

Short Term Tender Notice No. 04/2018-2019

Name of work: Tender for designing, printing of Brochures for Dahej SEZ Ltd.

Introduction:

A technical and financial proposal in sealed cover is invited from interested agency for designing for designing, printing of Brochures for Dahej SEZ Ltd.

Scope of work and Terms and Conditions:

1. All printing shall be in 4 colors.
2. Agency will design & print book type Brochures having 4 title pages of 250 GSM.
3. The title pages should be in 8.5" X 10.5" size (up to 10 % increase in size is allowed but not binding)
4. Agency will design & print 8 Inner pages of 170 GSM.
5. The inner pages should be in 8.5" X 10.5" size (up to 10 % increase size is allowed but not binding) with glossy lamination and center pin binding.
6. Agency will incorporate photographs as may be required.
7. Agency will incorporate necessary suggestion, modification as may be given by DSL.
8. Total quantity of brochure will be 1000 numbers.
9. Agency will deliver the Brochures at Dahej SEZ Ltd., Gandhinagar by 20/12/2014.
10. The agencies / Bidders are expected to examine the tender Documents carefully and are deemed to have read all conditions of tender notice.
11. Quotation / offer have to be submitted in two different sealed cover. The cover shall be superscribe "Technical Bid" and "financial bid" Tender for designing, printing of Brochures for Dahej SEZ Ltd."
12. The agency has to submit their price bid / financial including all taxes, charges up to Delivery at DSL, Gandhinagar office.
13. No other extra payment would be made by DSL on quoted price.
14. Agency has to complete the work within 15 days from date of issue work order.

15. Submission of bids / tender:

Interesting agencies have to submit following documents / information along with proposal:

- a. Agencies profile
- b. Copy of registration of firm, PAN no., GST no.
- c. Agency must have carried out at least 1 (one) similar work carried out in past, for Govt. Organization /PSU/Company. The copy of work order is to be submitted.
- d. Seal and signature in all pages of this tender documents / notice as acceptance of terms and conditions.
- e. Agency will submit at least 2 (two) proposed design option in Hard copy and soft copy in DVD
- f. Agency shall provide further information / documents / clarification as and when required immediately.

16. Schedule of tender & Collection of tender documents:

Tender document / scope of work can be down load / obtained from website: www.dahejsez.com from **08/12/2018 to 15/12/2018**.

Sr. No.	Description	Schedule
1	Obtaining / Downloading of Tender documents	From 08/12/2018 to 15/12/2018
2	Submission of physical copy of Tender documents with price bid at DSL Gandhinagar office	20/12/2018 up to 04.00 PM
3	Opening of price bid	24/12/2018 @ 03.00 PM

The last / due date of submission is **16.00 Hours** of **20/12/2018**. Interested agency may submit their technical and financial proposal / tender to below address:

M/s. Dahej SEZ Ltd,
Block no.14, 3rd Floor,
Udyog Bhavan, Sector -11,
Gandhinagar -382017

Mode of submission:

The tender / proposal may be submitted by Physically / RPAD / Post / Courier by **16.00 Hours-20/12/2018** in sealed two envelope mentioning "Tender for designing, printing of Brochures for Dahej SEZ ltd." The proposal / tender received after due date shall not be considered.

17. **PROHIBITION OF SUB CONTRACT** - The Agency shall not appoint any sub-contract for this work under any circumstances. If it found by DSL, DSL may cancel the work order and no compensation would be paid.
18. Conditional tender shall not be accepted and considered.
19. The proposal would be evaluated on Technical (60 %) and Financial (40%) parameters and as per criteria decided by DSL and shall be binding to the agency.
20. Tenders/ offers which are not properly sealed by wax or tape will be rejected. Any rectification / modification / correction if any regarding this short term tender notice hereinafter shall be seen on web site www.dahejsez.com and must be binding to agency.
21. **Payments:**
 1. The payment terms would be as under:
 - 20 % payment after issuance of work order.
 - 30 % payment after finalization of design of Brochures.
 - 50 % payment, after delivery of Brochures at DSL office, Gandhinagar.
 2. The agency shall issue invoice as per GST Act 2017 and in the name of M/s. Dahej SEZ Ltd, Block no.14th, 3rd Floor, Udyog Bhavan, Sector -11, Gandhinagar - 382017, incorporating GST No. 24AACCD8098E3ZJ
22. **DEDUCTION OF TAX AT SOURCE** - Taxes shall be deducted at source from all the accepted payment to be made in accordance to statutory provisions of Tax as amended from time to time.
23. In case of dispute / clarification / interpretation, the decision of CEO, DSL shall be binding.
24. DSL reserves the right to accept any offer / bid without assigning any reason. DSL reserves the right to reject any or all of the offer / bids without assigning any reason.

Price Bid Format in separate sealed cover

Financial Bid for Tender for designing, printing of Brochures for Dahej SEZ ltd.

1. Name of the Firm _____
2. Address _____

3. Telephone No. _____ Fax No. _____

Sr. No.	Particulars	Cost of all (in Rs.)
1	Tender for designing, printing of Brochures for Dahej SEZ ltd. (1000 No.'s)	
	Total (in words)	

Date: _____ (Signature of Authorized Signatory of Firm)

Full Name _____

Mob. No. _____

Email:

(Company Seal) _____
