

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	26-06-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	26-06-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Housing & Urban Affairs (mohua)
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Main Secretariat Mohua
Office Name/कार्यालय का नाम	Secretariat, Ministry Of Urban Development
Total Quantity/कुल मात्रा	2500000
Item Category/मद केटेगरी	Printing and delivery of letters in specified envelope for beneficiaries of PM SVANidhi Scheme (Q3)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	2000 Lakh (s)
OEM Average Turnover (Last 3 Years)/मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)	2000 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance/विगत प्रदर्शन	50 %
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
EMD Amount/ईएमडी राशि	3000000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	8

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

Ministry of Housing and Urban Affairs  
Secretariat, Ministry of Housing & Urban Affairs (MoHUA)  
(Pao Sectt)

#### Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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**Details of the Competent Authority for MSE**

Name of Competent Authority	Joint Secretary NULM and PM SVANidhi
Designation of Competent Authority	Joint Secretary NULM and PM SVANidhi
Office / Department / Division of Competent Authority	Ministry of Housing and Urban Affairs
CA Approval Number	K-12020(1)/3/2023-PMSVANIDHI-B-MoHUA
Competent Authority Approval Date	29-05-2023
Brief Description of the Approval Granted by Competent Authority	the concerned bid is not reserved for MSE and no purchase preference to MSE is to be given.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

**MII Purchase Preference/एमआईआई खरीद वरीयता**

MII Purchase Preference/एमआईआई खरीद वरीयता	No
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**Details of the Competent Authority for MII**

Name of Competent Authority	Joint Secretary NULM and PM SVANidhi
Designation of Competent Authority	Joint Secretary NULM and PM SVANidhi
Office / Department / Division of Competent Authority	Ministry of Housing and Urban Affairs
CA Approval Number	K-12020(1)/3/2023-PMSVANIDHI-B-MoHUA
Competent Authority Approval Date	29-05-2023
Brief Description of the Approval Granted by Competent Authority	the concerned bid is not reserved for MII and no purchase preference to MII is to be given.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
3. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or

similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

#### Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
15-06-2023 15:00:00	Ministry of Housing and Urban Affairs ,Nirman Bhawan New Delhi 23061530

#### Printing And Delivery Of Letters In Specified Envelope For Benefeciaries Of PM SVANidhi Scheme ( 2500000 pieces )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Buyer Specification Document/क्रेता विशिष्टि दस्तावेज़	<a href="#">Download</a>
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#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Sujit Kumar Mishra	110011,Room no 206 C Nirman Bhawan	2500000	120

#### Buyer added Bid Specific Additional Scope of Work

S.No.क्र.सं.	Document Title	Description	Applicable/रिवर्स प्रभार के अनुसार जीएसटी i.r.o. Items
1	Printing and delivery of letters in specified envelope <a href="#">View</a>	Printing and dispatch of formal letter to the beneficiaries of Pradhan Mantri Street Vendor's Atma Nirbhar benefeciries(PM SVANidhi)	Printing And Delivery Of Letters In Specified Envelope For Benefeciaries Of PM SVANidhi Scheme(2500000)

The uploaded document only contains Buyer specific Additional Scope of Work and / or Drawings for the bid items added with due approval of Buyer's competent authority. Buyer has certified that these additional scope and drawings are generalized and would not lead to any restrictive bidding.

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

## 1. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

## 2. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

PAO Sectt, Ministry of Housing and Urban Affairs  
payable at  
New Delhi

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

PAO Sectt, Ministry of Housing and Urban Affairs  
payable at  
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## 5. **Financial Criteria**

**NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## **Notice Inviting Tender (NIT)**

**Name of Work: Printing and Delivery of letters in specified envelope to approximately 25 lakh Urban Street Vendor Beneficiaries of Pradhan Mantri Street Vendor's AtmaNirbharNidhi (PM SVANidhi) Scheme.**

1 . M/o. Housing & Urban Affairs (MoHUA) is implementing PM SVANidhi Scheme, aimed to provide affordable working capital loan to street vendors in India. It is being implemented in all the Urban Local Bodies (ULBs) across India. As part of this initiative, each beneficiary is to be provided with a letter of encouragement an envelope.

