

F. No- D-30014/04/2018-G.A. (E-14329)

Government of India
Ministry of Tribal Affairs
(G.A. Section)

Shastri Bhawan, New Delhi

Dated: 12.03.2019

Subject: Annual Contract(AC) for Supply of Newspapers and Magazines in the Ministry of Tribal Affairs and its attached office.

Sealed quotations are invited from reputed/ registered firms for awarding of Annual Contract(AC) for Supply of Newspapers and Magazines in the Ministry of Tribal Affairs, Shastri Bhawan, its attached office, August Kranti Bhawan and MoS(TA)'s offices at Nirman Bhawan and residential offices of Hon'ble Ministers as per the terms and conditions enumerated in the following paragraphs.

Details of tender

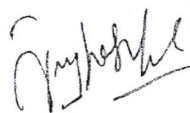
A	Office of issue	Ministry of Tribal Affairs
B	Tender reference no	No- D-19015/04/2018-G.A.
C	Date of issue of Bid document	12.03.2019
D	Last date and time for receipt of tenders	13.00 hrs. on 02.04.2019
E	Time and date for opening the tenders	14.00 hrs. on 03.04.2019
F	Place of opening the tender :	Room No 212, 'B' wing, Shastri Bhawan, New Delhi
G	Address for communication	Section officer (Genl.), Room No. 400-B , 4 th floor, ministry of Tribal Affairs. Shastri Bhawan, New Delhi

2. The tender documents can be downloaded from the websites of <http://tribal.nic.in> and CPP Portal.

3. The general Terms and conditions, Technical details and undertaking to be submitted are at Annexure-A & B.

4. The original Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty thousand only) in the form of Account payee Demand Draft/ Bankers Cheque drawn in favour of Pay and Accounts officer, Ministry of Tribal Affairs, New Delhi and physically must be dropped only in Tender Box placed near Gate no. 5, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi. The bidding Firm should be registered in Delhi/ New Delhi and should have a well established office in the municipal limits of NCT of Delhi.

1. The firm should have experience of 3 years of working in Government offices.
2. Details of newspaper supplier should be Submitted with Technical Bid.



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New Delhi

3. The Firm should have an average annual turnover of not less than Rs. 20.00 lakhs in the last three years- 2015-16, 2016-17 & 2017-18.
4. The company should not have been blacklisted by any authority. A certificate to this effect should be submitted along with the Technical Bid.
5. Bid should be valid for a period of 60 days.
6. Tenders should furnish Earnest money Deposit (EMD) amounting Rs. 30,000/- (Rupees Thirty Thousand only) in the form of demand draft drawn in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at Delhi EMD will be forfeited if the successful bidder withdraws his offer in due course.
7. The firms should furnish the copies of (i) PAN Number (ii) GST Registration No. (iii) EPF/ESI submission proof etc.
8. The bid should be accompanied with a signed copy of the terms and conditions stipulated for award of the contract, conveying this acceptance of the same.
9. Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered **under any circumstances.**

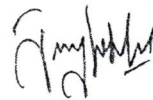
2. **Submission of Bid:** The Bid should be in two parts : Technical bid and Financial bid. Technical bid and Financial bid should be placed in separate sealed envelope superscribed "Technical Bid" and "Financial Bid" respectively thereafter both the envelope should be placed in third sealed cover envelope super scribed as "Quotation for Annual Contract of Newspapers and Magazines " and addressed to the Section officer (Genl.) Ministry of Tribal Affairs (Room Bo. 400-B , C-wing, 4th floor, Shastri Bhawan, New Delhi.-110001) .

3. The Technical bids should be submitted along with information/documents as per Annexure-B. It may be ensured that attested copies of the all documents mentioned in annexure-B and all relevant documents should be self attested are enclosed along with Technical bid. **No Duplicate papers should be attached, if found the bid will be rejected outright.**

4. **Financial bid:-** The Financial bid, in separate envelope should be submitted strictly as per the format given in Annexure-C. The rates quoted in the financial bids should be both in words and figures. In case of any discrepancies words and figures, the amount mentioned in figures should be privileged. Quotations with any cutting in figures will not be considered. Unless corrections are countersigned. The financial bid should be properly sealed and signed.

5. **Earnest Money Deposit:-** EMD will be returned to the unsuccessful bidders without interest after the tender is finalized. EMD without interest will be returned to the successful bidder on receipt of performance Guarantee/ Security/ Fixed Deposit Receipts etc.

6. **Performance Security :-** The successful bidder will have to deposit Rs. 30, 000/- (Thirty thousand only) in the form of Fixed Deposit Receipt/ Bank Guarantee from any commercial bank in favour of "DDO, Ministry of Tribal Affairs. New Delhi" which shall remain valid for a period of 60 days beyond the dated of completion of all contractual obligations. The Security deposit shall be forfeited in case of any deviation of terms by the contractor or violation of instruction given by ministry. Upon termination/expiring of contract, the deposit shall be returned after deduction of dues, if any, without interest.



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Ministry of Tribal Affairs
नई दिल्ली
भारत सरकार

7. Challenging criteria :

(a) Any dispute on any point in connection with providing of service of Annual Contract of supplying of Newspaper works in this Ministry will be referred to the Ministry. The Competent Authority (HoD) in the Ministry will discuss the problem with the Firm mutually and the decision taken will be final and binding.

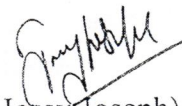
(b) in the event of any dispute of difference arising between parties pertaining to or relating to this agreement, the same shall be referred to arbitration by a sole arbitrator appointed by this ministry. All proceedings of such arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any amendment thereof. The venue such arbitration shall be the office of Ministry of Tribal Affairs, Shastri Bhawan or any other place mutually decide upon. In this case, the sole arbitrator will be the concerned joint Secretary In -Charge of General administration of Ministry.

8. The power to accept or reject tender rests with the Ministry. The Ministry reserves it right to scrap the entire process without assigning any reasons thereof.

9. The tender/contract is further subject to the terms and conditions attached at Annexure-A.

10. This tender document can be downloaded from the ministry's website www.tribal.nic.in, CPP portal or can be collected from the Section officer (Genl.), Room No 400, "B" wing, Shastri Bhawan, New Delhi- 110001.

11. Sealed quotations must be dropped only in the Tender Box of Ministry of Tribal Affairs kept near the Gate No-5, Shastri Bhawan, New Delhi-110001 by 1.00 P.M. on 02.04.2019 Tenders sent by fax/speed post or courier will not be considered. The quotations will be opened on 03.04.2019 at 2.00 P.M. in Room No 212, "B" wing, Shastri Bhawan, New Delhi in the presence of tenderers / agencies or their authorized representative who may be present at that time.



(Jossy Joseph)

Section Officer (Gen. Admn.)

Tell. 23387469

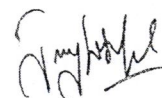
Copy to:

1. Technical Director (NIC) for uploading the tender document on the website of this Ministry and Central Public Procurement portal.
2. All Ministries / Departments for circulation among their contract holder.
3. Reception Office, Shastri Bhawan, New Delhi.
4. Notice Board.

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Terms & Conditions :

- I. No increase in amount shall be considered at all during the currency of the Annual Contract. No other charges like transportation fare etc., will be payable.
- II. Name of the proprietor, Residential and official Address and Telephone numbers of the firm to be given on the letterhead of the firm.
- III. The work is to be carried out in the premises of the Ministry of Tribal Affairs at Shastri Bhawan and its offices located in August Kranti Bhawan, Nirman Bhawan and residential offices of Hon'ble Ministers. The work which cannot be done in the office premises would be allowed to be done outside. No extra charges will, however, be payable on this account.
- IV. It will be the responsibility of the firm to supply all the newspaper daily without any hurdle.
- V. The Contractor shall arrange to get the character and antecedents of workers/labourers verified from Police Authority before deployment and their full particulars shall be furnished to the Ministry of Tribal Affairs.
- VI. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
- VII. The tenderer should enclose a signed copy of the terms and condition stipulated for award of the contract conveying his acceptance of the same.
- VIII. In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relations with the Ministry.
- IX. If the Firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the Firm.
- X. For payment purpose, the bills should be submitted quarterly along with certificate duly signed by officer of the offices concerned with stamp and date. No advance payment will be made. GST will be paid as per the Government of India instructions issued from time to time in this regard.
- XI. No increase in rates shall be considered at all during the entire period of AMC once the contract has been finalized. No other charges like transportation, fare etc for providing the services will be payable by the ministry.

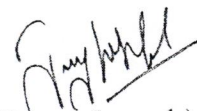


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- XII. The period of Annual Contract would be one year which may be extended for further period of another two year from the date of issuance of award letter with mutual consent of both parties and subject to approval of the competent authority.
- XIII. The service provider shall be contactable at all times and messages sent by mobile / email/fax/Special messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.
- XIV. The service provider shall be responsible for deposit of payment of contribution made towards provident Fund, Employee State Insurance, Service Tax etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act. Minimum wages Act, Contract Labour (Regulation and Abolition) Act etc. as and when required, in respect, in respect of Service Engineers provided in this Ministry and this Ministry is not responsible or party in any dispute between the Service Engineers and the Service provider.
- XV. This Ministry can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the ministry shall be final and binding on the contractor. The ministry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- XVI. The rates may be quoted as per Annexure-C, Taxes (GST etc.) if any applicable, may be specifically and separately indicated in the quotation.
- XVII. The rates quoted in the tender shall be valid for one year or for more than one year if the tender contract is extended.

