

N-11016/21(1)/2015-GCS
Government of India
NITI Aayog
(Governing Council Secretariat)

Sansad Marg, New Delhi-110001
Dated 27th January, 2016

TENDER NOTICE

To,
All Delhi based 'A' class Printers/Publishers
Empanelled with Department of Printing,
(As per list attached).

Subject:- Quotations for Printing perfect binding of Appraisal Document of 12th Five Year Plan of NITI Aayog.

Sealed Tenders are invited for printing and perfect binding of the Appraisal Document of 12th Five Year Plan of NITI Aayog, both in English and Hindi.

2. The sealed envelope containing the tender should be super-scribed with the words "**Tender for printing and perfect binding of Appraisal Document of 12th Five Year Plan of NITI Aayog**".
2. The Tender shall be dropped in the tender box kept at the reception area of NITI Aayog, Sansad Marg, New Delhi not later than 11.00 AM of 18th February, 2016.
3. The bids will be opened on the same day, i.e., 18.02.2016 at 3.00 PM in the Room No. 134, NITI Aayog, Sansad Marg, New Delhi-110001, by a Tender Opening/ Evaluation Committee constituted for this purpose in the presence of the representatives of the Firms/ Agencies/Companies who may wish to be present.
4. The Tender is invited following Two Bids System i.e. Technical and Financial Bids. The first envelope should contain the 'Technical Bid' consisting of technical parameters and superscribed as such. The second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rates to be charged and other financial terms and conditions. Both Bids contained in two separate sealed envelopes should be submitted in one sealed envelope superscribed as "**Tender for printing and perfect binding of Appraisal Document of 12th Five Year Plan of NITI Aayog**".
5. Terms and conditions for Technical as well as Financial bid and Specifications are at Annexure-I, II & III respectively.
6. The tender document may be downloaded from the website of NITI Aayog, (www.niti.gov.in).
7. Corrigendum relating to this tender if any would be uploaded on the website of NITI Aayog only.

Encls.: As above

(A.Muthuvezhappan)
Deputy Adviser (GCS)
Tel No. 23096703
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Copy to: Sr. Adviser (CIT & I) with the request to upload the Tender Notice in the web site of NITI Aayog.

Terms & Conditions

I Instructions

1. The Tenders are invited following two bid system, viz, Technical bid and Financial bid.
2. The sealed outer envelope (containing two inner envelopes, one each for Technical bid alongwith other relevant documents and second one for Financial bid) is to be dropped in the tender box kept at the reception area of NITI Aayog, Sansad Marg, New Delhi not later than 11.00 AM of 18.02.2016. The bids received after due date and time will not be entertained. The bids will be opened at 3.00 PM on the same day.
3. The NITI Aayog is not bound to accept the lowest Tender or any Tender or to assign any reason for rejection of any or all the Tenders. It reserves to itself the right for accepting the whole or any part of the Tenders. NITI Aayog's decision in the matter shall be final and binding.
4. No bidder will be allowed to withdraw from the tendering process after submission of bid: otherwise, the EMD submitted by the bidding firm would stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reasons, his EMD will be forfeited.
5. Tender without EMD in required format may result in rejection of tender. The corrections, if any, in any other part of the bid document(s) should be duly countersigned by the authorized signatory of the bidder firm and otherwise the same shall not be considered under any circumstances.
6. Any failure on the part of Tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her Tender. The Tender/rates quoted in other than the prescribed proforma are liable to be rejected. The bidder shall submit the financial bid in the prescribed format as at "Annexure-II". Rates should be quoted both in words and in Figures and preferably typed. Instances of overwriting/ corrections / strike-through in the financial bid are not permitted and all such bids would be summarily rejected. Submission of incomplete or blank quoting of rates in the financial bid of tender document will not be accepted.

II. Eligibility Criteria

7. Only 'A' Class Offset printers empanelled with Directorate of Printing based in Delhi are eligible to apply.
8. The bid must be submitted alongwith an Earnest Money Deposit(EMD) of Rs.30.000/-(Rupees Thirty Thousand only) in the form of Demand Draft/Bankers Cheque/Pay Order drawn in favour of Pay & Accounts Officer. NITI Aayog and payable at New Delhi. Demand Draft/Bankers Cheque/Pay order drawn in favour of any officer other than Pay & Accounts Officer. NITI Aayog will not be accepted and the bid will be summarily rejected. No interest will be paid on the EMD.
9. The firms /contractors/Suppliers/anybody whose services were terminated by the NITI Aayog before the expiry of the contract are not eligible to participate in any tendering process of the NITI Aayog for a period of 3 years from the date of termination of the contract. The

bidder is also required to submit a self attested declaration that there is no such debarment of the bidder by the NITI Aayog during the last three years.

