

D-29014/01/2016-General  
Government of India  
Ministry of Drinking Water & Sanitation

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8<sup>th</sup> floor, Paryavaran Bhawan  
CGO Complex, Lodhi Road  
New Delhi- 110003  
Dated: - July 27, 2016

Tender Notice

Subject: - Printing & Supply of Letter Heads, Visiting Cards, envelopes etc. during the period from 01/09/2016 to 31/08/2017- reg.

The Ministry of Drinking Water & Sanitation invites sealed quotation from reputed, financially sound and experienced firms for printing & supply of letter heads, visiting cards, envelopes, slip pads etc. in the Ministry of Drinking Water & Sanitation during the period 01/09/2016 to 31/08/2017 as per the following schedule:-

Date & Time for receipt of bids: - 11/08/2016 at 3:00PM

Date & Time for opening of the bids: - 11/08/2016 at 4:00PM

The document, containing schedule for requirement, detailed terms and condition and eligibility criteria can be had from Section Officer (Gen), 8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi free of cost. The document can also be downloaded from the Ministry's website [www.mdws.gov.in](http://www.mdws.gov.in)

Yours faithfully

  
(S. Sanyal)

Under Secretary to the Govt. of India

## ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

The contract is subject to the following eligibility criteria and terms and conditions:-

1. Full payment will be made only after satisfactory completion of the contract.
2. Only reputed firms which have vast experience in printing and supply of such item and registered with Sales Tax Authorities are only eligibility to apply.
3. Copy of CST/ VAT/ Sales Tax registration certificates and PAN card should be enclosed with the bid.
4. Details such works undertaking during the last 2 to 3 years should be given with the quotation.
5. Before submission of bids, samples of these items should be inspected with Section Officer (General), Ministry of Drinking Water & Sanitation, 8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi on 02/08/2016 to 05/08/2016 during working hours.
6. The rates shall remain valid for the duration of the Contract.
7. After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.
8. The firm should ensure that the printing is done and printed items are supplied within the given time frame.
9. In case the firm is not able to undertake / supply the work/ items due to any reasons, these will be arranged from some other agency at the cost and risk of the contractor.
10. The quotation must be accompanied by Earnest Money of Rs. 5,000/- (Rupees Five Thousand only) in the form Demand Draft drawn on any Nationalized Bank and drawn in favour of PAO Ministry of Drinking Water & Sanitation, New Delhi. Quotations received without earnest money deposit will not be considered at all.
11. If the contractor commits breach of any of the above terms and conditions or is not level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
12. Quotation should be sent on the letter of the firm as per the Performa provided under Schedule of requirement. The cover containing the quotation should be sealed and subscribed "Quotation for Printing Work" and should be addressed to the Under Secretary (General), Ministry of Drinking Water & Sanitation, 8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi
13. The Ministry of Drinking Water & Sanitation reserve the right to terminate the contract any time with assigning any reason therefore.
14. The undersigned reserve the right to reject any or all the bids with assigning any reason therefore.

Yours faithfully



(S. Sanyal)

Under Secretary the Govt. of India

## CONDITIONS OF CONTRACT

- a) The representative of the firm will have to pick up the work order /material for printing from the office of this Ministry of Drinking Water & Sanitation and will have to deliver the printed material in the office. No extra charges will be admissible for the purpose.
- b) As most of the items of work will be of urgent and time bound nature, the work will have to complete within the stipulated time frame.
- c) The firm will ensure that proof are shown and got approved before final printing. In case the printing is done without getting the proofs approval and there is any error in the printing, this Ministry will not accept such work and no payment will be made for such work.
- d) No printing work shall be undertaking without prior permission / order from the Section Officer (General) / Under Secretary (General). This Ministry may refuse to make payment for such work(s).
- e) Very good workmanship and quality of printing/ paper are of vital importance. Any shortfall in the workmanship / quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
- f) If at any stage, it is found that the performance, quality of work and paper is not satisfactory, the contract is liable to be terminated without any notice and the Performance Security shall be forfeited.
- g) The lowest quoted bidder(s) shall be selected on the basis of total bid price received. However, the lowest bidder(s) has to match the rate of other technically responsive bidder for the items for which his / their rates are higher. Ministry any consider to appoint more than one printer for the same rates and in that case, order may be placed on any appointed printer at the sole discretion of the Ministry.
- h) The contract shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended for the next two years on year to year basis, if mutually agreed by both parties.
- i) Selected firm is required to submit "Performance Security" of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Fixed Deposit Receipt and hypothecated in favour of PAO Ministry of Drinking Water & Sanitation within 7days of award of contract failing which the contract shall be awarded to the next lowest bidder and bid security shall be forfeited, and make a complaint to CCI in this regard.

Yours faithfully



(S. Sanyal)

Under Secretary to the Govt. of India



### Schedule of Requirement

Rates should be quoted as per the unit / quantity indicated against each item

S. No.	Item	Size	Rate
1.	Printing of DO letter head with Golden Logo and water mark logo (Rate per thousand)	A-4 A-5	
2.	Printing of DO letter head with water mark logo and without Golden logo (Rate per thousand)	A-4 A-5	
3.	Printing of Letter heads of the Ministry without Golden Logo (Rate per thousand)	A-4 A-5	
4.	Printing of letter heads on craft paper / special paper (Rate per thousand)	A-4 A-5	
5.	Printing of visiting Cards (Rate per thousand)	Single Side Double side	
6.	Printing of DO Envelopes with Window (Rate per thousand)	SE-5 SE-6 A-4 Big Size	
7.	Printing DO Envelopes without window (Rate per thousand)	SE-5 SE-6 A-4 Big Size	
8.	Printing Brown Envelope (Star paper) (Rate per thousand)	SE-5 SE-6 A-4 SE-7 (Cloth lining) (13" x10")	



		(18"x12")	
9.	Printing of white Envelopes (Plastic coated inside)	(10"x7") (13"x10") (18"x12")	
10.	Printing of Slip pad (wiro binding) with 100 sheet (Rate each pad)	Rate Each	

Service Tax /VAT, if payable extra should be clearly indicated.

