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No. D-15014/1/2019-Ad (G)

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN
नई दिल्ली-110107
New Delhi-110107

Dated 15th February, 2019

Notice Inviting Tender

Subject: To invite Online Bids for Rate Contract (RC) for supply of Printed Materials for use in the Ministry of Steel - regarding.

Online Bids are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of Rate Contract (RC) for supply of Printed Materials for use in the Ministry of Steel for the period of two years from the date of awarding the Rate Contract (RC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.
3. The tender document contains the following enclosures:
 - Annexure-I - Terms and Conditions
 - Annexure-II - Proforma for Technical Bid Submission
 - Annexure-III - List of Materials to be Printed (Proforma for Financial Bid Submission)
4. Important Dates for the invitation of aforesaid Online Bid:

| | |
|---------------------------------------|----------------------|
| ✓ Publish Date of Bid | - 15.02.2019 4.00 PM |
| ✓ Bid/Document Downloading Start Date | - 15.02.2019 4.30 PM |
| ✓ Bid Submission Start Date | - 15.02.2019 4.30 PM |
| ✓ Bid Submission End Date | - 04.03.2019 3.00 PM |
| ✓ Bid Opening Date | - 05.03.2019 3.30 PM |
5. **The Bid should invariably be accompanied by a Demand Draft of ₹ 20,000/- (Twenty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover superscripted with 'BID FOR RC FOR SUPPLY OF PRINTED MATERIALS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 5th March, 2019 by 3.00 P.M.**
6. Tender may also be downloaded from the website of the Ministry of Steel (www.steel.gov.in).
7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.
8. For instructions of submission of e-Tender through the CPP Portal please visit <https://eprocure.gov.in/eprocure/app>.
9. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(Mukesh Rai)

Under Secretary to the Govt. of India

☎ 23061352

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जाएगा।

Terms and Conditions for Supply of Printed Materials in the Ministry of Steel

General Conditions

1. The period of Rate Contract (RC) shall be ordinarily be *valid for two years with effect from the date of awarding the Rate Contract (RC)*. This period may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The rates are to be quoted exclusive of GST and any other taxes in the format given in Annexure-III.
3. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
4. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
5. The bidder will have to supply the printed materials in good condition in the General Administration Division, Room No. 74, G Wing, Ministry of Steel, Udyog Bhawan, New Delhi at their own cost. No transportation or labour charge will be paid.
6. The firm should be in a position to supply printed materials even on short notice as and when needed on receipt of written order from the authorized officer in the General Administration Division.
7. The firm should be *located in the in NCR of Delhi* and experience of supplying of printed materials to at least three Government Ministries/Departments/Institutions/CPSEs/PSUs. Documentary evidence to this effect should be submitted.
8. The firm would be GST registered and having PAN issued by Income Tax Department. A certificate to this effect should be enclosed with the bid.
9. The sample/proof of the printed materials likely to be required may be seen at General Administration Division, Room No. 74, G Wing, Ministry of Steel, Udyog Bhawan, New Delhi on any working day during 09.00 a.m. to 5.30 p.m.
10. *The rate should be compulsorily be quoted for all the printed materials otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and the format given in Annexure-III.* It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the Notice Inviting Tender and if any firm submits the bid with changed specification, their bid will be summarily/uprightly rejected.
11. The firm will supply all printed materials on credit basis as settlement of bills may take some time. No advance payment will be made for supply of the printed materials. **Payment shall be made by electronic transfer to the account of the firm on submission of bill in triplicate.** Firm should furnish details of its Bank Accounts along with the requisite documents to this Ministry on award of contract. As far as possible, the bills would be settled on a monthly basis.



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12. The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone for contacting. These contact phone numbers will have to be intimated to this Ministry immediately on award of contract.

