


F.No. 11011/1/2022-DAIC/Admn
Government of India
Department of Social Justice & Empowerment
(Dr. Ambedkar International Centre)

Janpath, New Delhi
Dated the 31st January, 2022

Subject: - Invitation of bids for printing of Samajik Nyay Sandesh (magazine) of Dr. Ambedkar International Centre, 15 Janpath New Delhi.

Dr. Ambedkar International Centre (DAIC) is an Autonomous Body under the aegis of Department of Social Justice & Empowerment, Government of India and in process to publish a magazine named Samajik Nyay Sandesh.

DAIC is inviting the bids from the reputed printers, who have the experience to printing the magazine/books etc, in a sealed envelope. A bid documents has been prepared and is placed below for approval please.


(Vikas Trivedi)
Director (DANM/DAIC)

निदेशक / Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Min. of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Distribution:-

1. Ms. Vidushi, Consultant Media &IT with the request to upload it on the website of DANM/DAIC.
2. Ms Renu, DEO, with the request to toward it to NIC for upload it on the website of Ministry.

F.No. 11011/1/2022-DAIC/Admn
Government of India
Ministry of Social Justice & Empowerment
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(Dr. Ambedkar International Centre)

Shastri Bhawan, New Delhi
Dated January, 2022

**INVITATION OF BIDS FOR PRINTING OF MAGAZINE "SAMAJIK NYAY SANDESH" OF
DR. AMBEDKAR INTERNATIONAL CENTRE**

Dr. Ambedkar International Centre (DAIC), Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India, invites bids under two bids system (Technical and Financial bids) for printing of magazine of Dr. Ambedkar International Centre, 15, Janpath, New Delhi from reputed, financially sound firms and having experience in printing of magazine/books etc as per the following schedule:-

Sl. No.	Items	Description
1	Scope of work	As given in Para B of RFP
2	Availability of Bid Document	The bid document can be down loaded from the websites DAIC.nic.in and Ministry of SJE
3	Date of Issuance /Publication of RFP/bid documents on website	31.01.2022
4	Bidder/vendor visit DAIC to seek any information relating to printing of SNS Magazine	25.02.2022
	Last Date for submission of RFP / bids	28.02.2022
	Date and Time of opening pre - qualification bid	03.03.2022
	Date and Time of opening Technical bid	03.03.2022
	Date of opening of Financial Bids	Will be communicated to technically qualified bidders
	Earnest Money Deposit	Rs. 20,000/- in the form of Demand Draft drawn in favour of "Dr. Ambedkar International Centre" payable at New Delhi. Micro and Small Enterprises (MSEs) and the firm registered with Ministry/Department are exempted from submission of Bid Security. In lieu of Bid Security bidders should sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents.
	Address for Submission of Bids	Director, DAIC, Dr. Ambedkar International Centre, 15, Janpath, New Delhi - 110001

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A. INSTRUCTION AND GUIDELINES TO BIDDERS FOR SUBMISSION OF BID

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given at Annexure-I of the Tender Document.
3. All pages of the Tender Documents must be signed by the authorized signatory and sealed with the stamp of the bidding firm as taken of having accepted all the Terms and Conditions of this Tender.
4. DAIC reserves the right to obtain feedback from the previous/present clients of the Tender and also depute its team(s) to inspect the site(s) at present contracts(s) for on-the spot. Decision of DAIC with regard to award of the contract will depend upon the feedback received by it from the previous / and present clients and also from its team(s) deputed for the purpose. The decision of the DAIC in this regard will be final and binding on all bidders.
5. Tender shall be submitted in DAIC's official tender form only. If submitted in any other Manner, the same shall be summarily rejected.
6. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) shall be rejected. Micro and Small Enterprises (MSEs) and the firm registered with Ministry/Department are exempted from submission of Bid Security. In lieu of Bid Security bidders should sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents. No paper shall be detached from the Tender Document.
7. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing correction; insertion shall not be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, other-wise the Tender is liable to be rejected.
8. The bids are to be submitted in two parts-
 - (i) Sealed Technical Bid (as per format at Annexure-III), along with a Demand Draft for Rs. 20,000/- (Rupees twenty thousand only), drawn in favour of Dr. Ambedkar International Centre, New Delhi payable at New Delhi, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR PRINTING A MAGAZINE "SAMAJIK NYAY SANDESH" OF DAIC Tender Document received without EMD will be summarily rejected.



- (ii) Sealed Financial Bid (as per format at Annexure-IV) placed in a separate envelope super scribed "FINANCIAL BID FOR PRINTING A MAGAZINE "SAMAJIK NYAY SANDESH" OF DAIC.

9. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PRINTING A MAGAZINE "SAMAJIK NYAY SANDESH" OF DAIC. This bigger envelop bearing the name & complete postal address of the bidder, should be addressed to the Director, DAIC, and deposited Dr. Ambedkar International Centre, 15, Janpath, New Delhi on or before **3.00 PM on 28.02.2022**. Tenders received after due after due date & time shall not be accepted.

10. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of Six months from the date of opening of Technical Bids.

11. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.

