

(E-Tender)

No.D.29013/1/2020-Admn-II
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
(Department of Animal Husbandry & Dairying)

KrishiBhawan, New Delhi
Dated the January, 2020

E-Tender Notice

Sub: - E-Tender for awarding Annual Rate Contract for Colour and Black & White Printing with Binding of official Books/Documents etc. of this Department – invitation of quotations – Regarding.

The e-tender have been invited under single bid system (ANNEXURE) from reputed and well established firm to award annual rate contract for Colour and Black & White Printing with Binding of official Books/Documents etc. of this Department, for a period of one year from the date of award of contract. 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.

i	Tender No.	D.29012/1/2020-Admn-II
ii	Name of organization	Ministry of Fisheries, Animal Husbandry & Dairying, Department of Animal Husbandry & Dairying
iii	Start date and time for view/downloading the tender document	22.01.2020 at 1730 hrs
iv	Start date and time for submission of bid	23.01.2020 at 0900 hrs
v	Last date and time for downloading tender document	03.02.2020 at 1100 hrs
vi	Last date and time for online submission of bid & submission of EMD in original	03.02.2020 at 1130 hrs
vii	Date & time for opening of Technical Bid	04.02.2020 at 1130 hrs
viii	Address for communication	Under Secretary (General Section) Ministry of Fisheries, Animal Husbandry & Dairying, Department of Animal Husbandry & Dairying Krishi Bhawan, New Delhi-110001 Tel. # 011-23385116

2. The tender document containing terms & conditions and bid proforma may be obtained from this Department, Room No. 531, B-Wing, 5th Floor, KrishiBhawan, New Delhi-110001. The tender documents also can be downloaded from the Department's website (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. 30,000/-** (Rupees Thirty 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.30,000/-** (Rupees Thirty Thousand only) as Earnest Money Deposit (**EMD**) must be uploaded with the Technical Bid. The original DD of Rs.30,000/- (Rupees Thirty Thousand only) must be deposited in Room No. 531, KrishiBhawan, New Delhi on or before 03.02.2020 at 11:30 am. 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**. Copies 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.30,000/- (Rupees Thirty Thousand only) as Earnest Money Deposit (**EMD**).
- ii. **Scan copy** of certified copies of similar work experience for previous **five years** or more.
- iii. **Scan copy** of Registration certificate of GST.
- 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.20,00,000/-** (Rupees Twenty lakh only) in each of the previous 3 years). (certificate from CA to be attached)
- vi. **Scanned copy** of Income tax return of last three year for the firm
- vii. Bidders should upload their bids in M.S.Excel format in the proforma given at ANNEXURE.

2. The details of the specifications of the printing/binding work are as under:-

Terms and Conditions of the contract:-

- (a) The prospective tenderer should have own printing press and earlier experience of successfully completing printing and binding work in other Government Ministries/ Departments in the past, the proof of which shall be submitted along with their quotation.
- (b) The tenderer will have to complete the printing/binding work within 5-7 (five to seven) days of award of job work to them, if any. If the Department directs any work to be printed urgently, then the printer would have to execute the work in the given time frame.
- (c) The quotations shall be made strictly as per the unit/technical specification stated in Para 2 (table) above for the printing/binding job. Any dilution in the unit/technical specification shall not be allowed and quotation/bid received for the unit other than specified in Para 2 (table) in the Tender Enquiry shall be summarily ignored.
- (d) **The quoted rate shall be net rates without adding any taxes.**
- (e) **No conditional bids will be accepted** and such bids are liable to be summarily rejected by the competent authority at its discretion. If any of the bidders have objection with regard to the terms and conditions of the tender, the same may be pointed out within 5 days of the issue of tender documents. The quoted rates shall be kept open for acceptance by the Department for 90 days of the tender opening.
- (f) The prospective tenderer should have in-house facility and infrastructure and sufficient man-power for the proposed printing and binding work. There shall not be any further sub-contract/delegation of the job work awarded to the tenderer to the other firms/printers/ binders.
- (g) The firm should have valid PAN No., GST No., copies of which are to be enclosed with the quotation.
- (h) The tender document also can be downloaded from the Department's website (www.dahd.nic.in) and also from CPP portal (www.cprocure.gov.in) of Government of India.

