kolkata - 700 087.
CIN - U17232WB1971GOI027958.

Printing of Annual Report for the year 2020-21
of
THE JUTE CORPORATION OF INDIA LIMITED,
A GOVERNMENT OF INDIA ENTERPRISE
UNDER THE MINISTRY OF TEXTILES, GOVT. OF INDIA.





To,

All Bidders,

Subject: - Printing of Annual Report of The Jute Corporation of India Limited - for the FY 2020-21

Dear Sir/Madam,

Request for Proposal (RFP)/ Tenders are invited for printing of Annual Report of The Jute Corporation of India Limited for the FY 2020-21 as per the scope of work given in Annexure I.

Terms & Conditions

1. The rates should include entire design and execution (including material, printing, binding, packing and delivery to Head office).
2. No revision of rate shall be entertained during pendency of work. However, GST will be paid extra. Rates to be quoted for 250 copies (100 English + 150 Bilingual).
3. The vendor shall get the proof approved by the concerned official of the Corporation. No extra charge will be paid for the proof which has to be prepared and to be submitted to the Corporation for approval.
4. The printed Annual Report has to be delivered at the office of The Jute Corporation of India Limited within ten days from the date of approval of the final proof by the official of the Corporation.
5. JCI also reserves its rights to place order on any other party in the event the successful party fails to supply the printed material within the prescribed period of ten days from the date of handing over of full and final print material by JCI. Time shall be an essence of the contract.
6. Terms of payment: - 100% payment against full delivery of the printed Annual report copies up to the satisfaction of the concerned official. No advance payment will be made for printing job.
7. The sample of the paper to be attached with the quotation (Art Paper of 130 GSM and Art card of 300 GSM for inside and cover pages respectively).
8. This office reserves the right of increasing/decreasing (by 25% on either side of) the quantity of the material tendered on actual requirement of the copies for which the tender is placed. Proportionate unit rates will apply for the ordered lot.
9. The bids not fulfilling the conditions mentioned above will be summarily rejected without any further reference.
10. The Annual Report is to be printed as under:
 - a) English- with its cover and second inside pages in colour,
 - b) Bilingual - with its cover and second inside pages in colour for the English part, and with its cover and second inside pages in colour for the hindi part.





11. Bidders/ Vendors are advised to visit the office & inspect JCI's previous annual report before quoting.
13. Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass for the work will lead to disqualification.
14. Breach of contract includes failure to perform the obligations under the contract.

The design, colour combination to be finalized by the Corporation and photographs, other related matters to be provided by the Corporation.

Sd/-

Sr. Manager- P & A.
P & A Department



Annexure -I

SCOPE OF WORK		
Sl No	Description	
		Printing of Annual Report of The Jute Corporation of India Limited for the FY 2020-21, in colour (inside pages on white paper + one colour paper)
1	No. of copies	250 (100 English + 100 Bilingual)
2	No. of Pages	English- 76 pages & Bilingual-152 Pages (excluding the cover pages). The said pages may increase or decrease.
3	Paper and its quality	Signed & Stamped & marked as sample (mentioning the GSM)
	i) For inside white pages	Art paper of 130 GSM
	ii) For front & back covers	Imported Art Card of 300 GSM with lamination

SPECIAL INSTRUCTIONS

- a Printed copies are required to be delivered within 10 days or earlier after the approval of the final proof by JCI official. Any delay in delivering the printed copies beyond the timelines shall attract damages @ 0.5% of the bill value per day.
- b A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- c The report is required to be printed as per the specimen to be provided by the concerned department providing adequate space / scope for box-tables, diagrams, etc.
- d CD in PDF format of the full report capable of being uploaded on our website is to be provided, without any extra cost, along with the printed copies for putting the Report on the website of the Corporation.
- e Price bids of only those bidders, whose technical bids and samples are found acceptable, will be opened.
- f Corporation means 'The Jute Corporation of India Limited' and Bidder/ Vendor/ Service Provider means the successful bidder to whom the contract is awarded.
- g Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works/services to be executed under the contract.
- h Bidders must disclose to the Corporation in their RFP/ Tender any potential conflict of interest,



including any which may involve the Corporation employees who may have a financial interest in a Bidder. If such conflict of interest does exist the Corporation may, at its discretion, refuse to consider the Proposal.

- i. If the contract/ work order is not executed after accepting the same, EMD or Performance Security Deposit will be forfeited in full and the contract/ work order will be executed at Bidder/ Vendor's risk from some other Vendor.



Annexure - "A"

TECHNICAL BID
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

SL No	Description of the Document	Yes (Signed and stamped copies to be enclosed) / No
1	Copy of valid Trade License	
2	Copy of Permanent Account Number (PAN)	
3	Income Tax Returns and Audited Annual Accounts for last three years ending 2019-2020	
4	Average Annual Turnover should be at least of Rs 75,000/- for the last three financial years ending 2019-2020. Proof of certificate signed by the auditor to be uploaded.	
5	Copy of GST Registration Certificate	
6	Bank Account Number and IFSC Code (cancelled cheque to be enclosed)	
7	Complete tender document each page duly signed & stamped as a token of its understanding/acceptance	
8	In case of MSME, MSME certificate to be enclosed	
9	The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) of providing printing service in the last five financial years ending 2020 -2021 to any Central / State Govt. Organization and undertakings / PSU. Copies of contracts / work orders / documentary evidence of successful execution / completion in support of Past Experience of Printing Activities shall be uploaded with the bid.	
10	Contact details of the personnel who will be available for 24X7, proof of document of office in consignee geographical location to be provide and proof of similar work for the last 3 financial years ending 2020-2021	
11	Self undertaking by the bidder that the agency/Corporation is not black listed or any criminal cases or fraud cases pending against the proprietor/agency/firm relating to previous contract.	

Signature with Seal of the Bidder



Annexure - II

The following points and any other relevant points to be considered while quoting

SL.No.	Description	Amount (In Rs.) for 250 copies (English 100 & Bilingual 150)
1	Estimated Paper cost of inside white pages (Art paper of 130 GSM) (76 Pages for English version and 152 pages for bilingual version per copy)	
2	Paper cost for front & back covers (Imported Art Card of 300 GSM with Lamination).	
3	Cost of designing the Cover page (front and back)	
4	Printing cost for inside text pages (on white paper) including Photo composing, processing, scanning, designing, plate making.	
5	Printing cost for front & back covers (in four colour) inclusive of lamination charges (including photocomposing, processing, scanning, designing, plate making).	
6	Binding charges	
7	Local delivery charges if any	

Signature with Seal of the Bidder



Sl. No.	Particulars
1	Typesetting + Printing English 76pages , i.e $76/2 = 38$ leaf
2	Typesetting + Printing English 4 pages
3	Typesetting + Printing in Hindi 76 pages , i.e $76/2=38$ leaf
4	Typesetting + Printing Hindi 4 pages
5	Paper for English + Bilingual $76 \text{ pages} \times (100 + 150) = 19000 \text{ pages}$ i.e $19000 / 2 = 9500$ leaf
6	Paper for Hindi $76 \text{ pages} \times 150 = 11400 \text{ pages}$ i.e $11400 / 2 = 5700$ leaf
7	Cover Printing
8	Cover Paper / Board for 250 books
9	Binding

Particulars	Total Amount for 100 copies in English & 150 copies in Bilingual including GST
A	B
Balance Sheet for the financial year 2020-2021 considering all the factors (100 copies in English and 150 copies in Bilingual)	

Note: (i) The price to be quoted including GST amount.

(ii) The L1 bidder should submit detail cost break up before award of the contract.

Signature with Seal of the Bidder



CONDITIONS OF CONTRACT

1. SIGNING OF CONTRACT:

The successful bidders shall execute an agreement with the Corporation on Non- Judicial stamp paper of value not less than Rs. 100/- within 7 (seven) days of written communication for acceptance of lowest rates. The stamp duty shall be borne and paid by the Service Provider.

2. FORFEITURE CLAUSE:

In the event of Bidder/ Vendor failing to execute the work i.e., printing of annual report and other related work as specified in the work order, to the full satisfaction of the Corporation and/or in the event of breach of any terms and conditions of the contract, the Competent Authority of the Corporation reserves the right to cancel the contract or withhold the payment due to Service Provider in part or full and/or to forfeit the Performance Security Deposit.

3. RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS:

The Corporation reserves the right to accept or reject any tender and to annul the tender process and reject all tenders at any time prior to the award of contract, without thereby incurring any liability to the bidders or assigning any reason thereof. Further, conditional bids shall be rejected out rightly.

4. RIGHTS OF THE CORPORATION:

- i. The Corporation reserves the right to split the scope of the work to more than one Service Provider without assigning any reason whatsoever. No claim will be entertained by the Corporation on account of the same.
- ii. The terms and conditions specified herein are indicative in nature and the same shall not restrain the Corporation from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the contract with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this tender.
- iii. The engagement or subsequent contract does not assure any minimum business guaranty to the Bidder/ Vendor.
- iv. The Corporation reserves the right to extend the period of tender availability and/ or the date of opening of the bids. The Corporation reserves the right to change any or all of the provisions of this RFP. Such changes would be intimated to all parties procuring this Request for Proposal.

5. PERFORMNACE SECURITY DEPOSIT

The successful bidder shall furnish the Performance Security Deposit of @ 3% of the estimated cost or order value whichever is higher to be paid through DD to "The Jute Corporation of India Limited", payable at Kolkata on the date of signing of the agreement/ contract. The Performance Security Deposit will not carry any interest amount.



Failure of the successful bidder to submit the Performance Security Deposit @ 3% of the estimated cost or order value whichever is higher on signing the Contract shall constitute sufficient grounds for the annulment of the award, forfeiture of the EMD and blacklisting of such bidders from all future tenders of the Corporation.

The Performance Security Deposit shall be released to the Service Provider/ Vendor after completion of the contract period and on being satisfied of the successful completion of the contract and ensuring that no liabilities are due from the Service Provider/ Vendor or its employees.

6. NOTICE

All notices or reports permitted or required under this RFP/ Contract or otherwise in connection to the work, shall be in writing and sent to the address set forth hereunder or such other address as either party may specify in writing by personal delivery or by the recognized courier services, speed post or registered post etc.

Corporation's Address:

Bidder/ Vendor Address

7. TERMINATION & MODIFICATION

The Corporation may, without prejudice to any other remedy or right of claim for breach of contract, by giving not less than 30 (thirty days) written notice to the Bidder/ Vendor, terminate the contract in whole or in part: -

- i. If the Bidder/ Vendor breaches any of the terms and conditions of the contract.
- ii. If the Bidder/ Vendor fails to perform its obligations within the time period(s) specified in the contract or any extension thereof granted by Corporation in writing.
- iii. If the Bidder/ Vendor in the judgment of Corporation has engaged in corrupt or fraudulent practices in completing or in executing the contract. In the event, Corporation terminate the contract in whole or in part, the Corporation may get such work done, upon such terms and in such manner as it deems appropriate and the Bidder/ Vendor shall be liable to Corporation for any risk and costs for such similar services.
- iv. If the Corporation considers that, the performance of the Bidder/ Vendor is unsatisfactory, or not up to the expected standard, the Corporation shall notify the Bidder/ Vendor in writing and specify in details the cause of the dissatisfaction. The Corporation shall have the option to terminate the Contract by giving 30 days' notice in writing to the Bidder/ Vendor, if the Bidder/ Vendor fail to comply with the requisitions contained in the said written notice issued by the Corporation.
- v. Notwithstanding any provisions herein to the contrary, the Corporation may terminate the contract with 30 days notice to the Bidder/ Vendor due to any other reason not covered under the above clauses and in the event of such termination the Corporation shall not be liable to pay any cost or damage to the Bidder/ Vendor except for payment of services as per the Contract up to the date of termination.
- vi. The terms and conditions of the contract may be modified with mutual consent of both the parties as and when required.



8. TIME IS OF THE ESSENCE

Time shall be of the essence of this contract and of each and every part thereof.

Signature with Seal of the Bidder

9. DISPUTE RESOLUTION & GOVERNING LAWS

Any dispute, differences or controversy of whatsoever nature between the parties arising out of or in relation to this RFP/ contract, the dispute shall in the first instance be attempted to be resolved amicably through discussions/negotiations between the parties. Further, all questions, disputes and/or differences arising under or in connection with the RFP/ contract or touching upon or relating to construction, meaning, scope, performance, operation or effect of the RFP/contract or the validity or the breach thereof, which is not resolved amicably within 15 days, such matter or matters shall be referred for Arbitration. The Arbitrator (other than the employee of the parties hereto) shall be a Sole Arbitrator to be mutually appointed by both parties within a period of 15 days from the date of notice by the party concerned, failing which the sole Arbitrator shall be appointed as per the provisions of the Arbitration and Conciliation Act 1996 as amended and the decision/ award of the Sole Arbitrator shall be final and binding upon the parties hereto. The language of the arbitration shall be English and the seat of the arbitration shall be at Kolkata. In case the award passed by the arbitrator, is assailed/ referred before the court of law, the same shall be exclusively subject to the jurisdiction of Courts at Kolkata.

This RFP/ Contract shall be interpreted and constructed in accordance with Indian laws and only the Courts at Kolkata shall have exclusive jurisdiction over any matters arising out of this RFP/ Contract.

10. CONFIDENTIALITY

Information relating to the evaluation of tenders shall not be disclosed to Bidders or any other persons not officially concerned with the process until information on award of contract is communicated to all Bidders or the selection process is complete. The unjustified use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the Corporation, no party shall at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

11. SET-OFF

Any sum of money due and payable to the Corporation under this contract may be appropriated by the Corporation and set off against any claim of the Corporation under this contract or any other contract made by the Corporation with the Bidder/ Vendor.

12. REPRESENTATION AND WARRANTY

Each Party represents and warrants that:

- (a) it has full right, power and authority to enter into and carry out the work mentioned in this agreement and have been and is on the date of this agreement duly authorized by all necessary and appropriate authority to execute this;
- (b) it has no prior commitments, arrangements or agreements with any other person/ Corporation/ or any other authorities which might interfere with, or preclude the carrying out of its obligations under this agreement;
- (c) it has the requisite experience, knowledge, expertise, capability, availability of manpower and infrastructure (with the capacity and the ability to augment all of the foregoing) necessary to effectively and properly supply the goods as agreed to be supplied hereunder; and

- (d) it shall perform its obligations, including without limitation, payment obligations under this agreement with the standard of skill, diligence and competence meeting global quality standards and shall implement the best practices prevalent in the business/ industry.
- (e) it has all the requisite licenses and permits as required under applicable laws and that any of the terms of this agreement does not conflict with or result in breach of or default under applicable law, or any order, writ, injunction or decree of any court or governmental authority or any contract/agreement, written or oral, to which it is a party.

15. LIQUIDATED DAMAGES

If the Bidder/ Vendor fails to perform its obligation under the contract and/or fails to timely execute the contract/ work order to the satisfaction of the Corporation, the Bidder/ Vendor shall be liable to pay an agreed compensation of 0.5 % of the contract amount per week of delay, subject to maximum of 25 % of contract amount as Liquidated Damages.

16. STATUTORY COMPLAINTS

The Bidder/ Vendor shall comply with all the acts, rules, regulations and bye-laws applicable from time to time in connection to or arising out of the contract and ensure that during the contract period no undue disadvantage/ hardship/ loss or damage is caused to the Corporation.

17. INDEMNITY

Each Party ('Indemnifying Party') shall defend, indemnify and hold harmless the other Party ('Indemnified Party') from and against all liabilities, fines, suits, claims, debts, demands, losses (including attorney's fees, costs and expenses) arising out of any injury to person or damage/ loss of immovable or movable property or any other reason/event which give rise to a third party claims, caused due to the negligence/misconduct/breach of terms of this contract/ any acts or omissions of the indemnifying party, its agents, employees, invitees or by any other person acting on its behalf.

18. FORCE MAJEURE

Neither party shall be considered in default of performance of any obligations under this Agreement if such performance is prevented, restricted or delayed by Force Majeure i.e., by reason of act of God, war, revolution, civil commotion, etc., or any other circumstances beyond the reasonable control of a Party and not involving any fault, misconduct or negligence of the Party affected. The Party affected, upon giving prompt notice to the other Party, shall be exempted from such performance during the continuance of such event of Force Majeure, provided that the Party so affected shall use its best reasonable efforts to avoid or remove such causes of non-performance and both Parties shall proceed immediately with the performance of their obligations under this Agreement whenever such causes are removed or avoided, or such causes otherwise ceases.

20. NON-DISCLOSURE

The Bidder/ Vendor shall not disclose directly or indirectly any information or details of the work order/ contract and/or details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters of the Corporation, which may come to possession or knowledge of the Bidder/ Vendor during discharging its contractual obligations under this RFP/ Contract to any third party and shall at all times hold the same in the strictest confidence. The Bidder/ Vendor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations



under it or to comply with applicable laws. The Bidder/ Vendor shall not publish, permit to be published or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Corporation.

21. CORRUPT PRACTICES

- (a) Any bribe, commission, or advantage offered or promised by or on behalf of the Bidder/ Vendor to any officer or official of the Corporation shall (in addition to any criminal liability which the Bidder/ Vendor may incur) debar his tender from being considered.
- (b) In case of any clear indication of cartelization, the Corporation shall reject the tender(s), and forfeit the EMD.
- (c) Any act of bribery, gift or advantage given or promised or offered by or on behalf of the Bidder/ Vendor or any one of their partners/Directors/Agents or officials to any officer, officials, representative or agent of the Corporation or any person on his or their behalf for showing any favour or forbearing to show any disfavour to any person in relation to the Contract, shall make the Bidder/ Vendor liable for breach of contract, resulting in termination of this Contract or any other Contract with the Corporation and the Bidder/ Vendor shall be liable to compensate the Corporation and the Corporation may forfeit the EMD or Security Deposit amount, if deemed appropriate.

22. DEVIATION

The Bidder/ Vendor must comply with the tender specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Bidder/ Vendor in the bid and accepted by the Corporation.

23. DISCLAIMER

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

The Corporation and their employees do not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for this Corporation to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

