

**THE LAW RESEARCH INSTITUTE
EASTERN REGION
GAUHATI HIGH COURT, GUWAHATI**

No. LRI/02/88/0083/2022

Dated Guwahati, the 26th July, 2022

SHORT TENDER NOTICE

Sealed quotations in twin bid system with separate envelope for (i) Technical Bid and (ii) Financial Bid placed in a common envelope affixing Court fee Stamps of Rs. 8.25 (Non-Refundable) are hereby invited from local Printing Press/Firms etc. for printing of the 6 (six) books, 150 copies of each as mentioned below:

Sl. No.	Title of Book	Total Pages (A4) Size	Remarks
1	The Halams of Tripura : Ethnography, Culture and Customary Law	440 (16 colour pages inside)	Colour pages to be printed on good quality photo paper
2	Discourse on a Tribe of Arunachal Pradesh - The Nyishis : Ethnography, Culture and Customary Law	269 (28 colour pages inside)	
3	The Zeme Nagas of Assam : Ethnography, Culture and Customary Law	213 (24 colour pages inside)	
4	The Rabhas of North East India : Ethnography, Culture and Customary Law	262 (23 colour pages inside)	
5	The Boros of Assam : Ethnography, Culture and Customary Law	314 (18 colour pages inside)	
6	The Tiwas of Assam : Ethnography, Culture and Customary Law	241 (24 colour pages inside)	

N.B. Total pages may increase or decrease by up to 16 pages

The quotation should reach the office of the undersigned on or before 20th August, 2022 during office hours.

GENERAL TERMS AND CONDITIONS

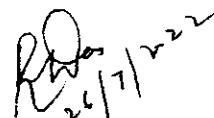
1. Tenderers should submit the tender as per instructions given in Annexure - I
2. Processing fees: Bank Draft of Rs. 1000.00 (Rupees one thousand only) as mentioned in Annexure II
3. The tenderer shall clearly mention the rate against respective 6 (six) books both in words and figures excluding GST. GST is to be shown against each book separately.
4. The tenderer should submit sample copy of similar work for technical bidding.
5. During the technical bid, the tenderers will be shortlisted for final (financial) bidding.
6. The Law Research Institute, Gauhati High Court reserves the right to accept or reject any quotation without giving any reason thereof.

Further details may be obtained from the High Court website www.ghconline.gov.in

**By Order,
Sd/-
Director i/c
Law Research Institute,
Gauhati High Court, Guwahati**

Copy to:

1. CA to the Registrar General, Gauhati High Court.
2. CA to the Registrar (Judl.), Gauhati High Court.
3. Joint Registrar (Finance), Gauhati High Court.
4. Deputy Registrar (Finance), Gauhati High Court.
5. The Director of Information & Public Relations, Dispur, Guwahati -6 (Janasanjog). He/She is requested to publish the Short Tender Notice in one of the issues of "The Assam Tribune" on or before 01/08/2022.
- ✓ 6. The Project Manager, Gauhati High Court, to upload the Advertisement in the official website of the Gauhati High Court with a caption "Notice dated 26/07/2022 regarding inviting quotations from local Printing Press/Firms etc. for printing of the 6 (six) books"



**Director i/c
Law Research Institute,
Gauhati High Court, Guwahati**

INSTRUCTIONS TO THE TENDERERS

Scope of Work:

Sl. No.	Title of Book	Total Pages (A4) Size	Remarks
1	The Halams of Tripura : Ethnography, Culture and Customary Law	440 (16 colour pages inside)	Colour pages to be printed on good quality photo paper
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The general specification and type of work to be carried out for each book mentioned below:

1. Size	$\frac{1}{8}$ th Double Crown (7.25" x 9.5" approx)
2. Text composition	Soft copy of books will be supplied in MS Word in email/pen drive. Only page setting to be done by the bidder.
3. Printing of text	Rate per 8 pages and per 16 pages forma (Rate should be quoted in the Annexure III inclusive of offset plate, processing and printing).
4. Inside Photo page	Rate per page (coloured photograph) should be quoted in Annexure III
5. Cover Jacket	Multi-coloured cover with lamination.
6. Binding	Hard board binding with black soft cloth pasting. Printing of name of the book in front and spine.
7. Paper for text	21.3 kg Maplitho JK paper.
8. Paper for colour pages	24 kg Art paper (JK paper or equivalent).
9. Paper for Jacket	150 gsm art paper.

