

D-15015/1/2015-Genl.
Government of India
Ministry of Statistics & P. I.

Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 05/04/2016.

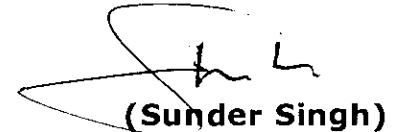
TENDER NOTICE

Subject: Printing & Supply of different sizes of envelopes and File covers--reg.

Ministry of Statistics & Programme Implementation invites sealed Tenders under two Bid System for supplying of printed envelopes and file covers for one year in the offices located at Sardar Patel Bhawan, J.P. Building and West Block, R.K.Puram, New Delhi under Annual Rate Contract.

2. The Tender shall be dropped in the Tender box kept at ground floor, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi-110001. Envelope of Technical Bid shall also contain the EMD of **Rs.15,000/-** (Rupees Fifteen Thousand Only) in the form of Demand Draft/ Pay Order payable in favour of Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, without EMD the Tenders will be rejected summarily. The last date of submission of bid is **28/04/2016 at 03.00 PM.** The technical bids will be opened at **03.30 PM** on the same day in the presence of Tender Evaluation Committee of this Ministry and the representatives of the firms may be present, if so desire.

3. The Technical and Financial bid would be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed with "**Tender for Supply of Printed Envelopes and File Covers**". Tender documents can be downloaded from Ministry's Website **http://www.mospi.nic.in** or can be obtained from this Ministry personally from the Section Officer (Genl.), Ministry of Statistics & Programme Implementation, Room No. 426 (E), 4th Floor, Sardar Patel Bhawan, New Delhi.



(Sunder Singh)

Under Secretary to the Govt. of India
Tel. 23747929

Copy to:

1 Director, Computer Centre for posting on the website of the ministry under intimation to this office.

ELIGIBILITY CRITERIA

The contract is subject to the following eligibility criteria:-

- i. Only reputed firms which have vast experience in printing and supply of such items and registered with sales tax authorities are only eligible to supply.
- ii. Copies of CST/State Sales Tax registration certificates and PAN card should be enclosed with the quotation.
- iii. Details of such works undertaken during the last 2-3 years should be given with the quotation.
- iv. Before submission of quotations, samples of these items should be inspected with Under Secretary (Admn.), Room No. 201, Sardar Patel Bhawan, New Delhi on any working day during the working hours.
- v. The rates shall remain valid for the duration of the contract.
- vi. After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.
- vii. The firm should ensure that the printing is done and printed items are supplied within the given time frame.
- viii. In case the firm is not able to undertake/supply the work/items due to any reasons, these will be arranged from some other agency at the cost and risk of Contractor.
- ix. The quotation must be accompanied by Earnest Money of **Rs.15,000/-** (Rupees Fifteen Thousand Only) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of DDO, Ministry of Statistics & P.I., Sardar Patel Bhawan, New Delhi. Quotations received without earnest money deposit will not be considered at all.
- x. Quotation should be sent on the letter head of the firm as per the proforma provided under Schedule of requirement. The cover containing the quotation should be sealed and subscribed "Quotation for Printing & Supply of Envelopes" and should be addressed to the undersigned in Room No. 201, 2nd Floor, Sardar Patel Bhawan, New Delhi.
- xi. The Ministry of Statistics & P.I. reserves the right to reject any or all the quotations without assigning any reason therefor.
- xii. The estimated quantity required has been indicated in **Annexure I** in schedule of requirement. It is mandatory to fill the rates of all the items. Maximum variation in quantity can be limited to $\pm 20\%$. The firms are requested to keep in mind the economy of scale while quoting for the same. Different firms may be given different items depending upon **L-1** quotation.
- xiii. Tender Acceptance Letter as per **Annexure II** should be filled in with the signature on the letter head of the company. Technical specification should also be filled strictly as per **Annexure III**. The Ministry of Statistics & Programme Implementation reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the Joint Secretary, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the firm.



(Sunder Singh)

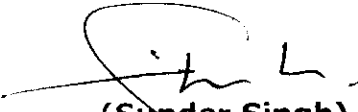
Under Secretary to the Govt. of India.