2. Bids are invited under two bids system on behalf of the President of India from agencies for the work of '**Printing and Delivery of letters in envelopes to approximately 25 lakh Street Vendors**', who are beneficiaries of PM SVANidhi Scheme.

### **3. Brief Scope of Work**

- i. The letter would be in Natural shade A-4 size paper (210x297mm) of 100 GSM.
- ii. The letter would contain 1 leaf.
- iii. PMS No. should invariably be mentioned on the bottom corner of the back side of the leaf as per sample
- iv. 25 mm National emblem to be gold foiled on first page of the letter along with the matter, to be decided by MoHUA, and name of beneficiaries in black.
- v. The envelope to hold letter would be of Natural shade paper of 120 gsm with a length of 335 mm, width of 235 mmm and width of flap on top measuring 38 mm.
- vi. A double sided adhesive tape of 12 mm on the flap of the envelope.
- vii. 45 mm National Emblem to be gold foiled on top on the envelope along with matter in black.
- viii. The envelopes containing letter, with the above specifications, would have to be packed in Self-adhesive transparent plastic bag

of at least 50 microns.

- ix. Name of the beneficiary would be printed alongwith salutation on the front page of the letter.
- x. Name and address alongwith mobile would be in the middle of the front side of the envelope.
- xi. The packed item is to be:
  - a. Dispatched to the address (to be intimated by MoHUA alongwith Mobile Number), through registered India Post in PAN India with the provision that in case of non delivery of the item, the same shall be returned to the concerned Urban Local Body (ULB) at the cost of vender. No extra payment shall be made.
  - b. Confirmation of dispatchment alongwith delivery details would be communicated to MoHUA on weekly basis.
- xii. The product should be dispatched in good condition, would be the sole responsibility of the Bidder.
- xiii. An SMS alert facility in advance shall be sent by the vender to the beneficiary before dispatch of the respective articles in respective regional languages.
- xiv. The printing and dispatch is expected to be completed within 3 months from the date of award of the contract.
- xv. Definition of Good Condition: Any physical damage to the Envelope and Letter or smudging of the Print would amount to damage. On receipt of report of damage from the receiver, the bidder shall provide a new set of packet containing envelope and letter without charging any cost.

#### **4. Eligibility Criteria:**

- a. The bidder must have five year experience in the field of printing works with Government, PSU, Autonomous bodies, Limited Company. A proof of experience must be submitted along with technical bid. However, MSE and Start Ups should have experience of at least 2 years instead of 5 years.
- b. The bidder must have executed at least one single order of 50% value of the bid for similar service in last five years to Government/PSU/Limited Company. Copy of Contract/Work

Order/completion certificate in this regard must be submitted.

- c. The firm must have postal registration and experience for dispatch of items pan India through India Post. The registration certificate shall be provided alongwith the technical bid.
- d. The bidder must have average turnover of Rs. 20 cr during the last five years. However, MSE and Start Ups must have a turnover of Rs. 7.5 cr of the bid value during any of the last five years. In this regard, annual balance sheet duly certified by the registered CA shall be submitted alongwith Technical Bid.
- e. The bidder must have a valid GST registration and PAN. All these documents would be provided with the technical bids.
- f. The tenders/ bids not accompanying the sample of package with envelope and letter along with the technical documents would not be considered for technical evaluation and will be summarily rejected
- g. Bidders should have in-house machinery for printing, designing and all auxiliary facilities. Bidders have to attach a list of machinery along with bills of machinery, factory license and pollution certificate (documents in this regard would be submitted alongwith the Technical Bid. MoHUA reserves the right to get the premises and machinery inspected at any stage before award of the tender.
- h. The firm shall give an undertaking to print at least 50,000 letters per day and dispatch of 30,000 letters per day.
- i. The firm must have experience of handling printing job for regional languages in the last 5 years (minimum 3 such successful completed orders to be attached)
- j. At the time of bidding, the firm which are blacklisted/ debarred in participating activities by any State, Central Government and PSUs in India are not allowed to bid.
- k. The bidder must have an office and printing press located in National Capital Region of Delhi.

## **5. After Award of Contract**

Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing/starting bulk supplies. Successful Bidder shall submit 10 samples for buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete

list of modifications required in the sample within 5 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by buyer. If there is delay from buyer side in approval of advance sample - the delivery period shall be rescheduled. In case, the sample is found to have major deviation/not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller. Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer/Consignee.

6. Content of the letter and envelope in various languages would be provided by MoHUA in excel format.

7. The purchaser reserves the right to decrease / increase the ordered quantity by upto 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

8. MoHUA reserves the right to terminate the contract before start of bulk printing. MoHUA also reserves the right to change/modify the content to be printed at any point of time before start of bulk printing.

9. The financial bid would include the applicable GST, which shall be mentioned separately.

10. The financial bid should contain the cost of package containing the plastic bag, printed letter and envelope which will include the cost of delivery to a specified location.

11. The estimated Bid value is Rs. 15,00,00,000/- (Rupees Fifteen Crore) including charges for delivery of letter through registered post of India Post in pan india.

12. Agreement shall be drawn with the successful bidder on prescribed form, in Tender & Contract for Work, which is available on GeM portal. Bidder shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.

13. The time for carrying out the work is till end of September 2023. The time may be extended by MoHUA.

14. The bid document consists of the schedule of quantity of item to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents.

15. In this document, the MSE is as defined in MSE Procurement Policy issued by Department of Micro, Small. and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or Start up as recognized by Department of Industrial Policy and Promotion (DIPP).

16. Earnest Money, which will be 2% of the estimated cost, in the form of A/c Payee Demand Draft (drawn in favour of Pay & Account Officer (Secretariat), Ministry of Housing & Urban Affairs, Nirman Bhawan, New Delhi). However, MSEs and Start Ups are exempted from this criteria. The scanned copy of DD should be uploaded in the GeM Portal along with the Bid. The DD should be deposited (except from MSEs) in the office of Under Secretary (UPA-II/PMS) inviting bids within 5 days after the period of bid submission. The EMD amount is interest free and will be refundable to the unsuccessful bidder without any accrued interest on it. The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity and in case of a successful bidder, if the successful bidder fails to sign the contract in accordance with this NIT OR a Bid Security Declaration, as per Department of Expenditure OM No. F.9/4/2020-PPD dated 12th Nov, 2020, has to be signed by the bidders and uploaded. The 'Bid Security Declaration' format is Annexed as Annexure-2.

17. Copy of certificate of work experience and other documents as specified in GeM Portal shall be scanned and uploaded along with the technical bid on the GeM portal within the period of bid submission.

However, certified hard copies of all the scanned and uploaded documents as specified shall have to be submitted by the successful bidder by 5.00 PM on the next working day of bid opening date to the Ministry of Housing and Urban Affairs.

18. At any time prior to the deadline for submission of the bids, the purchaser may amend the bidding document by issuing Corrigendum/Addendum.

**19. If the Bidder want to see the sample of the envelope and letter, he can visit the office on any working day after taking prior appointment. (Under Secretary(PMS), Tel: 011-23061530).**

20. Only those online financial bid documents submitted by intending bidders shall be opened who fulfil the eligibility criteria as specified in para 4 and have submitted all required documents (scanned and uploaded on GeM Portal) and are found in order.

21. The bid submitted shall become invalid if:

- i. the bidder is found ineligible.
- ii. the bidder did not upload the scanned copy of DD of EMD/ Bid Security Declaration and bid documents on the GeM Portal.
- iii. the bidder does not upload all the required documents as stipulated in the bid document.
- iv. any discrepancy noticed between the documents as uploaded at the time of submission of bid and hard copies submitted by the successful bidder to the tender opening authority.
- v. The tender shall be treated as invalid if a bidder quotes nil rate for tender.
- vi. Sample of package with envelope and letter is not received along with the technical documents.

22. The bidder whose bid is accepted will be required to furnish performance security of 3% (three Percent) of the bid amount within the period of 15 days after declaration of L-1 bidder. This security shall be deposited in the form of Bank Guarantee of any scheduled commercial bank. In case the bidder fails to deposit the said performance security within the period of 15 days, the Earnest Money Deposit (EMD), if any, deposited by the bidder shall be forfeited

automatically without any notice to the bidder. The EMD, if any, deposited along with bid shall be returned after receiving the aforesaid performance security.

23. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the contractors who resort to canvassing shall be liable for rejection.

24. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.