Eligibility of the bidders

1. Should be a registered Indian Printing Press/Firm engaged in printing in Guwahati and having its office in Guwahati.
2. Should have minimum 3 (three) years of experience in printing of Publications with Gauhati High Court/ Government Departments/ PSUs/etc.
3. Should not have been blacklisted by the Govt. of India/ Govt. of Assam/ Gauhati High Court.

Bid receipt time and date : on or before 20th August, 2022 during office hours

Bid opening time and date : at 4.30 P.M. on 22nd August, 2022 in the office of the Law Research Institute, Gauhati High Court, Guwahati

R.D.
26/7/22

Terms and conditions:

1. The tender box will be kept at the official chamber of the Director, LRI. It is the responsibility of the bidders to ensure that their bids are dropped in the tender box in the office of the Law Research Institute, Gauhati High Court, Old Block.
2. Tender form/ Form of quotation is annexed herewith which may be downloaded from the website of the Gauhati High Court, i.e. <https://ghconline.gov.in>
3. The tender papers will be opened and bidder will be selected by the Sub-committee constituted by the Registrar General.
4. Bidders are required to quote for the complete work and asked as per specifications. Incomplete quotation, not covering the scope or works as per specifications, shall be rejected.
5. Acceptance of tender will be on the basis of the recommendations of the Sub-committee after having satisfied that the firm in question is capable to undertake the work as required.
6. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof and is not bound to accept the lowest offer.
7. The parties should quote the rates both in figures and words to avoid errors and confirmation.
8. Bidders should also furnish sample copies of similar work for technical bidding.
9. Bidders will be shortlisted for final(financial) bidding in the technical bidding based on the sample copies
10. Final selection will be made by the Sub-committee on the basis of financial bidding among the shortlisted bidders.
11. The selected party will be required to execute an agreement by an affidavit to the effect that the work will be completed within the stipulated time.
12. The bid documents are not transferable.
13. Joint venture will not be permitted in this tender.
14. Bidders must submit photocopy of their PAN to avoid rejection of Bid.
15. GST, if applicable, shall be quoted separately.
16. Work shall be completed within two months from the date of issue of the work order and approval of the final proof.
17. Final printing will be done only after obtaining go-ahead given by the Director, LRI. If this is not followed, the institute will not be responsible for any extra expenditure incurred therein.
18. 10% advance will be paid on issuing the work order.
19. Final payment will be released only after the supplied books are found to be satisfactory. No interest will be paid on the delayed payment. Payment will be made directly to the Bank account of selected bidder/firm.
20. The Director, LRI or a representative will have the right to inspect the work that has been carried out in the firm.
21. The sealed quotations should reach office of the Law Research Institute, Gauhati High Court, Old Block on or before **20th August, 2022** during office hours on working days and no quotation/ tender will be received thereafter.
22. For any unforeseen reason(s), if quotation could not be opened, on the specified date and time then the same will be opened on the next working day at the same time for which no separate communication will be made
23. For any clarification bidder(s) may contact office of the Law Research Institute.

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Documents/Certificates required

For bidding, the firms are required to submit self-attested and duly stamped (on each page) photocopies of the documents as mentioned in Annexure II and Annexure III, failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

For Technical Bidding the documents are to be placed in a separate envelope:

- List of documents for technical bid may be seen at **Annexure – II**

For Financial Bidding the documents are to be placed in a separate envelope:

- Form of quotation for financial bid may be seen at **Annexure - III**

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Annexure - II**Details and list of enclosures for Technical Bid**

Sl. No.	Particulars	Details	Enclosure of Supporting document	Page No.
	Registered Name of the Press/Firm (in Bold)		Copy of registration certificate	
	Valid Trade License No.		Copy of license	
	Registered Official Address of the firm: (Including Mobile No., Email-id)			
	GSTIN		Copy of registration	
	PAN Card No		Copy of PAN	
	Updated Income tax/GST clearance from competent authority		Copy of valid proof	
	Proof of minimum 3 years experience of similar kind of printing works with Govt. Deptts. or PSUs, a list of Clients etc.		Copy of work orders and separate sheet containing list of such clients	
	Undertaking of not been blacklisted by the Govt. of India/ Govt. of Assam/ Gauhati High Court		As per Format Given in Annexure - IV	
	A non refundable processing fees of Rs. 1000.00 (Rupees one thousand only) in the form of Bank Draft in the name of Law Research Institute payable at Guwahati from any nationalized/Scheduled bank shall be enclosed along with the quotation		Original demand draft	
	Sample copy of similar work printed/published by the press/firm for quality test in technical bidding		Copy of previous work	

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FORM OF QUOTATIONS FOR PUBLICATION OF 6(SIX) BOOKS

The total cost of the work comprising of printing and binding of 150 (one hundred fifty) copies each of 6 (six) books as below:

Printing	Per 8 pages forma	Per 16 pages forma
Text	Rs.	Rs.
Photo pages	Rs.	Rs.

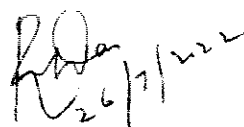
Sl. No.	Title of Book	Total Pages (A4) Size	Cost per book	Cost of 150 copies	GST	Total cost
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii) = (v) + (vi)
Cost per book is quoted as per <input type="checkbox"/> 8 pages/ <input type="checkbox"/> 16 pages forma (✓ Tick appropriate box)						
1	The Halams of Tripura : Ethnography, Culture and Customary Law	440 (16 colour pages inside)				
2	Discourse on a Tribe of Arunachal Pradesh - The Nyishis : Ethnography, Culture and Customary Law	269 (28 colour pages inside)				
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5	The Boros of Assam : Ethnography, Culture and Customary Law	314 (18 colour pages inside)				
6	The Tiwas of Assam : Ethnography, Culture and Customary Law	241 (24 colour pages inside)				
Grand Total:		1739 (133 colour pages)				

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Note:

1. Total pages may increase or decrease by up to 16 pages
2. Cost of Books (per book/ total cost of books) should be the cost of the final product including cover pages, binding, lamination, delivery cost etc. as per the terms, conditions and quality mentioned in Annexure "I".
3. GST or any other taxes/ hidden cost (if applicable) shall be quoted separately and the total cost may be shown inclusive of GST.
4. The rates should be quoted in round figures in Indian Rupees only (both in figures and words)
5. Separate page may be used as per the need.

(Seal and signature of bidder)


26/7/22

Annexure - IV

LETTER HEAD OF THE BIDDING PRESS/FIRM

**FORMAT OF UNDERTAKING TO BE FURNISHED WITH REGARD TO
NON BLACKLISTING/ NON- DEBARMENT BY ORGANISATION**

UNDERTAKING REGARDING NON-BLACKLISTING / NON – DEBARMENT

To,

The Director,
Law Research Institute,
Eastern Region,
Gauhati High Court, Guwahati- 781001

I/ we hereby confirm and declare that M/S.....
is not blacklisted/ de-registered/ debarred by any Government department/ Public
Sector Undertaking/ Private Sector/ Gauhati High Court or any other agency for the
work which we have executed/ undertaken during the last 5 years.

Yours sincerely,

(Seal and signature of the
authorized person)

R Das
26/7/22