

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

Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 28/01/2015.

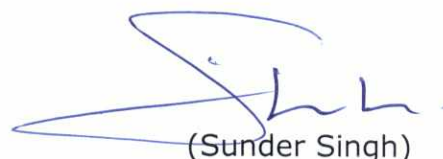
TENDER NOTICE

Subject: Printing & Supply of different sizes of envelopes – reg.

Sealed quotations in the prescribed Proforma (Annexure I) are hereby invited for printing & supply of different sizes of envelopes in this Ministry for the period of one year from the date of award of the contract.

Interested firms may drop their quotation in the drop box of this Ministry available in the Ground Floor, Sardar Patel Bhavan, New Delhi between **10 AM to 3 PM till 18/02/2015**. Quotations received after stipulated date and time shall not be entertained. The quotation will be opened on the same day **at 3:30 PM in Room No. 225**, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi, in the presence of the Tender Evaluation Committee of this Ministry. Tenderers may either themselves or through authorized person present on the day of opening of quotations.

Detailed information/terms and conditions for the purpose can either be obtained from Under Secretary (Admn.), **Room No. 201**, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi (Ph. No. 011-23747929) or may be downloaded from the website <http://www.mospi.nic.in>.



(Sunder Singh)


Under Secretary to the Govt. of India



ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

The contract is subject to the following eligibility criteria and terms and conditions:-

- i. Full payment will be made only after satisfactory completion of the contract.
- ii. 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.
- iii. Copies of CST/State Sales Tax registration certificates and PAN card should be enclosed with the quotation.
- iv. Details of such works undertaken during the last 2-3 years should be given with the quotation.
- v. 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.
- vi. The rates shall remain valid for the duration of the contract.
- vii. After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.
- viii. The firm should ensure that the printing is done and printed items are supplied within the given time frame.
- ix. 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.
- x. The quotation must be accompanied by Earnest Money of Rs.10,000/- (Rupees Ten 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.
- xi. 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.**
- xii. 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.
- xiii. The Ministry of Statistics & P.I. reserves the right to terminate the contract any time without assigning any reason therefor.
- xiv. The Ministry of Statistics & P.I. reserves the right to reject any or all the quotations without assigning any reason therefor.


(Sunder Singh)

Under Secretary to the Govt. of India.



CONDITIONS OF CONTRACT

- a) 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.
- b) 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.
- c) 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.
- d) 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).
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) Selected firm is required to submit "Performance Security" of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft and hypothecated in favour of DDO, 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.
- j) 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.


(Sunder Singh) 28/1/15

Under Secretary to the Govt. of India.



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