

**F.No. D-141/PS/e-ten/06/DS/17-18
Government of India Press,
Minto Road, New Delhi**

Dated: 18/09/2017

E-Tender Notice

CPP Portal Tender ID: 2017_DoPTG_246667_1

Sub: Invitation of e-Tender Enquiry for Annual Rate Contract of Digital Scanning, Processing and Printing of Jobs of A3 size (13"x19") both side of Govt. of India Press, Minto Road, New Delhi for one year reg.

Type of Work	Annual Rate Contract of Digital Scanning, Processing and Printing of Jobs of A3 size (13"x19") both side for a period of one year
Earnest Money Deposit to be submitted	The Earnest Money of Rs.10,000/- in the form of Demand Draft/Fixed Deposit/Bank Guarantee from any commercial bank in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi-110011" has to be submitted. The scanned copy of the Earnest Money Deposit (EMD) must be uploaded with the tender and original has to be dropped in the tender box kept in the Office of the General Manager, Government of India Press, Minto Road, New Delhi.

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in> and the website of Directorate of Printing www.dop.nic.in.

Note: All the documents i.e. EMD in original and documents mentioned in Sl. No. B page No.2 of Tender document (which are also to be submitted electronically) should be submitted in the Envelope of Technical bid.

-Sd-

(B. Sahoo)
General Manager,
Government of India Press,
Minto Road, New Delhi

Schedule of Important Dates:

Start date and time for view/downloading of tender document	20/09/2017 (17:30 hrs.)
Start date and time for online submission of bid	20/09/2017 (18:00 hrs.)
Last date and time for online submission of bid and submission of EMD	11/10/2017 (15:00 hrs.)
Date and time of opening of Technical Bid	13/10/2017 (15:00 hrs.)
Address for Communication	General Manager, Government of India Press, Minto Road, New Delhi-110002

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Sub: Invitation of e-Tender Enquiry for Annual Rate Contract of Digital Scanning, Processing and Printing of Jobs of A3 size (13"x19") both side of Govt. of India Press, Minto Road, New Delhi for one year reg.

The General Manager, Government of India Press, Minto Road, New Delhi for and on behalf of the President of India invites e-Tenders for Annual Rate Contract of Digital Scanning, Processing and Printing of jobs of A3 size (13"x19") Both Side of Govt. of India Press, Minto Road, New Delhi for a period of one year from the date of agreement to be made between this Press and the firm.

S.No.	Brief description of stores	Contract Period	Last date for download of tender	Date and time for opening of tenders	Earnest Money Deposit
1.	Annual Rate Contract of Digital Scanning, Processing and Printing of Jobs of A3 size (13"x19") both side	One Year from the date of agreement	11/10/2017 03:00 PM	13/10/2017 03:00 PM	Rs.10,000/-

Tender Documents can be downloaded from the website <http://eprocure.gov.in> and is also available on the website of Directorate of Printing, New Delhi www.dop.nic.in.

The interested firms may submit the tenders online at <http://eprocure.gov.in> in Two bid system in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. **If any enquiry relates to jobs, the interested firms can visit at Government of India Press, Minto Road, New Delhi-110002 on any working days from 21/09/2017 to 10/10/2017 at 10:30 AM to 4:30 PM except Saturday and Sunday.**

-Sd-

(B. Sahoo)
General Manager,
Government of India Press,
Minto Road, New Delhi

SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

A. Scope of Work :

- (i) Annual Rate Contract of Digital Scanning, Processing and Printing of Jobs of A3 size (13"x19") both side of Govt. of India Press, Minto Road, New Delhi for a period of one year.

B. Eligibility Criteria of Technical Bid :

All the following documents of Technical Bid should be submitted electronically in PDF format and also in the Envelope of Technical bid.

- (i) Earnest Money.
- (ii) Self attested undertaking that the firm has not been black listed by any Government organization, Undertaking etc. and no Police/Criminal case registered against the firm for any kind of violation. *(The firms black listed by any of the Government Department will not be considered in the tendering process.)*
- (iii) Copy of PAN No. and GST No. either in the name of the proprietor/owner/firm/company is required to be uploaded alongwith the Technical Bid on the CPP Portal. The document to be uploaded should be clear visible. In case the uploaded documents are not readable, the tender cannot be examined and the bid can be rejected, thereby rejecting the tender of that firm.

C. Earnest Money Deposit :

The Earnest Money of Rs. 10,000/- in the form of Demand Draft/Pay order/Fixed Deposit/Bank Guarantee from any commercial bank which is acceptable in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi-110011" has to be submitted. The scanned copy of the Earnest Money Deposit (EMD) must be uploaded with the tender and original has to be dropped in the tender box kept in the Office of the General Manager, Government of India Press, Minto Road, New Delhi. **EMD exemption to NSIC registered firms will be allowed.**

D. Bid Evaluation Criteria :

- (i) **After opening the tender box kept in the Office of the General Manager, Government of India Press, Minto Road, New Delhi at 3:00 PM on 13/10/2017 by the authorized Officers,** the received envelopes of the technical bids will be opened and examined at 3:00 P.M. in the office of the General Manager, Government of India Press, Minto Road, New Delhi. The financial bids of technically qualified bidders will be opened on 13/10/2017 in the office of General Manager, Government of India Press, Minto Road, New Delhi.

- (ii) The Bidder shall submit the financial bid in the prescribed format enclosed as **Annexure II** of the tender documents. The bidder are advised to quote their rates as per specifications, failing which their bids shall be considered as non-responsive. **The L-1 (Lowest one) firm will be decided on the basis of Lowest rate of above said works.**

E. General terms and conditions of the Tenders :

- (i) Technical bid shall be opened first and only those who qualify shall participate in the financial bid.
- (ii) Tender(s) incomplete in any respect is/are liable to be rejected without assigning any reason thereof. The General Manager, Government of India Press, Minto Road, New Delhi also reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.
- (iii) The EMD of unsuccessful bidders will be released after finalization of contract. The successful firm has to deposit a Security amount of Rs.20,000/- in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi" within 5 (five) days of the issue of letter. If security is not submitted within the specified time, entire Earnest Money deposited by the firm shall be forfeited and in the event of non-lifting/non-deliver of Jobs in time entire amount of the Security Deposit shall also be forfeited to Government Account.
- (iv) The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this Amount. The EMD shall also stand forfeited in the event of premature withdrawals of the tenders by and of the Tenderers.
- (v) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand the terms and conditions of the contract as detailed out in the forgoing paragraphs before sending their tender, as no change or violation of the aforesaid terms and conditions shall be permissible, once the tender is accepted by the Press.
- (vi) The duration of the contract will be for a period of one year. However, contract is liable to be cancelled at any time for unsatisfactory performance or delay in delivery of jobs. The contract can be extended with mutual consent if required under the rules.
- (vii) The rates quoted should be valid for one year.

F. General terms and conditions of the Contract :

- (i) In exigencies the firm should be able to print and deliver within 4 to 6 hrs.
- (ii) The time schedule is to be strictly adhered to, since this is time bound work, a serious view will be taken towards delaying deliver of jobs.
- (iii) The rate should include cost of paper as per requirement.
- (iv) The rates should be quoted both in words and figures.
- (v) Firms backing out after participating in the tendering process shall be liable for black listing from Government of India Press, Minto Road, New Delhi.
- (vi) Conditional rates or terms attached with the rates will not be accepted and all such rates will be rejected out rightly.
- (vii) In case of any dispute, the decision of Government of India Press, Minto Road, New Delhi will be treated as final.
- (viii) The rates will be accepted upto **3:00 PM on 11/10/2017** and Technical bid will be opened at 3:00 PM on 13/10/2017 in the office of the General Manager, Government of India Press, Minto Road, New Delhi. The firms may nominate their authorized representative to be present at the time of opening of rates.

-Sd-

(B. Sahoo)
General Manager,
Government of India Press,
Minto Road, New Delhi

Annexure-II

Format of Price Bid

Annexure-II of the Price Bid (BOQ)

Sl. No.	Item Description	Quantity	Units	BASIC RATE (excluding GST) In Figures To be entered by the Bidder Rs. P	GST (if any) Per Sheet	TOTAL AMOUNT with Taxes
1	2	3	4	5	6	7
1	Annual Rate Contract of Digital Scanning, Processing and Printing of Jobs of A3 size (13x19 inch) both side	1.000	Per Sheet			

Instruction for Online Bid Submission :

As per the directive of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL://eprocure.gov.in). 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: <https://eprocure.gov.in/eprocure/app>.

Registration:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tender' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. **Bid documents may be scanned with 100 dpi with black and white option.**
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.

- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The serve time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender documents 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.
- 2) Any 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 toll free number for the helpdesk is 1800307022.