

Comp. No. 44428
F.No.GA-24/59/2017-General
Government of India
Ministry of Women & Child Development

Shastri Bhawan, New Delhi-110001
Dated : 11th January, 2018

To

Subject: Tender Notice for award of rate contract for supply of Printing of Annual Report 2017-18 and other material of the Ministry of Women and Child Development - Regarding.
Sir/Madam

I am directed to say that the Ministry of Women and Child Development intends to invite sealed quotations for award of rate contract for Printing of Annual Report 2017-18 and other material for the Ministry of Women and Child Development for one year from the date of awarding the contract as per terms and conditions given in Annexure-I.

2. The Tender should be submitted in two sealed covers:

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

(i) The Performa as per Annexure-II, duly filled in, along with relevant documents/information

(ii) Acceptance of terms and conditions as per Annexure-I

(iii) Earnest Money Deposit (EMD)

(B) The Second Sealed envelope superscribed "Financial Bid" as at Annexure-III should contain only rates for Printing of Annual Report 2017-18 and other material of Ministry of Women and Child Development .

(C) Both the sealed covers should be placed in the main sealed envelope super scribed "Quotation for award of rate contract for Printing of Annual Report 2017-18 and other material. Tender should be addressed to the Under Secretary (General), Ministry of Women and Child Development, Room No. 638, A Wing, Shastri Bhawan, Rajender Prasad Road, New Delhi and dropped in the Tender Box mounted at the gate of Room No. 629, 'A' Wing, Shastri Bhawan, New Delhi so as to reach latest by **3.00 PM on or before 01.02.2018.**

3. The Technical bid will be opened by the Tender Purchase Committee on the same day i.e. at the **3.30 PM on 01.02.2018** in the office of Under Secretary(General), Ministry of Women and Child Development, Room No. 638, A Wing, Shastri Bhawan, Rajender Prasad Road, New Delhi, in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith.

4. The Competent Authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

5. All the renderers are requested to read and understand the terms and conditions of the contract as detailed 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 by the Ministry.

6. The Tender document can be downloaded from the website of the Ministry i.e. www.wcd.nic.in or www.eprocure.gov.in.

Yours faithfully,



(B.B. Baseshankar)

Under Secretary to the Govt. of India

(B. B. BASESHANKAR)
अवर सचिव/Under Secretary
महिला एवं बाल विकास मन्त्रालय
Ministry of Women & Child Dev.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

- Copy to :- 1. TD(NIC) with the request to upload the tender on this Ministry's Website immediately.
2. Website of Central Public Procurement Portal www.eprocure.gov.in.
3. All Ministries/ Department of the Govt. of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for Printing jobs of annual report 2017-18 and other material.



(B.B. Baseshankar)

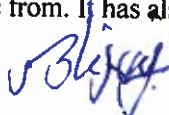
Under Secretary to the Govt. of India

(B. B. BASESHANKAR)
अवर सचिव/Under Secretary
महिला एवं बाल विकास मन्त्रालय
Ministry of Women & Child Dev.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Terms and Conditions

The terms and conditions of the contract are as indicated below:

1. The invitation is open to authorized printers has been registered with Directorate of Printing "A" Class and experience agency, who are having at least 05 year of experience in supply of Printing items etc. to the Ministries/ Department of the Central Government/ PSUs. The bidder should be located in the National Capital Region of Delhi.
2. Rates mentioned in the quotation, if accepted shall remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The firms should be registered with the Govt. for the purpose of VAT/Sales Tax etc. and the copy of certificate should be attached with the bid documents.
4. Rate should be quoted in the prescribed proforma annexed at annexure-III. The rates should be inclusive of transportation, packing, forwarding, handling etc. but excluding of GST/CST and local Taxes, if any, which shall be paid by the Ministry as applicable.
5. The competent authority in the Ministry reserves the right to amend any the terms and conditions contained in the Tender Documents or reject any or all applications (offers) or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of competent authority in the this regard will be final and binding.
6. Duly constituted committee shall open and evaluate the bids. The lowest quoted bidder(s) shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other technically responsive bidders for the items for which his/ their rate are higher. The Ministry may consider to appoint more items than one supplier on the same rates.
7. EMD of an amount of Rs.50,000/- (Rupees Fifty thousand only) has to be deposited in the form of Demand Draft/ Pay Order in favour of Pay and Account Office, Ministry of Women and Child development at New Delhi. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders after finalization of the contract. Successful bidder will have to further deposit an amount equivalent to 10% of the approximate total value of the contract in the form of demand draft or fixed deposit receipt or Bank Guarantee as performance security which will remain with the Ministry till 2 months (60 days) after the expiry of the contract. The EMD of successful bidder will be refunded once he deposits performance security.
8. in case the firm is not able to undertake/supply the works/ items due to any reasons, the same will be arranges from some other agency at the cost and risk of the contractor.
9. The representative of the firms will have to pick-up the work orders/ material for printing etc. from the office of the Ministry and will have to deliver the material in the office at Shastri Bhawan or any other place decided by the Ministry.
10. 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 from. It has also to be done on the holidays.



