

No.D-29013/01/2018- Genl.II
Government of India
Ministry of Social Justice & Empowerment
(Department of Social Justice & Empowerment)

Room No.623, A-Wing,
Shastri Bhawan, New Delhi
Dated | 2 December, 2018

TENDER NOTICE

Subject: Tender Notice for inviting quotation for printing of Annual Report of the Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment for the year 2018-19.

On behalf of the President of India Tender is invited for printing of Annual Report for the year 2018-19 from amongst the Printers who have experience of Printing of Annual Reports Booklets etc. and ready to deliver the material in short period.

2. Those firms who are having the experience of printing of Booklets, Annual Reports, Magazine etc and having in-house facilities of Screen Printing, Dye Printing, Offset Printing facility, willing to carry out the above mentioned works and ready to execute the job on an urgent basis (during odd hours as well as on short notice), are requested to submit their tender alongwith EMD of Rs.25,000/- in favour of DDO, Department of Social Justice & Empowerment.

3. Your sealed quotation alongwith terms and conditions, if any, should reach this Department latest by 04.01.2019 at 3.00 PM. The envelope containing the quotation may be superscribed as "Quotations for Annual Report of Department of Social Justice & Empowerment for 2018-19". The tender should be addressed to the undersigned(Room No.253A, A-Wing, 2nd Floor, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi). **The envelope containing the Tender Documents should be put in the Tender Box placed in the Facilitation Centre of this Ministry located on the Ground Floor near Gate No.3(Garage No.8), Shastri Bhawan, New Delhi.** The tender will be opened on the same day at 5.00 PM in Room No.623-A, A-Wing, 6th Floor, Shastri Bhawan, New Delhi. Those who have submitted tender may be present at the time of the opening of quotations. The Ministry of Social Justice & Empowerment reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible of any postal delay.

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

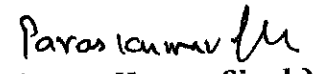
- (a) Photocopy of PAN Card along with Income Tax Return for last three years(i.e.2015-16, 2016-17 & 2017-18) ;
- (b) Photocopy of GST Registration Certificate/Number ;
- (c) Turnover of Rs.50.00 Lakh and above for the last 3 years(i.e. 2015-16, 2016-17 & 2017-18);

Contd...2/-



- (d) Experience certificate for the last 3 years(i.e. 2015-16, 2016-17 & 2017-18) 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 5 Kms. Radius of Shastri Bhawan, so that vendor is available whenever required in Shastri Bhawan on an urgent basis or staff of the Department reaches to the Press/ Workshop for proof reading & verification of the printing work.
5. The rates quoted for each specification would be valid for 90 days.
6. The detailed specification of printing job is at **Annexure- I**, Format of financial bids is at **Annexure II** and General Terms and Conditions of the contract is at **Annexure III**. The design, layout and printing of the document have to be of high standard as this publication is targeted for circulation to various Ministries/Departments of the GOI as well as State Governments and others. Format of self certification for availability of printing infrastructure is at **Annexure-A**.
7. The Department of Social Justice & Empowerment reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible for any postal delay.
8. All the bidder may also kindly note that the quotation should be exclusive of GST as applicable. It is requested not to include such taxes in the price quoted.
9. Soft copies of each of the corrected final version of Annual Report 2018-19 in English as well as in Hindi have to be provided by the Tenderer to the Department in Microsoft Word version and also in PDF version.

Yours faithfully,


(Paras Kumar Singh)

Under Secretary to the Govt. of India
Tele: 23389368

Enclosures:

- | | |
|----------------------------------|----------------|
| (a) Specification of Printing | - Annexure I |
| (b) Financial Bid | - Annexure II |
| (c) General Terms and conditions | - Annexure III |
| (d) Self Certification | - Annexure-A |

Copy to:-

1. Director, NIC with the request to upload the above information on Ministry's web site as well as E-Publishing portal for wide publicity.
2. Notice Board.



Annexure-I**Specification about printing of Annual Report 2018-19**

Quantity	English - 950 May be increased, if required. Hindi - 750
No. of pages (Approx.)	English 350 + Cover Page (+/- 5-6 pages) Hindi 360 + Cover Page (+/- 5-6 pages)
Size of Book	A-4 Double column
Type set	To be computer type set by printer. Page made up in two columns and its formatting is to be done Approx 60-70 T.P. Photos, colour charts, colour graphs, if any will be provided. Colour scanning is to be done all in four colours. Folio lines and heading will be in different colours.
Designing	Designing of the cover page to be done by professional designer separately for Hindi and English pages feed planning and system work with multiple screens.
Cover	220 GSM Imported Glossy Art Card. Cover to be set up & scanned as per design & colour schemes in 4 or 5 colours.
Lamination	Lamination of the cover is to be done.
Printing	4/5 colour work.
Binding	Laminated Binding cover pasting with section sewing/perfect binding.
Paper Type	100-110 GSM Imported Glossy Art Card.
Cover	220 GSM Imported Glossy Art Card.
Photographs/graphs	Colored photographs if any to be provided.
Proofing	Proofs are required to be shown to indenter in colour. All proofs with colour photographs, if any in the layout of chapters of the Annual Report will be shown to the indenter.
Pen drive	Pen drive containing the complete Annual Report material in English and Hindi to be provided both in Microsoft Word Version and PDF version.
Freight & Cartage	No separate freight and cartage is payable.

Annexure-II**Specification and Financial Bids details :**

1. The rate per copy/book per pages and cover pages may be quoted separately for Hindi and English copy. These rates should be inclusive of freight charges, printing, binding, lamination, scanning, designing cutting, pressing, colour photographs/graphs, two proof reading charges, etc. for both English & Hindi. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Charges for providing additional copies may also be mentioned clearly. **If the number of pages of the Report exceeds or short of said number of pages mentioned above, the payment would be made on pro-rata basis. For Dummy sets/Digital copies in colour copies, the rates should be quoted separately.**

2. Delivery period :

The following schedule would be adhered to :

(i)	Design/layout and first proofs of design and text for design selection/correction	Within three days of order placement/handing over of pen drive or hard copies
(ii)	Third proof/final proof	Within two days after first proof. If complete corrections have not been carried out in first/second proof, third/final proof would be submitted urgently.
(iii)	Printed product delivery at Shastri Bhawan, New Delhi	Within five days after final proof.

In case of delay in the printing and delivery of publications within the specified period, penalty at the rate of 2.5% of the total value of the order per one week may be imposed and after one month the contract may be terminated and EMD/Performance Security will be forfeited.

3. The Ministry reserves the right to reject any publication/printing which is not upto the specifications and within the time limit.

4. Rate would be exclusive of GST etc. All terms and conditions will be applicable as per GOI Rules.

5. Rate should be Quoted for English & Hindi as well as Digital copies separately as under :

5.1 Charges for total copies to be printed :

No of copies	English (per copy)	Hindi (per copy)	Total Amount
English - 950 Hindi - 750			

5.2 Charges for Digital copies(if required) :

No of copies	English (per copy)	Hindi (per copy)	Total Amount
English - 50 Hindi - 50			



Annexure-III

General Terms and Conditions

Subject: Notice Inviting Tender for printing of Annual Report 2018-19 of the Department of Social Justice & Empowerment.

1. Parties

The parties to the contract are the contractor (the tenders to whom the work have been awarded) and the Government of India through Under Secretary(Admn.), Department of Social Justice and Empowerment for and on behalf of the President of India.

2. Validity of the bids:

The bids shall be valid for a period of 90 days from the date of opening of the e-tender. This has to be so specified by the tenderer in the commercial bid.

3. Right of acceptance:

The Department reserve the right to accept or reject any or all tender/quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

4. The Ministry /Department reserves the right to reject any publication/printing which is not upto the specifications and within the time limit.

5. The payment clause:

The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily. The bill should have full particulars of the item(s).

6. Communication of Acceptance/Right of Acceptance:

Department reserves all right to reject any tender including of those tenders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Department in this regard will be final and binding.



7. Performance Security :

The successful tenderer will be required to furnish Rs.50,000/- (Rupees fifty thousand only) as performance Security Deposit in the form of Bank Draft/Pay Order/Banker's Cheque/Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank in the name of the "DDO, Department of Social Justice & Empowerment, New Delhi" for the period of one year from the date of award of the contract within 7 days from the date of acceptance of the tender.

The security deposit can be forfeited by order of this Department in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. On expiry of the contract, such portion of the said performance security deposit as may be considered by the Department sufficient to cover any incorrect or excess payment made on the bill to the firm shall be retained until the final audit report on the account of firm's bill has been received and examined.

8. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to be made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceeding shall take place at New Delhi and shall be conducted in English. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

9. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in the National Capital Territory (NCT) of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and Court within NCT of Delhi will have Jurisdiction to the exclusion of other courts.



10. Terms of payment:

No payment shall be made in advance nor the loan from any bank or financial institutions shall be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the material to the satisfaction of the Department. On receipt of a pre-receipted bill invoice from the Contractor, the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected. All payment shall be made by ECS only.

The Department shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in the preceding para.

The term 'Payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding EMD and Security Deposit governed by separate clauses of the contract.

11. Selection Criteria:

The selection would be based on the rates quoted at para 5 of the financial bids at Annexure II. However, in any case Department shall not be bound to accept the lowest rates of the particular firm and the firms would be recommended for selection as deemed fit by the Tender Evaluation Committee of this Department.

Paras Kumar Singh
12/12/18

(Paras Kumar Singh)

Under Secretary to the Govt. of India

Tele: 23389368

Annexure - A

Self Certification for availability of Printing Infrastructure			
Sl. No.	Job	Requirments	Availability with the Printers
1	Designing of the cover page and setting of material into a printable format	Competent Professionals in the field of designing of cover page and editing.	
2	Processing infrastructure and page setting capability	Minimum 150 A-5 pages per day by DTP/photo setter with all related accessories for English and Hindi Language.	
3	Fully equipped & modern process section		
4	Printing Machines	Minimum number of machines installed in the press as under : vii. A-1 Size viii. A-2 Size b) Multicolour Machies :- Four colour sheet fed offset machines in A-1 Size or Four colour A-2 Size N/C and Four colour Web offset reel width 61 sm. with numbering arrangement.	
5	Binding	Minimum number of machines to be as :- Automatic Folding Machines of A-1 Size with 4 fold capacity Cutting Machine 42" Wire stitching machine Sewing machine Perfect Binding Machine Perforating machines Punching Machines Eyeleting Machines Arrangement for numbering.	
6	Technical Staff Strength	Absolute minimum requirement of crews to run the machines and semi-skilled, un-skilled staff required for processing jobs in the line.	

7	Name of the important Government Organisations for which printing work undertaken in recent past years (Please also enclose samples of printing work undertaken alongwith copies of work orders)		
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CERTIFICATE

It is certified that M/s. _____ located at _____ and registered as a Private Ltd./Public Ltd./Partnership Unit for printing fulfill the above requirement of Infrastructure in terms of Machinery and Manpower for printing of Booklet, Annual Reports, Magazine etc.

Authorized Signatory
(Name & Designation)

Date:

Seal of the Company