13. The firm should be willing to supply all items.

14. On demand through issuance of supply order by the Ministry of Steel, the firm shall supply printed materials as per specification. Any deviation from the approved specification/quality shall make the firm liable to take back such items at its own cost. Ministry of Steel reserves the absolute right to reject any printed materials which, in its opinion, is not of approved specification. Decision of the Competent Authority of Ministry of Steel in this regard shall be final and binding upon the firm.

15. A penalty of ₹ 1,000/- (One Thousand only) will be imposed if it is found, on the basis of complaints received from end-user of the Ministry, that printed materials supplied is below the desired standard or substandard. In case of supply of such below standard printed materials when after imposition of penalty, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.

16. Quantity of printed materials to be supplied may vary from time to time. Ministry of Steel shall place the order for supply of printed materials as per the requirement. All printed materials of the supply order shall be supplied at one go as per quantity mentioned in the supply order. Ministry of Steel shall not accept part supply of any printed materials. The delivery chalan shall be got signed by the Section Officer/Dealing Assistant Section Officer as a proof of having supplied the items in full and the same should be attached with bills for payment.


17. The tender will be finalized on the basis of the total bid amount of printed materials and not by item wise lowest rate quoted by the bidders.

18. Successful firm *will have to supply the items within two (2) working days after issuance of supply order.* In case the firms fail to supply the items within this period, the printed materials will be procured from open market and the cost, will be recovered from security money or from pending bills of defaulting firm. However, in certain circumstances, the supply of printed materials ordered must be supplied on the same day without claiming any extra charges.


19. It should be ensured that the printed materials supplied would be to the satisfaction of the end-users of the Ministry. In case of any unsatisfactory report, the firm is liable to be not paid for such items.

20. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.

21. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.


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22. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.
23. Bids submitted by Micro and Small Enterprises (MSEs) will be examined and processed in purview of Public Procurement Policy for MSEs Order, 2012. As per Department of Expenditure, Ministry of Finance's O. M. No. F.5/4/2018-PPD dated 28.02.2018, the MSE bidders on CPPP are requested to declare their UAM number to avail the benefits available to MSEs as contained in aforesaid order.
24. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
- Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
 - Scanned copy of Earnest Money Deposit (EMD)
 - Scanned copy of PAN Card
 - Scanned copy of GST registration certificate
 - Scanned copy of work experience certificate
 - Scanned copy of Annual Turn Over certificate from authorized Chartered Accountant
25. The selected contractor shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable to pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.
26. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
27. Pending finalization of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.
28. Overwriting or correction in any of the tender document is not permissible.
29. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.
30. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.


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Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of ₹ 15 lakh per annum. A certificate from authorized Chartered Accountant to this effect should be submitted along with the other requisite documents.
2. *Earnest Money Deposit (EMD) of ₹ 20,000/- (Twenty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR RC FOR SUPPLY OF PRINTED MATERIALS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 5th March, 2019 by 3.00 P.M.*
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Rate Contract (RC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of ₹ 50,000/- (Fifty Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD). However, the firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2017 subject to submission of relevant certificates/documents along with the bid from the firm seeking such exemption.*


(Mukesh Rai)

Under Secretary to the Govt. of India

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INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

| S. No. | Particulars | To be filled by the bidder | |
|--------|--|----------------------------|-------------------------|
| 1. | (a) Name of the Firm | | |
| | (b) Address of the Firm | | |
| | (c) Name of Proprietor | | |
| | (d) Telephone No. | | |
| | (e) Mobile No. | | |
| | (f) Email Address | | |
| 2. | PAN Number (copy to be enclosed) | | |
| 3. | GST Number (copy to be enclosed) | | |
| 4. | UAM Number (for MSE bidder) | | |
| 5. | List of at least three Government Ministries/Departments/Institutions/ CPSEs/PSUs showing experience in the field (copy to be enclosed) | | |
| 6. | Annual Turn Over (in ₹) (copy of Annual Turn Over certificate from authorized Chartered Accountant to be enclosed) (Average Annual Turn Over during last three financial year should be at least of ₹ 15 lakh per annum) | Year | Annual Turn Over (in ₹) |
| | | 2015-16 | |
| | | 2016-17 | |
| | | 2017-18 | |
| 7. | Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank | | |
| 8. | Whether terms and conditions of the tender is acceptable? (Strike out whichever is not applicable) | Yes / No | |

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) No. D-15014/1/2019-Ad (G) dated 15th February, 2019 and will abide by them till the completion of the contract period. We are also willing to supply the printed materials on credit basis and we understand that settlement of bills may take some time.

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Mukesh Singh
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Note: Any bid received without requisite details and/or without the certificate duly signed and/or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

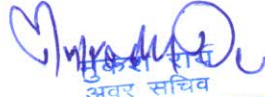
LIST OF MATERIALS TO BE PRINTED
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF FINANCIAL BIDS

| Sl. No. | Items | Size/ Quality etc. | Thickness (in GSM) | Rates (in ₹) |
|---------|---|------------------------------|--------------------------|--------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | D.O. Letter Head with embossed Golden Emblem and Screen Printing (per hundred) | A-4 Medium Small | 100 100 100 | |
| 2. | D.O. Letter Head (Single Color Screen Printing) (per hundred) | A-4 Medium Small | 100 100 100 | |
| 3. | D.O. Letter Head with embossed Golden Emblem and Screen Printing (Handmade paper) (per hundred) | A-4 Medium Small | 100 100 100 | |
| 4. | D.O. Envelope with embossed Golden Emblem and Screen Printing (without Window type) (per hundred) | A-4 SE-6 SE-5 SE-8A | 100 100 100 100 | |
| 5. | D.O. Envelope with embossed Golden Emblem and Screen Printing (Window type) (per hundred) | A-4 SE-6 SE-5 SE-8A | 100 100 100 100 | |
| 6. | D.O. Envelope (Single Color Screen Printing) (without Window type) (per hundred) | A-4 SE-6 SE-5 SE-8A | 100 100 100 100 | |
| 7. | D.O. Envelope (Single Color Screen Printing) (Window type) (per hundred) | A-4 SE-6 SE-5 SE-8A | 100 100 100 100 | |
| 8. | Letter Head of Ministry (Multi-Colour Screen Printing) (per hundred) | A-4 Medium Small | 100 100 100 | |
| 9. | Hindi Message of Minister with Photo and embossed Golden Emblem on glazy Art Paper (per hundred) | A-4 | 300 | |
| 10. | Certificate for winner of contest of Hindi Pakhwada etc. on glazy Art Paper (with embossed Golden Emblem and Multi-Colour Screen Printing) (per nos.) | A-4 | 300 | |
| 11. | Certificate for winner of contest of Hindi Pakhwada etc. on glazy Art Paper (Multi-Colour Screen Printing) (per nos.) | A-4 | 300 | |
| 12. | Greeting/Invitation Card (one side printing with embossed Golden Emblem with printed envelope) (Thick Ivory sheets) (per hundred) | 7"×5" | 300 | |

