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No. 10-3/2017-GA
Government of India
Ministry of Culture

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Shastri Bhawan, New Delhi.
Dated the 25 July, 2017

Tender Notice

Subject: Annual Rate Contract for printing of Letter Heads/D.O. Letter Heads, Visiting Cards and other printing items for use in Ministry of Culture – reg.

Sealed tenders are invited in a two bid system for Annual Rate Contract (ARC) for printing of various stationary items etc. as per Annexure-I for use in the Ministry of Culture. The initial contract would be for a period of one year which may be extended for a further period of two years, one year at a time on the basis of satisfactory performance of the firm and mutual willingness of both parties.

2. The bid shall consist of two parts — Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes (clearly subscribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in a separate sealed cover clearly subscribing 'Bid for Annual Rate Contract for Printing of various items for use in the Ministry of Culture. The financial bids of only those parties shall be opened whose technical bids are found to be eligible.

3. Terms and conditions :-

- (a) GST Number (a self attested copy of GST Number);
- (b) PAN Number (a self attested copy of PAN No. card shall be furnished);
- (c) The bidder should have 3 years experience in the field of printing various stationery items in the Government Departments/Ministries;
- (e) The firm should furnish details of three (3) current Annual Maintenance Contracts for the printing of various stationery items in the Ministries/Departments. A satisfactory performance report/from each of the Department for the contract shall also be enclosed;
- (f) The firm should have annual turnover of Rs. 5 lakhs during the last three years. The firm should furnish a Balance Sheet duly audited and certified by Chartered Accountant towards proof of average annual turnover and Income Tax Returns for the last three financial years;.
- (g) Undertaking from the firm that it has not been debarred or blacklisted by any of the Central/state Government/ Departments/ Organizations/Central PSUs and no criminal case is pending/filed against the said firm/proprietor.

4. Earnest Money Deposit (Bid Security) - Those firms who are interested to bid shall furnish an earnest money deposit of Rs. 5000/- in favour of "DDO, Ministry of Culture, Shastri Bhawan, New Delhi" as Demand draft / Bankers cheque/ Fixed deposit receipt (FDR). Tenders with no earnest money deposit will be summarily rejected.

5. Performance Security: The Performance Security of Rs. 15000/ (Rupees fifteen thousand only) shall be deposited by the tenderers within 7 days of the award of Contract in the form of Fixed Deposit Receipt in favour of "DDO, Ministry of Culture, Shastri Bhawan, New Delhi. In case of non submission of Performance Guarantee within stipulated period, the earnest money will be forfeited and the Ministry may consider to debar/black list the successful bidder.

6. General Terms and Conditions:

6.1 The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be accepted.

6.2 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, signing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered.

6.3 The Ministry shall provide bench mark/quality/brand of the material to be used, where ever necessary. In case the work is not executed within the specified time frame, the Ministry will be free to get the work done through alternative sources and the additional cost incurred on the same shall be recovered from the firm.

6.4 The defective printing material, if any supplied by the firm, shall be replaced by the supplier at his own cost. However, in case of defective supply of printed material on more than 3 occasions the contract shall be cancelled and security deposit shall be forfeited. The firm may also be debarred by this Ministry.

6.5 In the event of any dispute related to above, the decision of competent authority in Ministry of Culture shall be final and will be binding on all Vendors.

6.6 TDS and other taxes as applicable shall be deducted from each bill.

7. Interested firms/parties having met the aforesaid eligibility criterion and accepted terms and conditions may send their quotations in sealed covers superscribed with the words "Quotations for printing of various items for use in Ministry of Culture". The quotation should be addressed to the undersigned. Sealed Tenders may be dropped in the Tender Box placed in Room No. 330, C Wing, Shastri Bhawan, New Delhi latest by 3:00 PM on 14th August, 2017. The tenders will be opened on same day at 3:30 PM in the presence of tenderers or their authorized representatives. The Tender Committee will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

(Manoj Dehury)

Under Secretary to the Govt. of India
Tel. No. 23382312

Copy to :

- 1) CPP Portal
- 2) Technical Director, NIC with request to upload the soft copy of Tender Notice on the website of Ministry.

PROFORMA FOR TECHNICAL BIDPROFORMA FOR SUBMISSION OF TECHNICAL BID FOR UNDERTAKING
PRINTING WORK/SUPPLY OF PRINTED MATERIALS IN THE MINISTRY

Tender No. . 10-3/2017-GA

Sl. No.	Description	
1	Name & address of Company/Firm	
2	Address	
3	Tel. No. Mobile No. E-mail	
4	Name of the Proprietor/Partners of the Firm	
5	GST No.	
6	Income Tax/PAN Number	
7	Income Tax Return for the last three years	
8	List Government Clients, if any	
9	Experience Details	
10	Performance Certificates from Ministries/ Departments/PSUs	
11	Details of EMD	

Declaration

I hereby certified that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future.

(Name & Signature of authorised signatory with stamp)

FINANCIAL BID

Sl. No.	Details of Jobs	Quantity	Rate in Rs.
1	LETTER HEAD OF MINISTRY ON SIMPLE PAPER		
	DO letter heads for Minister on imported German paper of 120 GSM with Golden Emblem and silk Screen embossed printing	A-4 A-5 A-8 Per 1000	
	DO letter heads for Minister on indigenous paper of 120 GSM with Golden Emblem/ Blue Emblem and silk Screen Printing	A-4 A-5 A-8 Per 1000	
	DO letter heads for Minister on indigenous paper of 100 GSM with Golden Emblem/ Blue Emblem and silk Screen Printing	A-4 A-5 A-8 Per 1000	
	DO letter heads for Minister on Handmade paper of 100 GSM with Golden Emblem/Blue Emblem and screen embossed printing	A-4 A-5 A-8 Per 1000	
	DO letter heads for senior officers (PS, APS to Ministers) on indigenous paper on 100 GSM with screen printing	A-4 A-5 A-8 Per 1000	
2	D.O. LETTER HEADS ON SIMPLE PAPER WITH GOLDEN EMBLEM		
	A4 size (as per sample) (100/120 gsm)	1000	
	A4 size (as per sample) (100/120 gsm)	1000	
3	D.O. LETTER HEADS on SPECIAL PAPER WITH GOLDEN EMBLEM		
	A4 size (as per sample)	1000	
	A5 size (as per sample)	1000	
4	D.O. ENVELOPS		
	Window envelopes on white paper of 90 GSM with screen printing	SE-4 SE-6 (Per 1000)	
	Plain DO envelopes on white good quality paper of 90 GSM with screen printing	SE-4 SE-6 SE-7 SE-8 SE-8A (Per 1000)	

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	D.O. ENVELOPS on Good quality paper		
	Window Envelopes	SE-5 SE-6 (Per 1000)	
	Plain Envelopes	SE-5 SE-6 (Per 1000)	
6	Envelopes		
	Envelopes having the name of the Ministry and Govt. of India Logo and RTI logo in same colour printed on 100 GSM paper	Brown SE-5 Brown SE-6 Yellow SE-7 (with net/ cloth lining) Yellow SE-8A (with net/cloth lining) [Per 100]	
7	Hand Made Envelopes & Folders as per sample		
	Hand Made Folders Small Size	100	
	Hand Made Envelopes Small Size	100	
	Hand Made Folders A-4 Size	100	
	Hand Made Envelopes A-4 Size	100	
8	SLIP BOOKS		
	50 sheets on good quality thick bond paper spiral binding	Per piece	
	20 sheets on good quality thick bond paper spiral binding	Per piece	
	Slip pad with 10 sheets on Good quality ruled paper	Per piece	
9	COMPLIMENTARY SLIP		
	Visitors slips on 6"x 8" card with screen printing (as per sample)	1000	
	Visitors slips on 6"x 8" paper with screen printing (as per sample)	1000	
10	PRINTING OF COLOUR SLIPS (BILINGUAL)		
	5"x 3" size (immediate/Most Immediate/Urgent/Rajya Sabha/Lok Sabha/Confidential/ Secret/Out Today etc.	100	
11	PRINTING OF VISITING CARDS		
	Visiting Cards on ivory paper and screen printing with golden emblem, embossed (Single sides)	100	
	Visiting Cards on ivory paper and screen printing with golden emblem, embossed (Both sides)	100	

