

F. No. A-11016/15/2015-SD&E  
Government of India  
Ministry of Skill Development and Entrepreneurship

2<sup>nd</sup> Floor, Shivaji Stadium, S.B.S. Marg,  
New Delhi – 110001

Dated the 18th December, 2015

**TENDER NOTICE**

The Ministry of Skill Development and Entrepreneurship invites sealed tenders for the award of the contract for Printing & Set Making of Parliament Questions/ other important work on copy printer machines(duplicator machine) on A4/FS size paper. The copy printer machines with the minimum capacity of 300 impressions per minute will have to be installed at 2<sup>nd</sup> Floor, Shivaji Stadium Annexe Building, N. Delhi.

2. The tender should be quoted in two bids (Technical bid & Financial bid). Technical and financial bids should be sealed separately and Superscribed as Quotation for Printing & Set making of Parliament Question and other important work (Technical bid) and Quotation for Printing & Set making of Parliament Question and other important work (Financial bid) and should be addressed to Deputy Secretary(Administration), Ministry of Skill Development and Entrepreneurship. The same may be dropped in the “Tender Box” of this Ministry kept at the Reception of this Ministry. The schedule of receipt and opening of the bids is as under:-

**Last Date & Time for receipt of bids : 4.1.2016 till 3:00 P.M.**

**Date & Time for opening of tech. bids : 4.1.2016 at 4:00 P.M.**

**Bid Security (Refundable) : Rs. 10,000/-**

The bids will be opened in the presence of the bidders or their representatives who may like to be present.

3. **TECHNICAL BID**

Technical bid should contain the following :-

- i) An earnest money deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) in the form of a Demand Draft drawn in favour of “DDO, Ministry of Skill Development and Entrepreneurship, New Delhi”. Any other form i.e cash, etc shall not be accepted.
- ii) Copy of last three years balance sheet and profit & loss of the firm as proof of the annual turnover of Rs.10 lakhs or more in each of the past 3 years.
- iii) Copy of registration certificate of DVAT, TIN & Service Tax numbers.

- iv) Documents related to pre-qualification, experience (atleast 3 years) of Printing & handling Parliament Questions in the Government Ministries/ Departments and having the requisite competence/ capacity to provide excellent services.
- v) The firm should not be blacklisted in past and firm must submit declaration for the same duly signed and stamped by the tenderer.
- vi) A specific mention in the tender to the effect that the terms and conditions mentioned above is acceptable to the firm in full.

The related documents must be attached with the Quotations.

#### 4. **FINANCIAL BIDS**

Financial bid should given on the basis of per copy rate of A4/FS size impression in a separate sealed cover in clear and legible terms. The prices quoted should be written in figures and words both. The quoted price should include the impact of all overheads including the Set making, copy printer machines, operators, paper and consumables like Master Roll, Ink & other miscellaneous items like stapling pins, Sutli etc. The price schedule will have to be signed and stamped by the firm through its authorized signatory. Govt. taxes and levies shall be mentioned separately. **[FORMAT FOR SUBMISSION OF FINANCIAL BID ATTACHED AS ANNEXURE]**

1. COPY rate on A4 size in case of copy printer machines of the Ministry shall be utilised.
2. COPY rate on A4 size in case of copy printer machines of the Ministry shall not be utilised.
3. COPY Rate on FS/ Note Sheet size in case of copy printer machines of the Ministry shall not be utilised.

#### **GENERAL TERMS & CONDITIONS OF THE TENDER**

- i) Technical bid shall be opened first and only those qualify shall participate in the financial bid.
- ii) An earnest money deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) of the unsuccessful tenderers will be released after finalization of the contract without interest. The EMD of the Successful tenderer shall be kept as Security Deposit.
- iii) Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof. The department also reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.
- iv) The firms intending to participates in the tender process with their offer of tenders are expected and also advised to read and fully understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no

change or violation of the aforesaid terms and conditions shall be permissible once the tender as a taken of having accepted the terms and condition.

## **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

- i) The installation of machinery with a minimum capacity of 300 impressions per minute & deployment of sufficient manpower will be responsibility of the firm.
- ii) The firm shall utilised the Tow Copy printer machines of the Ministry and install its own machine(s) also if necessary to carry out the requisite task.
- iii) The Department will provide the independent space, electricity and access of the company's personals whereas maintenance of equipment to ensure that these are in perfect working conditions will be the responsibility of the firm.
- iv) All consumables required like 75 Gsm photocopying paper, material for set making etc. would be provided by the firm.
- v) As the Parliament work is of time bound nature, the entire operation of printing, set making, etc. shall be completed within the stipulated time (for instance Parliament Questions has to be completed in all respect before 4.00AM). For Sunday/holidays services may need to be provided on demand. However, this is subject to change without prior notice at the convenience of the Department. During Parliament Sessions, the firm shall have to provide its services beyond the prescribed timings, as and when needed.
- vi) The firm entrusted with the work will have to provide their services during the entire period of 12 months from the date of award of contract at the rates finally approved / accepted by the department, which shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances.
- vii) The Contract may be extended after satisfactory services of the firm.
- viii) Under no circumstances shall be successful firm appoint any sub-contractor or sub-lease the contract. If is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of contract.
- ix) The selected firms shall also provide function all Mobile Phone numbers of the firm or its personnel for urgent communications.
- x) In case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonours the contract in any way, the contract awarded shall be liable for cancellation / termination summarily, without assigning any reasons thereof.
- xi) All disputes are subject to Delhi Jurisdiction only.

**FORMAT FOR FINANCIAL BID**

<b>Sl.No.</b>	<b>Description</b>	<b>Rate (Excluding Tax)</b>
1.	Copy taken on copy printer machine owned by the <b>Department</b> (A 4 size)	
2.	Copies taken on copy printer machines owned by the <b>Agency</b>	
3.	Note Sheet/Full Scape Size	
4	TOTAL	

Authorized Signature  
Name and Title of Signatory  
Name of Firm  
Address

Date: