

**F.No. 16-10/2014-S&S**  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

Shastri Bhawan, New Delhi  
Dated: 9<sup>th</sup> February, 2015

**TENDER NOTICE**

**Tenders are invited on-line** in two bid format (Technical Bid and Financial Bid) for printing of **Annual Report 2014-15** of Ministry of Human Resource Development.

2. The Annual Report for the year 2013-14 contained 398 pages in A-4 Size glossy paper. Though it cannot be said that the Annual Report 2014-15 will contain same number of pages, it is likely that number of pages will remain more or less around that of the last year.

3. **Scope of Work:**

The scope of work is as follows:-

**I. Annual Report:**

(i) Printing

English - 1,500 copies (**The number of copies may increase or decrease**)  
Hindi - 750 copies

Cover Page and Back in Art Paper – 225 GSM with Lamination

Contents – including photographs – Art Paper- 130 GSM

(ii) Design and layout of Annual Report

(iii) Translation of English material to Hindi (**Optional - only in case of required by the Department**)

4. The quotations may be given in the enclosed proforma, duly signed by the tenderers. An amount of Rs.50,000/- (Rupees Fifty Thousand Only) must be sent along with the quotations as EMD, by way of Demand Draft in the name of Pay and Account Officer (Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi. The tenders received after the due date and time will not be considered.

5. **Terms and Conditions**

(i) The tenderer should be a reputed printer / empanelled with the Directorate of Printing ([www.dop.gov.in](http://www.dop.gov.in)) having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificates proving tax registration, previous experience etc. should be enclosed with the quotation. Proof of annual turn over must be attached.

(ii) The tenderer should have a well established office and the printing press located within Delhi/New Delhi/or NCR.

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- (iii) The tenderer should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours and on holidays. The selected firm will be required to supply the items to the Ministry of Human Resource Development at 123-C, Shastri Bhawan, New Delhi. The number of copies of Annual Report/Outcome Budget and the delivery schedule is as follows:-

**(a) Number of Copies of Annual Report to be delivered in Room No.123 'C' Wing Shastri Bhawan, New Delhi in bundles of 10 copies each.**

English - 1,500 copies

Hindi - 750 copies

**(b) Delivery Schedule for Annual Report**

- I. 1<sup>st</sup> Draft to be delivered within one week of giving the draft material (Hard Copy)
  - II. 2<sup>nd</sup> Copy of the Annual Report to be delivered within 2 days from the delivery of the 1<sup>st</sup> Draft after carrying out corrections.
  - III. Final Draft to be submitted within 3 days from the 2<sup>nd</sup> draft after carrying out corrections, if any.
  - IV. Printed Copies in Hindi & English to be delivered within 5 days from the handing over the Final Draft.
  - V. Delivery of drafts /copy / final draft will mean – hard copy being delivered at Shastri Bhawan, 123-C.
- (iv) Government Taxes as applicable from time to time on such suppliers, shall be payable by this Office. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm.
- (v) No separate charges shall be paid for delivery of goods to the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.
- (vi) The rates quoted by the selected firm, and approved by this Office shall remain valid till the job is completed to the satisfaction of the Competent Authority.
- (vii) It will also be binding upon the selected firm to maintain such qualities, as indicated in the quotation.
- (viii) All terms and conditions stipulated for award of the contract will be considered for selection of a firm.
- (ix) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- (x) The quotations must be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, drawn in favour of Pay & Accounts Officer (Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi – 110001, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.
- (xi) The successful bidder shall give **performance security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank, Bank**

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**Guarantee from a Commercial Bank amounting to 5% of the total contractual value** in favour of the Pay & Accounts Officer (Edu), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 in the format given in Annexure-III. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is contravened / breached, an / or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by Ministry that the contracting firm may invite upon themselves due to any of the reasons specified above.

- (xii) If the EMD is found to be drawn in favour of any other officer, other than "Pay & Accounts Officer", the tender will be liable to be rejected summarily. Any tender that is received without the EMD will be rejected summarily.
- (xiii) Tenders incomplete in any form are liable to be rejected summarily.
- (xiv) If the tenderer decides to withdraw from the bidding, this office will have the authority to forfeit the EMD deposited by the tenderer.
- (xv) **No discount should be indicated in the Technical bid - it should be indicated only in Price bid.** Deviation will make tender liable for rejection.
- (xvi) **All rates must be only in duly typed letters. No handwritten rate will be considered.**

6. The **Technical / Financial bid** should be in two separate sealed covers, with technical bid marked clearly as '**TECHNICAL BID**' and financial bid marked as '**FINANCIAL BID**'. The two bids viz. Technical and Financial should be kept in a third sealed cover, superscribed as "**QUOTATIONS FOR PRINTING OF ANNUAL REPORT 2014-15 OF MHRD**".

(a) The **Technical Bid** must be offered in **Annexure – I** containing the following details:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Telephone No.
- (iv) Mobile No.
- (v) Annual turnover of Rs.50.00 lakhs (Rupees Fifty Lakhs) per year of the firm with proof for the last three years.
- (vi) Performance certificates issued by at least 3 (three) Ministries /Deptts. /PSUs during the last three years (2011-12, 2012-13, 2013-14). (Self certified copied to be enclosed).
- (vii) Copy of the latest Income Tax return (2013-14) (along with PAN / TIN with proof).
- (viii) The earnest Money of Rs.50,000/- (Rupees fifty thousand only) through a Demand Draft / Pay Order (No. \_\_\_\_\_ and date \_\_\_\_\_).
- (ix) VAT Account No. / Service Tax No. (As may be applicable) with latest Challan (proof of the same must be attached).
- (x) Supporting Document in respect of TDS Certificate issued by concerned Departments.

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(b) The **Financial Bid** should include the rate against each item separately, as per items indicated in **Annexure – II**.

7. The interested firms may drop the sealed Quotations superscribed as “**Tender for Printing of Annual Report 2014-2015**” and addressed to the Under Secretary (S&S), Department of Higher Education, Ministry of Human Resource Development in the **Tender Box** placed at Information and Facilitation Centre in Ground Floor at Gate No.6, Shastri Bhawan, New Delhi so as to reach by **3.00 PM on or before 03.2.2015**. The **tenders will be opened on the same day at 3.30 PM**. The authorized representatives who intend to attend the tender opening are to bring with them letters of authorization from the corresponding tenderers.

8. The Ministry of Human Resource Development reserves the right to select or reject any or all quotations without assigning any reasons whatsoever.

(Sanjeev Srivastava)

Under Secretary to the Govt. of India

Tel. No. 2307 3109

To,

1. List of Printers {List of paneled private printers (A-& B Class), maintained by the Directorate of Printing, New Delhi as on 31.12.2014.
2. Programmer CMIS, Ministry of Human Resource Development, Shastri Bhawan, New Delhi with a request to display the Tender Notice on the Website of this Ministry.
3. All Ministries / Departments for information
4. e-Procurement Portal

**TECHNICAL BID**

Sl.No.	Item	Details
1.	Name of the firm	
2.	Business address of the firm	
3.	Telephone No. Mobile No.	
4.	Annual turnover of Rs.50 lakhs (Rupees Fifty Lakhs ) per year of the firm with proof for the last three years.	2011-12 2012-13 2013-14
5.	Performance certificates issued by at least 3 (three) Ministries /Deptts. /PSUs during the last three years. (Self certified copies to be enclosed).	
6.	Copy of the latest Income Tax return (2013-14) (along with PAN / TIN with proof).	
7.	The earnest Money of Rs.50,000/- (Rupees fifty thousand only) through a Demand Draft / Pay Order (No. _____ and date _____).	
8.	VAT Account No. / Service Tax No. (As may be applicable) with latest Challan (proof of the same must be attached).	
9.	Supporting Document in respect of TDS Certificate issued by concerned Departments.	
10.	Whether empanelled with the Directorate of Printing? If empanelled, proof may be attached.	(YES / NO)

Signature:  
Name :  
Seal of the Firm

*Signature*  
-9/2/15

FINANCIAL BID

Sl.No.	Item	Rate
1.	<b>Annual Report</b> - Cover Page & Back in Art card paper – 225 GSM with lamination ( <b>Rate per page</b> )	
2.	Contents of the <b>Annual Report</b> (A-4 Size), including photographs Art paper – 130 GSM – ( <b>Rate per page</b> )	
3.	Design and layout of <b>Annual Report</b> ( <b>Consolidated</b> ) throughout four colour	
4.	Rate for Additional copies of the <b>Annual Report</b> , per copy in English & Hindi, if required & the time limit for delivery	
5.	Whether Tax included or excluded and Rate of Tax charged	
6.	Translation Charges of English Text to Hindi ( Rate to be mentioned in Rs. per page of English Text)	
7.	Discount, if any on the bill	

Signature:  
Name :  
Seal of the Firm

*Signature* - 9/2/15