11. The firms will ensure the proof and 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, the Ministry will not accept such work and no payment will be made for such work. The firm has to rectify the error at no extra cost.
12. No work shall be undertaken without prior permission/ orders from the Section officers(General)/ Under Secretary(General) except in the case of urgency.
13. Quality of printing / paper are of vital importance. Any shortfall in the quality of paper will not be tolerated and the firms may be asked to undertake the work again at no extra cost.
14. If at any state, it is found that the performance, quality of work and paper is not satisfactory or the contractor commits breach of any terms and conditions of the contract, the contract is liable to be terminated without any notice and the Performance Security shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
15. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
16. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.
17. The Competent Authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.
18. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-1 before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.
19. The Tender document can be downloaded from the website of the Ministry i.e. www.wcd.nic.in or www.eprocure.gov.in.

Yours faithfully,



(B.B. Baseshankar)

Under Secretary to the Govt. of India

(B. B. BASESHANKAR)
अवर सचिव/Under Secretary
महिला एवं बाल विकास मन्त्रालय
Ministry of Women & Child Dev
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

- Copy to :-
1. TD(NIC) with the request to upload the tender on this Ministry's www.eprocure.gov.in
 2. Website of Central Public Procurement Portal www.eprocure.gov.in.
 3. All Ministries/ Department of the Govt. of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the venders, who have been awarded the contract by them for Printing of Annual Report 2016-18 and other material.



(B.B. Baseshankar)

Under Secretary to the Govt. of India

(बी. बी. बसेशंकर)
(B. B. BASESHANKAR)
अवर सचिव/Under Secretary
महिला एवं बाल विकास मन्त्रालय
Ministry of Women & Child C
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Annexure-II

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Proforma (Technical Bid)

S.No.	Particulars	To be filled by the Tenderer
1	Name of Firm/Agency	
2	Whether brief profile of the agency is enclosed	
3	Detailed Office Address of the Agency/Firm with office telephone No. e-mail address, Fax No. Mobile No. and name /Designation of the contract person	
4	Whether registered with all concerned Govt. authorities (Registrar of Companies, Commissioner Employees etc.) (Copies of all certificates of registration should be attached.)	
5	PAN Number (copies to be enclosed)	
6	TIN No. (copies to be enclosed)	
7	Service Tax Registration No. (copies to be enclosed)	
8	Number of Employees as on March, 2017 & also as on date.	
9	List of Government Ministries/Department/Clients showing experience in the field (Copies of contracts/orders Placed on the agency during last 3 year should be attached)	
10	Whether Copies of Income Tax Return for last 2 Year attached.	
11	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
12	Whether a copy of terms and conditions is acceptable or not	
13	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. an undertaking to this effect is to attached in this regard.)	

(Signature of the authorized Person)

Name:

Designation:

Seal:

Date:

Place:



Annexure-III
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Financial Bid

Sl. No.	Name of the items	Size	Rate
1.	Size	A-4	
2.	No. of Pages	350 (Approx.) or on pro-rata basis	
3.	Paper	(i) 300 GSM imported art paper for cover (ii) 135GSM imported art paper for text	
4.	Color	5 + 0 cover; 5 + 5 text	
5.	Photographs	About 60 in 4 color	
6.	Charts/graphs	About 30 in color	
7.	Binding	Laminated out cover	
8.	No. of copies	550 in English and 450 in Hindi (total = 1000 copies)	
9.	Completion time	10 days for both versions after submission of the manuscripts to the printer.	

(Signature of the authorized Person)

Name:
Designation:
Seal:

Date:
Place:

