

-No..D- 29016/03 /2016-Gen.3

Government of India

NITI AAYOG

Sansad Marg, New Delhi-110001

Dated the 22<sup>nd</sup> September, 2016

TENDER NOTICE

Subject: Invitation of on-line bids for rate contract for printing of stationery items for NITI Aayog - reg.

Online quotations (single bid system) are invited from Printers for printing of miscellaneous stationery items (indicated at Annexure-II) on regular basis in NITI Aayog, Sansad Marg, New Delhi. No manual bids will be accepted under any circumstances.

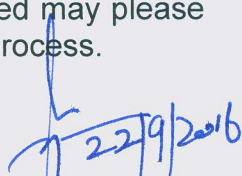
2. The bidders have to submit their bids as per the proforma given alongwith the tender documents. The rate(s) are to be quoted in Indian Rupees. The scanned copy of the financial instrument signifying the payment of the Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand only) must be uploaded with the bids and the EMD in original (in sealed cover super-scribed with the words: "EMD - Tender for printing stationery items" is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog, Sansad Marg, New Delhi, during the office hours w.e.f. 26.09.2016 (10.00 a.m.) up to 2.00PM on 18.10.2016. The EMD shall not carry any interest.

3. The submission of bids would begin from 26.09.2016 (10.00 a.m.) and last date and time for submission of bids is 2.00 P.M. on 18.10.2016. The bid shall be opened online at 3.00 P.M. on 18.10.2016 by the duly constituted Tender Opening Committee. The representative of firms/agencies/companies who wish to be present to view the tender opening process will be allowed to do so.

4. This office reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of any bid before the finalization of the instant tendering process, the EMD of the concerned bidder will stand forfeited.

5. The formats in which the bids are to be submitted are provided at Annexure-I (Application) and at Annexure- II (Bid Format). The Terms & Conditions of the tender are at Annexure-III. Bid validity is 180 (one hundred eighty) days from the date of opening the bid.

6. Bids without requisite documents will be summarily rejected. The Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app> or website of NITI Aayog (<http://niti.gov.in>) with effect from the date of publication of the tender notice. Information or corrigendum, if any, related to this tender will be available only on website of Central Public Procurement Portal/NITI Aayog. However, if any clarification is required on any particular point the undersigned may please be approached for the same, before the closing date of the instant tendering process.



(Awinash Chandra)

Under Secretary to the Govt. of India

Tel. No. 011-23096733

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Application

1. Name of the Bidding Company/  
Firm/Agency
2. Status of the Bidder \_\_\_\_\_  
(Whether Proprietary/Partnership/Public  
Limited Company/Private Limited Company)
3. Name(s) of the Owner/Partner/Director(s) \* \_\_\_\_\_
4. Full address of Registered Office \_\_\_\_\_  
(with proof) \_\_\_\_\_
5. Full address of the operative branch of  
the Bidder (in Delhi/New Delhi/NCR) \_\_\_\_\_  
(with proof) \_\_\_\_\_
6. Name of Banker with complete address \_\_\_\_\_  
Telephone no. of the Banker \_\_\_\_\_
7. Registration Details (self-attested copies to be enclosed)
  - (a) PAN/TIN No. \_\_\_\_\_
  - (b) Tax Registration No. \_\_\_\_\_
  - (c) Proof of Income Tax Assessment  
Of the firm for any of the last three (3)  
Financial years.  
(name of the document) \_\_\_\_\_
8. Details of Earnest Money Deposit (EMD) (Rs.20,000/-):
  - (a) Banker's Cheque No. / Demand Draft No. \_\_\_\_\_
  - (b) Date \_\_\_\_\_
  - (c) Name of the Issuing Bank \_\_\_\_\_

- Note- The bidding firm are advised in their own interest that only one bid will be accepted at one time. If any firm/company/agency submit more than one bid, those bids will straight-away be disqualified from the tendering /bidding process.

22/9/2016

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**Bid Format**

| Sl. No | Article for printing  | Rate (In Rupees)<br>(Exclusive of Taxes) |
|--------|---|--|
| 1      | 2   | 3  |
| 1      | Visiting cards on 300 GSM paper with golden emblem (100 cards).                 |  |
| 2      | Visiting cards (single colour) on 300 GSM paper with emblem (100 cards).        |  |
| 3      | Visiting cards on 300 GSM paper without emblem (100 cards).                     |  |
| 4      | Visiting cards on handmade paper with golden emblem (100 cards)                 |  |
| 5      | DO letter head (A-4 Size- 100 GSM paper) –100 page                              |  |
| 6      | DO letter head ( A-5 size- 100 GSM paper) – 100 page                            |  |
| 7      | DO letter head (A-4 Size- handmade paper) –100 page                             |  |
| 8      | DO letter head ( A-5 size- handmade paper) – 100 page                           |  |
| 9      | Slip book (5.5" x 8.5"- ruled - 70 GSM) -paper-25 pages                         |  |
| 10     | Slip spiral (7.5" x 9" ruled - 70 GSM) -paper-25 pages                          |  |
| 11     | Slip Book -Special - (5.5" x 8.5"- plain) –cover with handmade paper --25 pages |  |
| 12     | Message slip (Size- 3"x4") –plain 10 pages                                      |  |
| 13     | White envelop printed (10"x4.5") 80 GSM ----100 Nos.                            |  |
| 14     | White envelop printed (9"x 4") 80 GSM ---- 100 Nos.                             |  |
| 15     | White envelop printed (10"x12") 80 GSM ----100 Nos.                             |  |
| 16     | White window envelop printed ( 9"x 4") -80 GSM ----100 Nos.                     |  |
| 17     | White window envelop printed (10"x4.5") 80 GSM ----100 Nos.                     |  |
| 18     | Refreshment coupons (A-4 Size) 10 coupons per-page -50 pages                    |  |
|        | Total of column 3   |  |

**Note:** - (i) The bidders are advised in their own interest that they should quote their rates, in respect of all items mentioned in the aforesaid table, failing which those bids will be treated as non-responsive.

(ii) The approximate quantity of items is mentioned, which may increase/decrease as per the actual requirement of the office.

(iii) The **L1 (lowest bidder)** firm will be decided on the basis of the total bid value of all the items for which the rate(s) have been quoted (total of Column-3).

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**I. Instruction for Bidders**

1. Tender received after the specified date and time will not be accepted. If the EMD is not delivered in EMD box latest by 2.00 PM on 18.10.2016, the bid will be rejected. The EMD of the unsuccessful bidder will be refunded after finalization of the tendering process. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid, the EMD will stand forfeited.
3. The bidders are advised in their own interest to quote their rates (exclusive of taxes) for all items as per specifications indicated in Annexure-II, failing which bids shall be rejected. Taxes will be paid extra as admissible. The validity of bids shall be 180 days from the date of opening of bids.
4. The bidder should upload duly filled scanned copy of the details as per format at Annexure-I and Annexure -III and also upload self-attested copy of the supported documents during the on-line bid submission.

**II. Eligibility Criteria**

5. The Registered Office or Branch Office of the Company/firm/Agency should be located in Delhi/NCR Region. The tendering Company/firm/Agency should upload proof of its office address along with telephone number during the online bid submission.
6. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Duly signed copy of the same should be uploaded with the Tender during the online bid submission.
7. The average turnover of the bidder in this sector should not be less than 10 Lakhs rupees during each of the assessment year 2013-14, 2014-15 and 2015-16. Proof of the same should also be uploaded.
8. The Stationery Printing Company/Firm/Agency should self-certify that it has three years' experience and expertise in printing of misc. stationery items to Central Government Ministries/Departments/Public Sector Undertaking/Public Sector Banks etc. Proof of experience in the form of copy of certificates obtained from Government Department etc. should be uploaded during the online submission.
9. The bidder should upload duly signed certificate, along with its bid indicating that it has carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during online bid submission.
10. The bidder should upload an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
11. The stationery printing Company/Firm/Agency whose service have been terminated by the NITI Aayog/erstwhile Planning Commission before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the firm during online bid submission.

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### III. Period of Contract

12. The Contract will be initially awarded for a period of one year which may be extended further up to two years (on yearly basis) subject to satisfactory performance and mutually agreed by both parties.

### IV. Earnest Money Deposit (EMD)

13. The tender must to submitted online and accompanied by scanned copy of a Account Payee Demand Draft/Pay Order of Rs.,20,000/- (Rupees twenty thousand Only) as Earnest Money Deposit (EMD) drawn in favour of Pay and Accounts Officer, NITI Aayog and payable at New Delhi. EMD in original (in sealed covers super-scribed "EMD Tender for printing of stationery items") is to be dropped in the "EMD box" kept the Reception area of NITI Aayog within the office hours w.e.f. 26.09.2016 upto 18.10.2016 (till 2.00 p.m.).

14. The bidders who are exempted from submission of EMD shall be dealt as per General Financial Rule 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents should be submitted along with the bids.

### V. Bid Evaluation Criteria

15. The bids shall be opened by the Tender Opening Committee (T.O.C.) on the scheduled date and time at 3.00 PM on 18.10.2016, in Room No. 411 of NITI Aayog, New Delhi-110001 in presence of the bidders/authorized representatives, if they desire so, at the time of opening of the tender.

16. All terms and conditions stipulated in the tender documents shall be considered for selection of a firm. However, the **L1 (lowest bidder)** firm will be decided on the basis of the lowest total of bids quoted for all the items for which the rate(s) have been quoted in column-3. It is **mandatory for all the participating bidders to quote their rates (exclusive of taxes) for all the items, failing which their bids shall be considered as non-responsive.** The taxes shall be paid extra as admissible.

17. The successful bidder (**L-1 bidder**) has to deposit Performance Security amounting to 10% of the total annual contract value in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, NITI AAYOG, New Delhi from a commercial bank. The performance security should remain valid for a period of ONE HUNDRED & EIGHTY (180) days beyond the date of expiry of the period of contract.

18. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the L-1 bidder shall be forfeited.

