

No.D-29011/1/2018-Genl.II  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Social Justice and Empowerment

Room No.623, A-Wing,  
Shastri Bhawan, New Delhi  
Dated 19<sup>th</sup> December, 2018

**Tender Notice**

**Subject: Annual Contract for printing of various types of printing stationery i.e. D.O. Letter, Envelops, Folders etc. for the use in the Department of Social Justice and Empowerment.**

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On behalf of the President of India Tender is invited for printing of stationery i.e. D.O. Letter, Envelops, Folders etc. from amongst the Printers who have experience of Printing of above said material.

2. Those firms who are having the experience of printing of stationery i.e. D.O. Letter, Envelops, Folders etc. and having in-house facilities of Screen Printing, Dye Printing, Offset Printing facility, willing to carry out the above mentioned works and ready to execute the job on an urgent basis (during odd hours as well as on short notice), are requested to submit their tender alongwith EMD of Rs.35,000/- (Rupees thirty five thousand only) in favour of DDO, Department of Social Justice & Empowerment.

3. Your sealed quotation alongwith terms and conditions, if any, should reach this Department latest by 09.01.2019 at 3.00 PM. The envelope containing the quotation may be super scribed as "Quotations for printing of stationery i.e. D.O. Letter, Envelops, Folders etc.". The tender should be addressed to the under-signed (Room No.253A, A-Wing, 2nd Floor, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi). **The envelope containing the Tender Documents should be put in the Tender Box placed in the Facilitation Centre of this Ministry located on the Ground Floor near Gate No.3(Garage No.8), Shastri Bhawan, New Delhi.** The tender will be opened on the same day at 5.00 PM in Room No.623-A, A-Wing, 6th Floor, Shastri Bhawan, New Delhi. Those who have submitted tender may be present at the time of the opening of quotations. The Ministry of Social Justice & Empowerment reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible of any postal delay.

4. General terms and conditions of the contract is given in **Annexure-III**.

5. The tender is in two bid system i.e. Technical Bid as in **Annexure-II** and Financial Bid of the various items detailed in **Annexure-I**.

Contd...2/-

6. The Tender acceptance letter is given in **Annexure-IV**.

7. The Department of Social Justice & Empowerment reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible for any postal delay.

8. All the bidder may also kindly note that the quotation should be exclusive of GST as applicable. It is requested not to include such taxes in the price quoted.

9. The competent authority in the Department reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, therefore.

Yours faithfully,

*Paras Kumar Singh*

(Paras Kumar Singh)

Under Secretary to the Govt. of India

Tele: 23389368

Enclosures:

- |                                  |                |
|----------------------------------|----------------|
| (a) Technical Information        | - Annexure II  |
| (b) Financial Bid                | - Annexure I   |
| (c) General Terms and conditions | - Annexure III |
| (d) Tender acceptance letter     | - Annexure IV  |

**Copy to:-**

1. Director, NIC with the request to upload the above information on Ministry's web site as well as E-Publishing portal for wide publicity.
2. Notice Board.

Financial Bid

**Subject: Annual Contract for printing of various type of D.O. Letter, Envelops, Folder etc. of the Department of the Social Justice & Empowerment.**

Sl.No.	Description of the items	Rates
1.	D.O. letter head A4 size (with logo embossed in gold colour/Swatch Bharat logo)	
	a) White paper	
	b) Handmade paper	
	c) Executive Bond Paper	
	d) Galgo Paper	
2.	D.O. letter head A5 size (with logo embossed in gold colour/Swatch Bharat logo)	
	a) White paper	
	b) Handmade paper	
	c) Executive Bond Paper	
	d) Galgo Paper	
3.	D.O. letter head medium size (with logo embossed in gold colour/Swatch Bharat logo)	
	a) White paper	
	b) Handmade paper	
	c) Executive Bond Paper	
	d) Galgo Paper	
4.	Printed Envelops without window	
	a) SE - 6 (4' x 10')	
	b) SE - 5 (6'x 16')	
	c) SE - 8 (12'x 16')	
	d) A-4 size	
5.	Printed Envelops window	
	a) SE - 6 (4' x 10')	
	b) SE - 5 (6'x 16')	
	c) SE - 8 (12'x 16')	
	d) A-4 size	
6.	Printed Envelops without window on Handmade Paper	
	a) SE - 6 (4' x 10')	
	b) SE - 5 (6'x 16')	
	c) SE - 8 (12'x 16')	
	d) A-4 size	
7.	Printed Envelops window on Handmade Paper	
	a) SE - 6 (4' x 10')	
	b) SE - 5 (6'x 16')	
	c) SE - 8 (12'x 16')	
	d) A-4 size	



