E-TENDER NOTICE


On behalf of the President of India online Tender (E-Tender) is invited for printing of Annual Report for the year 2018-19 from Delhi and NCR based offset printers empanelled as “A” class printers with Directorate of Printing or DAVP Ministry of Information and Broadcasting from amongst the Printers who have experience of Printing of Compendium Booklets/Annual Reports etc. and ready to deliver the material in time.

<table>
<thead>
<tr>
<th>Tender Name</th>
<th>Tender for Annual Report of Ministry of Tribal Affairs for 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender reference no.</td>
<td>D-29014/02/2017-Genl.</td>
</tr>
<tr>
<td>Tender Forms available at Website</td>
<td><a href="http://www.tribal.nic.in">www.tribal.nic.in</a> <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td>Date and Time of Issue/Publishing</td>
<td>03.12.2018</td>
</tr>
<tr>
<td>Document Download/Sale Start Date &amp; Time</td>
<td>03.12.2018, 10.30AM</td>
</tr>
<tr>
<td>Bid Submission Start Date &amp; Time</td>
<td>03.12.2018, 11.00AM</td>
</tr>
<tr>
<td>Bid Submission Last Date &amp; Time</td>
<td>17.12.2018, 05.00PM</td>
</tr>
<tr>
<td>Date and Time of Opening of Technical bid</td>
<td>18.12.2018, 11.00AM</td>
</tr>
<tr>
<td>Place of the opening of the Tender</td>
<td>400-Bwing, Shastri Bhawan</td>
</tr>
</tbody>
</table>

2. Those firms which are registered as "A" category printers/publishers with Directorate of Printing, or DAVP Ministry of Information and Broadcasting Govt. of India having in-house facilities of Screen Printing, Dye Printing, Offset Printing facility, willing to carry out the above mentioned work and ready to execute the job are requested to submit their e-tender online along with scanned copy of EMD of Rs.25,000/- in favour of DDO, Ministry of Tribal Affairs. The details of tender and time limit for submission and opening of Technical bids, are as under: - Financial bid will be opened of successfully qualified bidders in Technical credentials.

3. The following eligibility criteria are needed to be fulfilled to be considered for the Tender:

1. Registered as "A" category printers with Directorate of Printing, or DAVP, Ministry of Information and Broadcasting, GOI;
2. Photocopy of PAN Card along with Income Tax Return for last three years (i.e., 2015-16, 2016-17, 2017-18);
3. Photocopy of GST Registration Certificate/ Number;
4. Experience certificate for the last 3 years (i.e., 2015-16, 2016-17, 2017-18) for printing of Annual Report in Government Departments/Ministries;
5. Location of Press/Unit - The location of the Press/Workshop should be in Delhi-NCR, so that vendor is available whenever required in Shastri Bhawan on an urgent basis or staff of the Department reaches to the Press/ Workshop for proof reading & verification of the printing work.
6. The firms should have annual turnover of not less than Rs. 25.00 lakhs in the last three financial year
7. The firm should have not been blacklisted by any authority
8. The bid should be valid for a period of 60 days
9. The Bidders should have facility of "MANGAL" font in their press for printing in Hindi

4. The rates quoted for each specification would be valid for 01 year in case of Department requires works of similar specification, during this period.

5. The detailed specification of printing job is at Annexure- I, Format of financial bids is at Annexure II and General Terms and Conditions of the contract is at Annexure III. The design, layout and printing of the document have to be of high standard as this publication is targeted for circulation to various Ministries/Departments of the GOI as well as State Governments and others. Format of self-certification for availability of printing infrastructure is at Annexure-A.
6. Intending eligible bidders may download Tender Notice from our website www.tribal.nic.in (for reference only) as well as CPPP website (for bidding prospective). Scanned copy of bid documents etc. has to be submitted online at http://eprocure.gov.in/eprocure/app along with the Technical & Financial bid and scanned copy of EMD of Rs.25,000/- in favour of the DDO, Ministry of Tribal Affairs should be uploaded latest

7. EMD of Rs. 25,000/- in original should be submitted in a sealed envelope superscribed with 'EMI) of tender for printing of Annual Report for the year 2018-19 addressed to Under Secretary (Gen. Admn.), Ministry of Tribal Affairs, Room No.400, B-Wing, Shastri Bhawan, New Delhi, and deposited (in original) in the tender box kept at GA section, 4th floor, B-Wing, Shastri Bhawan, New Delhi, on or before

8. The Ministry of Tribal Affairs reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible for any postal delay.

9. All may also kindly note that the quotation should be exclusive of GST and other taxes as applicable. It is requested not to include such taxes in the price quoted.
10. Soft copies of each of the corrected final version of Annual Report for the year 2018-19 have to be provided by the Tenderer to the Department in Microsoft Word version and also in PDF version.

(P.K. Sahoo)

Under Secretary to the Govt. of India

Enclosures:

1. Specification of Printing - Annexure I
2. Financial Bid - Annexure II
3. General Terms and conditions - Annexure III

Copy to:

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC with the request to upload the above information on Ministry's website as well as Central Public Procurement Portal for wide publicity.
3. Notice Board.
### Specification about printing of Annual Report 2018-19

<table>
<thead>
<tr>
<th>Quantity</th>
<th>English - 1000 May be increased, if required. Hindi - 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of pages (Approx.)</td>
<td>300 + Cover Page (+/- 5-6 pages)</td>
</tr>
<tr>
<td>Size of Book</td>
<td>A-4 Double column</td>
</tr>
<tr>
<td>Type set</td>
<td>To be computer type set by printer. Page made up in two columns and its formatting is to be done Approx. 60-70 T.P. Photos, colour charts, colour graphs, if any will be provided. Colour scanning is to be done all in four colours. Folio lines and heading will be in different colours.</td>
</tr>
<tr>
<td>Designing</td>
<td>Designing of the cover page to be done by professional designer separately for Hindi and English pages feed planning and system work with multiple screens.</td>
</tr>
<tr>
<td>Cover</td>
<td>Cover to be set up &amp; scanned as per design &amp; colour schemes in 4 or 5 colours.</td>
</tr>
<tr>
<td>Lamination</td>
<td>Lamination of the cover is to be done.</td>
</tr>
</tbody>
</table>

**Printing**

| 4/5 colour work. |

**Binding**

Laminated Binding cover pasting with section sewing/perfect binding.

**Paper Type**

120 GSM Imported Glossy Art paper.

**Cover**

220 GSM Imported Glossy Art Card.

**Photographs/graphs**

Coloured photographs if any to be provided.

**Proofing**

Proofs are required to be shown to indenter in colour. All proofs with colour photographs, if any in the layout of chapters of the Annual Report will be shown to the indenter.

**Pen drive**

Pen drive containing the complete Annual Report material in English and Hindi to be provided both in Microsoft Word Version and PDF and page maker version.

**Freight & Cartage**

No separate freight and cartage is payable and should be inclusive in the basic rate.
Annexure-II

Specification and Financial Bids details:

1. The rate per copy/book per pages and cover pages may be quoted separately for Hindi and English copy. These rates should be inclusive of freight charges, printing, binding, lamination, scanning, designing, cutting, pressing, colour photographs/graphs, two proof reading charges, etc. for both English & Hindi. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Charges for providing additional copies may also be mentioned clearly. If the number of pages of the Report exceeds or short of said number of pages mentioned above, the payment would be made on pro-rata basis. For Dummy sets/Digital copies in colour copies, the rates should be quoted separately.

2. Delivery period:

The following schedule would be adhered to:

<table>
<thead>
<tr>
<th>(i)</th>
<th>Design/layout and first proofs of design and text for design selection correction</th>
<th>Within three days of order placement/handling over of pen drive or hard copies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>Second proof/final proof</td>
<td>Within two days after first proof. If complete corrections have not been carried out in first proof, next proof would be submitted urgently. Final Draft to be submitted within 3 days from the 2nd draft after carrying out corrections, if any.</td>
</tr>
<tr>
<td>(iii)</td>
<td>Printed product delivery at Shastri Bhawan, New Delhi</td>
<td>Within five days after final proof.</td>
</tr>
</tbody>
</table>

In case of delay in the printing and delivery of publications within the specified period, penalty at the rate of 2.5% of the total value of the order per one week may be imposed and after one month the contract may be terminated and EMD/Performance Security will be forfeited.

3. The Ministry reserves the right to reject any publication/printing which is not up to the specifications and within the time limit.

4. Rate would be exclusive of GST etc. All terms and conditions will be applicable as per GOI Rules.

5. Rate should be quoted for English & Hindi as well as Digital copies separately as under:

5.1 Charges for total copies to be printed:

<table>
<thead>
<tr>
<th>No of copies</th>
<th>English (per copy)</th>
<th>Hindi (per copy)</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>English - 1000 Copies with Cover</td>
<td>Hindi - 500 Copies with Cover</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General Terms and Conditions:

Subject: Notice Inviting Tender for printing of Annual Report 2018-19 of the Ministry of Tribal Affairs

1. Parties

The parties to the contract are the contractor (the tenders to whom the work have been awarded) and the Government of India through Under Secretary (Gen. Admn.), Ministry of Tribal Affairs for and on behalf of the President of India.

2. Validity of the bids:

The bids shall be valid for a period of 30 days from the date of opening of the e-tender. This has to be so specified by the tenderer in the commercial bid.

3. Right of acceptance:

The Ministry reserve the right to accept or reject any or all tender/quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

4. The Ministry / Department reserves the right to reject any publication/printing which is not up to the specifications and within the time limit.

5. The payment clause:

The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily. The bill should have full particulars of the item(s).

6. Communication of Acceptance "Right of Acceptance:

Department reserves all right to reject any tender including of those tenders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Department in this regard will be final and binding.

7. Performance Security:

The successful tenderer will be required to furnish 10% cost of tender value as performance Security Deposit in the form of Bank Draft/ Pay Order/Banker's Cheque/Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank in the name of the "DDO, Ministry of Tribal Affairs, New Delhi" from the date of award of the contract.

The security deposit can be forfeited by order of this Ministry in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. On expiry of the contract, such portion of the said performance security deposit as may be considered by the ministry sufficient to cover any incorrect or excess payment made on the bill to the firm shall be
retained until the final audit report on the account of firm's bill has been received and examined.

8. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to be made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceeding shall take place at New Delhi and shall be conducted in English. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

9. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in the National Capital Territory (NCT) of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and Court within NCT of Delhi will have Jurisdiction to the exclusion of other courts.

10. Terms of payment:

No payment shall be made in advance nor the loan from any bank or financial institutions shall be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the material to the satisfaction of the Department. On receipt of a pre-receipted bill invoice from the Contractor, the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected. All payment shall be made by ECS only.

The Department shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in the preceding para.

The term 'Payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding EMI and Security Deposit governed by separate clauses of the contract.

11. Selection Criteria:

The selection would be based on the rates quoted at para 5 of the financial bids at Annexure II. However, in any case Department shall not be bound to accept the lowest rates of the particular firm and the firms would be recommended for selection as deemed fit by the Tender Evaluation Committee of this Department.

(P.K. Sahoo)

Under Secretary to the Govt. of India
Self-certificate for available of printing infrastructure

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Job</th>
<th>Requirement (No. and description)</th>
<th>Availability with the printer (No. and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Suitable profession in the field of editing and drafting work</td>
<td>Adequate No. to the deadline</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Processing infrastructure and page setting capability</td>
<td>Minimum 150 A-5 pages per day by DTP/photo setter with related accessories for English and Hindi Language</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fully Equipped and modern process section</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Colour Scanning and Planning Equipment's</td>
<td>Minimum one Scanner with planning facility to handle multi-colour reflection objects as well as colour transparencies up to A-3 Size</td>
<td></td>
</tr>
</tbody>
</table>
| 5     | Printing machines                                                   | 1. Minimum number of Machine installed in the press as under: -  
   i. A-1 Size  
   ii. A-2 Size  
   (b) Multicolour Machines: -  
   1. Four colour sheets fed offset machines in A-1 Size  
   Or  
   Four colour A-2 Size N/C and four web offset reel width 61 am with numbering arrangement |                                                     |
| 6     | Binding                                                              | 2. Minimum number of machines to be as under: -  
   Automatic folding Machines of A-1 Size with 4-fold capacity cutting machine 42’ wire  
   Stitching machine Swing machine Perfect Binding machine  
   Performance Punching machines Eyeleting machines Arrangement for numbering |                                                     |
<p>| 7     | Technical Staff Strength                                            | Absolute minimum requirement of crew to the machines and semi-skilled staff                      |                                                     |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>required for processing jobs in the line to meet the deadline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Name of the important Government Organization for Which printing work undertaken in recent past three years (please also enclosed rates + samples of printing work undertaken along with copies of work order)</td>
<td></td>
</tr>
</tbody>
</table>

Certificate

It is Certified that M/s ............................................................Located at(Address) .......................................................... registered as a Private Ltd./ Public Ltd./partnership Unit for printing fulfil the above requirement of infrastructure in term of machine and manpower (Annexure-B) to quality for empanelment as A class Offset Printing empanelled as “A” class printer with Directorate of printing Ministry of Urban Development or “A” Class printer with DAVP Ministry of Information & Broadcasting.

Authorized Signature

(Name & Designation)

Dated:

Seal of the Company