

No.D-25011/6/2015-15-EV
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
(Field Operations Division)

East Block No.6, Level 4 to 7
R.K.Puram, New Delhi-110066
Date: 22/05/2015

To

(As per the list of printers empanelled with Directorate of Printing)

Sub: Tender Notice for Printing of new Random Sampling Number Table Booklets

Sir,

I am directed to state that **National Sample Survey Office (Field Operations Division)**, under the Ministry of Statistics & Programme Implementation, intends to invite sealed quotations for printing Random Sampling Number Table Booklets. Interested bidders from Delhi, who have experience of Printing/Perfect Binding of Reports/Documents of the Ministries/Departments of Government of India/Multilateral agencies etc. and are empanelled as "A" & "B" Class Printers with Directorate of Printing (DOP), Ministry of Urban Developments, Government of India or Directorate Visual Publicity (DAVP), Ministry of Information and Broadcasting, Government of India for printing jobs may submit their quotation in sealed covers.

2. The tender should be submitted in two sealed covers.

(A) The first sealed cover super scribed as "**Technical Bid**" should contain the following items:-

- (i) The proforma at **Annexure-II**, duly filled in, along with relevant documents/information.
- (ii) Acceptance of terms and conditions at **Annexure-I**
- (iii) Earnest Money Deposit (EMD)

(B) The second sealed envelope super scribed as "**Financial Bid**" as at **Annexure-III** should contain only rates of Printing Books.

3. Both the sealed covers should be placed in the main sealed envelope super scribed "**Quotation for Printing of Books**". Tender should be addressed to the **Senior Administrative Officer & Head of Office, NSSO (FOD) Hqrs, East Block No.6, Level 4 to 7, R.K.Puram, New Delhi-110066**, and should reach latest **by 3:00 pm on or before 4th of June 2015**.



4. The Technical bids will be opened by the Committee on the same day i.e. at 3:30 pm on the same day in the presence of participating bidders, who may wish to be present. Quotation received after stipulated time & date will be rejected forthwith.

5. The competent authority in **National Sample Survey Office, (FOD) Hqrs, New Delhi**, reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all quotations without giving any notice or assigning any reasons thereof. The decision of the Competent Authority in this regard will be final and binding.

6. The successful bidder would be provided 'ready to Print CD' (with material and design of the cover pages) for printing and perfect binding of booklets. Technical specifications of the work are as under:

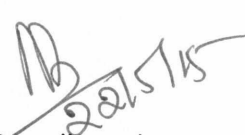
i)	Number of Booklets	7000 (Seven thousand only)
ii)	Size of paper	A-5 (148x210 mm) (Half of A-4 size)
iii)	Quality of paper	75 GSM Glossy
iv)	Cover Page	100 GSM Glossy
v)	Printing	Multi-colour in Cover page Black & White in content pages
vi)	Binding	Pasted & Double stapled
vii)	No. of pages	11 pages plus cover pages

7. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed above and in the **Annexure-I** before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted.

8. **All the booklets should be printed and supplied to this Office at the above address within one week from the date of the issue of work order.**

9. The tender document can be downloaded from the website of the Ministry of Statistics & Programme Implementation, i.e. www.mospi.nic.in and the website tenders.gov.in.

Yours faithfully


(M Devadhasan)
Sr Admn Officer & HO

Copy to:

- ✓ 1. Deputy Director, Computer Centre, East Block, R.K.Puram, New Delhi, with a request to upload the tender documents on the website of the Ministry www.mospi.nic.in and the website tenders.gov.in.
2. Notice Board, NSSO (FOD) Hqrs, New Delhi


(M Devadhasan)
Sr Admn Officer & HO

TERMS AND CONDITIONS

1. The firms should have an experience of 3 years in printings of books etc. The information of the firm should be given in proforma (Technical Bid) annexed at Annexure-II.
2. No advance payment will be paid. The approved contractor shall submit his bill (in triplicate) on completion of work.
3. All the copyrights of the publication will be with the National Sample Survey Office (FOD) Hqrs. None of the contents will be revealed to any person not associated with the report work, nor material in the Report in any form, will be shared by the successful bidder with anybody, without obtaining written consent.
4. Signed sample of the papers to be used for the cover and inside content be submitted along with the bid. The quotation will not be considered without paper sample. In case of damage/errors in the Booklet copies due to printing related reasons, the printer will be required to provide flawless copies without additional payment.
5. The Competent Authority in the National Sample Survey Office (FOD) Hqrs reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all quotations without giving any notice or assigning any reason thereof. In this regard, the decision of Competent Authority will be final and binding.
6. The tender received after due date & time will not be considered.
7. An earnest money of Rs. 10,000/- (Rupees Ten Thousand only) should be submitted along with the technical bid in the form of Bank Draft drawn in favour of **Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, S P Bhawan, New Delhi.** Tender not accompanied with the requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest, on finalization of tender. The EMD of the successful bidder will be returned after completion of the contract.
8. The rates inclusive of all taxes may be quoted as per proforma annexed at Annexure-III.
9. **All the booklets should be printed and supplied to this Office at the above address within one week from the date of the issue of work order.**
10. ARBITRATION CLAUSE:-In case of any disputes between the parties viz. National Sample Survey Office (FOD Hqrs. on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996., in Delhi jurisdiction.
11. Payments are subject to delivery of all the printed books in accordance with prescribed specification and any shortcomings would be liable for withholding/reduction of payment in part or full.

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22/5/15

Proforma (Technical Bid)

SI No.	Particulars	To be filled by the Tenderer
1	(a) Name of the firm/Agency	
	(b) Address	
	(c) Telephone No.	
	(d) Mobile No.	
	(e) Email Address	
	(f) Type of firm (Propriety/Private/Private Ltd./MNC/Cooperative/Govt Undertaking)	
	(g) Empanelment with DAVP or Directorate of Printing (DOP) as "A" & "B" Class Printers	
2	PAN Number (copies to be enclosed)	
3	TIN Number (copies to be enclosed)	
4	Service Tax Registration No. (Copy to be enclosed)	
5	List of Govt Ministries/Department /Client showing experience in the field (Copies of contracts/orders placed on the agency during last 3 years should be attached along with one samples of Jobs executed)	
6	Whether copies of Income Tax return for last 2 years attached.	
7	Signed sample of the papers to be used for cover and inside content be enclosed.	
8	Details of EMD i) Amount ii) Draft No. iii) Date iv) Issuing Branch	
9	Whether terms and conditions of the Tender is acceptable or not	
10	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, <u>an undertaking to this effect is to be attached in this regard.</u>)	

Date:

Place:

(Signature of the authorized person)

Name:

Designation:

Seal:



Proforma (Financial Bid)

S. No.	Particulars of job	Quantity	Amount in Rs. (Inclusive of all taxes and vat)	
			Words	Figures
1	Printing and Perfect Binding of Booklets of following Specifications a) Finished Size (size of the paper: A-5 (148 x 210 mm) (Half of A-4 size) b) Paper: i) Cover: 100 GSM Glossy ii) Quality of Paper: 75 GSM Glossy c) Printing: Multi-colour in Cover pages Black & White in content pages d) Binding: Pasted & Double stapled e) 11 pages plus cover pages	7000	Rs.	Rupees
		Total	Rs.	Rupees

- i) All rates quoted should be inclusive of all taxes.
 ii) The firm will be expected to keep complete inputs/processing material for a minimum of six months for possible re-prints.

(Signature of the authorized person)

Name:

Designation:

Seal:

