

D-29016/03/2020-Admn-III
Government of India
Ministry of Housing & Urban Affairs

Nirman Bhawan, New Delhi
Dated-03.08.2020

NOTICE INVITING TENDER

Tenders are invited by the Ministry of Housing & Urban Affairs for award of Annual Contract for printing & set making of parliament questions & other important documents and spiral binding etc, in the Ministry of Housing & Urban Affairs, Nirman Bhawan, New Delhi by reputed firms for a period of one year.

2. Bids (**Technical/Financial separately**) are invited from the firms having their offices in Delhi/NCR for printing, set making of parliament questions and other important documents, spiral binding, lamination, etc in the Ministry of Housing & Urban Affairs as per the terms and conditions detailed in this tender notice.
3. The Firms should submit their Technical and Financial bids in the format as given in the respective annexures. The Technical bid shall contain all the documents as per **Annexure-II** of the Tender Notice duly digitally signed. The Financial bid shall contain details only as per **Bill of Quantities (BOQ)**. The tenderer should quote their rates of all the items as per **BOQ** of the Tender Notice. The technical and financial bid should be submitted through online mode in CPP portal only.
4. Coloured copy of Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft/ Bankers Cheque drawn in favour of Pay and Accounts Officer (Sectt.), Ministry of Housing & Urban Affairs, New Delhi along with the technical bid **must be uploaded online**. In case copy of EMD is not uploaded with the document, the bid will be rejected summarily. Original EMD (as uploaded on portal) should be submitted during evaluation of Technical bids within 3 days of opening of the Bids. The successful tenderer will also have to furnish a Performance Security Deposit of Rs 2,00,000/- (Rupees two lakh only) in the form of Demand Draft/ Bank Guarantee from any commercial bank duly pledged in the name of the "Pay and Accounts Officer (Sectt.) MoH&UA, New Delhi".
5. Terms and conditions of contract have been given in **Annexure-I**, Schedule of requirements of firm in **Annexure-II**, financial schedule in BOQ.
6. The technical bids will be opened in the Ministry of Housing & Urban Affairs on **18th August 2020** at 11:30 A.M. in Room No. **207-C** Nirman Bhawan, New Delhi. The date of opening of financial bid will be intimated in the due course.
7. Incomplete or conditional tenders will not be entertained.
8. The competent authority in the Ministry of Housing & Urban Affairs reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason thereof.


(Ram Singh)

Under Secretary to the Government of India
Telephone No:-23062295

IMPORTANT INFORMATION

Sr.No	Items	Description
1.	Scope of work	Annual Contract for printing & set making of parliament questions & other important documents and spiral binding etc
2.	Cost of bid documents	Nil
3.	Date of uploading of Tender Document on website/CPP Portal	03.08.2020
4.	Last Date & Time for upload/ submission of bid	By 10:00 AM on 17.08.2020
5.	Date of opening of technical bid	11:30 AM on 18.08.2020
6.	Date of opening of financial bid	will be communicated to successful bidders



ANNEXURE-I

TERMS & CONDITIONS OF ANNUAL CONTRACT FOR PROVIDING PRINTING & SET MAKING, SPIRAL BINDING, LAMINATION ETC. IN THE MINISTRY OF HOUSING AND URBAN AFFAIRS

1. Parties:-

The parties to the contract are the firm [the tenderer (s) to whom the work is to be assigned on the basis of evaluation of their bids and the Government of India through Ministry of Housing & Urban Affairs for and on behalf of the President of India, herein after referred to as "the Ministry".

2. Address:-

For all purposes of the contract including arbitration there under, the address of the firm mentioned in its bids shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Ministry. The firm shall be solely responsible for the consequences of any omission of error to notify change of address in the aforesaid manner.

3. Earnest Money: -

i. The tenderer will have to deposit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft/ Bankers Cheque drawn in favour of Pay and Accounts Officer (Sectt.) MoH&UA New Delhi. Exemption will be allowed on submission of documents/certificates to this regard, as per extant instructions of the Govt. of India.

ii. Tenderer shall not be permitted to withdraw his/ her offer or to modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government without prejudice to any other action to be taken against such tenderer(s).

iii. The tenders found without Earnest Money Deposit or documents in support of exemption from submission of EMD, will be summarily rejected

iv. No claim shall lie against the Government/ Ministry in respect of erosion, if any, in the value or interest on the amount of earnest money deposit.

v. EMD of unsuccessful bidders will be returned after award of the contract. No interest will be paid on Earnest Money in any case.

4. Security Deposit: -

The successful tenderer will have to furnish a Performance Security Deposit of Rs 2,00,000/- (Rupees Two lakh only) in the form of Demand Draft/ Bank Guarantee from any National Bank duly pledged in the name of the "Pay and Accounts Officer (Sectt.) MoH&UA, New Delhi". No exemption for submission of Security Deposit will be allowed.



The security money is returnable on successful completion of the contract period. The security amount will be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract. The firm should ensure that the security deposit shall remain valid till 60 days beyond the expiry of the contract. Security deposit will be refunded without any interest after successful completion of the contract after adjusting any payment/penalty due on the part of Vendor.

5. Opening of Tender: -

The tenderer is at liberty to present either himself or authorize not more than one representative at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. Absence of bidder or their representative shall not impair the legality of the opening procedures.

6. Right of Acceptance: -

- i. The Ministry reserves the right to reject any or all tenders/ bids without assigning any reason thereof.
- ii. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/ offer.

7. Communication of Acceptance: -

The Ministry in due course will inform successful Tenderer of the acceptance of his/ her tender.

8. Penalty: -

In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to material and quality to the satisfaction of and by the time fixed by the Ministry etc., the deposited security money will be forfeited and the contract will be terminated immediately at any time without assigning any reason. In this regard, the decision of the Ministry will be final and binding on the contractor. The firm shall be liable to the loss(es), if any, that may be suffered by the Ministry due to his/her actions and/ or omissions at the time of executing the work.

9. Eligibility and Scope of work: -

9.1 The contract will remain valid for a period of one year with effect from award of the contract which may be extended further on the same terms and condition on the basis of performance of the firm. However, the grant of extension of contract will be sole discretion of the Ministry. **Office of the firm should be located within Delhi/NCR.**

9.2 **As the Parliament work is of time bound nature, the entire operation of printing shall be completed within the stipulated time and the desired number of copies/sets will be provided to Parliament Unit in time. However, during the parliament session, the firm shall have to provide its services beyond the prescribed timings, as and when needed. The firm will ensure trouble free**



operation and services shall also require to be provided on demand for Saturday/Sunday/or any other Holidays. The firm shall also provide functional Mobile Phone nos of its personnel/workers for urgent communications

9.3 It will be the responsibility of the firm to install such number of machines so that a **minimum of 600 impressions per minute** are achieved. Deployment of manpower will be responsibility of the firm and inclusive in overall rates. The firm will also be responsible to get the credentials of deployed manpower verified by the police before their deployment.

9.4 The Ministry will provide the independent space and electricity only. The maintenance of its equipment/machines will be responsibility of the firm.

9.5 All manpower and consumables required items like 75 GSM copying paper, material for set making, binding sheet, stapler pin, etc. would be provided by the firm. The contract will be on a comprehensive basis i.e. no extra charges for copy printer, any spare parts, operator, paper, master roll, ink etc will be paid by the Ministry.

9.6 The firm has to execute the work within time frame as required by the Ministry. If the firm fails to do the required work, the work will be got done by the Ministry at the cost of contractor firm.

9.7 Experience: - The reputed and experienced firm/agency having **experience of 5 years (not before 2013) in this field in the Govt. Ministries/Departments/PSUs need apply. Proof to this effect should be uploaded alongwith Tech. bid.**

9.8 Turnover: - The firm whose total turnover during last 3 financial years (ie 2016-17, 2017-18, 2018-19) were at least Rs. 1 crore or more may participate in the tender and a copy of their ITR, Balance sheet and P&L certified by Accredited Chartered Accountant may also be uploaded. The uploaded document should reflect turnover of the firm.

9.9 The rates as sought vide proforma should be furnished strictly online on CPP portal only. The unrealistic rates viz. free of cost/complementary shall not be entertained.

