

Dated: 04-10-2017

**E-TENDER NOTICE**

**Subject: Inviting online rates for printing & supply of Annual Report 2017-18 of Department of Personnel and Training, Ministry of Personnel, PG & Pensions-reg.**

The online rates are invited from A-class empanelled Printers of this Directorate for printing and supply of under mentioned Annual Report 2017-18, which are required to be printed and supplied to the office of Under Secretary, Department of Personnel and Training, Ministry of Personnel, PG & Pensions, North Block, New Delhi. The bids will be finalized in two bid system as per details given below:-

**1. Specifications**

**I.**

Sl. No.	Name of Publication	Annual Report 2017-18 (English).
1.	Size	8.5" x 11" (Finished size)
2.	Pages	228 pages of text (approx.) + 4 pages of cover. (May increase or decrease)
3.	Qty.	900 copies in English.
4.	Text	Four colour printing 130 GSM Imported Art paper (Mat finish)
5.	Cover	Four colour printing on 300 GSM Imported Art card (Matt) with thermal lamination.
6.	Printing	Throughout multi-colour printing
7.	Binding	Section sewing perfect binding
8.	Designing	Complete design (text & cover) is required to be done by the Printer.

**II.**

Sl. No.	Name of Publication	Annual Report 2017-18 (Hindi).
1.	Size	8.5" x 11" (Finished size)
2.	Pages	228 pages of text (approx.) + 4 pages of cover. (May increase or decrease)
3.	Qty.	400 copies in Hindi
4.	Text	Four colour printing 130 GSM Imported Art paper (Mat finish)
5.	Cover	Four colour printing on 300 GSM Imported Art card (Matt) with thermal lamination.
6.	Printing	Throughout multi-colour printing
7.	Binding	Section sewing perfect binding
8.	Designing	Complete design (text & cover) is required to be done by the Printer.

**2. Material for Reproduction:** The matter will be provided in MS Word in English & Hindi. The Printer should have adequate Technical man-power/staff to handle typing, page setting, proof reading and corrections etc. The Printer should produce first proof within one week and subsequent, i.e. second or third proof within three days.

3. **Time Schedule/Delivery of books:** All the books are required to be delivered at the office of Under Secretary, Department of Personnel & Training, Ministry of Personnel, PG & Pension, North Block, New Delhi within 7 days after final approval of the proof.
4. **Mode of Payment:** Rates and all codal formalities will be completed by the Directorate of Printing. The awardee firm will supply the printed books to the concerned Department directly and submit the bill in the name of Indenting Department through Directorate of Printing for verification. The payment will be made by the Department of Personnel & Training, Ministry of Personnel, PG & Pension, North Block, New Delhi.
5. The bifurcation of the quoted rates are to be given in Financial bid as per Annexure-I.
6. The scanned copy of the Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) must be uploaded with the Tender and original of the same in a sealed envelope superscribed with the words "Rates for printing and supply of "Annual Report 2017-18 (English & Hindi) of DOPT" has to be dropped in the tender box kept in Room No.113A, 'B' Wing, Nirman Bhawan, New Delhi-110011 latest by 1-11-2017 at 3.00 p.m.
7. All the documents in support of eligibility criteria are also to be uploaded alongwith Technical bid. The Tenderers are advised in their own interest to submit the desired papers/documents with their bids failing which their bids may be declared non-responsive.
8. The Directorate of Printing reserves the right to reject/cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the tender documents without assigning any reason thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited.
9. The foremost requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids online are also enclosed herewith as Annexure-III.
10. Samples of publications can be seen on any working days between 10.30 a.m. to 5.00 p.m. in the Office of Asstt. Director (Pub.), Room No. 113A, 'B' Wing, Nirman Bhawan, New Delhi-110011.

**11. Eligibility criteria of Technical Bid:**

**All the following documents of Technical Bid should be submitted online as well as in hard copy in part-I Envelope.**

- i) The Printer should be empanelled with this Directorate as Class-'A' Offset Printer as on date.
- ii) Self attested undertaking that the firm has never been black listed by any Government Department, Ministry, Organisation/PSUs etc.
- iii) Sample of paper for text & cover duly signed and stamped.
- iv) Earnest Money.
- v) Signed and stamped copy of Annexure-II (Acceptance of Terms & Conditions of Tender).

All the above documents are to be submitted duly self attested including tender document.

**12. Earnest Money Deposit:-**

An earnest money deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) with validity of six months from the date of issue, in the form of FDR/Bank Guarantee from any of the Commercial Bank drawn in the favour of Pay & Accounts Officer(Ptg.) Ministry of Housing and Urban Affairs, New Delhi-110011 shall accompany the tender. The scanned copy of the Earnest Money Deposit must be uploaded with the tender and original to be deposited in a sealed envelope in the Directorate of Printing as per instructions in para 6 above. **EMD exemption to NSIC registered firms will be allowed.**

**13. Bid Evaluation Criteria:-**

- (a) The Technical Bid shall be opened at 3.30 p.m. on 2-11-2017 followed by opening of financial bid of technically qualified bidders.
- (b) The Bidder shall submit the financial bid in the prescribed format enclosed at **Annexure-I** of the tender documents. The bidders are advised to quote their rates excluding GST. The GST will be applicable as per rule. **The L-1 firm will be decided on the basis of combined rates of English and Hindi books.** The cost of increased/decreased pages (Unit of 4 pages) will be paid on pro-rata basis.

**14. General terms and conditions of the Tender:**

- (a) Technical bid shall be opened first and only those who qualify shall participate in the financial bid.
- (b) Incomplete or conditional tenders will not be entertained. The Directorate of Printing reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.
- (c) The successful firm is also required to submit a Performance Security Deposit for an amount equivalent to **5% of the tender value with validity of one year** from the date of issue, is required to be submitted within five days time in the shape of FDR/Bank Guarantee from any of the Commercial Bank drawn in the favour of Pay & Accounts Officer (Pgt.) Ministry of Housing and Urban Affairs, New Delhi-110011. If security deposit is not submitted within the specified time, entire Earnest Money deposited by the firm shall be forfeited and in the event of non-supply of material in time/as per the requirement of Department/Ministry, entire amount of the Security Deposit shall also be forfeited to Government Account.
- (d) 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 accept order 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 any of the Tenderers.
- (e) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read to understand fully the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Directorate.

**15. General terms & conditions of the Contract:-**

- (a) Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by Dte. of Printing. Directorate of Printing keeps the right to reject the entire or part supply of defected material which is not found satisfactory as per demand. In such cases Directorate of Printing shall be entitled to get the work done from elsewhere and recover the consequential loss sustain from the firm for getting the work done either through other firm or the firms selected through the process afresh.
- (b) The firm will have to ensure the safety of printed material during binding, packing & delivery.
- (c) The rates should be quoted both in the words and figures.
- (d) Firms backing out after participating in the tendering process shall be liable for black listing from Directorate of Printing including forfeiture of EMD.
- (e) Conditional rates or terms attached with the rates will not be accepted and all such rates will be rejected out rightly.
- (f) In case of any dispute the matter will be referred to the Arbitration appointed by Directorate of Printing.
- (g) All the disputes are subject to the Delhi jurisdiction.

The tenders will be accepted upto 3.00 p.m. on 1-11-2017 online and Technical bid will be opened at 3.30 p.m. on 2-11-2017 followed by opening of financial bid of the technically qualified firms. The firms may nominate their authorized representative to be present at the time of opening of Technical bids. **Late bids will not be considered.**

The documents are also available on the Website of Directorate of Printing, New Delhi, [www.dop.nic.in](http://www.dop.nic.in).



(K.K. Puri)  
Deputy Director(Ptg.)

**Annexure-I**

**Format of Price bid**

**Annexure-I of the Price Bid (BOQ).**

<b>Sl. No.</b>	<b>Description of work</b>	<b>No. of Copies</b>	<b>Per book rates to be entered by the bidder with packing &amp; delivery charges excluding GST (GST will be applicable as per rule)</b>
1.	Annual Report 2017-18 (English)	900	
2.	Annual Report 2017-18 (Hindi)	400	

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

Dated:.....

To

The Deputy Director(Ptg.),  
Directorate of Printing,  
'B' Wing, Nirman Bhawan,  
New Delhi.

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

Tender Reference No: .....

Name of Tender/Work:- Printing of Annual Report (2017-18) of the Department of Personnel & Training, Ministry of Personnel, PG & Pension, North Block, New Delhi-reg.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the website(s) namely:  
“(Printing of Annual Report (2017-18) of the Department of Personnel & Training, Ministry of Personnel, PG & Pension, North Block, New Delhi)” 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/Ministry too have all 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 it's totally/entirely.
5. In case any provisions of this tender are found violated, then your Department/Ministry 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)

**Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://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 Tenders' 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 data 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 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.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 18002337315.