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12	INVITATION CARDS		
	Invitation Cards with Matching Envelopes on 300 GSM paper (Per Set- envelope & card)	100	
13	ENVELOPES WHITE		
	SE-8 (with paper & printing)		
	SE-8A -do-	1000	
	Quarter Size 10" x12" Laminated	1000	
14	SPIRAL BINDING	1000	
	Books/documents/files		
15	Printing of ACRs/APAR (as per sample)	Per piece	
	On white paper		
	On colour paper	100	
16	Pensioners Plastic ID Cards (as per sample)	100	
17	Printing of Security seal (sticker) with Govt. of India Logo	Per piece	
18	VISITING CARDS	1000	
	Visiting Card with Golden Emblem on Ivory Card		
	Visiting Card with Golden Emblem on Hand made paper	100	
19	Continuation Sheet A-4 size (Hand Made paper)		
20	File Cover		
	File Cover 350 GSM (only yellow colour) having name of the Ministry and RTI log in same colour and logo of Ministry of Culture printed on the cover page. Rate per piece	Per piece	
	File Cover 350 GSM (Green colour) having name of the Ministry, RTI log in same colour, logo of Ministry of Culture, Parliament logo and Lok Sabha printed on the cover page. Rate per piece	Per piece	
	File Cover 350 GSM (Red colour) having name of the Ministry, RTI log in same colour, logo of Ministry of Culture, Parliament logo and Rajya Sabha printed on the cover page. Rate per piece	Per piece	
21	Flexi Boards	A-4 Size Legal Size	
22	Banner all sizes	Per piece	
		Per piece	
23	Parchment Sheet (Good Quality) – for signing of Agreement	Per sheet	
24	Desmat tm label	Per packet	

(Signature of authorized person)

Name:

Seal of the Firm

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Annexure-II

PROFORMA FOR TECHNICAL BID

PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR UNDERTAKING
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3	Tel. No. Mobile No. E-mail	
4	Name of the Proprietor/Partners of the Firm	
5	Service Tax Number/ Sales Tax Number/VAT No.	
6	Income Tax/PAN Number	
7	Income Tax Return for the last three years	
8	List Government Clients, if any	
9	Experience Details	
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(Name & Signature of authroised signatory with stamp)

Government
ePublishing
System

ePublishing System, Government of India

Tender Details

Date : 28-Jul-2017 03:44 PM

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Basic Details

Print

Organisation Chain	Ministry of Culture Min. of Culture-Administration		
Tender Reference Number	No.10-3/2017-GA		
Tender ID	2017_MC_235061_1		
Tender Type	Open Tender		
Tender Category	Works	Form of contract	Works
Payment Mode	Offline	No. of Covers	2
Is Multi Currency Allowed For BOQ	No	Is Multi Currency Allowed For BOQ	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	LOC
	3	As Per Tender Document

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	AMC of Printing Works
2	Finance	.pdf	AMC of Printing Works

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	Fee Payable At	NA
Fee Payable To	NA		
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	15,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	DDO Ministry of culture	EMD Payable At	New Delhi

Work / Item(s)

Title	AMC of Printing Works		
Work Description	AMC Of Printing of letter Head		
Pre Qualification Details	Please refer Tender documents.		
Tender Value in ₹	4,00,000	Product Category	Publishing/Printing
Contract Type	Tender	Bid Validity(Days)	60
Location	Shastri Bhawan	Pincode	110001
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
		Bid Opening Place	Room No 330 C wing Shastri Bhawan

Critical Dates

Publish Date	28-Jul-2017 03:45 PM	Bid Opening Date	14-Aug-2017 03:30 PM
Document Download / Sale Start Date	28-Jul-2017 03:45 PM	Document Download / Sale End Date	14-Aug-2017 03:00 PM

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Location Start Date	NA	Clarification End Date	NA
Submission Start Date	28-Jul-2017 03:50 PM	Bid Submission End Date	14-Aug-2017 03:00 PM

Tender Documents

IT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	AMC of Printing Works	3404.61

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	AMC of Printing.pdf	AMC OF printing Works	3407.08
	2	Tender Documents	AMC of Printing1.pdf	AMC of Printing Works	3407.08

Tender Inviting Authority

Name	Under Secretary
Address	Room 202d Wing Shastri Bhawan

Tender Creator Details

Created By	surender kumar
Designation	Section officer
Created Date	28-Jul-2017 03:19 PM