

**F. No. NA(41)/2011-SD
GOVERNMENT OF INDIA
Ministry of Micro, Small and Medium Enterprises
OFFICE OF THE DEVELOPMENT COMMISSIONER
(MSME)**

NIRMAN BHAWAN, 7th FLOOR, "A" WING,
MAULANA AZAD ROAD ,NEW DELHI 110 108

Tender Reference No. :- .NA/42/2011-SD

NOTICE INVITING TENDER
(FOR PRINTING WORK)

The Office of the Development Commissioner (Micro, Small and Medium Enterprises), Government of India, invites sealed quotations, in two separately sealed bids, (i.) Techno-commercial Bid (ii) Price Bid for Printing Work as details given..

(I) Brochure/ Book(National Award MSME) :

(i)The work includes preparation of 2000 copies of the Brochure containing 240 pages, size 8.5" x 6.5" on 80 GSM Maplitho paper, photographs Scanning ,designing, copywriting , editing and proof reading . printing of inner pages in three colours, etc.

(ii.) cover pages on 250 Gsm Indian Art Card , 5 colours Plate making, 5 colour printing of cover (in special colour) and lamination of title page and back page.

(iii). Perfect binding per brochure,

(II) Silk Screen Printed Certificates:

Approx. 180 nos . Bilingual in the size 11" x 14" on 400 GSM Ivory Card, Silk Screen printing in three colours , designing, copywriting , editing and proof reading , 16 different design , .There will be one certificate in one name .

(III) Application Forms (National Award MSME) :

(i)The work includes preparation of 6000 copies of the each application forms of four types size 8.5" x11.0" on 80 Gsm Maplitho paper, designing, copywriting , editing and proof reading , printing single in black color, folding &stapling at 3 points etc.

(IV) Letter (National Award MSME) :

(i)The work includes preparation of 2000 copies of size 8.5" x11.0" on 90 Gsm Maplitho paper, designing, copywriting , editing and proof reading , printing single in black color , 2 pages etc.

(V) Printing of Posters

- i. Paper- 170 GSM Art paper
- ii. 4 clours one side Printing
- iii. Size of paper – 18x23 inches , finished size- 17x22 inches
- iv. One inch width Gumming Strip on back side
- v. No.of copies – 3000-in English and 3000 in Hindi

Note- Samples can be seen in this office on any working day .

2.TERMS AND CONDITIONS:

1. General:

a. Tender Document can be downloaded from the websites (www.dcmsme.gov.in)

b. The Price bid may be submitted in the specified designed table as below:

Sl. No	Name of the Items	Qty. (In Nos.)	Price per page / unit	Total Basic Price (In Rs.)FOR	Tax (In Rs.)	Total Price (In Rs.)	Remarks
1	Brochure (National Award MSME) of 240 pages	2000					
2	Silk Screen Printed Certificate	180					
3	National Award- - Application Form (Entrepreneurship -Mfg)30pages , yellow colour	8000					
4	National Award- - Application Form- (Entrepreneurship -Services) 28pages , Blue colour	4000					
5	National Award- - Application Form(R&D) 30pages , Green colour	6000					
6	National Award- - Application Form- (Quality Products) 28 pages , Pink colour	6000					

7	Letter -2pages , white colour	2000					
8	Posters - English	3000					
9	Posters- Hindi	3000					

Note-Material at SN 1&2 will be required up to 20th August 2011 and others in the months of November 2011. Exact date will be informed at the time of place of order.

- c. Last date and time of receipt of bid: **12.05.2011, 15:00 hrs**
- d. Place of receiving the bid & - SD Division, Room No731
Address for communication - O/o Development Commissioner (MSME)
Govt of India, 7th Floor, A-wing,
Nirman Bhawan, Maulana Azad Road,
New Delhi- 110108
- e. Date of opening of Techno- Commercial Bid : **12.05.2011, at 15:30 Hrs**
- g. Date of opening of Price Bid : **12.05.2011, at 16:30 Hrs**
- g. EMD ::
Rs. 50,000/-(Rupees Fifty Thousand only) in the form of Demand Draft in favour of PAO (MSME), Payable at New Delhi .

3. Bidding Procedure

- a) Bids are invited in **two Bid systems, (i.) Techno-commercial Bid (ii) Price Bid**, Which shall be sealed separately and enclosed in a single sealed envelope.
- b) Sealed Bids shall be received, not later than **15:00 hrs on 12.05.2011**. No Bid will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
- c) Techno - commercial Bids must contain the EMD for specified amount of Rs.50,000/- (Rupees Fifty Thousand only) in a form of a bank draft issued by any commercial Bank in favor of PAO (MSME), payable at New Delhi, along with complete technical details as desired by this tender. First Techno - commercial Bids of all the tenders will be opened on pre scheduled date, time & venue. Techno - commercial Bids without EMD will be summarily rejected. Requirement of EMD is exempted from those bidders like State/Central PSUs; Government of India Societies (established under relevant Act).
- d) The Price Bids of only successful Techno- commercial Bidders will be opened on pre scheduled date, time & venue.

- e) All bids must be delivered to the Skill Development Division, Room No. - 731, office of the DC (MSME),7th Floor, Nirman Bhawan, New Delhi-
- f) All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.
- g) The printed materials are to be supplied to this office within 30 days after placing the order or as advised by this office.

4. Technical Qualification Criteria:

- a. The bidder shall have experience for at least 3 years ie-2008-09,. 2009-10 and 2010-11 in printing of Forms / Books/ Brochure etc: Please attach document any proof with Techno-Commercial Bid..
 - i. List of main customers with purchase order / Delivery challan etc .
 - ii. Production in terms of quantity and cost during the last 3 years.
 - iii. . Demand Draft
 - iv. undertaking , whether bidder agrees with the terms and conditions of the tender .
- b. The firm should have to submit the balance sheet, profit/loss account for the last three years.
- c. The firm must have valid VAT/sales tax registration number. Please attach a copy of certificate with Techno-Commercial Bid.
- d. The firm must have annual turnover of Rs 50.00 lakh (Average of last three years ie-2008-09. 2009-10 and 2010-11.)

5. Period of validity of bid:

The bid shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his tender before the said period shall -without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.

6. Submission of Bids:

- a) The first envelope shall be super scribed with the name of work i.e. "; Printing **Work**" and the words "**Techno-Commercial Bid**" in capital letters. The first envelope shall be opened on the date of opening of tender. The bidder should specifically provide full technical details of the service offered and also shall provide full details of deviation they intend to make from the technical specifications and contract terms detailed in the Bid. No price details shall be given in this envelope. Violation to this would result

invalidation of tender. The Bid Security shall be enclosed with the envelope marked " **Techno-Commercial Bid** ".

- b) The second envelope shall be super scribed with the name of work and the words "**Price Bid**" in capital letters. It shall contain full details of the price , commercial terms and conditions.
- c) Silence or use of the word "**Noted**" against any of the Bid conditions shall mean bidder agrees to comply with that/those conditions of Bid,
- d) All documents should be signed by the authorized signatory of the firm on all the pages of the hard copy and **given page number**.
- e) All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form,
- f) The bid should be submitted in the prescribed bid format as given above . All columns of the bid form should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed with the bid.
- g) All participating bidders are requested to attend the bid opening.

7. Opening of Bids:

a) The Purchase Committee will open the Techno-commercial bids on scheduled date , time and venue in the presence of the bidder's representatives. The bidder's representatives who will be present shall sign in the designated register evidencing their attendance.

8. Clarification of Bids:

Purchase Committee at its discretion, may ask the bidder for clarification of its bids in writing and no change in price will be entertained.

9. Evaluation of Bids:

9.1. Techno-Commercial Bid-

- a) The Purchase Committee will examine the bids to determine whether:
 - i. They are complete.
 - ii. Required EMDs etc have been furnished,
 - iii. The required documents have been attached and properly signed.
- b) Evaluation of bids shall be done on the basis of information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms & conditions shall also be examined.
- c) . The Purchase Committee will examine the bids to determine-

- i. The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- ii. The substantial responsiveness of each bid to the bidding, for purposes of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms & conditions of the bidding documents without material or commercial deviations.
- iii. Purchase Committee may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- iv. Purchase Committee reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract,
- v. Purchase Committee may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.

9.2. Price Bid-

- a. The Price Bids of only Techno- commercial qualified Bidders will be opened on pre scheduled date, time & venue.
- b. The envelope of Price Bid of those bidders who do not qualify the techno-commercial bid will not be opened and kept in file unopened..
- c. Arithmetic errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Supplier does not accept the correction of errors, its bid will be rejected.

If there is a discrepancy between words and figures, the amount whichever lower will prevail,

- d.. The comparison shall be of total price of the printing work offered inclusive of all taxes.

10. Acceptance or rejections :

- a) The Competent Authority reserves the right to accept or reject any bids without assigning any reasons and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the purchaser's action. All the bids

in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

b) The acceptance offer will rest with Competent Authority and not binding to accept the lowest bid and reserves the right of accepting the whole or any part of tender and bidder shall be bound to perform the same at the rate quoted.

c) In case , L-1 fails to accept the order for supply of printing work due to any reason, further Government procedure will be followed.

d) Canvassing any form on the subject is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected. and firm is liable to be blacklisted.

e) Without any legal obligations, the decision of Competent Authority will be final.

11. Prices:

Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the Supplier in its bid.

12. Termination by default:

The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to Supplier, terminate the Contract in whole or part:

i. If the Supplier fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Purchaser,

ii. If the Supplier fails to perform any other obligation(s) under the Contract.

13. Arbitrations - No arbitrations /representations in this regard will be entertained .

14. Taxes and Duties- Supplier shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods & services to the Purchaser. No tax or duty will be payable by the purchaser. If there is any enhancement in the taxes, duties, license fees etc. the enhanced expenditure will be borne by the supplier. The material will be delivered by bidder free of cost at the address in Delhi given by purchaser .

15. Inspection - Pre- delivery inspection is to be done 5 days in advance before delivering the material .

16. Delivery- Printed material should be supplied within 30 days from the date of order. .

17. Payment: No advance payment will be made in any circumstances. The payment will be made within one month from the date of submission of bills against supply of material. .

Yours sincerely

(S.K Haldar)

**Dy. Director (SD)
011-23062215**