

GA-29016/10/2017-GA  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Pandit Deendayal  
Antyodaya Bhawan,  
C.G.O. Complex, Lodhi Road,  
New Delhi 110003

Dated: the 10<sup>th</sup> Jan, 2018

**Sub: Annual Rate Contract of printing & supply of visiting cards, letter heads, envelopes and invitation cards with envelopes etc. of Ministry of Minority Affairs - reg.**

Ministry of Minority Affairs invites sealed limited tenders from reputed and financially sound Class 'A' Offset Printers having their own composing, processing, printing, cutting, binding units etc. in their premises at one place in New Delhi/Delhi for **printing & supply of visiting cards, letter heads, envelopes and invitation cards with envelopes.**

The Bids should be submitted under two Bid System i.e. Technical Bid as annexure-I and Financial Bid annexure-II in two separate sealed envelopes. Both the envelopes should be super-scribed as "Technical Bid" and "Financial Bid" respectively. Both the sealed envelopes should be sealed in a big outer envelope super-scribed "quotation for Annual Report 2017-18 of Ministry of Minority Affairs" and addressed to the undersigned. Prices quoted should be inclusive of all levies & taxes and packing & forwarding charges upto delivery to the final destination, i.e. Ministry of Minority Affairs. The bid should be dropped in tender box of the Ministry of Minority Affairs kept at ground floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi -110003. The Bid Document can be downloaded from the website of the Ministry of Minority Affairs [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

Yours faithfully

  
(Anurag Sharma)

Under Secretary to the Govt. of India

Copy to: Sr. Tech. Director (NIC) for uploading in the website of the Ministry

General terms & Conditions:

- a) The agencies/ firms/ printers are requested to submit their rates alongwith paper samples of each items.
- b) In case the paper samples are found not as per specification placed at Annexure-1, the rates of documents will be rejected outright and the offer of the concerned printer will not considered. Ministry of Minority Affairs reserve the right to disqualify any of the rates document or all rates documents in case, it is not satisfied with the documents furnished or otherwise assigning any reasons thereof whatsoever.
- c) If an agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bid indicating item-wise prices for the items mentioned in proforma at Annexure-II and the taxes as applicable. The financial bids shall be opened by a Committee constituted by the office.
- d) The Under Secretary (Admin.), Ministry of Minority Affairs reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenders shall have any cause of action or claim against the MOMA for rejection of his tender.
- e) The successful firm would ensure that the supply of the printed material on door delivery basis is made as per the requirement at the earliest in one go from the date of issue of work. The printer will have to collect the job from this Ministry as and when required by this Ministry.
- f) All the materials used for the printing including the paper should be of highest quality and of a branded company. If the materials supplied and/or printing quality are found substandard, the same will be returned and the Ministry will not be responsible for any loss to the printer concerned. Moreover, such printer may be penalized by forfeiting the security deposit, as prescribed, including blacklisting of the concerned company/firm/agency by this Ministry if the conditions of the contract are not fulfilled.
- g) The sample of visiting cards, letter heads, envelopes and invitation cards can be seen in Ministry of Minority Affairs Room No.1151, B-2 Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi on any working day between 11:00 AM to 4:00 PM (excluding lunch break).
- h) The price quoted by the firms participating in the tender process should be realistic and viable.

**A. BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS:-**

1. The tendering companies/ firms/ agencies are required to enclose photocopies of the following documents (self-attested), along with the tender form:
  - a. Self-attested copy of registration certificate of the firm/ agency
  - b. Self-attested copy of PAN/ GST Registration No.
  - c. Self-attested copies of the award letter from any Ministries/ Department/Govt. organizations for 3 years
  - d. All entries in the tender form should be legible and file clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender form.

**B. EARNEST MONEY DEPOSIT:-**

1. Earnest Money Deposit of **Rs.20000/- (Rupees Twenty Thousand only)** in the form of Account Payee Demand Draft/ Bankers' Cheque drawn in favour of DDO, Ministry of Minority Affairs, New Delhi has to be submitted alongwith Tender Documents. If the bid is received without EMD, it would not be considered and would be rejected summarily. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their financial bids shall not be opened.
2. The EMD shall remain deposited with the MoMA during the period of validity of the offer i.e. maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by MOMA on the EMD for the above said period.

**C. EVALUATION OF TENDER:-**

1. The Qualifying/ Technical Bid and Commercial terms shall be opened in the first instance in the presence of the tenderers or their representative. Only one authorized representative per tenderer, will be permitted to be present at the time of opening of tender.
2. In the financial bid indicating item-wise prices for the items mentioned in proforma at Annexure-II and other information like discount etc. having bearing on the amount shall be written both in words and figures. If there is any discrepancy between the amount/ information quoted in words and figures, the amount/ information quoted in words will be treated as final.

**D. PERFORMANCE SECURITY:-**

1. The successful bidders will have to submit performance security to ensure the performance of Contract to an amount of Rs.20,000/- (Rupees Twenty Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank/ Bank Guarantee from a commercial bank in the name of the Under Secretary, Ministry of Minority Affairs as per the text provided by the MOMA.
2. The EMD of successful tenderer shall be returned after the contract with MoMA is given and performance guarantee of Rs.20,000/- is furnished by the successful tenderer.
3. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
4. If the successful tenders fail to furnish the performance guarantee on the terms and conditions laid down by the MOMA, the EMD shall be forfeited by MOMA.

**E. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

<b>Tender No: GA-29016/10/2017-GA</b>	<b>DATED:</b>
<b><u>Important Dates</u></b>	
<b>Published Date</b>	10.01.2018
<b>Bid Document Download Start Date</b>	10.01.2018
<b>Clarification Start Date</b>	10.01.2018
<b>Clarification End Date</b>	12.01.2018
<b>Bid Submission Start Date (offline)</b>	10.01.2018
<b>Bid Submission End Date (offline)</b>	31.01.2018 Till 3:00 PM
<b>Date of Technical Bid Opening (offline)</b>	31.01.2018 Till 4:00 PM

**F. GENERAL CONDITIONS OF THE CONTRACT:-**

1. Ministry of Minority Affairs does not bind itself to accept the lowest or any other tender and reserved the right to reject any or all the tenders. Tenders, in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.

**G. TERMINATION OF CONTRACT:-**

The contract will be valid for a period of one year from the date of agreement and may be extended for another period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and security deposit will be forfeited. The decision of the MOMA in this regard will be final.

**H. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by MOMA (1<sup>st</sup> party), whose decision will be final and binding on both parties.

**I. DURATION/ PERIOD OF CONTRACT:-**

Normally the contract may be awarded for 12 (twelve) months. However, extension of Contract may be considered keeping in view the various factors, such as prevailing market price, satisfactory, performance of the firm/agency.

**J. VALIDITY:-**

The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of six month.

**(To be Kept duly signed in Envelope 1-Qualifying/ Technical Bid)**

**Bidder is required to forward the following documents:-**

1. Name of the Registered Firm/Agency :
2. Address of the Firm/Agency :  
(With Tel no., Fax & Email)
3. Name & Address of the Proprietor/ Partners/ Directors (with mobile no.) :
4. Contact Person(s) (with mobile no.) :
5. PAN No. and Income Tax No :
6. GST Registration No. :
7. Details of EMD :

In order to assess the financial standing of the Agency/firm, the bid should contain the following two formats.

- A. Annual turnover of the Firm/Agency should be more than Rs.10 lakh, supported with Profit & Loss Account, Audited Balance Sheet and IT returns for the last three years.
- B. Name of at least five Government organizations/PSUs/Hospitals/Hostels/ Establishment etc. where the services are provided by the agency during the previous three years i.e. 2014-15, 2015-16, 2016-17 in the following format.

Sl.No.	Details of client along with address, Telephone and FAX numbers	Duration of Contract	
		From	To
1.			

(If the space provided is sufficient, a separate sheet may be attached)

Date: \_\_\_\_\_

**(Signature of Authorized Signatory with date)**

Place: \_\_\_\_\_

**Name of the Firm/Agency and stamp**

**DECLARATION**

I hereby certify that the information furnished above are complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Firm/Agency will be black listed and will not have any right of dealing with the Department in future.