- (i) The bid shall be submitted in the prescribed proforma (Annexure) along with Demand Draft of Rs.30,000/- (Rupees Thirty thousand only) as an Earnest Money Deposit (EMD) in the name of PAO (Sectt.-I), DAHD, New Delhi from any Commercial Bank. It is also clarified that the quotations received without EMD or in any other form like cheque etc., will be summarily rejected.
- (J) The quotations received without earnest money deposit shall be rejected summarily.
- (k) The Department reserves the right to forfeit the EMD in the event of the firm violating any of the terms and conditions of the tender enquiry or the contract or for not providing satisfactory and/or quality and timely services.
- (l) The decision of the Head of the Department in the Department shall be final and binding and no representation against it shall be entertained, so far as awarding the contract is concerned. The bid/quotation shall be accompanied with the experience details and other relevant information which the bidder may like to bring to the notice of the Department.
- (m) The Department of Animal Husbandry & Dairying reserves its right to reject or accept any quotations/bids. **However, the bidders would have the right to question the bidding conditions, bidding process and/or rejection of its bid.**
- (n) The Department of Animal Husbandry & Dairying also reserves its right to terminate the awarded contract at any time without assigning any reason and no representation of tenderer against termination shall be entertained.
- (o) The payment for the job work done shall be made only after completion of the job-work satisfactory and on submission of pre-receipted bills in triplicate, duly affixed with revenue stamp, signed by the authorized representative of the firm for this purpose and shall bear the stamp of the firm.
- (p) The tenderer whose quotation is finally accepted, shall have to furnish the Performance Security Deposit of a sum of **Rs.60,000/- (Rupees Sixty Thousand Only)** in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalized Bank in favour of **'PAO(Sectt.I), Department of Animal Husbandry & Dairying, New Delhi'**. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.
- (q) A copy of the last printing work done by the firm may also be enclosed along with the quotations for sample purpose.
- (r) The firm, who found to be technically qualified, will only considered for financial bids.

3. ***It may specifically be noted that the quotations are required to be submitted with necessary documents and in the prescribed Proforma only (Annexure-I, II & III).***

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

Yours faithfully,

(DharmPrakash)
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.

PROFORMA

To

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

Sub: - Annual Rate Contract for Colour and Black & White Printing with Binding of official Books/Documents etc. of this Department – invitation of quotations – Regarding.

Sir,

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 Tender Enquiry No.D.29013/1/2020-Admn.II dated

1.	EMD Details (Amount, Name of Bank & Branch, DD No. & Date)	
2.	PAN No. (copy to be enclosed)	
3.	GST No. (copy to be enclosed)	
4.	Experience documents (copies to be enclosed)	
5.	Copy of last printing work done to be enclosed as sample purpose	
6.	Annual Turn-over for last three years.	
7.	Income Tax Return of last three years.	

2. I/we undertake that documents are genuine/authentic and nothing material or in material have been concealed and that I/we are not debarred by any Government organization and competent to apply 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 Authorized Signatory)

Name of the tendering firm:_____

Complete Address:_____

Address (Works), if any, & Contact No._____

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The Under Secretary (Admn.II),
Ministry of Agriculture,
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Room No. 532-A KrishiBhawan,
New Delhi – 110001.

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Sir,

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 Tender Enquiry No.D.29013/1/2020-Admn.II dated **The rates quoted are exclusive of all taxes** and as indicated below:-

Schedule of Requirement – I (Offset printing)

Sl. No.	Item	Unit	Rate (inRs.) (in figures & words)
1.	210 GSM Art Card paper	per page (A-4 size)	
2.	130 GSM Art Card paper	per page (A-4 size)	
3.	100 GSM Art Paper (inner page)	per page (A-4 size)	
4.	170 gsm Natural Evaluation Paper (Text Paper)	per page (A-4 size)	
5.	300 gsm Natural Evaluation Paper (Cover Paper)	per page (A-4 size)	
6.	80 GSM Maplitho paper (inner page)	per page (A-4 size)	
7.	Composing charges	per page (A-4 size)	
8.	Plate making charges	per plate (4 X A-4 size)	
9.	Plate making charges	per plate (8 X A-4 size)	
10.	Printing charges (single colour)	per page (A-4 size), per thousand	
11.	Printing charges (double colour)	per page (A-4 size), per thousand	
12.	Printing charges (four colour)	per page (A-4 size), per thousand	
13.	Binding charges (perfect)	per book/document	
14.	Binding charges (centre stitch)	per book/document	

15.	Binding charges (spiral)	per book/document	
16.	Lamination charges (cover page)	per book/document	
17.	Embossing charges	per one impression	
18.	Printing of photocopy (on 80 GSM A 4 size paper)	Per document	

Schedule of Requirement – II (Digital Printing)

Sl. No.	Item	Unit	Rate (inRs.) (in figures & words)
1.	Digital Printing on 210 GSM Art Card paper (Cover pages)	per page (A-4 size)	
2.	Digital Printing on 100 GSM -Art Paper	per page (A-4 size)	
3.	Digital Printing on 170 GSM	per page (A-4 size)	
4.	Digital Printing on 300 gsm Natural Evaluation Paper (Cover Paper)	per page (A-4 size)	
5.	Digital Printing on 80 GSM	per page (A-4 size)	
6.	Composing charges	per page (A-4 size)	
7.	Binding charges (perfect)	per book/document	
8.	Binding charges (centre stitch)	per book/document	
9.	Binding charges (spiral)	per book/document	
10.	Lamination charges (cover page)	per book/document	
11.	Embossing charges	per one impression	

Schedule of Requirement – III

Sl.No.	Items	Unit	Rates (in figure and words)
1.	Bilingually printed D.O. letterheads with Ashok Emblem (Golden Die Printing) on Superior D.O. paper (With cost of paper and screen printing) (With Logo) (a) Big Size (b) Medium Size (c) Small Size	Per 1000	
2.	Bilingually printed D.O. letterheads with Ashok Emblem on Sunlit Bond Paper (with cost	Per 1000	

	of paper and screen printing) (with logo) (a) Big Size (b) Medium Size (c) Small Size		
3.	Bilingually printed D.O. letterheads of handmade Khadi Paper with Ashok Emblem (Golden Die printing) (With cost of paper and screen printing) (With the Logo) (a) Big Size (b) Medium Size (c) Small Size	Per 1000	
4.	Bilingually printed D.O. letterheads of handmade Khadi Paper with Ashok Emblem (With cost of paper and screen printing) (a)Big Size (b)Medium Size (c) Small Size	Per 1000	
5.	Bilingually printed D.O. letterheads of Natural Evolution Paper with Ashok Emblem (With cost of paper and multi colour / screen printing) (a)Big Size (b)Medium Size (c) Small Size	Per 1000	
6.	Bilingually Printed Envelops for D.O. letters on Superior White Paper (a)Big Size (b)Medium Size (c) Small Size	Per 1000	
7.	Bilingually printed Window Envelops for D.O. letters on White Paper (a)Big Size (b)Medium Size (c) Small Size	Per 1000	
8.	Bilingually printed Window Envelops for D.O. letters of handmade Khadi Paper (a)Big Size (b)Medium Size (c) Small Size	Per 1000	
9.	Bilingually printed Window Envelops for D.O. letters of handmade Khadi Paper (a)Medium Size (b) Small Size	Per 1000	

10.	Bilingually printed Slip Books on plain bond paper with 50 sheets (with cost of paper and printing) (a)Medium Size (b)Small Size	Each Slip Book	
11.	Bilingually printed Slip Books on Ruled paper with 50 sheets. (With cost of paper and printing. (a)Medium Size (b)Small Size	Each Slip Book	
12.	Bilingually printed Slip Books on Plain Bond Paper with 50 sheets (with cost of papers and printing) (a)Big Size (A-4) (b)Medium Size (c) Small Size	Each Slip Book	
13.	Bilingually printed Slip Books on Ruled paper with 25 sheets. (with cost of paper and printing) (a)Big Size (A-4) (b)Medium Size (c) Small Size	Each Slip Book	
14.	Visiting Cards (As per standard Size) (a) Single side printed (with golden Die Emblem and Good Quality Paper) (b) Both side printed (with golden Die Emblem and Good Quality Paper) (c) Single side printed on Hand Made Khadi paper (with Golden Die Emblem) (d) Both side printed on Hand Made Khadi paper (with Golden Die Emblem)	Per 1000	
15.	Printing of Internal Telephone Directory on offset printing paper (up to 50 pages both side ordinary printing and binding with printed and hard laminated front and back covers) (a) English (b) Hindi	Per Directory	
16.	Bilingually printed greeting card on Ivory paper with matching envelopes. (a) Single side printing (b) Both side printing	1000 cards with envelopes	
17.	Bilingually printed greeting card Diwali & New Year (in multi colours) with matching envelopes.	1000 cards	

	(a) Single side printing (b) Both side printing	with envelopes	
18.	Printing of Entry Badges/conference Badges in different colour schemes complete with Plastic Paunch, Dori, Clips etc.	Rate each	
19.	Printing of conference folder/ Bags with Emblem/ Logos (only printing) Single side printing. (a) Single colour (b) Multi colour both side printing (c) Single colour (d) Multi colour	Per folder	
20.	Bilingually printed invitation cards with Emblem/Logos (single colour) on Ivory paper with matching sprinted envelopes. (a) Single side printing (b) Both side printing	Each card with envelop	
21.	Bilingually printed invitation cards with Emblem/Logos (in multi-colour) with matching printed envelopes. (a) Single side printing (b) Both side printing	Each card with envelop	
22.	Binding of official reports/publication on A-4 size paper (Spiral binding with front transparent and back hard plastic sheet) (a) Up to 50 pages (b) Up to 100 pages (c) Up to 150 pages (d) Up to 200 pages	Per Report	
23.	Visitors slip book	Per 1000 slip	
24.	Printing of pumplets in multi colours (ordinary printing) Two folds Three folds Four folds		