2. Mode of Selection: All other things being equal, the contract shall be awarded to the lowest evaluated bidder arrived at on the basis of composite rate quoted for the work.

3. All the tenders are requested to read and understand the terms and conditions of the contract as detailed out the foregoing paragraphs before sending their quotation, as no change or violation of the aforesaid terms & conditions one the quotations is accepted by this Ministry.



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Section Officer (Gen. Admn.)

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जनसंचार विभाग/Ministry of Public Affairs

Ministry of Public Affairs

भारत सरकार/Government of India

नई दिल्ली/New Delhi

Annexure-B**PROFORMA FOR TECHNICAL BID**

Criteria		
Sl. No	Name of the Agency	
1.	Nature of the concern agency : (i.e. sole proprietor or partnership firm or a company or a Government department or a Public Sector Organization)	
2.	Full Address of Reg. office Telephone No: Fax No E mail address	
3.	Full address of operating / Branch office in the I. Telephone No: II. Fax No III. E mail address	
4.	Banker of Agency with full address & Telephone Numbers of Banker (attach Account maintenance for the last two year)	
5.	Attach Bankers Certificate of account maintenance details of the last three years	
6.	Registration No of the Agency /firm	
7.	PAN	
8.	GST No.	
9.	Service tax/VAT paid during <u>Financial year 2015-16, 2016-17 & 2017-18</u>	
10.	Experience certificate in similar filed of agency for last 3 years.	
11.	Certificate of satisfactory performance from the organization to whom the service was provide.	
12.	Certificate regarding blacklisting if any.	
13.	Particulars of qualified Service Engineers on roll (please furnish the legible copies of certificates of the service Engineer)	

Signature of authorized person

Name :

Seal:

Date:

Place :

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नई दिल्ली/New Delhi

DECLARATION

1----- proprietor / Director /authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them

3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact the furnishing of any false information /fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and performance Guarantee.

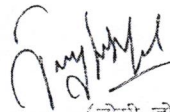
Signature of authorized person

Name :

Seal:

Date:

Place :



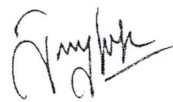
(जोसी जोसफ)
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अनुयायक अधिकारी/Commission Officer
अन्तरजातीय सम्बन्ध विभाग
Ministry of Tribal Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

ANNEXURE-C**PROFORMA FOR FINANCIAL BID**

(Amount in Rs.)

S.NO	NEWSPAPERS NAME	RATE (including GST)
1)	Hindustan Times	
2)	Times of India	
3)	Indian Express	
4)	Economic Times	
5)	Pioneer	
6)	The Hindu	
7)	DNA	
8)	Business Studies	
9)	Financial Express	
10)	Dainik Jagaran	
11)	Amar Ujala	
12)	Hindustan	
13)	Hindustan Hindi	
14)	Economist	
15)	Economist Times	
16)	EPW	
17)	India Today	
18)	Outlook	
19)	India Today (H)	
20)	Outlook (H)	
21)	Week	
22)	Navbharat Times	
23)	Samaj Dunia	
24)	Sahara	
25)	Jagran	
26)	Rashtriya Sahara	
27)	Sandesh	
28)	Gujarat Samachar	
29)	Abhiyan	
30)	Reader's Digest	
31)	The Tribune	
32)	Punjab Kesari	
33)	Jansatta	
34)	Rajasthan Patrika (H)	
35)	Business Line	
36)	Asian Age	



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भारत सरकार/Government of India
नई दिल्ली/NEW DELHI

37)	Business Standard	
38)	Dainik Bhaskar	
39)	Hari Bhoomi	
40)	Employment News	
41)	Frontline	
42)	Panchjanya	
43)	Malayala Manora (Kott)	
44)	Organiser	
45)	Economic & Pol Weekly	
46)	The Telegraph	
47)	Vanitha	
48)	Grahshobha	
49)	Whispers in the corridor	
50)	National Geography	
51)	Women's era	

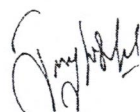
Signature of authorized person

Date:

Name:

Place:

Seal:



(जोसी जोसेफ)
JOSSY JOSEPH
अनुमति अधिकारी
जम्मू और कश्मीर शाखा
Minister of Tourism, Jammu & Kashmir
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