Date : \_\_\_\_\_

**(Signature of Authorized Signatory with date)**

Place : \_\_\_\_\_

**Name of the Firm/Agency and stamp**

**(To be kept duly signed in Envelope 2 –Financial Bid)****FINANCIAL BID**

The quoted rates will be all inclusive of taxes and no other charges will be paid extra.			
Sl.No.	Particulars	Quantity	Rate/ charges in Rs. (Including GST)
1	A-4 Size Letter Head on 100 Gsm German DO Paper with Golden Embossed	1000	
2	A-4 Size Letter Head on 100 Gsm German DO Paper Plain	1000	
3	A-5 Size Letter Head on 100 Gsm German DO Paper with Golden Embossed	1000	
4	A-5 Size Letter Head on 100 Gsm German DO Paper Plain	1000	
5	A-8 Size Letter Head on 100 Gsm German DO Paper with Golden Embossed	1000	
6	A-8 Size Letter Head on 100 Gsm German DO Paper Plain	1000	
7	Letter Head Small Size 3" x 4.5" with Golden Die on Cream Paper.	1000	
8	Visiting Card with Golden Embossed	1000	
9	Visitor Slip	1000	
<b>Envelope 10" x 4.5" on 120 Gsm per 1000</b>			
10	a. Plain	1000	
11	b. Window	1000	
<b>Envelope 10" x 12" per 1000</b>			
12	a. White Plain	1000	
13	b. White Lamination	1000	
14	c. Yellow Plain	1000	
15	d. Yellow Lamination	1000	
16	e. Yellow Latex	1000	
17	f. Yellow Cloth	1000	
<b>Envelope 10" x 14" per 1000</b>			
18	a. White Plain	1000	
19	b. White Lamination	1000	
20	c. Yellow Plain	1000	
21	d. Yellow Lamination	1000	
22	e. Yellow Latex	1000	
23	f. Yellow Cloth	1000	
<b>Envelope 12" x 16" per 1000</b>			
24	a. White Plain	1000	
25	b. White Lamination	1000	
26	c. Yellow Plain	1000	
27	d. Yellow Lamination	1000	
28	e. Yellow Latex	1000	
29	f. Yellow Cloth	1000	
30	g. File Separator	1000	
31	h. Invitation card of 8.5" x 5.5" on 300 gsm Matt with Digital Printing with Envelope	100	
32	i. Parking Sticker	100	

**(Signature of Authorized Signatory with Stamp)**

Date \_\_\_\_\_

## **TERMS AND CONDITIONS FOR PROVIDING PRINTING SERVICES**

### **K. GENERAL CONDITIONS OF THE CONTRACT:-**

1. The Companies/Firms/Agencies (hereinafter referred to as the 'Agency') will be required to bring out a lively and qualitative printing & supply of visiting cards, letter heads, envelopes and invitation cards with envelopes etc. (hereinafter referred to as "Item of works").
2. The bid should also be accompanied with a self-undertaking certifying that the Agency has never been blacklisted by any Govt. entity.
3. While submitting the bid, the Agency shall have to furnish to this Ministry, the proof of pre-qualification (experience/financial standing/ turnover etc.) as specified.
4. The Agency should also enclose self-certified copies of PAN Card, TIN/GSTN/ESI/EPF numbers and original Authority letter.
5. Bids should be duly filled in and signed by the Agency or his authorised representative along with seal on each page.
6. The Agency must be Delhi/New Delhi/NCR based and must have complete infrastructures with fully automatic machineries for composing, processing, printing, cutting, binding, etc., technical expertise in performing all the tasks as specified. Self-Certified Copies of the relevant documents in support should also be enclosed.
7. The Agency must have experience of at least three years in the relevant field of printing and supply of visiting cards, letter heads, envelopes , invitation cards, Compendium of schemes, Brochures of Individual Schemes, Pocket Booklets of the Ministry, Scheme Booklets of the Individual Scheme, coffee table book, etc. of Central Government Ministry/Department/Central Government Organizations/CPSUs, etc. Sample copies of such publications done by the Agency must be attached. Sample of paper to be used in printing should be enclosed with bids.
8. The EMD is valid for a period of 45 days beyond the final bid validity period.
9. The EMD of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid.
10. If the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
11. EMD of all the unsuccessful bidders will be returned to them without interest whatsoever, at the earliest after expiry of the final bid validity period but not later than 30 days after conclusion of the contract.
12. EMD of the successful bidder will be returned without any interest after the receipt of performance security.

