

No. D-29012/2/2016-Genl.  
Government of India  
Ministry of Drinking Water & Sanitation

8th floor, Pt. Deendayal 'Antyodaya Bhawan'  
CGO Complex, Lodhi Road,  
New Delhi-110003,  
Dated -January 31, 2017

To,  
M/s.

**Subject: Tender for Printing of Table Calendars for IEC Activities**

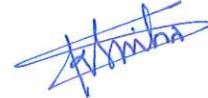
Sir,

Please find enclosed herewith a copy of Tender Notice inviting sealed tender for Printing of Table Calendars as per the specification mentioned in the tender notice. The Tender Notice will also be available at Ministry web site <http://www.mdws.gov.in> and CPP Portal.

You are requested to submit your tenders to the undersigned or Section Officer (Genl.) or in the Tender Box placed at the Ground Floor, Pt. Deendayal 'Antyodaya Bhawan', CGO Complex, Lodi Road, New Delhi-110003 or submit to Section Officer (Genl.) Ministry of Drinking Water & Sanitation at 8<sup>th</sup> Floor, Pt. Deendayal 'Antyodaya Bhawan', CGO Complex, Lodi Road, New Delhi-110003 on or before **8<sup>th</sup> Feb., 2017 upto 3.00 PM.**

Encls: As above

Yours faithfully,



(Sudhir Kumar Sinha)  
Under Secretary to the Govt. of India  
Telefax: - 24368711

Copy to:

1. Tech. Director (NIC) for web based publicity of the Tender CPP Portal and Ministry web site.

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8th floor,Pt. Deendayal 'Antyodaya Bhawan'  
CGO Complex, Lodhi Road,  
New Delhi-110003,  
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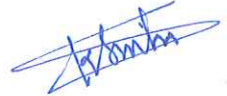
Tender Notice

(Subject: - Tender for Printing of Table calendar for IEC Actives)

Date of issue of Tender Document	31/01/2017
Last date & Time for submission of Tender Document	At 03:00pm on 3 <sup>rd</sup> February, 2017
Pre-bid Meeting with tenderers	At 11:00pm on 3 <sup>rd</sup> February, 2017
Date & Time for opening of Tender Document	
Financial bid	At 03:30pm on 4 <sup>th</sup> February, 2017

Content of Tender Document

S. No.	Description of Contents	
	<b>e-Tender Notice</b>	
1.	Terms and Conditions	Annexure-I
2.	Proforma for Financial Bid	Annexure-II
3.	Instruction for online Submission	Annexure-III
4.	Tender Acceptance Letter	Annexure-IV



(Sudhir Kumar Sinha)  
Under Secretary to the Govt. of India  
Tel: 24368711

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Government of India  
Ministry of Drinking Water and Sanitation

8th floor, Pt. Deendayal 'Antyodaya Bhawan'  
CGO Complex, Lodhi Road,  
New Delhi-110003,  
Dated -January 31, 2017

Tender Notice

Subject: Tender for Printing of Table Calendars for IEC Actives.

Sealed tenders are invited from the Printers for printing of Table Calendars for IEC Actives as per the specification given in the Annexure enclosed.

The tender document should reach the undersigned or Section Officer (Genl.), Ministry of Drinking Water & Sanitation, 8th floor, Pt. Deendayal 'Antyodaya Bhawan', CGO Complex, Lodi Road, New Delhi on or before **8<sup>th</sup> Feb., 2017 upto 3.00 PM which will be opened on the same day at 3.30 PM** in the presence of the tenderers or their representatives who may like to be present at that time.

The Ministry of Drinking Water & Sanitation reserves the right to reject all or any of the tenders without assigning any reason thereof. The Tender which is conditional/incomplete/belated/without earnest money, will not be entertained. The person signing the tender shall be deemed to have the authority to sign the tender on behalf of the said company.

The envelope should contain the following documents which must be attached with the bid:


1. Earnest Money amounting to **Rs.60,000/- (Rupees Sixty Thousand only)** in the shape of Bank Draft from any scheduled bank in favour of Pay & Accounts Officer, Ministry of Drinking Water & Sanitation, New Delhi.
2. The latest income Tax, CST/VAT Clearance Certificate and a copy of CST registration Certificate must be attached.

TERMS & CONDITIONS:

1. The Payment will be made after satisfactory printing and timely delivery.
2. The Ministry of Drinking Water & Sanitation reserve the right to terminate the contract any time without assigning any reason therefore.
3. Pre-bid meeting will be held on **2<sup>nd</sup> February, 2017** at 11:00pm in Conference Room, bidders must have to attend the meeting, Ministry will not entertain / consider the bids of those firm who are absent in pre bid meeting.

Pre-Bid Meeting:

Pre-bid meeting will be held on **2<sup>nd</sup> February, 2017** at 11:00pm in Conference Room, **4<sup>th</sup> Floor, Pt. Deendayal 'Antyodaya Bhawan', CGO Complex, Lodi Road, New Delhi** to discuss the printing material and sample.

  
(Sudhir Kumar Sinha)  
Under Secretary to the Govt. of India  
Phone: 24368711

### Instruction of Online Bid submission

Instruction to Bidders to submit the bids online through the Central Public Procurement Portal for e procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractor / bidders on the e-Procurement / e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charges. During enrollment / registration, the bidders should provide the correct / true information including valid id. All the correspondence shall be made directly with the contractor / bidders through email id provided.
- 3) Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY / TCS / nCode / eMudra or any Certifying Authority recognized by CCA India on eToken /Smart Card, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor / Bidder may go through the tenders published on the site and download the required tender documents/ schedules for the tenders he/ she is interested.
- 7) After downloading /getting the tender document / schedules, the Bidder should go through the contract details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site or through the contract details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id / password chosen during enrollment / registration and then by giving the password of e-Token / Smartcard to access DSC.
- 10) Bidder selects the tender which he / she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents / schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transection uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender fee / EMD as specified in the tender. The original should be posted / couriered / given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.



- 18) The bidder has to select the payment option as offline to pay the Tender Fee / EMD as applicable and enter details of the instruments.
- 19) The details of the DD / any other accepted instrument, physically sent, should tally with details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of the contract without any exception and have understood the entire document are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of an irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BOQ xxxx.xls the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The priced-bid / BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per server system clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers / bid openers public key. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bid encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone : 011-24305770, 011-24305265 or send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in)



Tender Acceptance Letter  
(To be given on Company Letter Head)

Date:-

To,

The Under Secretary to the Govt. of India  
(General Section)  
Ministry of Drinking Water & Sanitation  
8<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: - D-21019/12/2015-General

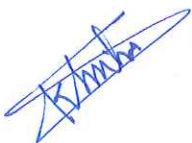
Name of Tender / Work:- Tender for Printing of Table Calendar for IEC Actives.

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for above mentioned 'Tender/Work' for the web site(s) namely: "Tender for Printing of Table Calendar for IEC Actives of Ministry of Drinking Water & Sanitation, 8<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi" as per your advertisement, given in the above mentioned website(s).
2. I/we hereby certify that I / We have read the entire terms and conditions of the tender documents from page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your Ministry too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it's totally / entirely.
5. In case any provisions of the tender are found violated, then your Ministry shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Name & Office Seal)



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**PRICE BID**

S.No.	Name of Item	Rate of Item
1.	<p>“Table Calendars (Months/Days)” Six sheets (Back to Back Printing in 4 colours) and one fly leaf (4 colour) Should mention Central Government’s official holidays.</p> <p>Size (8’’ x 10.5’’ Folded &amp; 8’’ x 11.75 Unfolded(width x length)</p> <p>Pages : 14</p> <p>Paper : Approx 400 GSM as per sample (Good Quality)</p> <p>Colour : Multi Colour</p> <p>Binding : Wiro Binding</p> <p>Stand: Extra Heavy Board pasted with White Laminated Sheet.</p> <p>Board Thickness : Between (36 - 40 ) Oz</p> <p>Single Calendar individual Box Packing</p>	

Vat + Service Tax to be mentioned separately.

Signature of the authorised person