12. The DAIC reserves the right to reject any or all tenders without assigning any reason

13. The DAIC reserves the right to change any condition of the tender before opening of the Technical Bids.

14. **Disqualification of bids:** - The bid is liable to be disqualified if (i) Not submitted in accordance with the prescribed forms. (ii) During the validity period, or its extended period, if any, the Bidder increases his quoted prices. (iii) The Bidder qualifies the bid with his own conditions. (iv) Bid received after due date and time. (v) Bid not accompanied by all requisite forms and supporting documents. (vi) Information submitted in Technical bid is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any. (vii) Awardees of the contract qualify the letter of acceptance of the contact with his conditions.(viii) Bidders may specially note that while processing the tender documents, if it comes to our knowledge expressly or implied that some Bidders may have colluded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up the processing of tender, then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of two years. (ix) No Bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidder would stand forfeited. (x) In case of successful bidder declines the offer of contract for whatsoever reason(s) the EMD submitted by the successful bidder would stand forfeited.

15. **Period of Bid validity:** - Opening of Bids: - Validity of Tender Bids will be for six months Bids will be accepted on or before specified date and time only. No Bids will be accepted after the above deadline. No bid shall be rejected at bid opening, except for late bids. Opening of only the Technical Bids shall be done first. After Technical evaluation, the Commercial/financial bids of only those technically qualified will be taken up for further price evaluation.

15. **Duration of the Contract:** - The offers are invited only for the purpose of PRINTING A MAGAZINE "SAMAJIK NYAY SANDESH" which would be valid for a period of one years, extendable by another period of one year. If, at any time, during the performance of the contract, the tenders encounter conditions impeding timely delivery of goods and performance of service, then they should promptly notify DAIC, in writing, of the fact of the delay, the cause of delay and its likely duration. DAIC shall evaluate the situation and its discretion to extend the suppliers time for performance on Mutual agreement for One/Two years. The Performance security will further be retained accordingly.

16. **Correction of Errors:** - Bidders are advised to exercise greatest care in entering the rates in their commercial bids. No excuse that mistakes have been made or request for rates to be corrected will not be entertained, after the date and time of submission of bids. Corrections, if any, should be initialled by the person signing the tender forms before submission, failing which the rates for such items is a discrepancy between unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate will governed. Where there is a discrepancy between the amounts mentioned in the line item total bid amount resulting from the addition of the line totals, the rate indicated in the line item will prevail.

B. SCOPE OF WORK OF RFP

Printing of Magazine as par the specification at Annexure-II

C. OPENING OF BIDS

1. The Technical Bids will be opened on **3:00 PM on 03.03.2022** in the DAIC Conference Room, 2nd Floor DAIC Building, 15, Janpath New Delhi in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter)
2. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the DAIC in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the DAIC.
3. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to the successful bidder.
4. EMD of the successful bidder shall be liable to be forfeited if the contractor does not printing magazine in time.
5. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory, DAIC reserves the right to terminate the contract without giving any notice and take other appropriate necessary action as per provisions of contract.



6. If any of the conditions of Tendering are not fulfilled, such Tender/Tenders will be summarily rejected outright and objections raised in this regards will neither be entertained. DAIC reserves the right to choose, accept or reject any or all requested / offer, in full or part at any stage, reduce or increase the quantity /rate of items without assigning any reasons therefore.
7. The Commercial bids of only those bidders who qualify the technical evaluation stage will be opened. All other Commercial bids will be returned unopened. The Commercial Bids (as per the formats provided in the RFP Document) of the technically qualified bidders will be evaluated as per the evolution criteria mentioned in this document.
8. The successful bidder will be required to submit with DAIC, Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of Dr. Ambedkar International Centre, New Delhi for a sum of Rs. 50,000/- (Rupees fifty thousand only) as Deposit on account of, Performance Security. To safeguard the interest of DAIC Bank Guarantee or Demand Draft in favour of DAIC will be retained by the DAIC for the entire period of the contract and on termination of the contract, the DAIC will refund to the contractor without interest.

D. ELIGIBILITY CONDITIONS AND TECHNICAL QUALIFICATIONS

1. The applicant should be in printing business for a continuous minimum period of 5 years as on 31.12.2021.
2. The bidder should have a valid printing license issued by the Competent Authority. Duly signed copy of license should be enclosed with the technical bid.
3. The Registered office or Branch office of the bidder should be located in Delhi/NCR Region.
4. Experience of having continuously printing of magazine/books during the last 5 years ending 31.12.2021.
5. Copies of documents in support of each of the above Eligibility conditions should be enclosed with the Technical Bid.
6. **Penalty Clause:** Further, if the printer fails to deliver magazine in time 10% of total bill amount will imposed as penalty.
7. **Abide by Law of the Land:** The printer shall abide by and comply with all Local, National as well as International Laws in connection with the Services to be provided by the Agency under the subject contract. The DAIC shall not be responsible for breach of law, if any, by the printer.
8. **Arbitration Clause:** Any dispute or difference whatsoever arising between the parties out of or relating to the operation or effect of this contract, or the validity or breach thereof, shall be settled by conciliatory arbitration in accordance with the "Rules of Arbitration" of the "Scope Forum of Conciliation and Arbitration", and the award made in pursuance thereof shall be binding on the parties."