CONDITIONS OF CONTRACT

- a) Full payment will be made only after satisfactory completion of the contract.
- b) If the contractor commits breach of any of the above terms and conditions or is not able to complete the work in time or the quality of work/paper is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.**
- c) The representative of the firm will have to pick up the work orders/material for printing from the office of this Ministry and will have to deliver the printed material in the office. No extra charges will be admissible for this purpose.
- d) As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
- e) The firm will ensure that proof are shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, this office will not accept such work and no payment will be made for such work.
- f) No printing work shall be undertaken without prior permission/orders from the Section Officer (Genl.)/Under Secretary (Genl.). This Ministry may refuse to make payment for such work(s).
- g) Very good workmanship and quality of printing & supply are of vital importance. Any shortfall in the workmanship/quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
- h) If it is found at any stage that the performance, quality or work and paper is not satisfactory, the contract is liable to be terminated without any notice and the performance security shall be forfeited.
- i) The lowest quoted bidder(s) shall be selected on the basis of total bid price received. However, the lowest bidder(s) has to match the rate of other technically responsive bidders for the items for which his/their rate are higher. Department may consider to appoint more than one printer on the same rates and in that case, order may be placed on any appointed printer at sole discretion of the Department.
- j) The contract shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended for the next two years on year to year basis, if mutually agreed by both the parties.**
- k) Selected firm is required to submit "Performance Security" of **Rs.25,000/-** (Rupees Twenty Five Thousand Only) in the form of Demand Draft/FDR and hypothecated in favour of PAO, Ministry of Statistics & P.I. within 7 days of award of the contract failing of which the contract shall be awarded to the next lowest bidder and bid security shall be forfeited.
- l) The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Ministry of Statistics & Programme Implementation, New Delhi. In case the



dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under **Arbitration and Conciliation Act 1996**. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.

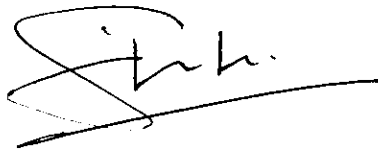


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Annexure - I**SCHEDULE OF REQUIREMENT****Rates should be quoted as per unit/quantity indicate against each item.**

| Sl. No. | Item description | Size/Type | Rate (Rs.) |
|----------------|-------------------------------------------------------------------|------------------|-------------------|
| 1 | Printing & Supply of Brown Envelopes without Window. | SE-6 (11" X 5") | |
| 2 | Printing & Supply of Brown Envelopes with Window. | SE-6 (11" X 5") | |
| 3 | Printing & Supply of White Envelopes without Window. | SE-6 (11" X 5") | |
| 4 | Printing & Supply of White Envelopes with Window. | SE-6 (11" X 5") | |
| 5 | Printing & Supply of Yellow Envelop with cloth inside | A-4 (12" X 10") | |
| 6 | Printing & Supply of Yellow Envelop with cloth inside | SE-8 (16" X 12") | |
| 7 | Printed File Cover with the name of Ministry of Statistics & P.I. | Standard size | |



Name & Signature with date
Seal of the firm

Annexure -II

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ Organisation too has also been taken into consideration, while submitting this acceptance letter.

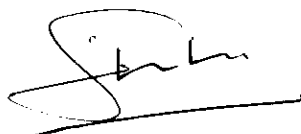
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of Bidder with Name)



Annexure-III

TECHNICAL BID

Rate Contract for supplying of Photocopy Papers

| Sl. No. | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Name of firm | |
| 2. | Address of Firm | |
| 3. | Registration No. of the firm/ company (copy enclosed) (Yes/No) | |
| 4. | PAN/ TIN/ VAT Registration No. (copy must be enclosed) (Yes/No) | |
| 4. | Name of the authorized signatory | |
| 5. | Specimen Signature of the Authorized signatory | |
| 6. | Telephone Number of the authorized signatory and other Telephone Numbers of the Firm/ company | |
| 7. | Whether the firm had enclosed EMD. If "YES" then DD/Pay order no | |
| 8. | Details of the Contract/Agreement with Ministries/Departments/Organizations /PSUs etc. in which the firm is engaged in supplying of Photocopy Papers for at least five years. Copies or work orders must be enclosed. | |
| 9. | Whether proof/copies of Work Order on items at Sl.No.8 enclose (Yes/No) | |
| 10. | Income Tax return for last two years (copy enclosed) (Yes/No) | |
| 11. | Under taking/ acceptance of terms & Conditions by the firm. (Separate sheet enclosed) - yes /No.) | |

1. I have fully read the terms & conditions of the tender documents and agreeable to me/us.

Thanking you,

Yours faithfully,

Name & Signature with date
Seal of the firm.