8.	Continuation Sheet	
	a) white paper	
	b) Handmade paper	
	c) Executive Bond Paper	
	d) Galgo Paper	
9.	Visiting Cards (good quality paper)	
	a) One side Hindi/English	
	b) Both Side Hindi or English	
10.	Visiting Cards (Handmade Paper)	
	a) One side Hindi/English	
	b) Both Side Hindi or English	
11.	Visiting Cards (Executive Bond Paper)	
	a) One side Hindi/English	
	b) Both Side Hindi or English	
12.	Visitors Slips	
13.	Invitation Card (A5 size)	
	a) Handmade Paper	
	b) Executive Bond Paper	
	c) Galgo Paper	
	d) Normal Paper	
14.	Continuation Sheet A4 size	
	e) white paper	
	f) Handmade paper	
	g) Executive Bond Paper	
	h) Galgo Paper	
15.	Continuation Sheet A5 size	
	e) white paper	
	f) Handmade paper	
	g) Executive Bond Paper	
	h) Galgo Paper	
16.	Continuation Sheet medium size	
	e) white paper	
	f) Handmade paper	
	g) Executive Bond Paper	
	h) Galgo Paper	
17.	Slip Pad with printing A4 (40 page)	
18.	Slip Pad with printing A5 (40 page)	
19.	Slip Pad with printing A5 (20 page)	
20.	Slip Pad (Spiral) with printing A4 (40 page)	
21.	Slip Pad (Spiral) with printing A5 (40 page)	
22.	Slip Pad (Spiral) with printing A5 (20 page)	



23.	File Cover with printing	
24.	Plastic Folder with Department name printing (A4 Size)	
25.	Handmade paper Folder with Department name printing (A4 Size)	
26.	Signature Card with printing – A4	
27.	Card Board – A4	
28.	Most Immediate/Urgent/Lok Sabh/ Rajya Sabh etc. Slip	
29.	Printing of APR (colour paper) (Legal size paper) per page	
30.	D.O. Letter Head Folder with Envelopes Size: A4, Paper: 300 GSM Imported Galgo card	
31	D.O. Letter Head Folder with Envelopes Size: A5, Paper: 300 GSM Imported Galgo card	

Signature with Date and Seal



**ANNEXURE-II**

**TECHNICAL INFORMATION AND UNDERTAKING:**

Annual Contract for printing of various types of printing stationery i.e. D.O. Letter, Envelops, Folders etc. in the Department of Social Justice and Empowerment.

Sl.No.	Details of the Firm/Bidder	Remarks
1.	Name and Address of the Firm (in full) alongwith telephone Numbers.	
2.	Details of the Earnest Money Deposit (EMD) worth Rs.35,000/- (Rupees thirty five thousand only)	
3.	Whether each page of Tender Notice and its annexure have been signed and stamped	
4.	Whether bidders have quoted for each and every item mentioned in para-4(B) of the Annexure-I of the Tender documents.	
5.	Permanent Account Number (PAN)/TIN Number (attach a copy)	
6.	Service Tax Registration Number (attach a copy) and its no due certificates.	
7.	Trade License of the Firm (attach a copy) of registration	
8.	Income Tax Return last three (03) years (attach copies)	2015-16, 2016-17 & 2017-18
9.	Proof of the last three year's turnover of the Firm which should not be less than Rs.40.00 Lakh (Rupees forty lakh only) along with audited Balance Sheet and Profit & Loss Accounts	2015-16, 2016-17 & 2017-18
10.	GST Number	
11.	Details of Experience Certificate (In the Govt. Department/Ministries/organisation)	
12.	An undertaking that they are not debarred from any organisation.	
13.	ESIC & EPF preferred must(with latest challan)	
14.	Self-certification for availability of Printing Infrastructure i.e.Foil/Dye printing, screen printing, Digital printing as well as offset printing facility, own or outsourced.	
15.	All documents should be attested by Gazetted Officer	

**Note:**

1. Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention page number, wherever the copy(ies) of the document(s) are kept.
2. In case of non-fulfilment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.

Signature with date:

Name & address and contract no. of the firm:



**UNDERTAKING**

1. That I/We have carefully studied all the terms and conditions of Tender Notice and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspection by the Department. I/We shall be responsible for the cancellation of tender if samples are not up to the mark.