DAIC

9. **Exit Clause:** The printer will have to give three months termination notice in case the printer does not wish to continue printing of magazine DAIC. Whereas DAIC will have the option to terminate the services without assigning any reason and without payment of any compensation thereof.



(Vikas Trivedi)
Director (DANM/DAIC)

निदेशक / Director
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Govt. of India, New Delhi

Law

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft for Rs. 20,000/- towards EMD.
2. Signature of the bidder or his/ her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
3. Documentary evidence in support of the following:
 - (i) Number of years of having experience of printing work.
 - (ii) List of institution / organizations (with complete postal addresses) served in the past and list of institutions/ organizations where presently providing printing services Names, designations and telephone numbers of concerned officers in the respective organizations / institutions may also be indicated.
 - (iii) Location of printer and its Distance from DAIC as per Google Map location print out duly self-attested.
 - (iv) Self attested copy of PAN card, Aadhaar Card, GST number etc.
 - (v) Any other information which bidder wants to share

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Quantity	2500 copies per edition Total 10000 copies in a year.	
Schedule	March 2022	2500
	June 2022	2500
	September 2022	2500
	December 2022	2500
Size	8.15 × 11.75	
No of pages (Approx)	64 Pages Plus/minus (Four Pages Quote Separately)	
Cover	Cover Lamination (300 gsm) paper (i) Foiling (ii) Spot UV (quote separately)	
Printing	4 colour work.	
Binding	Laminated Binding cover pasting with section sewing/perfect binding.	
Paper type	170 gsm Imported Glossy Art Paper (For Text).	
Photographs/graphs	25-30 colored photographs/charts	
Printed Envelope	90 gsm / self adhesive plastic envelope (Quote Separately)	
Proofing	Three Proofs are to be shown to indenter in colour before final printing. All proofs with colour graphs in the lay out of section of the Magazine to be shown to the indenter.	
Pen Drive	Pen Drive containing the complete Magazine material to be provided in Microsoft Word version & PDF.	
Freight & Cartage	No separate freight and cartage is payable for delivery.	
Delivery Period		
1. Design/layout and first proofs of design and text for design selection/correction	Within four days of order placement/handing over of Pen drive or hard copies or email.	
2. Second proof/final proof	Within Five days after first Proof. If complete corrections have not been carried out in first proof, next proof would be submitted urgently.	
3. Printed product delivery at 15 Janpath New Delhi	Within five days after final proof.	

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TECHNICAL BID

A. NAME OF THE TENDERER (as per Registration Certificate)	
B. COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	
C. Earnest Money Deposit (EMD)	Demand Draft No. --- For Rs. 20,000/- (Rs. Twenty Thousand only) drawn on (name of the Bank) in favour of Dr. Ambedkar International Centre, New Delhi/ Bid security declaration. (To be enclosed with Technical Bid)
Company Profile	
1. Name of the Company/Firm and Complete registered address	
2. (a) Legal Status (Individual Propriety firm, Partnership firm Limited Company or Corporation)	
(b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
3. Were you or your company ever required to suspend printing work for a period of more than 06 months continuously after you commenced the printing work ? If so, give the name of the contract the reasons thereof.	
4. Have you or your constituent ever left the contract awarded to you incomplete? If so, given name of the contract and reasons for not completing the contract.	
5. Name, Designation and Tel. No.(s) of the Contact Person, Fax No.(s) and email address	
6. Year of commencement of business.	
7. Statutory details (self-attested copy of proof to be attached)	
a) Registration No. of the firm	
b) PAN	
c) GST Reg. No.	
d) Income Tax Return and Assessment Completion Certificate for the last three years	



8. List of present and past clients (Please use Separate sheets for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid.

Format for details of present and past clients

S. No. (1)	Name of Organization with complete postal address (2)	Name and Designation of contact person with Tel. No. / Mob. No. (3)	Date from which contract awarded till when (4)	No. of persons deployed by your firm (5)	Annual sale/turnover during last three financial years (6)

Note: Above information should be certified by the authorized representative of the client on his/her letter head

Signature of Applicant
Name & Designation
Contact No.

of
name

ANNEXURE-IV

PART (II) COMMERCIAL OFFER

(A) Category

S.No.	Items	Price Offer	Remarks if any
1	Rate printing per copy		
2	Rate for other work like four pages		
3	Rate for other work like cover foiling		
4	Rate for other works like cover sport UV		
5	Self adhesive plastic envelop		
6	Printed envelop (address of DAIC) 8.15 × 11.75		
7			

Note 1: Cost should be ALL INCLUSIVE (TAXES, SER. CHARGES, VAT, ETC.)

1. I/We, hereby Certify that my/our firm has not been disqualified/banned by any Office/Department/Undertaking of the Government of India, at any time for providing services of any description.
2. If selected, we will provide all items at DANM/DAIC, mentioned as per Commercial bid.

Signature of authorised person/
Director with Seal of the Firm

Place:

Date:

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