

GA-29016/6/2018-GA
Government of India
Ministry of Minority Affairs

11th Floor, Pandit Deendayal Antyodaya Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi 110003

Dated: the 13/07/2018

Sub: Annual Rate Contract for printing & supply of visiting cards, letter heads, envelopes and invitation cards with envelopes etc. of Ministry of Minority Affairs - reg.

Ministry of Minority Affairs invites sealed limited tender from reputed Offset Printers having their own composing, processing, printing, binding units etc. in their premises at one place in New Delhi/Delhi for **printing & supply of visiting cards, letter heads, envelopes and invitation cards with envelopes.**

The Bids should be submitted under two Bid System i.e. Technical Bid and Financial Bid in two separate sealed envelopes. Both the envelopes should be super-scribed as "Technical Bid" and "Financial Bid" respectively. Both the sealed envelopes should be sealed in a big outer envelope super-scribed "quotation for **Rate Contract for printing & supply of visiting cards, letter heads, envelopes and invitation cards with envelopes etc.**" and addressed to the undersigned. Prices quoted should be inclusive of all levies & taxes and packing & forwarding charges upto delivery to the final destination, i.e. Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi -110003. The Bid Document can be downloaded from the website of the Ministry of Minority Affairs www.minorityaffairs.gov.in and www.eprocure.gov.in.

Bidders shall have to deposit EMD / Bid security of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft drawn on any scheduled bank at New Delhi/ Delhi in favour of "DDO, Ministry of Minority Affairs". The bid should be dropped in Tender box of the Ministry of Minority Affairs kept at ground floor, Pandit Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003.

Yours faithfully



(S.A.Khan)

Under Secretary to the Govt. of India

Copy to: Sr. Tech. Director (NIC) for uploading in the website of the Ministry

A. General terms & Conditions:

- a. The agencies/ firms/ printers are requested to submit their rates alongwith paper samples of each items.The technical bids shall be furnished according to proforma mentioned in Annexure -I
- b. In case the paper samples are found not as per specification placed at Annexure-II, the rates of documents will be rejected outright and the offer of the concerned printer will not considered. Ministry of Minority Affairs reserve the right to disqualify any of the rates document or all rates documents in case, it is not satisfied with the documents furnished or otherwise assigning any reasons thereof whatsoever.
- c. If an agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bid indicating item-wise prices for the items mentioned in proforma at Annexure-III and the taxes as applicable. The financial bids shall be opened by a Committee constituted by the office.
- d. The Under Secretary (Admin.), M/o Minority Affairs reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenders shall have any cause of action or claim against the MOMA for rejection of his tender.
- e. The successful firm would ensure that the supply of the printed material on door delivery basis is made as per the requirement at the earliest in one go from the date of issue of work. The printer will have to collect the job from this Ministry as and when required by this Ministry.
- f. This is a time bound job, a serious view will be taken towards damaged supply, poor quality and delay on part of Printer and this may attract heavy penalties which Ministry of Minority may decide. The delayed delivery of printed materials is likely to be rejected without any liability of Ministry of Minority Affairs.
- g. The sample of visiting cards, letter heads, envelopes and invitation cards can be seen in Ministry of Minority Affairs Room No.1151, B-2 Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi on any working day between 11:00 AM to 4:00 PM (excluding lunch break).
- h. The price quoted by the firms participating in the tender process should be realistic and viable.



B. BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS:-


1. The tendering companies/ firms/ agencies are required to enclose photocopies of the following documents (self-attested), along with the tender form:
 - a. Self-attested copy of registration certificate of the firm/ agency
 - b. Self-attested copy of PAN/ GST Registration No.
 - c. Self-attested copies of the award letter from any Ministries/ Department/Govt. organizations for 3 years
 - d. All entries in the tender form should be legible and file clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender form.

2. EARNEST MONEY DEPOSIT:-

- I. Earnest Money Deposit of Rs.25000/- (Rupees Twenty Five Thousand only) shall be kept in the envelope containing the qualifying/ technical bid. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their financial bids shall not be opened.
- II. The EMD shall remain deposited with the MoMA during the period of validity of the offer i.e. maximum period of 90 calendar days from the date of opening of tender.
- III. No interest shall be paid by MOMA on the EMD for the above said period.

C. EVALUATION OF TENDER:-

1. The Qualifying/ Technical Bid and Commercial terms shall be opened in the first instance in the presence of the tenderers or their representative. Only one authorized representative per tenderer, will be permitted to present at the time of opening of tender.
2. In the financial bid indicating item-wise prices for the items mentioned in proforma at Annexure-II and other information like discount etc. having bearing on the amount shall be written both in words and figures. If there is any discrepancy between the amount/ information quoted in words and figures, the amount/ information quoted in words will be treated as final.
3. The MOMA reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify of the tenderer for the present tender and the tenderer may be liable to be debarred from bidding fo tenders in future for a period of three years.



D. PERFORMANCE SECURITY:-

1. The successful bidders will have to submit performance security to ensure the performance of Contract to an amount of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank/ Bank Guarantee from a commercial bank in the name of the Under Secretary, Ministry of Minority Affairs as per the text provided by the MOMA.
2. The EMD of successful tenderer shall be returned after the contract with MoMA is given and performance guarantee of Rs.25,000/- is furnished by the successful tenderer.
3. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
4. If the successful tenders fail to furnish the performance guarantee on the terms and conditions laid down by the MOMA, the EMD shall be forfeited by MOMA.

E. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

Tender No: GA-29016/6/2018-GA	DATED: 13/07/2018
Important Dates	
Published Date	13/07/2018
Bid Document Download Start Date	13/07/2018
Clarification Start Date	13/07/2018
Clarification End Date	17/07/2018
Bid Submission Start Date (offline)	17/07/2018
Bid Submission End Date (offline)	02/08/2018
Date of Technical Bid Opening (offline)	02/08/2018



G. TERMINATION OF CONTRACT:-

Ministry of Minority Affairs does not bind itself to accept the lowest or any other tender and reserved the right to reject any or all the tenders. Tenders, in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.

The contract will be valid for a period of one year from the date of agreement and may be extended for another one year period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and security deposit will be forfeited. The decision of the MOMA in this regard will be final.

H. DISPUTE RESOLUTION:-

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by MOMA (1st party), whose decision will be final and binding on both parties.

I. DURATION/ PERIOD OF CONTRACT:-

Normally the contract may be awarded for 12 (twelve) months. However, extension of Contract may be considered keeping in view the various factors, such as prevailing market price, satisfactory, performance of the firm/agency.

J. VALIDITY:-

The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of six month.



GENERAL TERMS AND CONDITIONS OF THE CONTRACT:-

K. TERMINATION OF CONTRACT:-

The contract will be valid for a period of one year from the date of agreement and may be extended for another period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and security deposit will be forfeited. The decision of the MOMA in this regard will be final.

O. DISPUTE RESOLUTION:-

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by MOMA (1st party), whose decision will be final and binding on both parties.

P. DURATION/ PERIOD OF CONTRACT:-

Normally the contract may be awarded for 12 (twelve) months. However, extension of Contract may be considered keeping in view the various factors, such as prevailing market price, satisfactory, performance of the firm/agency.

Q. VALIDITY:-

The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of six month.



Annexure-I

(To be kept duly signed in Envelope 1- Technical Bid)

Bidder is required to forward the following documents:-

1. Name of the Registered Firm/Agency :
2. Address of the Firm/Agency :
(With Tel no., Fax & Email)
3. Name & Address of the Proprietor/ :
Partners/ Directors (with mobile no.)
4. Contact Person(s) (with mobile no.) :
5. PAN No. and Income Tax No :
6. GST Registration No. :
7. Details of EMD :

In order to assess the financial standing of the Agency/firm, the bid should contain the following two formats.

- A. Annual turnover of 3 years of the Firm/Agency should be more than Rs.20 lakh, supported with Profit & Loss Account, Audited Balance Sheet and IT returns for the last three years.
- B. Name of at least 03 Ministry/Department/Government organizations/PSUs etc. where the services are provided by the agency at least three years in the following format.

S.No.	Details of client along with address, Telephone and FAX numbers	Duration of Contract	
		From	To
1.			

(If the space provided is sufficient, a separate sheet may be attached)

Date : _____

(Signature of Authorized Signatory with date)

Place : _____

Name of the Firm/Agency and stamp



DECLARATION


I hereby certify that the information furnished above are complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Firm/Agency will be black listed and will not have any right of dealing with the Department in future.

Date : _____

(Signature of Authorized Signatory with date)

Place : _____

Name of the Firm/Agency and stamp

A handwritten signature in black ink, appearing to be 'A. M. S.', written in a cursive style.

Annexure-II

(To be kept duly signed in Envelope 2 –Financial Bid)

The quoted rates will be all inclusive of taxes and no other charges will be paid extra			
Sl.No.	Particulars	Quantity	Rate/ charges in Rs. (Including GST)
1	A-4 Size Letter Head on 100 Gsm German DO Paper with Golden Embossed printed in two impression	100	
2	A-4 Size Letter Head on 100 Gsm German DO Paper Plain printed in two impression	100	
3	A-5 Size Letter Head on 100 Gsm German DO Paper with Golden Embossed printed in two impression	100	
4	A-5 Size Letter Head on 100 Gsm German DO Paper Plain printed in two impression	100	
5	A-8 Size Letter Head on 100 Gsm German DO Paper with Golden Embossed printed in two impression	100	
6	A-8 Size Letter Head on 100 Gsm German DO Paper Plain printed in two impression	100	
7	Letter Head Small Size 3" x 4.5" with Golden Die on Cream Paper printed in two impression	100	
8	Visiting Card with Golden Embossed	100	
9	Visitor Slip	100	
Envelope 10" x 4.5" on 120 GSM per 100			
10	a. Plain	100	
11	b. Window	100	
Envelope 10" x 12" per 100			
12	a. White Plain	100	
13	b. White Lamination	100	
14	c. Yellow Plain	100	
15	d. Yellow Lamination	100	
16	e. Yellow Latex	100	
17	f. Yellow Cloth	100	
Envelope 10" x 14" per 100			
18	a. White Plain	100	
19	b. White Lamination	100	

20	c.	Yellow Plain	100	
21	d.	Yellow Lamination	100	
22	e.	Yellow Latex	100	
23	f.	Yellow Cloth	100	
Envelope 12" x 16" per 100				
24	a.	White Plain	100	
25	b.	White Lamination	100	
26	c.	Yellow Plain	100	
27	d.	Yellow Lamination	100	
28	e.	Yellow Latex	100	
29	f.	Yellow Cloth	100	
30	g.	File Separator	100	

Date _____

(Signature of Authorized Signatory with Stamp)

