

GA-17021/1/2017-GA
Government of India
Ministry of Minority Affairs

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


Dated: the 09th Nov, 2017

Subject: Tender for printing / set making work of Parliament Question/ other important documents-reg.

Ministry intends to outsource the printing/ set making work of Parliament Questions/other important documents on two copy printer machines of this Ministry viz. (Riso 970A & RZ 5700) on A4 size paper.

Sealed quotation are invited from reputed firms/ agencies. The tender should be quoted in two bids (Technical bid & financial bid). Technical & Financial bids should be sealed separately and Super scribed as **Quotation for Printing of Parliament Questions and other important work (Technical bid) and Quotation for Printing of Parliament Questions and other important work (Financial bid) respectively**. Both the envelopes should be enclosed in single cover and super scribed as **Quotation for Printing of Parliament Questions and other important work**.

2. **Last date of receipt of quotation is 28/11/2017 (3.00 PM sharp)**. The Technical bid shall be opened on the same day at 4:00 PM in the presence of tenderers, if any. Only qualified tenderers will be called for opening of financial bids. Date of opening of the Financial Bid will be informed at time of Opening of Technical bid. The Ministry reserves the right to reject any or all the tenders without assigning any reason.


(Suresh Yadav)

Under Secretary to the Government of India
Tel.24364277

Copy to

1. All Ministries/Departments as per standard list.
2. Sr. Technical Director (NIC) for uploading the tender document on the website of this Ministry: www.minorityaffairs.gov.in

Schedule of Submission of Tender Documents:

Cost of Tender Document	Nil
Published Date	09-Nov-2017
Document Download Start Date	09 -Nov-2017
Clarification Start Date	09-Nov-2017 06:00 PM
Bid Submission Offline Start Date	09-Nov-2017 06:00 PM
Document Download End Date	28-Nov-2017 03:00 PM
Clarification End Date	13-Nov-2017 05:30 PM
Bid Submission End Date	28-Nov-2017 03:00 PM
Technical Bid Opening Date	28-Nov-2017 04:00 PM

TECHNICAL INFORMATION AND UNDERTAKING

- 1 Name and Designation of the person
Signing the bid's document :
- 2 Name of bidding firm :
- 3 Address of bidding firm
(with Tel. & Mob No., Email.Id:) :
- 4 Turnover for the last three years :

Financial Year	Turnover	Service Turnover
2016-17		
2015-16		
2014-15		

Enclosed valid IT clearance Certificate /return and Balance Sheet certified by CA

- 5 Work Experience for last three years:

S.No.	Year	Name of the Ministry/Org./Deptt. with address and contact Number	Contract Value (Rs)

- 6 Detail of Performance Certificate issued by Govt. Departments:
- 7 List of Employees on the role of the firm :
- 8 Registration No GST (copy enclosed) :
- 9 PAN/TIN/VAT of Tendered /Concern (copy enclosed) :
- 10 Bank Guarantee/Demand Draft No. _____ Dated _____
from bank name _____ amounting to Rs. _____ as
Earnest Money Deposit.

(Signature of Tenderer)
with Stamps of the firm

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions of the tender notice and understood the parameters of the proposed work of the Ministry of Minority Affairs and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the work" of this Tender and shall conduct the work strictly accordingly.
3. I/We hereby certify that none of my relative(s) is/are employed in the Ministry of Minority Affairs.
4. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: _____
at : _____

(Signature of Tenderer
with Stamps of the firm)

A. TECHNICAL BID:

Technical bid should contain the following:

1. An earnest money deposit (EMD) of Rs.25,000/- (Rupees twenty Five thousand only) in the form of a Demand Draft drawn in favour of "DDO, Ministry of Minority Affairs" Any other form, i.e. Cash, etc. shall not be accepted.
2. Copy of last three years balance sheet of the firm as proof of the annual turnover of Rs.50 lakhs or more in the past 3 years.
3. Copy of registration certificate of DVAT, TIN & Service Tax numbers.
4. Documents related to pre-qualification, experiences (5 years) of Printing & handling Parliament Questions in the Government Ministries/Departments and having the requisite competence/capacity to provide excellent services.
5. A self declaration certificate duly signed by the authorized signatory to the effect that the terms and conditions indicated in this letter are acceptable to the firm in full.

