

F.No.29012-1/2018-Admn.II  
Government of India  
Ministry of Agriculture  
(Department of Animal Husbandry, Dairying & Fisheries)

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Krishi Bhawan, New Delhi  
Dated 3<sup>rd</sup> August, 2018

**E-Tender Notice**

**Subject:- E-Tender for Annual Rate Contract for Photocopying, Collation with Binding (spiral bound) and without Binding of official Papers, Reports, Documents etc. of the Department of Animal Husbandry, Dairying & Fisheries – reg.**

The e-tender have been invited under single bid system (ANNEXURE-II) from reputed and well established firm to award annual rate contract for Photocopying, Collation with Binding (spiral bound) and without Binding of official Papers, Reports, Documents etc. of this Department, for a period of one year. The interested firms are advised to submit their bids “on-line” by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> are prerequisite for e-tendering.

2. The critical date for the subject tender is as under:

(i)	Tender No.	No.29012-1/2018-Admn.II
(ii)	Name of organization	Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries.
(iii)	Start date and time for view / down Loading the tender document	3 <sup>rd</sup> August, 2018 at 1700 hrs.
(iv)	Start date and time for submission Of bid	3 <sup>rd</sup> August, 2018 at 1700 hrs.
(v)	Last date and time for downloading Tender document	20 <sup>th</sup> August, 2018 at 1700 hrs.
(vi)	Last date and time for online sub- Mission of bid & submission of EMD.	20 <sup>th</sup> August, 2018 at 1700 hrs.
(vii)	Date & Time for opening of bid	21 <sup>st</sup> August, 2018 at 1730 hrs.
(viii)	Address for communication	The Under Secretary (Admn.II) Ministry of Agriculture & Farmer's Welfare, D/o Animal Husbandry, Dairying & Fisheries.

2. The tender document containing terms & conditions and bid proforma may be obtained from this Department, Room No. 531, B-Wing, 5<sup>th</sup> Floor, Krishi Bhawan, New Delhi-110001. The tender documents also can be downloaded from the Department's website ([www.dahd.nic.in](http://www.dahd.nic.in)) and also from CPP portal (<http://eprocure.gov.in>) of Government of India.



3. The interested firms are required to deposit **demand draft of Rs. 10,000/-** (Rupees Twenty Thousand only) as Earnest Money Deposit (**EMD**) in favour of **PAO (Sectt.I), D/o AHD & F**, valid for a period of 90 day.

4. The scanned copy of the **demand draft of Rs.10,000/-** (Rupees Ten Thousand only) as Earnest Money Deposit (**EMD**) must be uploaded with the Technical Bid. The original DD of Rs.10,000/- (Rupees Ten Thousand only) may also be dropped in the Tender Box placed in Room No. **531, 5<sup>th</sup> Floor, Krishi Bhawan, New Delhi** latest by the last date of bid submission super scribing the envelope "BID FOR ANNUAL RATE ONTRACT FOR PHOTOCOPYING, COLLATION WITH BINDING (SPIRAL BOUND) AND WITHOUT BINDING OF OFFICIAL PAPERS, REPORTS, DOCUMENTS etc. latest by 20/08/2018 (1700 hrs). The tenders received without the prescribed EMD will not be entertained and cancelled. The **EMD** of unsuccessful tenderers shall be returned after finalization of the contract.

5. The firms who are exempted from submission of **EMD** shall be dealt as per **GFR, 2017** subject to submission of Copy of relevant orders/documents regarding such exemption, should be submitted along with the bid.

6. The firms who required uploading copies of the following documents along with their Bid, failing which their Bids shall be summarily/ out rightly rejected and will not be further considered:

- i. **Scanned copy** of the demand draft of Rs.10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit (**EMD**).
- ii. **Scan copy** of certified copies of similar work experience for two year or more.
- iii. **Scan copy** of GST Registration certificate.
- iv. **Scan copy** of PAN card.
- v. **Scan copy** of Financial status for previous three year of the firm (which should not be less than **Rs.10,00,000/-** (Rupees Ten lakh only) in each of the previous 3 years). (certificate from CA to be attached)
- vi. **Scan copy** of the duly signed and sealed on each and every page of the tender document issued by this Department with their Bid to be submitted by the firm.
- vii. Bidders should upload their bids in **PDF** format in the proforma given at ANNEXURE.