9.10 Keeping in view the requirement involved in the present contract, this Ministry intends to award contract for all items to one firm based on the weightage formula assigned in the BOQ. The bid will be awarded to the firm having lowest value based on the weightage formula. The formula used for calculation is as follows:-

- i) for photocopy A4 black and white = rate quoted * 70 pc * 50 pages
- ii) for photocopy of legal paper b&w = rate quoted * 5 pc
- iii) for photocopy of A3 b&w = rate quoted * 1 pc
- iv) for photocopy of A4 colour = rate quoted * 20 pc
- v) for photocopy of legal colour = rate quoted * 1 pc
- vi) for photocopy A3 colour = rate quoted * 1 pc
- vii) for spiral binding less than 100 pages = rate quoted * 1 pc
- viii) for spiral binding more than 100 pages = rate quoted * 1 pc



In case, this turnout to be a tie, then firm having more average turnover during three financial years will be given preference. However, this Ministry may take its own decision on the award of contract on the basis of circumstances.

9.11 The Ministry shall reserve the right to terminate the contract at any time without assigning any reason thereof

9.12 All liabilities, arising out of any legal dispute, accidents etc. shall be borne/paid by the firm.

9.13 The contract is initially for a period of one year. It may be extended up to further period with mutual consent on satisfactory performance during tender period on the same terms and conditions and rates. The extension of contract will be sole discretion of the Ministry depending upon the satisfactory services of the firm.

9.14 The firm should have not been blacklisted by any Govt. Department/PSU and no legal suit/criminal case pending against it, its owner or proprietor or any partner or having been earlier convicted for violation of any law in force shall not be eligible. **An undertaking to this effect duly signed by concerned person on a Stamp Paper of Rs.100/- (duly attested by Notary Public), should be uploaded along with tender documents.** This statement, if found to be incorrect in any manner or part thereof, at any stage including after award of contract, shall result in forfeiture of Security Deposit and the contract will also be cancelled immediately.

9.15 In all the matters of any dispute relating to this contract, the decision of this Ministry will be final and binding upon the firm.

9.16 While submitting the tender, the tenderer will be deemed to have understood and accepted all the terms and conditions stated in this document and no change, what so ever desired, will be entertained by this Ministry.

9.17 The firms must indicate their PAN and GST number and upload a signed copy thereof.

10. **Breach of terms and conditions: -**

In case of breach of any of the terms and conditions mentioned herein, the Ministry will have the right to cancel the work order and nothing will be payable by this Ministry in that event. The security deposit shall also stand forfeited. In case, the balance money/ security deposits fall short of the amount of damages/ losses chargeable by the Ministry, the contractor shall pay the same to the Ministry immediately on receipt of a demand letter from the Ministry.

11. **Subletting of work:-**

Under no circumstances, the successful firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contract has violated this condition, the contract will be terminate forthwith without any notice by the Ministry.



12. Terms of payment: -

No advance payment is payable by the Ministry. The billing will be done on monthly basis after satisfactory completion of the jobs. The firm has to submit bills by 10th of every month along with work slips duly verified by the concerned office/officers.

13. Disputes, if any, shall be settled within the jurisdiction of Delhi.

14. Liquidated damages: -

In the event of vendor's/ firm's failure to execute the work as specified in this contract/ tender document, the Ministry may at his discretion, deduct from the vendor/ firm as agreed, liquidated damages to the sum of 5% of the cost of the delayed/ undelivered work for each day of delay, subject to the maximum value of the liquidated damages being not more than 10% of the cost of the work delayed/ undelivered. Delay beyond two working days will be considered as a breach of the contract.



Annexure-II

Proforma for submission of quotations for printing & Set making of parliament questions & other important work, spiral binding, lamination, etc, in the Ministry of Housing & Urban Affairs

Sr. No.	Description	Please indicate requisite information/details submitted of	Please indicate the page number of the uploaded proofs/documents
1.	Earnest Money Deposit of Rs 100000/-.		
2.	Name, address & telephone no. of the Firm/Agency on the letter head of the Firm		
3.	Documents related to having experience of printing of Parliament Question and set making, lamination, spiral binding, etc, in last 5 years (not before 2013) in the Govt. Ministries/Departments		
4.	Year of registration of firm/ upload document to this effect		
5.	GST No. (upload document)		
6.	PAN No. of the firm/proprietor (upload document)		
7.	Annual turnover documents/certificate by Accredited Chartered Accountant (Minimum Rs 1.00 Crore for last three Financial Years i.e. 2016-17,2017-18,2018-19)		
8.	Undertaking on a Stamp Paper of Rs.100/- (duly attested by Notary Public), regarding firm not having been blacklisted or terminated or debarred till date by any Govt. Department and no legal suit/criminal case is pending		

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	against it, its owner or proprietor or any partner		
10.	Number/Quantity, Specification and model of Machines to be installed in MoH&UA with reference to para 9.3 of the tender notice		

Note: All documentary proofs to be uploaded with the tender document failing which quotation/bid will be rejected forthwith.

I hereby agree to abide by all the terms and conditions of the tender document.

Name & Designation of the
Authorised signatory of the firm
(with Seal of the Agency affixed)



Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: MINISTRY OF HOUSING AND URBAN AFFAIRS

Name of Work: Annual Contract for printing & set making of parliament questions & other important documents and spiral binding

Contract No: D-29016/03/2020-Admn-III

Name of the
Bidder/ Bidding
Firm /
Company :**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P *PAYMENT WILL BE MADE ON MONTHLY BASIS AS PER RATE QUOTED HERE	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Details of the items under contract					
1.01	Printing and set making charges A4 black and white	1.000	per page			0 INR Zero Only
1.02	Printing and set making charges legal paper b&w	1.000	per page			0 INR Zero Only
1.03	Printing and set making charges A3 b&w	1.000	per page			0 INR Zero Only
1.04	Printing and set making charges A4 colour	1.000	per page			0 INR Zero Only
1.05	Printing and set making charges legal colour	1.000	per page			0 INR Zero Only
1.06	Printing and set making charges A3 colour	1.000	per page			0 INR Zero Only
1.07	Spiral binding less than 100 pages	1.000	per booklet			0 INR Zero Only
1.08	Spiral binding of more than 100 pages	1.000	per booklet			0 INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

eProcurement System Government of India

Tender Details



Government

Date : 03-Aug-2020 08:03 PM

Print

Basic Details

Organisation Chain	Ministry of Housing and Urban Affairs Administration Division - MoHUA		
Tender Reference Number	D-29016/03/2020-Admn-III		
Tender ID	2020_MoHUA_575186_1		
Tender Type	Open Limited	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

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Copy of EMD or copy of relevant documents for exemption
		.pdf	Certificate of Registration of firm
		.pdf	Duly filled Annexure-II of NIT
		.pdf	Copy of PAN Card and Registration for GST
		.pdf	Undertaking regarding firm not having been blacklisted or terminated or debarred
		.pdf	Documents related to experience
		.pdf	Certificates of Annual Turnover
2	Finance	.xls	Finance Bid-BoQ

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

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil

EMD Fee Details

EMD Amount in ₹	1,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes
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Tender Fee Exemption Allowed	No	EMD Fee Type	fixed	EMD Percentage	NA
		EMD Payable To	PAO Secretariat MoHUA	EMD Payable At	New Delhi

Work / Item(s)

Title	Annual Contract for printing				
Work Description	Annual Contract for printing and set making of parliament questions and other important documents and spiral binding etc				
Pre Qualification Details	As per NIT				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Publishing/Printing	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	MoHUA, Nirman Bhawan, New Delhi	Pincode	110011	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Room No-207-C, Nirman Bhawan, New Delhi
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	04-Aug-2020 09:00 AM	Bid Opening Date	18-Aug-2020 11:30 AM
Document Download / Sale Start Date	04-Aug-2020 09:00 AM	Document Download / Sale End Date	17-Aug-2020 10:00 AM
Clarification Start Date	04-Aug-2020 09:00 AM	Clarification End Date	14-Aug-2020 06:00 PM
Bid Submission Start Date	04-Aug-2020 09:00 AM	Bid Submission End Date	17-Aug-2020 10:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Annual Contract for printing and set making of parliament questions and other important documents and spiral binding etc	454.49	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_603917.xls	Finance Bid-BoQ	279.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sk.jha29@gov.in	SUNIL KUMAR JHA	SUNIL KUMAR JHA
2.	ram.singh72@nic.in	RAM SINGH	RAM SINGH

<u>Tender Inviting Authority</u>	
Name	Under Secretary (GA)
Address	Under Secretary (GA), MoHUA, Room No. 207-C, Nirman Bhawan, New Delhi
<u>Tender Creator Details</u>	
Created By	ANIL PRASAD
Designation	ASO
Created Date	03-Aug-2020 07:50 PM