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Contd... 2/-

| Sl. No. | Items | Size/ Quality etc. | Thickness (in GSM) | Basic Rates (in ₹) |
|---------|---|--------------------|--------------------|--------------------|
| 1 | 2 | 3 | 4 | 5 |
| 13. | Greeting/Invitation Card (two side printing with embossed Golden Emblem with printed envelope) (Thick Ivory sheets) (per hundred) | 7"×5" | 300 | |
| 14. | Greeting/Invitation Card (two side four colour printing with embossed Golden Emblem) (with printed envelope) (Imported Galgo card) (per hundred) | 7"×5" | 300 | |
| 15. | Greeting Card (Golden emblem embossing with single color printed on imported galgo card & Inner leaf in multi colours printed on imported galgo paper) with Envelope (Single Colour & emblem embossing on imported galgo paper) (per hundred) | 5"×7" | 300 | |
| 16. | Greeting Card (Single fold inner side four colour printed art paper leaf pasting & golden boundary & emblem with ministry name on front side on Handmade Card) with Envelope (handmade paper with emblem) (per hundred) | 7"×5" | 300 | |
| 17. | Greeting Card (Four Color printing with embossed golden emblem on Imported White Texture Card) with (Envelope of Single Color printing with embossed golden emblem on Imported White Texture paper) (per hundred) | 7"×5" | 300 | |
| 18. | Telephone Call Slip (Bond Paper) (per pad of 100 sheets) | 3"×3" | 80 | |
| 19. | Visitor Slip (Bond Paper) (per pad of 100 sheets) | 3"×3" | 80 | |
| 20. | Slip of Permission for Entry of Vehicle (Bond Paper) (per pad of 100 sheets) | 5"×5" | 80 | |
| 21. | Other Slips (Immediate, Priority, Secret, RTI etc) (per hundred) | 3"×3" | 80 | |
| 22. | Slip Pad (Ordinary) Cover on 130 GSM Imported Art paper with printing (Ministry name, Address, Emblem & Swachchh Bharat logo) Inner page on 80 GSM white paper in single colour printing with rulling & Ministry Name & perforated with perfect binding (per pad of 20 sheets) | A-4 | 80 | |
| | | 5" x 8" | 80 | |
| | | 5" x 8" | 80 | |


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| o. | Items | Size/ Quality etc. | Thickness (in GSM) | Rates (in ₹) |
|-----|--|--------------------------|-----------------------|-----------------|
| 1 | 2 | 3 | 4 | 5 |
| 23. | Slip Pad (Ordinary) Cover on 130 GSM Imported Art paper with printing (Ministry name, Address, Emblem & Swachchh Bharat logo) Inner page on 80 GSM white paper in single colour printing with rulling & Ministry Name & perforated with perfect binding (per pad of 50 sheets) | A-4 5" x 8" | 80 80 | |
| 24. | Slip Pad (Spiral) Cover on 130 GSM Imported Art paper with printing (Ministry name, Address, Emblem & Swachchh Bharat logo) Inner page on 80 GSM white paper in single colour printing with rulling & Ministry Name (per pad of 50 sheets) | A-4 A-8 | 80 80 | |
| 25. | Visiting Card (bilingual) with embossed Golden Emblem (Ivory Card) (per hundred) | Screen | 300 | |
| 26. | Visiting Card (bilingual) with embossed Golden Emblem (Handmade) (per hundred) | Screen | 300 | |
| 27. | Coloured Sheet (Card Board) (Single Color Screen Printing) (per hundred) | A-4 | 300 | |
| 28. | Continuation Sheet (Single Color Screen Printing) (per thousand) | A-4 | 100 | |
| 29. | Set of Letter Folder, Letter Head and Envelope with embossed Golden Emblems and Screen Printing (Handmade) (per hundred) | A-4 Medium | 300 300 | |
| 30. | Pensioner I Card (Plastic) (per nos.) | Screen | 300 | |
| 31. | Plastic Folder (L-folder with front side transparent) Royal Blue Colour Printing (Ministry name, Address, Ashoka Emblem, Swachchh Bharat Logo & Mahatma Gandhi Birth Anniversary Logo) (per hundred) | A-4 | 200 | |
| 32. | Plastic Folder (L-folder with both side transparent) Royal Blue Colour Printing (Ministry name, Address, Ashoka Emblem, Swachchh Bharat Logo & Mahatma Gandhi Birth Anniversary Logo) (per hundred) | A-4 | 200 | |
| 33. | File Cover Printed in single colour & inner side cloth binding with two I/let (per hundred) | FS | 500 | |
| 34. | Best Compliment Card (two side printing with embossed Golden Emblem on Handmade card) with printed envelope (per hundred) | 5" x 4" | 300 | |

Note: Leaving any of the Column No. 5 will be treated as incomplete and unresponsive bid and therefore liable to be rejected.

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