

E-TENDER NOTICE

Subject: E-Tender for printing of D.O. Letter Heads/Stitching of files/ spiral binding and other miscellaneous printing related jobs for a period of one year-reg.

E-TENDER DATE SHEET

BID DOCUMENT DOWNLOAD DATE	13.04.2020 at 10.00 AM
BID SUBMISSION START DATE	13.04.2020 at 10.30 AM
BID SUBMISSION END DATE	04.05.2020 at 03.00 PM
BID OPENING DATE	05.05.2020 at 04.30 AM

Online e-tenders are invited by the Ministry of Home Affairs under Two bid (Technical & Financial) system for printing of D.O. Letter Heads, visiting cards/Stitching of files/ spiral binding and other miscellaneous printing etc jobs as per the list enclosed at **Annexure-II**.

2. The tender documents can be downloaded from the websites of www.eprocure.gov.in

3. Bidders may submit the tender online at www.eprocure.gov.in in Two bid system in the prescribed proforma. Tender are to be submitted **online only** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

4. General Terms and conditions of the tender are given in **Annexure-I**.

5. Sample of required items can be seen/obtained from Ad-III Section of this Ministry at Hall No. 2, Jalebi Chowk, New Delhi, accordingly. Sample of items be furnished at same location along with EMD. A certificate from the Tender Evaluation Committee (TEC) be obtained and upload in e-technical bid which would be must for technical evaluation. In the absence thereof the quotation/tender will be rejected.

6. The bid will be opened online by Tender Evaluation Committee in the Ministry of Home Affairs on 05.05.2020 in Hall No.2, Jalebi Chowk, North Block, New Delhi. Selection of the L-1 bidder will be based on the recommendation of the Technical Evaluation Committee.


(S. Samanta)

Under secretary to the Govt. of India

TERMS AND CONDITIONS FOR QUOTATION FOR PRINTING BINDING JOBS IN
THE MINISTRY OF HOME AFFAIRS

1. The rates for the items may be quoted in the prescribed proforma given at **Annexure –II** and the rates may be quoted both in words and figures.
2. The firms should have at least three years' experience of binding and printing work in at least two Central/State Government Offices. Copies of the experience certificates may be enclosed/uploaded. The firm should also have GST/PAN/TIN/VAT Registration Numbers.
3. The firms should have turnover of more than 50 lakhs per annum. Copy of last three financial years' turnover (more than 50 lakh per annum) be uploaded with the bid duly certified by the Chartered Accountant along with ITR Return of last three year with profit loss and other assessment etc.
4. Printed material as required will be delivered within three days of placing of order this office without any additional charge for cartage/labour, etc.
5. The component of taxes, if any, should be indicated separately and clearly in the quotations. It should not be added on in the basic prices of the items of work.
6. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Ministry during execution of work. The loss would be recovered from security deposit or any dues payable to the firm. The charges of bills will be inclusive of all proof readings.
7. The order will be placed on "on requirement basis". It should be clearly specified in the bid document as to what is the scope of work i.e. which item involves only printing/embossing and which involves supply of stationery apart from printing.
8. The evaluation shall be done on the basis of total package cost of all the items and accordingly L1 shall be selected. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies. However, the exact work will be placed based on the actual requirement.
9. Normally, the contract will be awarded for one year. However, further extension can be considered on the basis of performance & satisfactory work. The cost during extension period should not exceed the L1 cost.
10. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm.



11. This Ministry reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.
12. The bidder will deposit an amount of Rs. 50,000/- (Rupees fifty thousand only) as account payee bank draft/Banker's cheque / Bank Guarantee drawn in favour of DDO, MHA payable at New Delhi as Earnest Money Deposit (EMD).
13. The decision of the Ministry regarding the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.
14. The work relating to binding of official documents and other important documents/booklets will have to be done within the office premises at designated place only, if required.
15. Notwithstanding anything contained in the above the Ministry reserves the right to terminate the contract at any stage without assigning any reason thereto. No-conditional bid will be accepted.
16. The successful bidder will have to deposit performance security amounting to Rs.1,00,000 in the shape of Bank Guarantee valid for fourteen months w.e.f. the date of award of the contract before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.
17. The firm should be in position to undertake the printing and order related jobs/supply printed items mentioned in the lists enclosed at very short notice as and when requisitioned by the office.
18. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.
19. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.
20. The items have to be printed in the pattern of the earlier printed items, before quoting your rates, you are required to examine the printed items available in this Ministry related to the previous year and discuss the design, quality of paper and other specifications of the printed items with Section Officer (Ad-III), Ad-III Section, Hall No.2, Jalibi Chowk, North Block, New Delhi-110001 (Tel.23093284) on any working day. **A certificate to this effect from any of the committee member may be obtained and enclosed with e-bid for technical examination. This would be the mandatory for qualification in technical stage.**
21. The above particulars are also available on Ministry's website i.e. www.mha.gov.in



Name of the firm :
 Complete address :
 Contract no. of the firm :
 TIN/GST registration number:
 (Copy of the above should be enclosed)

Sl.no.	Description of job	Size	Qty.	Rates (Rs.) Exclusive GST
1.	<u>D.O. Letter Heads</u> raised printing + Ashoka emblem	Small	1000	
		Med.	1000	
		Big	1000	
	D.O. Letter Heads Ordinary Printing + Ashoka emblem	Small	1000	
		Med.	1000	
		Big	1000	
	On J.K.Sunit Bond Paper	Small	1000	
		Med.	1000	
		Big	1000	
2.	<u>D.O. Envelops</u> Raised printing on DO Ashoka emblem	Small	1000	
		Med.	1000	
		Big	1000	
	D.O. Envelops Ordinary printing on JK/Sunit bond paper	Small	1000	
		Med.	1000	
		Big	1000	
3.	<u>Invitation Cards</u> 7"x 5" raised printing with envelops		100	
	7"x 5" in multicolor printing with envelops		100	
4.	<u>Visiting cards</u> Raised printing		100	
	Ord. printing single side		100	
	Imported paper single side		100	
	Ordinary printing Double side		100	
	Imported paper Double side		100	
5.	<u>Complementary/Parl.slips</u> Complementary slip with papers		1000 each	
	Parliamentary slip with papers		100	
	Lok/Rajya sabha reply forms		100	
6.	Binding work Reports/pub. With ordinary binding 50 sheets 100 sheets 150 sheets 200 sheets		Each copy	

	250 sheets 500 sheets			
6(a)	Photocopy with paper single side (B&W) along with ordinary binding	A-4	Each	
		Legal	Each	
	Photocopy with paper Double side (B&W) along with ordinary binding	A-4	Each	
		Legal	Each	
7.	Binding work (Report/pub. with spiral binding) 50 sheets 100 sheets 150 sheets 200 sheets 250 sheets 500 sheets		Each copy	
7(a)	Color Photocopy with paper single side	A4	Each	
		Legal	Each	
	Color Photocopy with paper double side	A4	Each	
		Legal	Each	
8.	<u>Binding of Books/PBRs.(Half cloth binding)</u> 50 sheets 100 sheets 150 sheets 200 sheets 250 sheets 500 sheets		Each book reports	
9.	<u>Binding of Books/PBRs.(Half leather binding)</u> 50 sheets 100 sheets 150 sheets 200 sheets 250 sheets 500 sheets		Each book Reports	
10.	<u>Stitching of files</u> 50 sheets 100 sheets 150 sheets 200 sheets 250 sheets 500 sheets		Each file	
11.	<u>Printing of color slips</u> size 5'x3"		1000	
12.	Printing of Envelops SE-4 SE-5 SE-6 SE-7 SE-8 SE-10 SE-10 A		1000 each	

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13.	<u>Engagement cards with printing</u>		100 Each	
14.	<u>Title cover of A-4 Size</u>		Each	
	<u>On thick /good quality with printing</u> <u>On glazed paper</u>			
15.	<u>Digital printing of documents A-4 size</u> <u>(single side)</u>		Per page	
	<u>Digital printing of documents A-3 size</u> <u>(single side)</u>		Per page	
	<u>Digital printing of documents A-4 size</u> <u>(double side)</u>		Per page	
	<u>Digital printing of documents A-3 size</u> <u>(double side)</u>			
16.	<u>DO Letter heads on imported papers 100</u> GSM With golden embalm Single color	A-4	For 1000 each	
		A-5		
		A-6	Each	
		A-8		
	<u>DO</u> Double colour	A-4	For 1000 each	
		A-5		
		A-6		
		A-8		
17.	<u>DO Letter heads on imported papers 100</u> GSM, 135 gsm with golden emblem <u>Single color</u>	A-4 A-5 A-6 A-8	For 1000 each	
18.	<u>DO Letters Heads on</u> handmade /galgo spian paper with golden emblem Single Colour	A-4		
		A-5		
		A-6		
		A-8		
19.	<u>D.O. Envelops</u> on galgo spian paper on golden leaf printing 10"x4, 1/2		For 1000 Each	
20.	<u>Printing of logo on letter heads</u> <u>envelops, file covers, folder etc.</u>		For 1000 each	
	Single colour			
	Double colour			
	Tri colour			
	Four colour			
21.	Printing with paper one side	A-4	Each	
		Legal		
22.	Printing with paper both side	A-4	Each	
		Legal		
23.	Printing of citizens,/Clients' charter	As per sample	Each	
24.	Greeting card with envelope		100	
25.	Receipt book 100 pgs.		100	
26.	Challan Book 100 pg		100	
27.	Slips: Immediate ,most immediate, priority, top priority, secret, top secret		100 each	
28.	Annual Report printing	As per sample	Each page	
	Annual Report printing of cover or title page	As per sample	Each page	

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Government eProcurement System		eProcurement System Government of India	
		Tender Details	
		Date : 09-Apr-2020 07:05 PM	
		Print	
Basic Details			
Organisation Chain	Ministry of Home Affairs Administration-III,MHA		
Tender Reference Number	29012/01/2020-Ad-III		
Tender ID	2020_MHA_555275_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	
	1	Bankers Cheque	
	2	Bank Guarantee	
	3	Demand Draft	
	Cover No	Cover	Document Type Description
	1	Fee/PreQual/Technical	.pdf Printing of DO/Binding/Stitching of files
	2	Finance	.xls Printing of DO/Binding/Stitching of files
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	50,000
Fee Payable To	Nil	EMD through BG/ST or EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	No	EMD Fee Type	fixed
		EMD Payable To	DDO MHA
		EMD Percentage	NA
		EMD Payable At	NEW DELHI
Work / Item(s)			
Title	29012/01/2020-Ad-III		
Work Description	Printing stitching binding		
Pre Qualification Details	Printing stitching binding		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	Yes		
Tender Value in ₹	0.00	Product Category	Publishing/Printing
Contract Type	Tender	Sub category	NA
Location	New Delhi	Bid Validity(Days)	90
Pre Bid Meeting Address	NA	Period Of Work(Days)	365
		Pre Bid Meeting Place	NA
		Bid Opening Place	North Block New Delhi

Should Allow NDA Tender	No	Allow Preferential Bidder	No
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Critical Dates			
Publish Date	10-Apr-2020 09:00 AM	Bid Opening Date	05-May-2020 04:30 PM
Document Download / Sale Start Date	13-Apr-2020 10:30 AM	Document Download / Sale End Date	04-May-2020 03:00 PM
Clarification Start Date	13-Apr-2020 10:00 AM	Clarification End Date	04-May-2020 11:00 AM
Bid Submission Start Date	13-Apr-2020 10:30 AM	Bid Submission End Date	04-May-2020 03:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Printing of DO Binding Stitching of Files	1079.65	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Printing.pdf	Tender Document	1066.03

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	virendersanjay@gmail.com	Virender Kumar	VIRENDER KUMAR
2.	anuragsaxena110@yahoo.co.in	Anurag Saxena	ANURAG SAXENA

Tender Inviting Authority	
Name	S. Samanta, Under Secretary
Address	Hall No. 2 North Block New Delhi-1

Tender Creator Details	
Created By	Anurag Saxena
Designation	Section officer
Created Date	09-Apr-2020 06:34 PM