

No.D.13013/04/2013-Genl | 798
Government of India
Ministry of Drinking Water & Sanitation

8th Floor, Paryavaran Bhavan
CGO Complex, Lodhi Road
New Delhi-110003.
Dated: 2.12.2014
4

Notice Inviting Tender
(Closing date 3.00PM on the 10th December, 2014)

To

All Interested

Subject:- Rate for pocket diary in the Ministry of Drinking Water & Sanitation .

Sealed tenders are invited for entering into a rate contract with this Ministry for Printing of Ministry's pocket diary as per requirements by Ministry of Drinking Water & Sanitation, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi, and as per terms and conditions detailed out in the following paragraphs, form interested firms having requisite experience. The bidder should also provide samples of the pocket diary supposed to be supplied. The schedule of requirements and specification are as under:

Schedule of Requirement

S. No.	Particulars	Size	No of copies
1	Ministry Pocket Diary containing 24 pages + cover pages	6X3 inches	3000
2			

Specification

1. Glossy Paper (130 GSM) For keeping in pocket into
2. Flexible Hard Bond
3. Colour printing text and picture into a suitable design as per instruction

1. Instructions to the bidders:

(a) Qualifying Criteria

- i. Only bona fide firms having adequate experience of at least two years in the relevant field on printing and supply of pocket diary to Government Ministries/ Departments /Government Organizations /PSUs /Corporate Sector etc and with a minimum annual turnover of Rs.10,00,000/- (Rupees ten lakhs only) during the last two years may submit bids.
- ii. The bidder should furnish to this Ministry (i) proof of experience, (ii) turnover certificate (iii) ITR for last two financial years; (iv) Service Tax registration certificate and (v) documentary evidence of ownership of the printing press duly authenticated by MCD/NDMC as a commercial establishment.

(b) Tendering Process

- i. The bidder may submit all requisite documents mentioned in the qualifying criteria and the price bid in the prescribed proforma in a sealed cover addressed to the undersigned and the tender should be delivered to the undersigned at his office at 8th floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003 by **1500 hours on 10th December, 2014.**

- ii. The sealed envelope should be super scribed as "Tender for printing of pocket diary of MODS ". The quotations will be opened on same day i.e. **on 10th December, 2014 at 1600 hours** in the undersigned's chamber **at 8th Floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi** in the presence of tenderer or representative thereof.
- iii. The earnest money of Rs.5,000/- (Rupees five thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favors of Pay and Accounts Officer, Ministry of Drinking Water & Sanitation, Government of India, New Delhi must accompany the Bid document. Tenders received without earnest money will not be considered. The earnest money will be returned after finalization of tender.
- iv. Financial Bids submitted in any format other than Annexure will be summarily rejected.
- v. All rates should be quoted inclusive of Service Tax/VAT. The bidding agency should however separately mention the taxes payable by them.
- vi. The representative must bring the authorization letter from their employer to participate in the opening of the quotations. Bidders are advised to mention their office telephone number and cell phone number on the envelope.
- vii. Tender application without complete documents/ information shall not be considered.
- viii. The bid will be valid for a period of ninety days from the date of opening of the bid.
- ix. Ministry of Drinking Water & Sanitation reserves the right to accept or reject any or all tenders without assigning any reasons. Late submission of tenders will not be accepted.
- x. The L1 Bidder will be determined on the basis of rate for one pocket diary of 24pages + cover pages. No separate tender for Hindi and English will be considered. The L1 Bidder will also supply the best quality pocket booked out of the pocket books presented by the bidders.
- xi. The bidder are advised to quote their rates as per their cost benefit calculation and not to resort any bid rigging methods by way under quoting the rates, as the same will attract the provisions of Competition Act and the Ministry will be constrained to report the matter to CCI for appropriate action against such unfair trade practitioners.
- xii. The security deposit of Rs. 20,000/- (Rupees twenty thousand only) will be deposited by successful bidders within 3 days of award of the contract.
- xiii. No negotiation will be undertaken with any bidder except lowest qualified bidder.

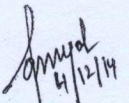
2. Terms and conditions of Contract:

- i. The Ministry shall determine the Bench Mark quality/brand of the material to be used for printing, wherever necessary.
- ii. The Ministry may indicate the logo or slogan to be printed.
- iii. The ordered printed material has to be supplied at the premises of this Ministry as per the specifications within a week time of supply of the ordered quantity. Emergency work orders should also be undertaken without any extra charges.

- iv. The defective printing material, if found will be replaced by the supplier.
- v. TDS and other taxes as applicable will be deducted form each bill. The documents as per the prevailing laws shall be submitted in time like sale tax, PF, etc.
- vi. Failure by the contractor/ firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of contract and subsequent disqualification for participation in any future tender in the Ministry. The security deposit will also be forfeited.
- vii. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions herein and submit the same along with the bid. No photograph of this tender document would be accepted.
- viii. Payment for the printing will be made after completion of the printing work and within one month of the submission of bills.

3. Settlement of Disputes:

In the matter of any disputes between the parties regarding the terms and conditions of the supply of material(printed) and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Secretary (DW & S) for arbitration under the Arbitration & Conciliation Act, 1986. The firm/supplier shall not question the decision of the arbitrator(s) on ground that the Arbitrator(s) is/are government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.


4/12/14

(S. Sanyal)

Under Secretary to the Government of India

Tele:24368612

Financial Bid

Name of the company along with Address & Telephone No:

S. No	Item	Paper Specification	Qty.	Unit Rate (Rs.)
1	Printing of Pocket Diary with multi colour print	Glossy Paper (135 gsm)	2000 (English) 1000 (Hindi)	

(Signature with stamps)

S. No.	Particulars	Qty.	No. of cities
1	Monthly Pocket Diary containing 24 CX3 tables	3000	3000

Specification

1. Monthly Pocket Diary (170 GSM)
2. For keeping 12 months diary
3. Diary printing and picture has suitable design as per instruction

1. Instructions to the bidders

(a) Qualifying Criteria

The bidder must have 10 years experience of at least two years in the relevant field in printing and supply of pocket diary to Government Ministry/Department, Government Organizations, PSU, Corporate Sector etc. and with a minimum annual turnover of Rs. 500000 (Five lakh only) during last two years. See submittal.

The bidder should furnish to this Ministry (i) proof of experience (ii) turnover certificate (iii) ITD for last two financial years, (iv) Service Tax registration certificate and (v) documentary evidence of its status of the printing press duly approved by M.D./DUM as a commercial establishment.

(b) Tendering Process

The bidder may submit all requisite documents mentioned in the qualifying criteria and the bid to the prescribed authority in a sealed cover addressed to the undersigned and the tender should be delivered to the undersigned at his office at UP-Block, Paryavaran Bhawan, C-10 Complex, Indira Road, New Delhi-110001 by 15th December, 2014.