

No.D-29011/1/2016-Genl.
Government of India
Ministry of Minority Affairs

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

Dated: the 4th Jan, 2017

To

As per list attached.

Sub: Tender for printing of Annual Report (2016-17) of the Ministry of Minority Affairs- reg.

Ministry of Minority Affairs invites sealed limited tenders from reputed and financially sound Class 'A' Offset Printers having their own composing, processing, printing, cutting, binding units etc. in their premises at one place in New Delhi/Delhi for printing of **1500** copies of Annual Report 2016-17 (bilingual) as per Annexure-'II'. The bid should be sealed by the bidder and duly superscribed quotation for Annual Report 2016-17 of Ministry of Minority Affairs. Prices quoted should be inclusive of all levies and taxes and packing & forwarding charges up to delivery to the final destination i.e. Ministry of Minority Affairs, 11th Floor Pandit Deendayal Antyodaya Bhawan, CGO Complex , New Delhi-110003.

2. Bidders shall have to deposit EMD / Bid security of Rs. 12,000/- (Rs Twelve 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

(K.D. Singh)

Under Secretary to the Govt. of India

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

Terms and Conditions:-

A. Qualifying Criteria for participating in the tender.

- 1) Experience of at least two years in the relevant field for printing in the Govt.Ministries/Department/Govt. organizations/PSUs Corporate Sector etc.
- 2) While submitting the tender, the intending tenderer shall have to furnish to this Ministry, the proof of pre-qualification (experience/financial standing/ turnover etc.) as specified.
- 3) Tenders must be accompanied with earnest money as specified above.
- 4) Tender document(s), in original, duly filled in and signed by the tenderer or his authorised representative along with seal on each page.

B. Earnest Money:

- a) Earnest money of Rs. 12,000/- (Rupees Twelve thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of DDO, Ministry of Minority Affairs New Delhi must accompany the quotation. Quotation received without earnest money will not be considered.
- b) The EMD is valid for a period of 45 days beyond the final tender validity period.
- c) The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
- d) If the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- e) EMD of all the unsuccessful tendreres will be returned to them without interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract.
- f) EMD of the successful ternderer would be returned without any interest after the receipt of performance security.

C. Performance Security:

- (a) The Performance security deposit @ 5% of the value of work order has to be deposited by the successful bidder within 3 days of the award of the tender. The Performance security may be furnished in the form of an Account payee, Demand Draft, Fixed Deposit Receipt from a Commercial bank or a Bank Guarantee from a Commercial bank. The said security deposit will be refundable after the successful completion of the contract.
- (b) Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.
- (c) Performance security would be forfeited and credited to the Ministry of Minority Affairs in the event of a breach of contract by the supplier, in terms of the relevant contract.



(d) Performance security would be refunded without any interest, after the completion of contract in all respects.

(e) The printed copies of Annual Report-2016-17 if found defective will be replaced/ redone by the supplier on free of cost basis.

D. Tendering Process:

The tender is required to be submitted complete in all respects addressed to the **Under Secretary (A), Ministry of Minority Affairs and to be dropped in the tender box placed at Ground floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003 by 3.00 P.M. on 24/01/2017.** The bids (technical & financial) shall be opened at 3.30 PM on the same day and in the presence of such tenderers who may wish to be present. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Ministry to shortlist the eligible bidders. Late submission of tenders will not be accepted. The Ministry reserves the right to reject any or all the bids.

E. Settlement of Disputes:

In the matter of any disputes, between the parties regarding the terms and conditions, quality of the printed copies of Annual Report-2016-17 and execution thereof, the matter shall be amicably resolved through mutual consultation within 21 days. If the same could not be resolved within 21 days then the matter would be referred to an Arbitrator(s) as may be decided by the Secretary (Minority Affairs) for arbitration under the Arbitration & conciliation Act, 1996.

The firm shall not question the decision of the arbitrator(s) on the ground that the Arbitrator is Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

Note:

(i) The tenderer should sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. No photocopies of the tender document would be accepted. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

(ii) All tender should be properly sealed with sealing wax and marked.

(iii) The checklist at Annexure- III must be completed and duly signed by the tenderer.

(iv) The format letter of authorisation for attending bid opening is at annexure-IV.

Qualifying Bid Document:

1. Name of the Proprietor in case of Proprietary Company/firm
2. Address (with Tele No. & E-mail)
3. Contact person
4. The number of years of experience for Printing work in Govt. Departments (list of customers including Govt. organizations, NCT of Delhi etc.)
5. Annual Turnover for the year 2013-14, 2014-15 & 2015-16 (With proof). Along-with balance sheet for the Last year, if any.
6. Address of work place with area of premises.
7. Whether owned/rented.
8. Name of the Banker
9. Details of EMD.
10. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details.
11. Has the company been cleared by Income Tax/Service Tax for the last two years (proof to be enclosed).
12. The following certificates may be enclosed:-
Requisite certificate regarding proof of-
 - a) Experience
 - b) Financial standing turnover
 - c) Service Tax/Sales Tax
 - d) Income Tax
 - e) PAN No.
 - f) Any other

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorized signatory)



Financial Bid

Name of the Company:

Address:

Contact Tel. No.:

Price Schedule:

Rates for printing of 1500 copies (bilingual) of the Annual Report of Ministry of Minority Affairs (2016-17) as per the specifications given below:-

- a) Size- A4 (Approx.)
- b) Cover Page- 300 GSM Paper (Mat paper)
- c) Inner Page-100 GSM paper (Mat paper)
- d) Cover Page text- Multi colour
- e) Inner Page Text- Single colour (black)
- f) Number of Inner Pages-110 (approx.) in English and 110 (approx.) in Hindi.
- g) Number of copies – 1500
- h) Report includes approx. 8-10 photographs and 3-4 graphs.
- i) Blank pages will not be entertained/ counting for printing cost.

Special Instructions: -

- a) Printed copies are required to be delivered within 4-5 days or earlier after the date of receipt of corrected proof pages.
- b) A good quality printing is required. The work done in slipshod manner will not be accepted.
- c) The report is required to be printed as per the specimen to be provided by this Ministry providing adequate space/scope for box-tables, diagrams etc.
- d) CDs in MS-Word and in PDF format (both in English & Hindi) of the full report capable of being uploaded in our Website are to be provided, without any extra cost, along with the printed copies. Any delay in providing the CDs would attract penalty @ Rs.500/- (Rupees five hundred only) per day of delay.

CHECK LIST and the order in which the documents are to be submitted for the tender.

| S. No. | Documents | Page No. |
|---------------|---|-----------------|
| 1. | EMD | |
| 2. | Turn over certificate for the last two financial years in form of balance sheet | |
| 3. | Certificate regarding having the office in Delhi/ NCR | |
| 4. | Certificates for proof of experience | |
| 5. | Certificates for proof of financial standing | |
| 6. | Certificates for proof of turnover | |
| 7. | Certificates for proof of service tax/ sales tax | |
| 8. | Certificates for proof of income tax | |
| 9. | Any other | |

Bidders to ensure:

- A. That all pages have been stamped and signed by the authorised Person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (Clearly readable).



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the tender of -----

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of ----- (Bidder) in order of preference given below.

Order of Preference Name Specimen signature

I

II

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

