

OFFICE OF THE PROJECT DIRECTOR

LADAKH RENEWABLE ENERGY DEVELOPMENT AGENCY

LAHDC LEH-LADAKH

No.....

Dated.....

TENDER FORM

Sealed tenders are hereby invited from eligible Designers and Printers who have the required qualification and expertise of laying out Documents which is required to cover various activities of LREDA (Ladakh Renewable Energy Development Agency) in Leh District of Jammu & Kashmir.

Name and Address of Tenderer

.....

Registration No. of Firm

.....

V.A.T

.....

EMD RS:- Rs 552/- DD.NO :- Date:-

Name of Bank:- Amount:-

.....

Last Date and time for accepting the Tender: - **22th April, 2013 at 2 P.M**

Date for opening of tender: - **23rd April, 2013 at 2 PM.**

S.No.	Name of Item	Quantity	Rate
1.	Ladakh Vision Document 2025 a) Cover design b) Design of 13 icons c) Photo retouch d) Layout (85 pages) e) Production of electronic files f) Printing of 1000 copies as specified in the annexure Total	1	a) b) c) d) e) f)

DECLARATION:

I/We hereby agree to deliver the above said requirements of the department as detailed above at the rates mentioned above. I have read the tenders directions and conditions carefully. Deviation if any from the specifications will forfeit my/our earnest money of Rs 552(five hundred fifty two only)/- in the event of my/our failure to execute the above said work when called upon to do so by the Department.

Signature of the tenderer.....

Term & Conditions for Tender:

Tender will be opened in the presence of authorized representative of bidders, if they present themselves. Each of these instructions must be carefully read and followed strictly; failure in complying with any of these would render your offer for rejection.

1. The design company should have a registered Design office in Leh-Ladakh.
2. The offer should be in sealed envelope and preferably sent by Registered Post/ Speed post
Intending bidders are advised to post their offers well in time so as to reach us before bid due date and time. Offers sent through courier / by hand shall not be accepted if presented after the due date and time for submission of bids. The offer would be in two sealed envelopes comprising technical bid including earnest money deposit and financial bid. These should be sealed and super scribed as “Technical Bid for Designing of Website, Posters and Professional document”. The two envelopes should be put in another envelope and sealed and sent to **Office of the Project Director Ladakh Renewable Energy Development Agency Leh Ladakh 1st Floor, Block 2nd, Council Secretariat, Leh Ladakh, 194101 J&K** as indicated in the Para before. The eligibility terms are given below:
 - a) The Tenderer should be a professionally qualified Graphic Designer and should have experience of at least five years in the field. Necessary documentation in Support should be included in the technical bid.
 - b) The Tenderer should have proven experience in working with latest graphic designing tools. Necessary documentation in support should be included in the technical bid.
3. Offer must be preferably typed and submitted in duplicate.
4. The enquiry No, Bid due date and details of earnest money deposited (EMD) should be super scribed on the envelope, failing which the offer may be rejected. The requirement and specifications of the requirements should be as per Annexure 1.
5. The quoted price must be written in both figures and words in capital letters. Alteration if any should be made clearly by crossing the whole entered rate and last correction should be attested by the tenderer with their full signature and rubber stamp. In no case there should be overwriting and all tenders with such overwriting shall be liable for rejection, In case of any discrepancy between figures and words, the rates on words shall be considered for the purpose of evaluation.
6. Offers shall be accompanied with earnest money deposit (EMD) of requisite value as Specified in a separate envelope failing which offers are liable for rejection. EMD of Rs. 552/- (Rupees Five hundred fifty two rupees only) is to be furnished in form of Demand Draft in favour of “**Project Director Ladakh Renewable Energy Development Agency Leh Ladakh**” payable at Leh.
7. The rates shall be for total amount payable by **Project Director Ladakh Renewable Energy Development Agency Leh Ladakh** inclusive of all taxes, freight , travel cost etc.
8. Offers should strictly be as per the detail of **Annexure** as spelt out in the enquiry. Any deviations shall be clearly spelt out; In case they are not spelt out it shall be taken for

granted that the item has been offered strictly as per requirement given in the inquiry. Derivations are likely to render the tender non-considerable. Bidders are advised not to deviate.

9. **Project Director Ladakh Renewable Energy Development Agency Leh Ladakh** reserves the right to split / accept or reject any / all offer without assigning any reason thereof to increase / decrease the tendered quantity. The quoted rates, shall apply.
10. The tenderer should indicate time period for making of the Vision Document as per the required specifications.
11. Order placed as result of this enquiry shall be subject to the purchaser's General purchaser's conditions.
12. One copy of detailed descriptive/ write up for the Vision Document should be enclosed along with the offer.
13. Payment will be done within One month of having over the Vision document in originals with 2 copies.
14. Tenderer shall certify that the rates are as applicable to Govt. Depts. /Autonomous Bodies. (If applicable).
15. The quoted rates must be firm till the complete execution of the contract and must be valid for a period of three months from the date of opening of tenders for placement of order.
16. Any technical production defects / unsatisfactory workmanship / low performance of the designer and in case any deficiencies are found during making the document shall be re worked or changes will be done free of cost.
17. Bidders may note that the due date and time of opening of tenders will be strictly adhered to and accordingly if they wish to be present themselves at the tender opening, they should bring necessary authorization letter from the company. However due to declaration of unexpected holidays or any unforeseen circumstance if the tenders are not opened on the due date, the same will be opened on the next working day.
18. Bidders should not understand that printed terms and conditions should not be considered for evaluation purpose unless otherwise separately mentioned in itself.
19. In case any clause is not acceptable to the tenderer. The same should be brought out in the bid with a categorical confirmation that all other clauses are acceptable to the bidders. If no mention is made in this regard, It shall be presumed that all the clauses mentioned herein are acceptable to bidders. However, the conditional tenders are likely to be rejected.

20. The offers should be valid for a period of 90 days from the date of opening bid.
21. Tender form may be downloaded from the website of LREDA i.e. www.ladakhenergy.org
22. Payment will be made after completion of the requirements.

**Project Director
Ladakh Renewable Energy
Development Agency Leh
Ladakh.**

Annexure:

Vision document

Cover design

Design of 13 icons

Photo retouch

Layout (85 pages)

Production of electronic files

Size: A4

Printing: Offset

Paper: 150 GSM, Matte finish for the interior, 300 GSM glossy for covers

Perfect binding

CMYK + leaf printing (gold) on covers and first page

Number of copies: 1000