

F. No. D-15013/06/2019-GA
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade
(GA Section)

Udyog Bhavan, New Delhi.
Date: 5th November, 2019

Tender Notice

Subject: Tender Enquiry on two bid pattern (Technical & Financial) for printing of Annual Report 2019-20 of Department for Promotion of Industry and Internal Trade.

Online quotations are hereby invited at Central Public Procurement (CPPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound printing firms, for printing of Annual Report of the Ministry of Commerce & Industry. The detailed general terms and conditions of the contract are given in Annexure-'A'. The technical bid format at Annexure-'B' and financial bid format is at Annexure-'C'.

2. The bid will be accepted as an e-tender only and intending bidders must be registered with the Central Public Procurement Portal (CPPP) i.e. <http://eprocure.gov.in/eprocure/app>. The detailed schedule of e-tender is as under:-

| Sl. No. | SCHEDULE OF TENDER | DATE AND TIME |
|---------|---|---|
| 1. | Date of issue of Tender Document | 05.11.2019 |
| 2. | Last Date & time for submission of EMD | Up to 3.00 P.M. on 25.11.2019 |
| 3. | Last Date & Time for online submission of Tender Document | Up to 3.30 P.M. on 25.11.2019 |
| 4. | Date and time for opening of Tender Document | 26.11.2019 At 3.30 P.M. (In R.No. 271-A, Udyog Bhawan, New Delhi) |

3. Interested printers may submit their tenders online at <http://eprocure.gov.in/eprocure/app>. As per the prescribed Performa. Tenders are to be submitted **only online** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time under any circumstances whatsoever.

4. Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand only) in the form of crossed Demand Draft/Bankers Cheque in favour of **DDO (Cash), Department for Promotion of Industry and Internal Trade Udyog Bhawan, New Delhi** should be submitted in a sealed cover super scribed with 'Quotation for Printing of Annual Report of the Ministry of Commerce & Industry' in the Department for Promotion of Industry and Internal Trade in Room No. 271-A, Udyog Bhawan, New Delhi on or before 25.11.2019 by 3.30 PM. EMD should be valid for a period of at least 45 (forty five) days from the date of opening of the tender. In case EMD is submitted late or not submitted at all, the bid will be considered unresponsive and incomplete and will be summarily rejected. The firms

registered with MSME and NSIC should submit a copy of EMD Exemption certificate for claiming exemption from EMD submission.

5. The sample of the last year's printed report is available in GA Section in Room No. 21, Udyog Bhavan, New Delhi and may be collected from there for reference.

6. After financial evaluation of the technically qualified bids order shall be placed on the lowest offer which conforms to the bid norms.

7. The EMD shall be returned to the unsuccessful bidders after finalization of the tender.

The bidding documents including Annexure B & C are downloadable may be seen and downloaded from DPIIT website (dpiit.nic.in).


(Kundan Kumar)
Under Secretary to the Govt. of India
Tele: 23063697

Copy to: NIC, DPIIT with a request for placing the complete Tender enquiry along with terms and conditions in this Department Web site and same may kindly be removed on 26.11.2019 at 3.30 P.M. Copy of tenders enquiry is enclosed.

Copy for information to:

1. Reception Officer, Department for Promotion of Industry and Internal Trade, Gate No. 12, Udyog Bhawan, New Delhi.
2. CISF, Udyog Bhawan, New Delhi.

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING
OF ANNUAL REPORT 2019-20 (ENGLISH AND HINDI SEPARATELY)**

...

1. ITEMS & QUANTITY REQUIRED TO BE PRINTED: Description of the items proposed to be printed are given hereunder. Rates must be quoted separately for Annual Report (English & Hindi) in **Annexure C** in figure and in words in the prescribed proforma. The approximate number of pages and required quantity is indicated below:

| Size 21.5 cm x 27.5 (cut size) | | | |
|--|------------------------------------|--------------|---------------|
| Sl.No. | Description | No. of Pages | No. of copies |
| 1. | Annual Report 2019-20 (English) | 200 approx. | 1000 |
| 2. | Annual Report 2019-20 (Hindi) | 200 approx. | 500 |
| 3. Extra pages will be charged on Pro-rata basis | | | |
| 4. Photographs : 30 nos. approx. to be provided by Department to the extent possible and remaining photos/art work to be arranged by the Printers | | | |
| 5. e-Book of the final printed Annual Report 2018-19 will be provided by the Printer. | | | |

