

No. 08-4/2016-G. II
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi -110001

Dated: 6th March, 2017

E-tender No. 08 -4/2016-GII

NOTICE INVITING TENDER

Office of issue	Department of Telecommunications G-II, Section, Sanchar Bhawan, New Delhi - 110001
Date of issue of bid document	From 06. 03. 2017
Tender forms available from	Section Officer (General-II) (Tel: 23036464) Department of Telecommunication, Sanchar Bhawan, Ashoka Road, New Delhi http://www.dot.gov.in & www.eprocure.gov.in
Date of online submission of bids through government e-procurement website www.eprocure.gov.in	21-03-2017 upto 1400 hrs
Date of opening of technical bid	22-3-2017 at 1430 hr (In Room No. 511, Sanchar Bhawan, 20- Ashoka Road, New Delhi)
Date of opening of financial bid	To be notified later
Earnest money	Rs. 10,000/-
Bid validity period	120 days from the date of opening of technical bid
Estimated cost	Approximately Rs. 05 lakh
Tender Fee	Rs. 200/-

On behalf of the President of India, e-tender under two bid systems i.e. "Technical Bid" & Financial Bid" is invited from reputed & financially sound printers/ suppliers for printing and supply of Letter Heads, D.O. Letter Heads, Visiting Cards and other printing items for the Department of Telecommunications, Sanchar Bhawan, 20 Ashok Road, New Delhi-110001. The



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Technical bid and the Financial bid should be submitted **online** through Government of India e-procurement portal i.e. www.eprocure.gov.in. Prices quoted should be F.O.R. destination, inclusive of all levies and taxes and packing & delivery charges.

2. Bidders shall have to deposit Tender Fee of Rs. 200/- and EMD of Rs. 10,000/- **offline** in the form of Demand Draft/ Banker's Cheque on any scheduled Bank at Delhi in favour of "Pay & Accounts Officer (HQ)" DoT, New Delhi by 1400 hrs on **22.03.2017**. However, **Scanned copy** of Tender Fee/EMD instruments should be submitted **online** with other documents forming part of the Technical Bid.

3. Intending eligible bidders may obtain/download copy of bid document from the websites i.e. <http://www.dot.gov.in> or www.eprocure.gov.in.



(A. K. Singh)

Under Secretary to the Govt. of India
For & on behalf of the President of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, New Delhi - 110001
Tel : 23036300

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No: 08-4/2016-G-II
Government of India
MINISTRY OF COMMUNICATIONS
(Department of Telecommunications)
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001

Dated : 5th March, 2017

E-TENDER NOTICE

Subject: -Printing/Supply of Letter Heads, D.O. Letter Heads, Visiting Cards and other printing items as per requirement of DoT (HQ), Sanchar Bhawan, New Delhi.


E-tender is invited on behalf of the President of India from Printing firms /Suppliers, having adequate experience in the relevant field, for entering into a rate-contract for supply of Letter Heads, D.O. Letter Heads, Visiting Cards and other printing items as per requirement in this Department's Headquarter office at Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001.

1. Instructions to the Bidders

E-tender should be submitted **online** through Govt. of India e-tender portal www.eprocure.gov.in/ in two bid system (i) Technical Bid & (ii) Financial Bid. The Technical bid should contain full information as required in **Annexure-I**. The 'Financial Bid' must include full information as required in **Annexure- II**. Both bids described as 'QUOTATION FOR SUPPLY OF Letter Heads, D.O. Letter Heads, Visiting Cards and other printing items" **should be submitted online by 14.00 p.m. on 22.03.2017**. Bids received after stipulated date/ time shall not be entertained. **The tender will be opened on the next working day i.e. 22.03.2017 at 14.30 p.m. in Room No. 511, Sanchar Bhawan** The tenderers or their representatives may, if the they so desire, may be present at the time of opening of tenders.

2. Tender Fee, Earnest Money Deposit & Performance Bank Guarantee

- (i) Tender Fee Rs. 200/- (Rs. Two Hundred only) and Earnest Money Deposit (EMD) of Rs. 10,000/ (Rupees Ten Thousand only) in the form of Account Payee Demand Draft drawn in favour of Pay & Account Officer, DOT(HQ), Sanchar Bhawan, New Delhi-110001 should be submitted in original **off-line by 14.00 p.m. on 22.03.2017** in Room No. 511, 5th Floor, Sanchar Bhawan. However, the scanned copies of Tender Fee and EMD should be submitted **on-line** alongwith tender documents.

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- (ii) Tenders received without Tender Fee/EMD is liable to be rejected summarily. Bidders claiming exemption from submission of Tender Fee/EMD must enclose with their bids legible copy of the relevant Order/Certificates issued the Government which clearly establishes their claim for the printing jobs in question.
- (iii) Tender Fee is non-refundable. EMD of unsuccessful bidders will be returned after finalization of the tender. However, the EMD of the successful bidder will be returned only after receipt of the Performance Bank Guarantee (PBG) of Rs. 20,000/- from the successful bidder. No interest is payable on EMD. The EMD will stand forfeited if the successful bidder withdraws or on offer of award of the contract, refuses to accept the tender or violate any other terms & conditions of the tender.
- (iv) A Performance Bank Guarantee (PBG) of Rs. 20,000/- (Rupees Twenty Thousand only) from a scheduled bank should be furnished by the successful bidder in the form of Bank Guarantee or Fixed Deposit Receipt. PBG should be valid for a period of 60 (sixty) days beyond the date of completion of the contract. PBG will be renewed for a further period as stated above upon renewal of the contract for this work by this Department as per the terms & conditions of the tender.
- (v) Department reserves the right to retain and encash the PBG in case of violation of the terms & conditions by a bidder. Decision of the department in this regard will be final and binding upon the bidder/vendor.
- (vi) Estimated annual value of the tender is Rs. 05 Lakhs.

3. Qualifying Criteria:

Only bonafied printing firms/ suppliers rendering service to the Government Ministries/ Departments/ Government Organizations/PSUs etc. and having a minimum annual turnover of Rs. 5,00,000/- (Rupees Five lakh only) during each of the last two years i.e. 2014-15 and 2015-16 and experience of at least two years in the relevant field of supply of printed Letter Heads, D.O. Letter Heads, Visiting cards and other printing items may submit bids. The bidder shall furnish the following with tender document:

- (i) Certificate(s) of satisfactory performance of similar printing jobs in Government Departments/PSUs etc. during last 02 years (The certificate should have the name/designation and telephone number of the issuing officer)
- (ii) Annual turnover certificate from a Chartered Accountant for last two financial years i.e. 2014-15 & 2015-16.
- (iii) Service Tax registration certificate with number

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- (iv) An undertaking to the effect that no legal suit/criminal case is pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force.
- (v) An undertaking on firm's letterhead as per **Annexure-III** towards unconditional acceptance of the terms & conditions of the tender.

4. Bid evaluation process

On the basis of documents and details sought under **Annexure-I** (Technical Bid), the Department will list out the bidders who technically qualify for further evaluation of their financial bids. The financial bids of technically qualified bidders will be evaluated to ascertain L1 firm on the basis of total annual value of the contract as per the item-wise rates quoted by the bidders.

5. Material and equipments:

The DoT shall provide the Bench Mark quality/brand of the material to be used, wherever necessary.

6. Settlement of Disputes:

In the matter of any disputes between the parties regarding the terms and conditions of the supply of material(printed) and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Secretary, DoT for arbitration under the Arbitration & Conciliation Act, 1996. The firm/supplier shall not question the decision of the arbitrator(s) on ground that the Arbitrator(s) is/are government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

7. The brief terms and conditions shall be as follows:-

- (a) The defective printing material, if found shall be replaced by the supplier. However, in case of defective supply of printed material on more than three occasions the contract shall be cancelled and the Performance Security shall be forfeited.
- (b) TDS and other taxes as applicable under the prevailing laws shall be deducted from each bi
- (c) The ordered printed material shall be supplied in time as per the specifications. Any deviation will be considered as breach of contract and shall be dealt with accordingly.
- (e) The Department of Telecommunications has all the right to reject/accept any/all the tender(s) without assigning any reason, whatsoever.
- (f) Tender application without complete documents/ information shall not be considered and liable to be rejected.
- (g) No negotiation shall be undertaken with any bidder except lowest qualified bidder.

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A handwritten signature in blue ink, followed by the date '03/17' written below it.

(h) Failure by the firm/supplier to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of contract and subsequent disqualification for participation in any future tender in the Department of Telecommunications. The Performance Security shall also be forfeited.

(i) Financial Bid should be submitted in the prescribed format (**Annexure-II**) only. Financial bids submitted in any other format shall be summarily rejected.

(j) Late submission of tenders shall not be accepted.

(k) The bid shall be valid for a period of 120 days from the date of opening of the Technical Bids.


(l) The rate contract will be initially for 01 year and will be extendable on mutual consent for a further period of 01 year on the same rate, terms & conditions subject to satisfactory performance of the firm during previous year.

(m) The company/firm/Agency should not have been banned or black listed by any ministry/Department.

(n) The estimated annual requirement of various printing jobs mentioned in Annexure-I is only for the purpose having a broad idea of the work volume and calculation of the total annual value of the contract for ascertaining the lowest responsible bid. **The work order will be placed time to time as per actual requirement of jobs at approved rates.**


(o) Items orders will be generally supplied by the firm within 03-04 Working days. However, the Department may require printing and supply of ordered items at shorter notice also, if required.

(p) The quantity and specifications of various printing jobs have been mentioned in **Annexure-II** (Format for financial bid). However, **bidders are advised to see the samples of items available with Section Officer (General-II) (Tel: 23036464), Mazzanine Floor, Sanchar Bhawan and have a fair idea of Department's requirement before quoting their rates.**


(A.K. Singh)

Under Secretary to the Government of India
Tele:011-23036300

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FORMAT OF TECHNICAL BID

(Details/ documents to be submitted for technical evaluation)

- (i) Name, Address and telephone No. :
of the printing firm /supplier firm & its proprietor
- (ii) Permanent Account No. of the firm / proprietor :
(Copy of PAN Card to be submitted)
- (iii) Proof of experience /Satisfactory Performance :
Certificate of two years in the relevant field
from Govt. Deptts./PSUs.
- (iv) Annual Turnover Certificate from CA for last two :
Financial years i.e. 2014-15 & 2015-16
(minimum Rs.5/- Lakh each year)
- (v) Service Tax registration certificate & number :
- (vi) Sales Tax registration certificate & number :
- (vii) Undertaking towards unconditional acceptance of the terms and conditions of the
tender, as per **Annexure III**
- (viii) An undertaking to the effect that no legal suit/criminal case is pending against its
proprietor or any of its Directors (in the case of Private Ltd. Company) or having been
earlier convicted on grounds of moral turpitude or for violation of laws in force.
- (ix) Scanned copy of DDs/Banker's cheque for Tender Fee and EMD

(Authorized Signatory of the firm)

Name of the signatory:

Date:

Seal :

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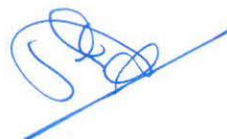


Financial Bid

Name of the company along with Address &
Telephone/Mb. No. :

Sl. No	Item	Paper Specification/ size (in cm)	Estimated annual requirement	Rate(per pad/per pkt./per box) (excluding taxes)
1.	A.4 size letter head (single and multi colour) (As per sample)	Sunshine/ Bond paper (90/100 gsm)	120 pads of 100 pcs. each. (Single colour non embossed)	
			50 pads of 100 pcs. Each (Multi colour non embossed)	
2	A.6 size letter head (single and multi colour) (As per sample)	Sunshine/ Bond paper (90/100 gsm)	80 pads of 100 pcs. each (single colour non embossed)	
			40 pads of 100 pcs. Each (Multi colour non embossed)	
3.	Letter Pad with Golden emblem embossed (A4/A5/A6 size- as per sample)	German/ Bond paper/ Galgo (100/120gsm)	300 pads of 100 pcs. each	

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4.	Envelops (single colour) (For O/o Minister /Secretary) (As per sample)	Sunshine or equivalent	08 pkts. of 1000 pcs. each (size 9x4)	
			12 pkts. of 1000 pcs. each(size 10x4.5)	
			04 pkts. Of 1000pcs. each(size 10x12 with lamination)	
			12 pkts. of 1000pcs. each(size 10x16 with lamination)	
5.	New Year/Festival greetings (As per sample)	Handmade/ Imported Art. (250-300 gsm multicolor with envelops Size 7X5/8X5.5)	10 pkts of 100 pcs. each	
6.	Visiting cards (single/multi colour with embossing) (As per sample)	Ivory/ Handmade/ Imported	550 Boxes of 100 pcs. each	

Note:-

- (i) Rates shall be exclusive of Service Tax / VAT. Service Tax / VAT shall be charged at the applicable rates prescribed by the Government from time to time.
- (ii) The estimated annual requirement mentioned above is indicative only. Work order will be placed time to time as per actual requirement only.
- (iii) The lowest bidder shall be decided on the basis of total cost of tender.
- (iv) Printing of the stationery items shall be done with logo or slogan. The Ministry may indicate the logo/logos and/or slogan/slogans to be printed on the stationery from time to time.

(Signature with name & seal)

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Annexure-III

F. No. 08-04/2016-G-II

UNDERTAKING
(To be submitted in Firm's letter head)

I/We undertake that I/We have carefully studied and understood all the terms and conditions as mentioned in the tender document issued by Department of Telecommunications, 20-Ashoka Road, Sanchar Bhawan vide NIT No. 08-04/2016-G-II dated 06/03/2017 and accept all these terms and conditions unequivocally and abide by the same.

I/We further undertake that the information given in the bid documents submitted by my/our firm are true and correct in all respect and I/we hold the responsibility for the same.

(Signature of the tenderer with stamp of the firm)

Name of the signatory:

Designation:

Date:

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