



D-15017/P-II/25/2021-22

Date :- 03-09-2021

E-TENDER NOTICE

Subject: Inviting e-Tenders for Binding operation of Pass Books in respect of Postal Store Department, Nashik.

Tenders are invited from reputed Printers & Binders having experience in Binding of Pass Books. The Binding operations involves the following work as mentioned below and are to be delivered to Government of India Press, Gandhinagar, Nashik-422006. The bids will be finalized in 2(two) Bid system as per details given below:-

Binding specification of Pass Book:-

| Sr. No. | Specifications | |
|---------|------------------------|--|
| 1 | Size of the Pass Book | 10.5 x 14.8 cms |
| 2 | No. of Pass Book | 600000 Pass Book with 12+4 Pages |
| 3 | Scope of work | The Printed forms on 70 GSM Maplitho paper alongwith Printed Cover paper should be collected by the Vender from GIP, Nashik and binding operation includes Folding, Gathering, Centre Sewing, Covering & Finishing. Thereafter are to be packed and delivered to Government of India Press, Gandhinagar, Nashik. |
| 04 | Delivery of Pass Books | Delivery of the Pass Books should be done within a months from the date of issue of Work Order. |

- The Tenders should reach the Press latest by **23.09.2021** before 3.00 p.m in a sealed cover and the technical bid will be opened on next day i.e **24.09.2021** at 4.00 p.m. in presence of the authorized representative of the firms. The rates of the technically qualified firms will be opened later on.
- The firm has to furnish Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) with validity of 3 months from the date of issue in the form of FDR/Bank Guarantee to be submitted in favour of "The Manager, Government of India Press, Nashik.
- Earnest Money Deposit (EMD) exemption to National Small Industries Corporation (NSIC)/MSME/Startup's registered firms will be allowed as per rules.
- The **Price Bid** should be submitted **Online** and the rate for the Biding operations should be given in the Financial Bid as per the **Annexure-I**. The rate should be quoted clearly in figures and words separately including of all Taxes & Transportation. The envelope containing Technical Bid will be opened first and if the Technical bid is not found in order, the offer of the firm will stand cancelled and their Financial Bid will not be opened.
- The foremost requirement of participation in e-Tender is to have a digital signature. Instructions to the Bidders to submit bids online are also enclosed herewith as **Annexure-II**.

The following documents should be submitted online as well as in hard copy in Technical Bid:-

- The Earnest Money Deposit (EMD) of Rs. 10,000/- in original and its scanned copies should be submitted online as mentioned at point no. 3 above.
- Xerox copies of PAN Card & GST No. is to be furnished alongwith the Technical Bid.
- Factory license/Shop Licence is to be furnished alongwith tender.
- The bidder will have to submit their work profile in respect of work/service rendered in other Government department in the past.
- The List of machines required for execution of Binding work is to be furnished with the tender which can be inspected by a team of the Press before the final supply order.

7. Terms & Conditions of the Tender:-

- (i) The firm has to offer its online rates for Binding operation including Loading and unloading of the Printed Forms and delivery & Bundling of Pass Books to the GIP, Nashik after completion of the job.
 - (ii) A dummy sample of complete Pass Book should be sent to this Press for approval before binding the whole lot.
 - (iii) 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.
 - (iv) **Per Pass Book rate** should be quoted online for Binding work including packing, Loading & unloading and forwarding charges.
 - (v) Conditional rates or terms attached with the rate will not be accepted.
 - (vi) The rates should be kept valid for 120 days from the date of opening of the quotations.
 - (vii) The successful Tenderer should have a sufficient space for execution of the job.
 - (viii) The successful firm is also required to submit a performance security deposit for an amount equivalent of 10% of the tender value with validity of 06 months within seven days from the date of issue of letter from the Press, in the form of FDR/Bank Guarantee to be submitted in favour of "The Manager, Government of India Press, Nashik".
 - (ix) The successful Tenderer shall have to collect the Printed forms as provided by the Press authorities required for the Binding work from GIP, Nashik and taken to the firms premises for Binding and thereafter the pass book are to be delivered to GIP, Nashik.
 - (x) The Successful Tenderer has to prepare a sample of Pass Book and get it approved by the Press authorities and thereafter the work is required to be processed further.
 - (xi) Damaged supply, Poor quality binding may attract heavy penalties on the firm as decided by the Press authorities.
 - (xii) Delayed supply of bound copies will be punished by 0.5% penalty per week on total amount of bill to the firm.
8. Payment towards binding of above Pass Book will be released after producing satisfactory dispatch certificate and receipt, issued by this Press that the Pass Book are received in full quantity, in good condition and as per time schedule.
9. The Officer-In-Charge, Govt. of India Press, Nashik reserves the right to reject/cancel the tender at any time/stage or amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof.

The documents are also available on the Website of Directorate of Printing, New Delhi, www.dop.nic.in & eproure.gov.in



(Ram Dayal)
(Officer-In-Charge)

Copy to:- The Asstt. Director (CDN), Directorate of Printing, 'B' wing Nirman Bhawan, New Delhi-110011, with the request to upload the tender on the Website of Directorate of Printing.

Sd/-
(Officer-In-Charge)

Annexure-I

Format of Price Bid

Annexure-I of the price Bid (BOQ)

| Sr.No. | Items | Rate Per Pass Book of binding and packing Inclusive all Taxes, Transportation, Loading & Unloading (In figures and words) |
|--------|--|---|
| 1. | Pass Book with 12+4 Pages in 10.5 x 14.8 cms in size | |

Note:- L1 firm will be decided on the total quoted rate of all the Publication.

Annexure-II

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 while 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, 0120-4200462, 0120-4001002.

Schedule of Importance Dates:

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|---|--|
| Start date and time for view/downloading of tender document | 03.09.2021 |
| Start date and time for online submission of bid | 03.09.2021 |
| Last date and time for downloading of tender document | 23.09.2021 |
| Last date and time for online submission of bid and submission of EMD | 23.09.2021 |
| Date and time of opening of Technical Bid | 24.09.2021 |
| Address for Communication | The Manager Government of India Press, Gandhinagar, Nashik-422006. |