### VI. Specific Terms and Conditions

19. The contract shall be for a period of one year from the date of award of contract. The contract may be extended for a further period of 02 years (on yearly basis), on the same rate(s) and terms & conditions. No request/claim for any hike in the approved rates would be entertained under any circumstances during the period of contract or extension.

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20. The normal delivery period for supply of the items would be a maximum of 03 days from the date of Supply Order. This period can be shortened with prior notice, depending upon the circumstances. Supply should be strictly in accordance with the quality, specifications, dimensions, etc. given in the tender document (Annexure-II).

21. If the selected firm fails to deliver the printed stationery items or replace the defected/spurious items within two days, a penalty @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency by the Department, for the desired printed stationery items, whichever is higher shall be adjusted against the firm's pending bills.

22. The firm would be required to deliver the goods at their own cost in the premises of NITI Aayog, Sansad Marg, New Delhi.

23. This Department shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of supply of stationary items to NITI Aayog, Sansad Marg, New Delhi.

24. The NITI Aayog reserves the right to cancel the tender at any time/stage without assigning any reason, thereof. Any inquiry after submission of the bid shall not be entertained.

## **VII. General Terms and Conditions**

25. Non-satisfactory service during the period of contract may lead to forfeiture of performance security deposit.

26. The Competent Authority in the NITI Aayog would, at his/her own discretion, be free to annul the contractual agreement if the services are not provided in time or the printed items/articles supplied by the firm are deficient in quality in any way or found not up to the mark.

27. Payment will be made by Electronic Clearing System (ECS) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.

28. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.

29. NITI Aayog reserves the right to reject any or all the tenders without assigning any reasons thereof.

30. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Adviser (GA), NITI Aayog, New Delhi or the officer of equivalent rank in Govt. of India or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as nominated by the Advisor (GA) even though the said officer is an employee of the NITI Aayog, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Advisor (GA) shall be competent to appoint another person as

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arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Advisor (GA) shall act as arbitrator. The decision of the Adviser (GA) or the officer nominated by him shall be final and binding on the party/parties. The timeline for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.

31. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

32. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

33. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

  
(Awinash Chandra)

Under Secretary to the Govt. of India

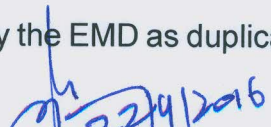
Copy to:- Sr. Advisor (C&I), NITI Aayog with the request to upload the tender document in the NITI Aayog's website.

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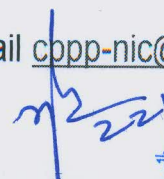
**Instruction for Online Bid Submission**  
**Instructions to the Bidders to submit the bids online**  
**through the procurement site**  
**<https://eprocure.gov.in>**

1. Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
2. Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the side.
3. Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
4. Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
5. Bidder then logs in to the site using the secured log in by giving the user id/password chosen during registration and password of the DSC/etoken.
6. Only one DSC should be used for a bidder and should not be misused by others.
7. Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
8. If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
9. Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
10. Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
11. Bidder selects the tender which he is interested using search option & then moves it to the may favourites folder.
12. From the may favourites folder, he selects the tender to view all the details indicated.
13. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
14. The bidder has to select the payment option as offline to pay the EMD as duplicate.

  
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15. 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 the bid submitted will not be accepted.
16. The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
17. The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
18. The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any relevant files, the bid will be rejected.
19. The bid summary has to printed and kept as an acknowledgement as a token of the submission of the bid.
20. The bid summary act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
21. For any clarifications with the TIA, the bid number can be used as a reference.
22. Bidder should log into the site will in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
23. Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2 MB, it can be reduced by scanning at 10 resolutions and the same can be uploaded. However of the file size is less than 1 MB the transaction uploading time will be very fast.
24. 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 eProcurement systems. The bidders should follow this time during bid submission.
25. All the date being entered by the bidders would be encrypted using KPI encryption techniques to ensure the secrecy of the date. The date entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. 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.
27. Any documents that is uploaded to the server is subjected to symmetric encryption using a generated asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
28. For any queries, the bidders are asked to contract by mail [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or by phone 1-800-233-7315 well in advance.

  
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CHECK LIST

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 8 of Annexure-I).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/New Delhi/NCR. (clause No. 5 under the 'Eligibility Criteria at Annexure-III).
3. Proofs of own Bank Account, TIN, PAN, VAT/Sales Tax Registration and the latest copy of the Income Tax Return. (clause No. 6 under the 'Eligibility Criteria at Annexure-III).
4. Experience details and turnover for last three years i.e.2013-14, 2014-15 and 2015-16 (clause 7 of annexure-III).
5. Self-attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted al the provisions of the tender (clause No. 9 at Annexure-III).
6. Self-attested copy of non-blacklisting certificate (clause No. 10 under the 'Eligibility Criteria at Annexure-III).
7. Certificate that the services of the firm has not been terminated by NITI Aayog (erstwhile Planning Commission) before the expiry of the contract during last three years. (Clause No.11 at Annexure-III).
8. A scanned copy of the E.M.D. (Pay Order/Demand draft) to be enclosed with the bid. (clause No. 13 under the heading 'Earnest Money Deposit at Annexure-III).

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