Signature with date:  
Name & address and contract no. of the firm:

A handwritten signature in black ink, appearing to be a stylized 'P' or 'R' followed by a flourish.

**General Terms and Conditions**

**Subject:** Notice Inviting E-Tender for printing of various types of printing stationery i.e. D.O. Letter, Envelops, Folders etc. for the use in the Department of Social Justice and Empowerment.

**1. Parties**

The parties to the contract are the contractor (the tenders to whom the work have been awarded) and the Government of India through Under Secretary (General Admn.), Department of Social Justice and Empowerment for and on behalf of the President of India.

**2. Address:**

The Firm should all purpose of the contract including arbitration thereunder the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by Registered post with acknowledgment to this Department. The contractor shall be solely responsible for the consequences of any omission or error to notify in change of address in the aforesaid manner.

**3. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. No page should be removed/detached from this notice inviting tender.**

4. (A) Technical Bid: The tenderer should submit the details as prescribed in Annexure-II of the Tender document along-with the undertaking.

(B) Financial Bid: It should be submitted in form given in Annexure-I. The price quoted will be exclusive of Taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the bid. The Bidders will quote for each and every item. In case of non-quoting of rate of any item by any item by any bidder (s), or quoting the rate inclusive of taxes, their tender will be summarily rejected. At the time of payment, Income Tax or any other tax payable shall be deducted at source.

**5. Opening of Tender:**

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer in the prescribed format enclosed with the tender document along with proof of identification.





**6. Validity of the bids:**

The bids shall be valid for a period of 90 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

**7. Right of acceptance:**

The Department reserve the right to accept or reject any or all tender/quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

**8. The payment clause:**

The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily. The bill should have full particulars of the item(s).

**9. Communication of Acceptance/Right of Acceptance:**

Department reserves all right to reject any tender including of those tenders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Department in this regard will be final and binding.

**10. Performance Security:**

The successful tenderer will be required to furnish Performance Security Deposit for an amount of Rs.70,000/- (Rupees seventy Thousand only) in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Nationalized Bank, Bank Guarantee from a Commercial bank in an acceptable form safeguarding the purchasers' interest in all respects. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

The security deposit can be forfeited by order of this Department in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. On expiry of the contract, such portion of the said performance security deposit as may be considered by the Department sufficient to cover any incorrect or excess payment made on the bill to the firm shall be retained until the final audit report on the account of firm's bill has been received and examined.



**11. Force Majeure:**

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

**12. Insolvency etc:**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of the company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified this Ministry shall have the power to terminate the contract without any prior notice.

**13. Breach of Terms and Condition:**

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/job without assigning any reason thereof and nothing will be payable by this Department in that event and the security deposit shall also stands forfeited.

**14. Subletting of works:**

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of this Department, which will be at liberty to refuse if thinks fit. The tender in not transferable. Only one tender shall be submitted by one tenderer.



**15. Arbitration:**

If any difference arises concerning this agreement, its interpretation on payment to be made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceeding shall take place at New Delhi and shall be conducted in English. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**16. Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in the National Capital Territory (NCT) of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and Court within NCT of Delhi will have Jurisdiction to the exclusion of other courts.

**17. Terms of payment:**

No payment shall be made in advance nor the loan from any bank or financial institutions shall be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the material to the satisfaction of the Department. On receipt of a pre-receipted bill invoice from the Contractor, the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected. All payment shall be made by ECS only.

The Department shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in the preceding para.

The term 'Payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding EMD and Security Deposit governed by separate clauses of the contract.



**18. Selection Criteria:**

The rates can be varied from firm to firm and in any case Department shall not be bound to accept the lowest rates of the particular firm, as deemed fit by the Tender Evaluation Committee of this Department.

**19. Periodicity/Duration of Tender:**

The tender is initially for a period of one year and may be extended further with mutual consent on the same terms and conditions and rates, subject to satisfactory services. This Department shall, however, reserve the right to terminate the contract at any time without assigning any reason, if the services are not satisfactory.

The job will be entrusted on the basis of all inclusive rate contract on 'as is where is' and competitive rates basis.

*Paras Kumar Singh*

**(Paras Kumar Singh)**

**Under Secretary to the Govt. of India**

**Telephone No.23389368**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

\_\_\_\_\_  
\_\_\_\_\_

**as per your advertisement, given in the above mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.**

Yours Faithfully,

(Signature of the Bidder, with Official Seal