7. The rates for each item shall be indicated both in words and figures and the price quoted at the time of submission of tender should remain valid for acceptance by the Department till 45 days. There should be no overwriting, erasing etc. on rates quoted.

8. The component of taxes, if any should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.

9. The firm will be evaluated based on meeting the tender criteria viz. submission of EMD/Experience/accepting en-block the terms & conditions etc. and other things being equal. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily. The bidders are not allowed to alter or modified their bids after expiry of the deadline for receipt of bids. ***It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and contract are liable to be ignored to maintain the required standard of work being awarded. The Department reserves the right to inspect the infrastructure/logistics available before awarding the contract. The past performance with the Department will be an important criterion in evaluating the contract.***



4. Any further query in this regard can be had personally from the concerned officer in this Department at ☎ # 011-23385116.

Yours faithfully,

  
(Dharm Prakash)

Under Secretary to the Government of India

☎ # 23070149

Copy to:-

1. PSA, NIC, DADF with the request for immediate display on the Department's website.
2. CPP Portal.

**TERMS AND CONDITIONS**

(Letter No.29012-1/2018-Admn.II dated 3<sup>rd</sup> August, 2018)

1. The firms should have sufficient experience of Xerox work, collation, binding (spiral bound) without binding in the Government Departments/Organizations. The documents in support thereof to be enclosed with the proforma.
2. The material/sample will be collected from Krishi Bhawan and bound reports/books/documents etc. as the case may be, will be delivered within the stipulated time to the office without any additional charge for cartage/labour etc.
3. The quality of work will be inspected by an officer of user Section/Office of the Department and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the material will not be accepted by the Department. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Department. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. There shall be a penalty of Rs.1,000/- (Rupees One Thousand Only) for each default i.e. the delay in work or not executing the work to the satisfaction of the Department.
5. The contract will remain in force for a period of one year from the date of award and may be extended mutually if agreed to.
6. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the annual rate contract are violated by the firm or the work is not completed within the stipulated time.
7. The Department reserves the right to accept or reject any quotations, in whole or in part at any time without assigning any reason thereof.
8. All disputes or differences arising out of or concerning the work shall be subject to the sole arbitration of Head of the Department or his nominee. The decision of the arbitration shall be final & binding on both the parties.
9. The contract will be interpreted under Indian Laws and disputes ad judicable within the jurisdiction of NCT of Delhi.

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To

The Under Secretary (Admn.II),  
Department of Animal Husbandry, Dairying & Fisheries,  
Ministry of Agriculture,  
Room No. 532-A, Krishi Bhawan,  
New Delhi-110001.

**Subject:- Annual Rate Contract for Photocopying, Collation with Binding (spiral bound) and without Binding of miscellaneous reports/papers/documents etc. of the Department of Animal Husbandry, Dairying & Fisheries.**

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Department of Animal Husbandry, Dairying & Fisheries's letter No.29012-1/2018-Admn.II dated 3<sup>rd</sup> August, 2018. The information desired and the rates quoted are as per following details:-

<u>S.No.</u>	<u>Name of the items</u>	<u>Rate (In Rs.)</u> <u>(in words &amp; figure)</u>
i.	Copying charges (Black & White) including cost of Paper (A-4 Size)	-
	(a) For copying on one side of page	-
	(b) For copying on both side of page	-
ii.	Copying charges (Colour) including cost of Paper (A-4 Size)	-
	(a) For copying on one side of page	-
	(b) For copying on both side of page	-
iii.	Collation charges (per 1000 sheets or part thereof)	-
iv.	Spiral binding with transparent sheets on both sides (per book)	-
	(a) Up to 100 sheets	-
	(b) For every additional 10 pages	-
v.	EMD Details (Amount, Name of Bank & Branch, DD date and No.)	
vi.	Experience details (copies to be enclosed)	
vii.	The details of the PAN & GST Nos. (copies to be enclosed)	

2. I/We undertake that documents are genuine/authentic and nothing has been concealed/hide and that I/We are not debarred by any Government Department/Organizations and are competent for the contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Address (Works), if any, \_\_\_\_\_

Contact Nos. \_\_\_\_\_