25. No Government Servant is allowed to work as a bidder for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the bidder or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.

26. The bidder shall not be permitted to bid for work in the MoHUA, responsible for award and execution of contracts, in which his near relative is posted as an officer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Ministry of Housing and Urban Affairs. Any breach of this condition by the bidder would render him liable to be removed from the approved list of contractors of this Department. An undertaking to this effect shall be uploaded by bidder along with the bid document on GeM.

27. This Notice Inviting Tender shall form a part of the contract document. The successful bidder, on acceptance of his bid by the Ministry of Housing and Urban Affairs shall within 3 days from the stipulated date of opening of bid, sign the CONTRACT including the following:

- i. All the documents including terms and conditions forming part of the bid as uploaded at the time of invitation of bid;
- ii. The rates quoted online at the time of submission of bid and

acceptance thereof together with any correspondence leading thereto.

iii. The payment terms.

28. Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

29. MoHUA may terminate the NIT process at any time and without assigning any reason. MoHUA may, at its discretion, extend the last date for the receipt of proposals. This NIT does not constitute an offer by MoHUA. The bidder's participation in this process may result in MoHUA selecting the bidder to engage towards execution of the contract.

30. The tender should be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English Language is to be duly attested by the bidders. For purpose of interpretation of the tender, the English translation shall prevail.

31. Pre-bid Meeting: Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on.....

31. Terms & Conditions

- i. The intending bidder must read the terms and conditions of Notice Inviting Tender carefully. He should submit his bid only if he considers himself eligible and is in possession of all the documents required.
- ii. Information and Instructions for bidders posted on GeM Portal shall form part of the bid document.
- iii. The bid document consisting the schedule of work to be executed, the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from GeM portal free of cost.
- iv. The bid can only be submitted after uploading of the scanned copy of DD as EMD (except from MSEs)/ Bid Security Certificate, within the period of bid submission and uploading the mandatory scanned document.

- v. Bidder has to ensure delivery of Demand Draft of EMD/ Bid Security Certificate to the MoHUA by 5.00 PM on the next working day of bid opening date. EMD shall be deposited in the office of Under Secretary (PMS) in Room No. 210-B, Nirman Bhawan, New Delhi by an account payee Demand Draft of any Scheduled Bank in favour of Pay & Account Officer, (Secretariat), Ministry of Housing & Urban Affairs, Nirman Bhawan, New Delhi.
- vi. Bidder shall upload documents in PDF format only.
- vii. The financial bids are to be submitted as per the prescribed format only
- viii. Laws /Jurisdiction /Arbitration: All disputes arising out of this notice inviting tender shall be subject to the exclusive jurisdiction of Courts at Delhi only.
- ix. Format for submitting Bidder Details are as mentioned below:

<b>BIDDER'S PARTICULARS</b>		
<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Bidder	
2	Full Address of the Bidder	
3	Name of the Authorized Signatory	
4	Name & address of the person to whom all references shall be made regarding this tender	
5	Telephone	
6	Fax No.	
7	E-mail	
8	Mobile	

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

Company Seal

### **Warranty:**

The successful bidder shall be required to provide a warranty for 2 years on the product against any defects.

**Payment Terms:**

- i. Payments to the Bidder will be made by Ministry of Housing and Urban Affairs on completion of printing and dispatch of the letter and envelope on actual basis and in lots of minimum 4,50,000 (Four Lakhs fifty thousand) packages fortnightly.
- ii. Bills/Invoices can be submitted after delivery of first lot and subsequently on delivery of every further slots.
- iii. The amount of GST will be released only after the proof of depositing GST is made available.

**Penalty Clause:** In addition to the Penalty Clauses available on GeM portal (<https://bidplus.gem.gov.in/bidding/bid/bidsla/4005589951609>), the following clauses will also be applicable:

- i. The Bidder shall complete the printing at the rate of data provided by MoHUA in writing, from time to time. Failure to adhere to the timelines, prescribed by MoHUA from time to time, will make the Bidder liable to pay penalty @ Rs. 25,000/- for each instance. For the purpose of the contract, each instance shall mean the target set for printing/despatch of letters per day.
- ii. The case of failure to meet the standards as prescribed in the scope of work and approved by MoHUA, during the course or execution of work will lead to cancellation of the contract and forfeiture of the Performance Guarantee, besides leading to initiation of blacklisting/ debarment process.
- iii. If any beneficiary of the Scheme makes a complaint about the non-receipt of Letter/ receipt of defective letter, the Agency shall be liable to deliver the corrected Letter again to the beneficiary, at their own cost.