2. SPECIFICATION

- Outer and Inner Page:

| | |
|------------------------------|--|
| Outer/Cover Pages | 300 GSM Art card and laminated – 4 colours printing |
| Inner/Text Pages | Text pages 130 GSM Indian Art paper – 4 colours printing |
| Diagram/Charts/Graphs | Multi-Colour offset printing |

- Binding : Perfect Binding
- Design and layout of Annual Report: Same design and layout for Hindi and English version)

3. PRE-PRESS JOB

- Text of both the documents will be provided by the Department in electronic format (MS Word/PDF)
- Pre-press job such as DTP work including Designing/creative options to be done with the printer's own DTP to the satisfaction of the Department.
- Proof reading of the manuscript by a good professional proof-reader. Colour Machine Proof (Dummy to be submitted for approval for specified number of pages (e.g. cover page, photographs pages etc.)
- e-Book of the final printed Annual Report 2019-20 will be provided by the Printer.



4. SCHEDULE OF WORK

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

| | | |
|-----|--|--|
| (a) | Design / layout and first proofs of design and text for design selection/ correction | Within five days of order placement/ handing over of Pen Drive or hard copies. |
| (b) | Second proof/ final proof | Within two days after first proof. If complete corrections have not been carried out in first proof, next proof would be submitted urgently. |
| (c) | Printed product delivery at Udyog Bhawan, New Delhi. | Within ten days after final proof. |

5. QUOTATION

- The rate quoted should be inclusive of paper, creative options, plate layout design, proof reading, positives, printing, laminating binding etc. and supply of the Annual Report at Udyog Bhawan.
- Vendor should be able to execute all the required jobs together, part quotation will not be entertained.

6. AGENCY

The bidder should have latest high quality color printing machines of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.

7. PENALTY

In case of default in maintaining time schedule, the Department will impose a penalty of amount equivalent to 5% of the total tender cost per day subject to a maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the Printing Order cancelled. The Department will not way be held responsible for the loss, whatsoever, attributed due to the delay in print of Annual Report.

8. Eligibility criteria

The following eligibility criteria are needed to be fulfilled to be considered for the Tender:

- (a) Photocopy of PAN Card along with Income Tax Return for the last two years (i.e. 2017-2018 & 2018-19)
- (b) Photocopy of GST Registration Certificate/Number;
- (c) Turnover of Rs.50.00 Lakh and above for the last 2 years (i.e. 2017-2018 & 2018-19)
- (d) Experience certificate for the last 3 years (i.e. 2016-17, 2017-2018 & 2018-19) for printing of Annual Report in Government Departments/Ministries (or) similar Govt. job;
- (e) Location of Press/Unit – The location of the Press/Workshop should be within 7 Kms. Radius of Udyog Bhawan, so that vendor is available whenever required in Udyog Bhawan on an urgent basis or staff of the Department reaches to the Press/Workshop for proof reading & verification of the printing work.

Note: The vendor must ensure safe custody and maintain confidentiality of the printing material supplied by the Department.

OTHER TERMS & CONDITIONS

- i. RATES ONCE QUOTED SHALL BE TREATED AS FINAL.
- ii. The tender validity period is 90 days from the date of opening tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, whichever is earlier.
- iii. Tender Evaluation Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid
- iv. The commercial offer would be inclusive of statutory levies like GST, etc., to be indicated and included in the Financial Bid Format. However, the bidder shall indicate the actual rates of all statutory levies and charges.
- v. The tender document must be filled in neatly and clearly. **Incomplete or conditional tenders will not be entertained;**
- vi. Tenderer will not be allowed to withdraw his offer after opening of the tender. EMD shall be forfeited at the risk of tenderer, if the tenderer fails to honor the contract;
- vii. Supply order, after due compliance of all formalities, will be placed on the selected supplier to effect the supply
- viii. The selected Firm will be required to supply one sample each of the material to be printed for the approval of the competent authority. No final printing should be resorted to unless otherwise specifically asked for by the Department. The selected firm shall ensure the delivery of the items in the office of the Department. No separate charges shall be paid for delivery of goods.
- ix. The contract will remain operative for a period of one year from date of award of the same and the vendor /printer may be asked to print additional copies on multiple of 50 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.
- x. The Department reserves the right to conduct performance review of any item during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other direction/instructions of the Department his contract is liable to be terminated. The Department further reserves the right to suo moto terminate the contract at any point of time without giving any prior notice.
- xi. Any request for increase in quoted and/ or accepted rates will not be entertained for any reason during the currency of the contract. However changes in statutory levies would be acceptable subject to indication of prevailing, rates on the date of opening and submission of proof of revised rates.
- xii. The **rates must be written in figure as well as in words.** In case of discrepancy between rates in figures and words, the rates in words would be taken as final.
- xiii. Canvassing in any form is strictly prohibited and tender of the tenderer who resorts to such activities will be summarily rejected;
- xiv. The EMD shall be forfeited in case the firm does not fulfill/ produce the documents/ promises made before this Department or any committee constituted by this Department for this purpose;
- xv. **Performance Security:** An amount of Rs.30,000/- (Rupees Thirty thousand only) will be the "Security Deposit" in the case of successful lowest bidder, which may be furnished in the form of Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in acceptable form. **The Performance Security should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the**

