

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001, Dated: 22/08/2016

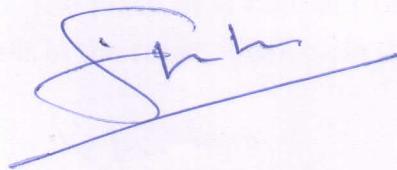
Subject: Tender Notice for rate contract for printing jobs of this Ministry-reg.

SEALED TENDERS are invited in one bid system (Technical bid and Financial Bid in one envelope) from 'A' class printers empanelled with Directorate of Printing, initially for a period of one year as per the specifications of the publications given in **ANNEXURE-I & II**. The contract may be extended for another year after satisfactory services by the company/ firm and subject to the condition of approval of the competent authority in the Ministry. The tenders submitted by the firms which are not empanelled with the Directorate of Printing as 'A' class printer will be rejected summarily. **Manual bids shall not be accepted.**

2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer/ Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors / Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

3. CRITICAL DATE SHEET

Published Date	22.08.2016
Bid Document Download / sale start Date	22.08.2016
Clarification Start Date	22.08.2016
Bid Submission Start Date	22.08.2016
Pre bid meeting	01.09.2016
Clarification End Date	13.09.2016
Bid Document Download end date	13.09.2016
Bid Submission End Date	13.09.2016
Technical & Financial bid opening date	13.09.2016



3.1 Tender documents can be downloaded from Ministry's Website <http://www.mospi.nic.in> and CPPP portal and CPPP site <http://eprocure.gov.in/eprocure/app>. Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned for future.

4. The Ministry reserves the right to reject any or all the tenders without assigning any reasons thereof. If the printed copies are not delivered in time penalty will be imposed as per **ANNEXURE – III**.

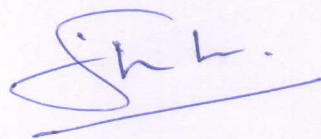
5. After the work is completed, the bill for the work prepared on the basis of the accepted rates should be submitted for payment. No advance payment should be released for any reason, whatsoever.

6. Responsibilities of the printer for executing the Contract.

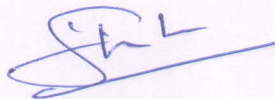
(i) Timely delivery is the essence of the contract.

(ii) The Printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, inter alia, the books supplied are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the printer and/or any other penalty as deemed fit by the Ministry of Statistics & Programme Implementation. In this regard the decision of Ministry shall be final and binding on the printer.

7. The finalized contract shall be interpreted under Indian Laws. In case dispute of any kind, the firm shall abide by 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.



8. Subletting and assignment: The Contractor/Printer shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.
9. The contractor/printer shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the Secretary, Ministry of Statistics and Programme Implementation or any other officer deputed by him to inspect the printer's premises at all reasonable times to verify the statements. The printer shall give assistance and information as may be required by him/her in connection with any contract or contracts.
10. The Printer at his/her own cost will arrange all the equipment, materials and other things/service etc. necessary for printing, inter-alia. The Ministry of Statistics & Programme Implementation will provide only manuscript (both hard and soft copies).
11. Different colours of quality inks are to be used as per the layout supplied or proposed.
12. The proof reading/checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given for approval to CSO. After getting such a proof for approval, if the Ministry finds that the press has not done proof checking properly so as to ensure error/deficiency free work, the press may be penalized to an extent and in a manner as deemed fit by this Ministry.
13. The floppies/CDs/Charts etc. supplied by this office will be returned by the printer to this Ministry within two days after completion of the printing work. A CD having the printed copy in PDF and Page Maker formats will be supplied by the printer along with delivery of printed copies to this Ministry so that the publication can be soon put up on Ministry's website. No additional payment will be made to printer for such CD having the printed copy in PDF and page maker formats.
14. The printer shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or are in the course of transit from the printer to the consignee.
15. The Printer shall do the printing and deliver printed materials in accordance with the conditions of the contact at the time and place and in the manner as specified in the letter of acceptance of the tender. The printer shall comply with the instructions that the Secretary (or his/her representative) Ministry of Statistics & Programme Implementation may issue from time to time.



16. The firm should indicate all the relevant data mentioned in Technical specification as per **Annexure-II** (legible self – attested photocopies to be enclosed).

17. A Demand Draft of **Rs. 10,000/- (Rupees Ten Thousand only)** drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. must be attached with the Earnest Money Deposit (EMD), otherwise the tender will not be considered. The amount of EMD will be returned to unsuccessful Tenderer.

18. The Printer selected in Tender will be required to deposit a security amount of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of Fixed Deposit Receipt in favor of Pay & Accounts Officer, Ministry of statistics & P.I. and undertake the jobs on the approved rates of the L-1 firm.