13. The successful bidder shall deposit 10% of the value of the value of bid amount within one week of award of contract in the form of demand draft in favour of 'DDO, Ministry of Minority Affairs, Government of India' payable at New Delhi Fixed Deposit Receipt from a Commercial bank or a Bank Guarantee from a Commercial bank. The Security Deposit/Performance Guarantee will be returned with the undersigned only after satisfactory completion of work.
14. Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Agency.
15. Performance security would be forfeited and credited to the Ministry of Minority Affairs in the event of a breach of contract by the Agency in terms of the relevant contract.
16. Performance security would be refunded without any interest, after the completion of contract in all respects.
17. The Ministry reserves the right to award item of works in full or in part(s), as and when the requirement arises. The work includes all aspects relating to printing of item of works in the desired number and quality.
18. After completing the work, as may be awarded, the Agency will be required to submit draft of final document. After approval of the draft, agency has to submit dummy/proof (same as actual) of the document within 2 days of the approval of draft. After approval of the dummy, the firm has to supply printed material in the requisite number of copies within 5 days of approval of dummy.
19. All work relating to printing of item of works should be completed within the prescribed time. The Ministry may cancel the order if the required item of work is not completed in time or does not meet the specifications prescribed by the Ministry.
20. The Agency will also provide the final soft copy (ready to print form) in English, Hindi versions and regional languages, as the case may be, to the Ministry. Also E-Book version of the item of works in Hindi, English version and regional languages, as the case may be, is also to be prepared by the Agency immediately with the finalization of the said versions for uploading on the Ministry's website. The Agency shall also get the English version translated into Hindi and/or Urdu and/or other regional languages, as the case may be.
21. The Agency will appoint a Nodal person for this specific job for coordination and regular update for the Ministry.
22. The Ministry will not pay any advance to the agency. Payment will be made only after satisfactory completion of the job and submission of bills after each quarter.
23. In case of any change in the specifications mentioned above, the payment will be made on pro-rata basis.

24. The printed copies of the Item of Work, as may be awarded, if found defective or damaged will be replaced/ redone by the Agency on free of cost basis.
25. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
26. All entries in the bids form should be legible and filled clearly and signed by authorized signatory (each pages). If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the bids shall be summarily rejected.
27. In the matter of any disputes, between the parties regarding the terms and conditions, quality of the printed copies of Item of Work and execution thereof, the matter shall be amicably resolved through mutual consultation within 21 days. If the same could not be resolved within 21 days then the matter would be referred to an Arbitrator(s) as may be decided by the Secretary (Minority Affairs) for arbitration under the Arbitration & conciliation Act, 1996.
28. The Agency shall not question the decision of the arbitrator(s) on the ground that the Arbitrator is Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.
29. The Ministry reserves the right to accept or reject any or all bids without assigning any reason thereof.

**L. SCOPE OF WORKS:-**

1. Visiting cards, letter heads envelopes and invitation cards with envelopes etc.
2. The services provided by firm/Agency shall be to the entire satisfaction of MOMA.

**M. PROVISIONS OF MANPOWER:-**

1. The contractor will be liable to comply any instruction/order given in written or verbal for better and efficient services.

**N. TERMINATION OF CONTRACT:-**

The contract will be valid for a period of one year from the date of agreement and may be extended for another period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and security deposit will be forfeited. The decision of the MOMA in this regard will be final.

**O. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by MOMA (1<sup>st</sup> party), whose decision will be final and binding on both parties.

**P. DURATION/ PERIOD OF CONTRACT:-**

Normally the contract may be awarded for 12 (twelve) months. However, extension of Contract may be considered keeping in view the various factors, such as prevailing market price, satisfactory, performance of the firm/agency.

**Q. VALIDITY:-**

The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of six month.