

F. No. 16-2/2016-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

TENDER DOCUMENT

Printing of Annual Report (2015-16) of the Ministry of Human Resource Development - reg.

Date of issue of Tender Document:	11 May, 2016
Last Dates & Time for submission of Tender Document	Up to 3.00 P.M. on 31 May, 2016
Date & Time for opening of Tender Document	
Technical Bids	At 3:30 P.M. on 31 May, 2016
Financial Bids of eligible Tenderers	Would be informed later.

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11/5/2016.

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Government of India
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(S&S Section)

Shastri Bhawan, New Delhi.

Dated: May, 2016

E-Tender Notice

Subject: Printing of Annual Report (2015-16) of the Ministry of Human Resource Development - reg.

Ministry of Human Resource Development invites e-tenders on CPP portal in two bid system (**Part-I: Technical Bid and Part II: Financial Bid**), from eligible and reputed firms empanelled with the Directorate of Printing in 'A' Class Offset Printers' for Printing of Annual Report (2015-16) of the Ministry of Human Resource Development on the terms and conditions enumerated in detail in the tender document. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

2. The last date of receipt of quotation is by **3.00P.M. on 31 May, 2016**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. **EMD of Rs. 30,000/-** (Rupees Thirty Thousand only) drawn in favour of "Pay & Account Officer (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 must be submitted to the Section Officer, S&S-I Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date/time of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents. The successful bidder will be required to provide a **Performance Security Deposit of 10% of the contractual value**, upon award of the contract. The technical bid will be opened on **31 May, 2016 at 3.30 P.M.**

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.


(Sujit Kumar)

Under Secretary to Govt. of India
Tel. No. 2307 3109.

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
Hindi - 750 copies decrease)
Cover Page and Back in Art Paper (Quantity: - 4) – 225 GSM with Lamination
Contents – including photographs Art Paper- 130 GSM (Approx. Quantity: - 400)
- (ii) Design and layout of Annual Report

SECTION II: TERMS AND CONDITIONS

- (i) The tenderer should be a reputed printer empanelled with the Directorate of printing in 'A' Class Offset Printers' (www.dop.gov.in). Copies of certificates proving tax registration, previous experience etc. should be enclosed with the quotation. Proof of annual turnover must be attached.
- (ii) The tenderer should have a well established office and the printing press located within Delhi/New Delhi/or NCR.
- (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 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.**

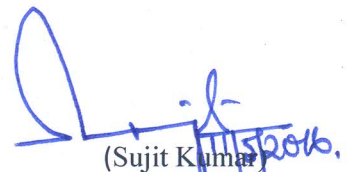
English - 1,500 copies
Hindi - 750 copies

(b) Delivery Schedule for Annual Report

- I. 1st Draft to be delivered within one week of giving the draft material (Hard Copy)
- II. 2nd Copy of the Annual Report to be delivered within 2 days from the delivery of the 1st Draft after carrying out corrections.
- III. Final Draft to be submitted within 3 days from the 2nd draft after carrying out corrections, if any.
- IV. Printed Copies in Hindi & English to be delivered within 5 days from the handing over of the Final Draft.
- V. Delivery of drafts /copy / final draft will mean – hard copy being delivered at Shastri Bhawan, 123-C.



- (iv) No. of Copies of Annual report and No. of pages per Annual Report may vary. Payment will be made according to the rates quoted in Financial Bid S.N. i) and ii) on actual basis.
- (v) 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.
- (vi) No separate charges shall be paid for delivery of goods to the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.
- (vii) 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.
- (viii) It will also be binding upon the selected firm to maintain such qualities, as indicated in the quotation.
- (ix) All terms and conditions stipulated for award of the contract will be considered for selection of a firm.
- (x) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- (xi) The quotations must be accompanied by Earnest Money Deposit (**EMD**) of Rs. 30,000/- (Rupees Thirty 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.
- (xii) The successful bidder shall give **performance security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank amounting to 10% of the total contractual value** in favour of the Pay & Accounts Officer (Edu), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001. 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.
- (xiii) If the EMD is found to be drawn in favour of any other officer, other than "Pay & Accounts Officer (Edu), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001", the tender will be liable to be rejected summarily. Any tender that is received without the EMD will be rejected summarily.
- (xiv) Tenders incomplete in any form are liable to be rejected summarily.
- (xv) If the tenderer decides to withdraw from the bidding, this office will have the authority to forfeit the EMD deposited by the tenderer.
- (xvi) The contract will be awarded to a single tenderer keeping in view overall lowest (L1) rates.



(Sujit Kumar)
Under Secretary to Govt. of India
Tel. No. 23073109

ELIGIBILITY CRITERIA

1. The tenderer should be a reputed printer empanelled with the Directorate of printing in 'A' Class Offset Printers' (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 turnover must be attached.
2. Firms having experience in the relevant field, and having the requisite competence / capacity to do / handle such jobs effectively **are eligible to participate in the tender process.**
3. Experience certificates, award letters and performance certificates of last three years should be uploaded (years i.e 2012-13, 2013-14 & 2014-15).
4. The firm must have annual turnover of Rs. 05 lakhs per annum during each year of the last 3 financial years. i.e. 2012-13, 2013-14 & 2014-15. Documents in support of turnover (along with Income Tax Returns and Audit Report / Tax Audit Report of the relevant years) must be uploaded with the tender.
5. The firms participating in the tender must have PAN No./VAT Registration & Service Tax Registration certificate. The documentary proof of PAN No. registration certificate, VAT No. and Service Tax No is to be uploaded with the Technical Bid.
6. The firm should submit EMD worth 30,000/- (Rupee Thirty Thousand only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.
7. The successful bidder should furnish the performance Security @ 10% of the total contract value in the form of Fixed Deposit Receipt/Bank Guarantee drawn on in favour of "Pay & Account Officer (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.
8. The participating firms are required to upload the required documents as per the details given in Annexure-III for consideration and evaluation of their technical bids.
9. The financial bids are to be uploaded only in the BOQ in the CPP Portal. The rates quoted against each item in the BOQ will be excluding taxes, which will be paid as per rules.
10. It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.



PROFORMA FOR TECHNICAL BID

(Printing of Annual Report (2015-16) of the Ministry of Human Resource Development - reg.)

Qualifying Bid Documents

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

Tender No. 16-2/2016-S&S

Note: The documents to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.

SL. No.	Details	Documents to be uploaded
1	Name of the firm, Business address of the firm, Telephone No. Mobile No.	
2	Firms having experience in the relevant field and having the requisite competence / capacity to do / handle such jobs effectively are eligible to participate in the tender process.	Experience Certificate to be uploaded.
3	Experience certificates, award letters and performance certificates of last three years should be uploaded (years i.e 2012-13, 2013-14 & 2014-15).	Award letters and Performance Certificates for last 3 years to be uploaded.
4.	The firm must have annual turnover of Rs. 05 lakhs per annum during each year of the last 3 financial years. i.e. 2012-13, 2013-14 & 2014-15. Documents in support of turnover (along with Income Tax Returns and Audit Report / Tax Audit Report of the relevant years) must be uploaded with the tender	1. Annual Turn Over to be clearly mentioned for 2012-13, 2013-14 and 2014-15. 2. CA certificate. 3. Income Tax Return 4. Audited Balance Sheet
5.	The tenderer should be a reputed printer empanelled with the Directorate of printing in 'A' Class Offset Printers' (www.dop.gov.in) having sufficient experience and expertise in the relevant field and also having sound financial standing.	Documents to be uploaded
6	The firms participating in the tender must have PAN No./VAT Registration & Service Tax Registration certificate. The documentary proof of PAN No. registration certificate, VAT No. and Service Tax No is to be uploaded.	Documents to be uploaded
7	The firm should submit EMD worth 30,000/-(Rupee Thirty Thousand only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.	Scanned Copy of EMD of Rs.30,000/- to be uploaded

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the MHRD in future.

(Name & Signature of authorized signatory with stamp)

PROFORMA FOR FINANCIAL BID


(Printing of Annual Report (2015-16) of the Ministry of Human Resource Development - reg.)

Financial Bid to be furnished only in the BOQ attached with Tender Document**Tender No. 16-2/2016-S&S**

S. No.	Details	Cost per unit	Qty.	Amount in Rs.
i)	Annual Report - Cover Page & Back in Art card paper – 225 GSM with lamination (Rate per page) . No. of Annual Report :- 1500+750 =2250 (Approx.) No. of Cover Pages per annual report:- 4		9,000	
ii)	Contents of the Annual Report (A-4 Size), including photographs Art paper – 130 GSM – (Rate per page) No. of Annual Report :- 1500+750 =2250 (Approx.) No. of Pages per annual report:- 400 (Approx.)		9,00,000	
iii)	Design and layout of Annual Report (Consolidated, including cover and internal design) throughout four colours.		1	
	Total			X

Note:-

- All figures given above should be quoted net of taxes and should not include taxes like VAT, Service tax etc.
- No. of Copies of Annual report and No. of pages per Annual Report may vary. Payment will be made according to the rates quoted in Financial Bid S.N. i) and ii) on actual basis.

'X' will be final financial quote of the bidder.


(Name & Signature of authorized signatory with stamp)

Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send

along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to cppp-nic@nic.in.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date

To

The Under Secretary to the Government of India
S&S Section
Ministry of Human Resource Development
Department of Higher Education
Room No.123-C
Shastri Bhawan
New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 16-2/2016-S&S

Name of Tender / Work: - (Printing of Annual Report (2015-16) of the Ministry of Human Resource Development - reg.)

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:
"(Printing of Annual Report (2015-16) of the Ministry of Human Resource Development - reg.)" as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your Ministry/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it's totally / entirely.
5. In case any provisions of this tender are found violated, then your Ministry/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)