19. The time specified for delivery of final proofs or completion of the order shall be strictly adhered to and the time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching, inter-alia the penalty will be imposed as per annexure-III, for reasons other than those beyond printer's control and/or if the quality of paper/cards etc. used and quality of printing etc. is not as per specification agreed to the Secretary, Ministry of Statistics & Programme Implementation shall be entitled to exercise following option:-

(a) To cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the printing of the materials/report and/or

(b) To forfeit the security deposit and/or

(c) To black list the printer and/or

(d) To recover from the printer, liquidated damages by way of penalty as decided by the competent authority and/or

(e) Any other penalty as deemed fit by the Secretary.

20. The Secretary, Ministry of Statistics & Programme Implementation shall have the power to determine the scale of deduction in such case and his decisions shall be final and binding on the printer.

21. In the event of any action being taken under 19(a) above, the cancellation of the order will be without prejudice to the right of the Government to recover from the



printer any loss deducted thereby and printer will not be entitled to any compensation for such cancellation.

22. In the event of work being wholly rejected, the Secretary, Ministry of Statistics & Programme Implementation may at his own discretion either:

(i) Permit the printer to re-do the same within such time as he may specify at printer's own cost which shall include the cost of paper and other materials, inter-alia and/or

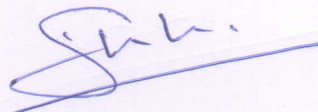
(ii) Arrange to get the additional work done elsewhere and by any other person or from any other source that the printer, in which case, the amount of extra cost, if any, shall be paid by the printer.

23. Recovery Clause and the Set-off clause:

In the event of any loss of Government of papers and materials or damage thereto (for whatever cause) happening in the misuse thereof while in the possession of control of the printer, his servants, workmen or agents and/or failure to return the papers or other materials rendered surplus either on termination of contact or on reduction in the quantity of the order within the aforesaid time the printer shall pay the costs, thereof (to be determined by the Secretary, (or his/her representative), Ministry of Statistics & Programme Implementation, whose decision shall be final and binding) on demand by the Secretary (or his/her representative), Ministry of Statistics & Programme Implementation, within the specified time or whenever any claim for payments of any sum of money arises out or under this contract. It shall be lawful for Ministry of Statistics & Programme Implementation, to recover on behalf of Secretary, Ministry of Statistics & Programme Implementation such sum or sums then due or which, at any time thereafter, may become due from the printer from the security deposit, if any, deposited by the printer or otherwise from the contracts.

24. The bidder has to quote its unconditional rates with current applicable taxes viz. service tax/ VAT etc. The total quoted amount will vary with the changes in taxes, if any, in future as per the Government policies. However, no change will be considered in the base rate during the contract period for any reason, whatsoever. Cutting/ overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

25. The contract may be awarded to the bidder who has quoted the lowest rates (including taxes) in all the categories. However, if there arises a situation when one



single bidder has not quoted the lowest rates for all the items, the decision of competent authority of this Ministry would be final in this regard.

26. Instructions for Online Bid Submission

26.1 The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app> .

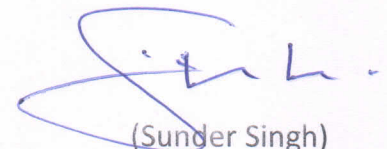
26.2 The bidder shall submit all documentary proofs, EMD Details, alongwith signed copy of tender with the Technical bid submission forms. The rates quoted only with the financial bid prescribed online submission. The Ministry will not be responsible for any failure of bid submission.

26.3 Any clarification about the tender must be addressed before the clarification date mentioned at pre-bid conference held at the Ministry on 01/09/2016. After that no clarification will be given by the Ministry to the firm/ bidders.

27. ASSISTANCE TO BIDDERS

27.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

27.2 queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.



(Sunder Singh)

Under Secretary to the Govt. of India
Tel.23747929

Annexure I**SCHEDULE OF REQUIREMENT FOR PRINTING JOBS**

1. Description : Designing & Printing of various reports
2. Size : A-4 (11" X 8.5")
3. Language : Hindi and English
4. No. of copies : 30 to 2000 copies
5. No. of pages : 40 to 250 pages
6. Typography : Manuscript to be provided by the concerned division
7. Binding : Perfect/Spiral/Spico/Comb
8. Time for delivery of printed copies : The printer will have to supply the Printed copies within three working days (excluding the time taken by the division for checking of final proof)
9. Paper specification : Cover page - 300 GSM Art Card
Text/data pages- 100 GSM Art Paper
130 GSM Art Paper

A. COMPOSING, DESIGNING, PROCESSING AND PLATEMAKING CHARGES**a) Text page and matter (English/Hindi/ Other language)**

Item	Base rate	Tax %	Total
Black and White page	Rs. (per page)	(Rs.)	(Rs.)
Color Page	Rs. (per page)	(Rs.)	(Rs.)

b) Cover page and matter (English/Hindi/ Other language)

Item	Base rate	Tax %	Total
Black and White cover	Rs. (per page)	(Rs.)	(Rs.)
Color cover	Rs. (per page)	(Rs.)	(Rs.)