**Note: In addition to the above-mentioned terms and conditions, the clauses as per the GeM Portal ([https://assets-bg.gem.gov.in/resources/upload/shared\\_doc/gtc/GeM-GTC-40-1680277142.pdf](https://assets-bg.gem.gov.in/resources/upload/shared_doc/gtc/GeM-GTC-40-1680277142.pdf)), will also be applicable.**

**Scope of work:**

1	Quantity	25 lakh (estimated)
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2	<b>Language</b>	As per Annexure-I
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**Specification of the Letter:**

Sl.No.	Item description	Specification
1	<b>Paper in GSM</b>	100 GSM
2	<b>Size</b>	A-4 (210x297 mm)
3	<b>Number leaves/sheets</b>	1 (One)
4	<b>Paper</b>	Natural shade
5	<b>Size of National emblem to be gold foiled on first page</b>	25 mm

**Specification of the Envelope:**

Sl.No.	Item description	Specification
1	<b>GSM</b>	120 GSM
2	<b>Paper</b>	Natural shade
3	<b>Length</b>	335 mm
4	<b>Width</b>	235 mm
5	<b>Width of Flap on Top along with double sided adhesive tape</b>	38 mm
6	<b>Width of double sided adhesive tape on Top of the Flap</b>	12 mm
7	<b>Size of National emblem to be gold foiled on top along with matter in black</b>	45 mm

**Specification of packing**

1	<b>Plastic bag</b>	The envelopes containing the letter, with the above specifications, would have to be packed in Self-adhesive transparent plastic bag of a thickness of at least 50 microns.
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**The sample should be submitted along with technical documents, failing which the tender would be rejected.**

**Format for submission of Financial bid**

S.No.	Item description	Per item rate in Rupees (in figures and in words)

1.	Cost of Letter, Envelope and Plastic bag alongwith dispatch charge	
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**The item-wise cost is to be provided as part of the Bid documents submitted. The Bidder would be selected on the basis of the Lowest Total Cost of above mentioned items.**

### **Annexure-I**

#### **Languages in which letters are to be printed**

<b>S.No.</b>	<b>Language</b>	<b>Name of the States/UTs</b>
1.	Assamese	Assam (1)
2.	Bengali	Tripura, West Bengal, (2)
3.	English	Arunachal Pradesh, Goa, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Ladakh (8)
4.	Gujarati	Gujarat, DNH&DD (2)
5.	Hindi	Bihar, Chattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttarakhand, Uttar Pradesh, Chandigarh, Delhi (11)
6.	Urdu	Jammu & Kashmir (1)
7.	Kannada	Karnataka (1)
8.	Malayalam	Kerala (1)
9.	Marathi	Maharashtra (1)
10.	Odiya	Odisha (1)
11.	Punjabi	Punjab (1)
12.	Tamil	Tamil Nadu, Puducherry, Andaman & Nicobar Islands (3)
13.	Telugu	Andhra Pradesh and Telangana (2)

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**Annexure-II**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN  
LIEU OF EMD  
(On Bidder Letter Head)**

Date: \_\_\_\_\_

Bid No.: \_\_\_\_\_

I / We, the authorized signatory of M/s .....  
....., participating in the subject tender  
No..... for the item/ job of .....  
....., do hereby declare :

- i. That I / We have availed the benefit of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- ii. That in the event, we withdraw/ modify our bid during the period of validity Or I / We fail to execute formal contract agreement within the given timeline Or I/We fail to submit a Performance Security within the given timeline Or I/We commit any breach of Tender Conditions/ Contract which attracts penal action of forfeiture of EMD and I/We will be suspended from being eligible for bidding/ award of all future contract(s) of Govt./ PSU bodies for a period of three years from the date of committing such breach.

**Signature and Seal of Authorized Signatory of bidder**

**Name of Authorized Signatory.....**

**Company Name.....**

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Corporate Seal (where appropriate)

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