

No.F.7/104/2015- A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,
New Delhi

Dated: 21 August, 2015

TENDER NOTICE

Subject: Invitation of Tender for printing of Wall Calendars 2016, Table Calendars 2016, Books (Agenda Notes, Conference guide, minute to minute programme), paper identity cards, stickers & procurement of some other items.

The Ministry of Parliamentary Affairs intends to publish Wall & Table Calendars 2016 & to print Books (Agenda Notes, Conference guide, minute to minute programme), paper identity cards, stickers for Conference and to procure some other items. It is proposed to invite bids from interested bidders for printing/ procurement of these items as per the details below:-

1. Wall Calendars - Two Thousands Five Hundred;
2. Table Calendars - Two Thousand Five Hundred;
3. Printed Spiral Writing Pad (A-5 size- as per specification)- One Thousand;
4. Printed Writing Pad (Pocket size- as per specification) - One Thousand;
5. Scrolling ball pen with printing of name of Ministry thereon- One Thousand;
6. Printing of book (Agenda Notes) for Conference - Three Hundred;
7. Printing of book (Conference guide) - Three Hundred;
8. Printing of minute to minute programme guide -Three Hundred;
9. Printing of Recommendation Books - One Thousand Five Hundred;
10. Paper identity cards of different colours - Four Hundred;
11. Parking & other stickers with paste - One Hundred.

The terms and conditions of the tender governing the above work is as under:-

- i) The bidder should be an Indian Company/ firm engaged in printing work and/ or supplying of Stationery and other items.
- ii) The bidder should not have been blacklisted by any Department/ Ministry of the Govt. Of India/ PSU/ State Govt. A declaration to this effect has to be submitted by the bidder.
- iii) Interested bidder/ suppliers may quote for one or more items. They will be considered for only those items for which they will quote. Quantities quoted above are tentative and may vary depending upon the actual requirement.
- iv) Each bidder is required to submit a copy of each of the certificate (i) Registration

Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) CST/ VAT/ TIN Registration Certificate, (iii) Copies of Income Tax Return filed for last three years, (iv) Copies of audited A/C Statements for the last three years, failing of which their bids will be summarily rejected.

v) Bidder should have minimum three years experience of printing of calendars/ books/ supply of Stationery and other items in bulk to the Departments/ Ministries of the Government of India (Copies of two purchase orders received from Govt. Deptts./ PSUs during each of the last three years should be enclosed).

vi) Bidders should have minimum turnover of Rs.15.00 Lakh per year during each of the last three years (valid and certified proof has to be attached).

vii) Tenderers may quote their unconditional **rates per item/unit** strictly as per items stated above. Cutting/ overwriting, if any should be countersigned by the tenderer.

viii) Bidders will be responsible for delivery of the goods in good condition in the store of this Ministry situated in Parliament House or at a place selected by this Ministry in New Delhi, at his own risk and cost.

ix) The owner of the firm should be available on telephone and also on mobile so as to enable this Ministry to call them in emergency. Therefore, telephone as well as mobile number(s) may also be given.

x) The Bidder has to supply the items by 16th September, 2015 or by a date selected by this Ministry.

xi) If the material supplied is found to be of substandard quality, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, **such suppliers may be penalized including blacklisting of the concerned firm by this Ministry.**

xii) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.

xiii) As the requirement of this Ministry is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the Ministry that the supplies will be made immediately.

xiv) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificates from their earlier clients of reputed organizations mentioning the name, designation and telephone Number of the officers of those departments. A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**

xv) Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring PAO, Cabinet Affairs, New Delhi for **Rs.10,000/- (Rupees Ten Thousand only)** as earnest money,

which will be retained by this Ministry as performance security till the contract remains in force. The earnest money of the unsuccessful bidders will be refunded immediately.

xvi) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. However, if the rate of any item decreases, the supplier shall pass it on to the Ministry. **The vendor, who declines to supply any item at contracted price, will be penalised as per discretion of the Ministry besides barring them from entering into any contract in future.**

xvii) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full.

xviii) This Ministry reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Ministry in this regard shall be final and binding on all. It shall not be obligatory on the part of the Ministry to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.

xix) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

xx) A Pre-Bid meeting will be held on 31st August, 2015 at 11.00 A.M. in Room No.92 Parliament House, New Delhi. Interested bidders with prior intimation to the undersigned may attend the Pre-Bid. Each bidder will be required to bring sample of the calendar etc. they may have printed in the past for any Department/ Ministry/ PSU/ Company & other items and few sample of the papers they will use in the printing work to be assigned to them. Bidders, who attend the Pre-Bid meeting will only be allowed to submit their bid against this tender. Therefore, attendance of bidders or their authorised representative is mandatory for submitting the bids against this tender.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PRINTING OF CALENDARS 2016" may be deposited in the tender box kept in the custody of A&P SECTION, Room No.93, Parliament House (Ph.No.23034755) latest by 3rd **September, 2015 upto 3.00 P.M.** Quotations received till then shall be opened by the duly constituted committee on same day at **3.30 P.M.** in Room No.92, Parliament House, New Delhi, in the presence of bidders or their authorised representatives, if desired so with prior intimation to the undersigned.

Yours faithfully,

(MUKESH KUMAR)
Under Secretary to the Govt. Of India
Tele. No. 23034755, 4899