B.**PAPER**

Item	Base rate	Tax %	Total
100 GSM Art Paper	Rs. (per leaf per book)	(Rs.)	(Rs.)
130 GSM Art Paper	Rs. (per leaf per book)	(Rs.)	(Rs.)
300 GSM Art Card	Rs. (per cover per book)	(Rs.)	(Rs.)



C. PRINTING (TEXT, CHART, GRAPH AND PHOTOGRAPH)

Item	Base rate	Tax %	Total
Text Page (Black & White)	Rs. (per page per book)	(Rs.)	(Rs.)
Text Page (Color)	Rs. (per page per book)	(Rs.)	(Rs.)
Cover (Black and White)	Rs. (per cover per book)	(Rs.)	(Rs.)
Cover (color)	Rs. (per cover per book)	(Rs)	(Rs.)

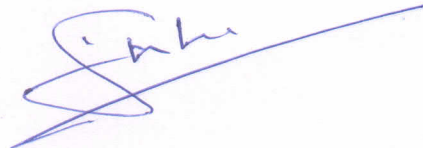
D. BINDING (including set making)

Item	Base rate	Tax %	Total
Perfect Binding	Rs. (per book)	(Rs.)	(Rs.)
Spiral Binding	Rs. (per book)	(Rs.)	(Rs.)
Spico Binding	Rs. (per book)	(Rs.)	(Rs.)
Comb Binding	Rs. (per book)	(Rs)	(Rs.)
Lamination	Rs. (per cover per book)	(Rs)	(Rs.)
CD making (PDF version per copy) with Printed CD Cover and pasting	Rs. (per CD each)	(Rs)	(Rs.)

E. MISCELLANEOUS

Item	Base rate	Tax %	Total
Scanning Charges	Rs. (per page)	(Rs.)	(Rs.)

Note: please refer to clause 24.



TECHNICAL BID

1.	Name of Firm/Company/Agency	
2.	Address of Firm/Company/Agency	
3.	Certificate of Registration of the firm/ Company to be enclosed	
4.	PAN/ TIN/ VAT Registration No. (copy must be enclosed)	
5.	Name of the Authorized Signatory	
6.	Specimen signature of the Authorized Signatory	
7.	Telephone number of the Authorized Signatory	
8.	Whether EMD of Rs. 10,000/- submitted or not. If yes then DD/ Pay order number	
9.	A detail of the Printing Contract with Ministries/ Departments/ Organisations/ PSUs etc. in which the firm is engaged in providing service for last 3 years.	
10.	Whether proof/ copies of work order on items at s. no. 9 must be enclosed. (Yes/ No)	
11.	Income Tax Return for last two years (copy enclosed) (Yes/ No)	
12.	Undertaking/ acceptance of terms & conditions by the firm (separate sheet enclosed) (Yes/ No)	

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

Yours faithfully,

Date:

Place:

(Signature of the Authorized person)

Name:

Seal

Details w.r.t. Penalty to be imposed for delay in work

PENALTY CLAUSE

PERIOD OF DELAY	PENALTY
For 1-2 days	0.5 % of the admitted amount of the bill
For 3-7 days	1% of the admitted amount of the bill
More than 1 week but not more than 2 weeks	2% of the admitted amount of the bill
More than 2 weeks but not more than 3 weeks	3% of the admitted amount of the bill
More than 3 weeks but not more than 4 weeks	4% of the admitted amount of the bill
More than 4 weeks but not more than 5 weeks	5% of the admitted amount of the bill
More than 5 weeks but not more than 6 weeks	6% of the admitted amount of the bill
More than 6 weeks but not more than 7 weeks	7% of the admitted amount of the bill
More than 7 weeks but not more than 8 weeks	8% of the admitted amount of the bill
More than 8 weeks but not more than 9 weeks	9% of the admitted amount of the bill
More than 9 weeks	10% of the admitted amount of the bill

Signature of the Printer along with
Name, Address, Telephone No., Fax No.
E-mail address, date and stamp of the firm
Registration no.



Signature of the Accepting Officer
With date and stamp