B.FINANCIAL BID

Financial bid should be given on the basis of per copy rate of A4 size impression in a separate sealed cover in clear and legible terms. The prices quoted should be written in figures and words both. The quoted prices should include the impact of all overheads including maintenance of machines, Operators, Paper, Consumables like Master Roll, Ink and other miscellaneous items. The price shall be quoted separately in Annexure-1.

2. The price schedule will have to be signed and stamped by the firm through its authorized signatory. Govt. taxes and levies shall be mentioned separately.

Annexure-1:

Sl. No	Description	Rates including GST	Remarks, if any
1	Copies taken on copy printer machine owned by Ministries		
2	Copies taken on copy printer machines owned by the company (A4 size) per copy.		
3	Note Sheet / Full Scape Size		
4	Photo copying charges per impression A4 size colour		
5	Photo copying charges per impression FS size colour		
6	Photo copying charges per impression A3 size colour		
7	Lamination Charges upto 25 square inch		
8	Lamination Charges upto 50 square inch		
9	Lamination Charges upto 100 square inch		
10	Lamination Charges more than 100 square inch		
11	Spiral binding upto 50 pages		
12	Spiral binding upto 100 pages		
13	Spiral binding upto 200 pages		
14	Spiral binding more than 200 pages		

GENERAL TERMS & CONDITIONS OF THE TENDER:

1. Technical bid shall be opened first and only those who qualify shall participate in the financial bid.
2. Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof. The Ministry also reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.
3. The EMD of Rs.25,000/- of the unsuccessful tenderers will be released after finalization of the contract without interest. The earnest money of Rs.25,000/- of the successful tenderer shall be kept as Security Deposit.
4. The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
5. The firm intending to participate in the tender process with their offer of tenders are expected and also advised to read and fully understand the terms and conditions of the contract as contained in this letter before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Ministry and shall be required to sign a copy of the tender as a token of having accepted the terms and conditions.
6. The contract shall initially be for a period of one year from the date of acceptance of the order. The contract may be renewed for further period of one year with same terms & conditions, if the Department is satisfied, upto a maximum of two renewals.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT:

1. The firm shall utilize the two Riso Copy Printer Machines of this Ministry and/or install its own machine(s) also if necessary to carry out the requisite task.
2. Deployment of manpower will be responsibility of the firm. The firm will also be responsible to get the credentials of deployed manpower verified by the Police before their deployment.
3. The Ministry will provide the independent space and electricity whereas maintenance of machines shall be the responsibility of the firm.
4. All consumables required like photocopying paper (75 GSM), Master Roll, Ink, Sutli, Stapler pin etc. would be provided by the firm.
5. As the Parliament work is of time bound nature, the entire operation of printing shall be completed within the stipulated time (in any case not later than 4.00 A.M., next day) and the desired number of copies/sets will be provided to Parliament Unit in time. However, during Parliament Sessions, the firm shall have to provide its services beyond the prescribed timings, as and when needed. Services shall also require to be provided on demand for Saturday/Sunday/Holidays.
6. Bill will be paid to the firm on monthly basis as per meter reading of the machine(s) duly certified by the Section concerned.
7. The firm entrusted with the work, will have to provide their services from the date of award of contract. Rates finally approved/accepted by the Ministry shall be valid upto the period of contract and no upward revision will be allowed during the period of contract under any circumstances.
8. Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of contract.
9. The selected firm shall also provide functional mobile phone numbers of the firm or its personnel for urgent communications.

10. In case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable to cancellation/termination summarily, without assigning any reasons thereof, and the security deposit and payment due to him, if any, shall also be forfeited.
11. The contract may be continued after the satisfactory services of the firm.
12. Decision of Joint Secretary (Admin) is final and binding on all in case of any dispute.
13. The company will not have any legal right to proceed against the Ministry in the event of late payment due to unforeseen reason.
14. The security amount shall be released after satisfactory completion of the contract