contractor including warranty obligations. Earnest Money will be refunded to the successful bidder on receipt of Performance Security;

- xvi. The Department reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefor and giving any compensation. The decision of the Department in this regard shall be final and binding on all;
- xvii. TDS, and other applicable taxes as per prevailing rates, will be deducted before making the payment;
- xviii. The **lowest quoted bidder (L-1)** shall be chosen on the basis of total bid price received;
- xix. No advance payments shall be made. On successful and timely completion of works, all the bills submitted by the executing firm would accompany with the work vouchers duly signed by the concerned officers/officials of the Department. Payments will be made on receipt of pre-receipted bills (in triplicate) provided the approved claim will be released only after satisfactory completion of works and due recommendations of the competent authority;
- xx. The Department reserves the right to impose any other conditions for regulating the contract in public interest;
- xxi. In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice;
- xxii. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India;
- xxiii. Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the tender;
- xxiv. The Tender of tenderer who does not fulfill any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the tenderer only and any further correspondence in this regard will not be entertained.
- xxv. No separate transportation charges/labour charges will be paid for obtaining and delivering the order or replacing the material not found as per the specification;
- xxvi. This Department reserves the right to accept or reject the tender in full or in part without assigning any reason.
- xxvii. The contract will be valid for a period of one year from the date of issuance of order. The period of the contract can be extended further by one or more years subsequently subject to the satisfactory performance for printing of Annual Report 2019-20.
- xxviii. The printers have such equipment's like 3-4 colour offset printing machines, folding machines, cutting machine, binding machine, and also other equipment's as may be required for the printing works of Annual Report.



TECHNICAL BID INFORMATION

| S.No. | ITEM | INFORMATION |
|-------|---|-------------|
| 1. | Name of the Printer & Owner (With Tel/Mob. Nos.) | |
| 2. | Office Address (Tel./FAX/Mob.No/E-mail. | |
| 3. | Address of the Printing Press Tel./FAX/Mob.No. | |
| 4. | Contact Person(s) Name Tel./FAX/Mob.No | |
| 5. | Year of Establishment (Supported by copy of valid Registration) | |
| 6. | Annual Turnover for the last 2 financial years i.e. 2017-18 and 2018-19. (Copy of the ITR, and Balance sheet to be uploaded) | |
| 7. | PAN No../TAN1 No./GST Reg.No. | |
| 8. | List of major clients including government departments/organizations. | |
| 9. | Samples of at least two similar printing works done in any Ministry/Department during the last three years (2016-17, 2017-18 & 2018-19) to be submitted physically. | |
| 10. | List of Qualified technical manpower available in-house for design, layout, printing, etc. work. | |
| 11. | Infrastructure available in-house for design, printing etc. (supported by list of such facilities). | |
| 12. | Work Orders/Performance certificates issued by at least 3 (three) Ministries/Deptts./PSUs during the last three years (2016-17, 2017-18 and 2018-19). (Self-certified copied to be uploaded) | |
| 13. | Self-certification by the firm that the Firm has not been blacklisted by any Govt. Deptt. | |
| 14. | Whether Terms & Conditions issued the Department are acceptable to the Firm | |

(Signature of Owner / Authorized Representative)



FINANCIAL BID FORMAT

| Description Work | Quantity | Rate (in Rupees) [Rates of statutory levies like GST to be indicated and included) | Total Cost (Rate in Rupees) |
|---------------------------------|---------------------------------|--|-----------------------------|
| Annual Report 2019-20 (English) | 1000 copies Cover +200 pages | @ per copy = | |
| Annual Report 2019-20 (Hindi) | 500 copies Cover +200 pages | @ per copy = | |
| Design cost for 200 pages | | @ per copy = | |
| Proofing 200 pages | | @ per copy = | |
| Color Dummy Report 1 (One) Set | | @ per copy = | |
| | Total Value of Offer | | |

(Signature of Owner / Authorized Representative)