10. The tendering Company/Firm/Agency shall submit signed copy of terms and conditions of tender document, the annexures alongwith the bid as token of acceptance of terms & conditions and the annexures.

11. The bidders who have been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any public Sector Undertaking are not eligible to participate in the bid.

12. The bidder shall submit, inter-alia, the following documents along with their bid:
- i. Self-attested copy of the empanelment letter
 - ii. Signed copy of terms and conditions and all the Annexures of tender document alongwith the two bids, as required.
 - iii. A self-certificate on the letter head of the Firm that the firm is not black listed by any Central / State Government Ministries / Departments / Public Sector Undertakings including Public Sector Banks.
 - iv. An undertaking that the Firm was not terminated by the NITI Aayog before expiry of their Contract during the last three years till the date of tender notice.
 - v. Demand Draft/Bankers Cheque / Pay Order for Rs. 30,000/- in favour of "Pay and Accounts Officer, NITI Aayog" and payable at New Delhi.
 - vi. Copies of Documents / Reports of Ministries/ Departments of Government of India, printed by the bidder in last three years.
 - vii. Sample of papers to be used for Cover Page: 300gsm (Art Card) and for Text Page:135 gsm (Art Paper)

III. Bid Evaluation Criteria

13. The bids will be opened and evaluated by a Tender Opening / Evaluation Committee. Financial bids of only technically qualified bidders will be opened by the Committee. The lowest bidder/L-1 will be declared on the basis of total value/cost calculated on the basis of the quoted prices for both English and Hindi version of printing jobs. The contract will be awarded to that bidder whose total value will be the lowest.

IV. Specific Terms and Conditions

14. The Successful bidder shall deposit a Performance Security Deposit @ 10% of the contract value or Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) whichever is more, in the form of Fixed Deposit Receipt/Savings Certificates from a nationalized commercial Bank hypothecated in favour of "Pay & Accounts Officer, NITI Aayog, New Delhi", under Rule 158 of GFR. It would be returned after the successful completion of the contract.

15. The submission of Tender will bind the Tenderer to accept all conditions specified herein and in addition to the conditions of the contract as contained in the Form DGS&D 68 revised & DGS&D 71 as amended up to date. In case of any difference, the conditions specified therein shall be applicable.

16. The arrangements made on the result of this call for Tenders will be in force till the completion of this work or for such shorter period as may be decided by the NITI Aayog, New Delhi. The decision of the Ministry on all these matters shall be final and binding on parties.

No regular contract as such will be drawn up and the acceptance by the Aayog of the Tender of the selected Tenderer will constitute a valid contract for the enforcement of the terms and conditions contained therein. The contract can be terminated by Govt. at any time without assigning any reason.

17. The successful Tenderer will have to furnish his latest Income Tax Clearance Certificate from the Income Tax Department in the prescribed form within a week from the date of acceptance of the job. Failure to comply with this may lead to termination of the agreement.

18. The rates should be mentioned in figures as well as in words exclusive of Taxes. Erasing/overwriting should be avoided/duly attested by the Tenderer. Sales Tax and other taxes if any should be indicated separately. In case, nothing is mentioned, it will be assumed that Sales Tax/Other Tax is included in the quotation.

19. The person signing the Tender form or any documents forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause.

20. The sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of a firm with detailed specification i.e. name of the paper GSM and Ream weight etc. In case paper samples, duly signed are not attached with the quotation, the same will be rejected.

21. The manuscript of the Appraisal Document of 12th Five Year Plan will be approximately 230 pages in A-4 paper size. However actual number of printed pages may increase or decrease.

22. No extra charge will be paid for the proof, which have to be drawn till the same is approved by the indenting Branch. The proof will be made available to the Director (GCS), Room No. 466, NITI Aayog, Sansad Marg, New Delhi.

23. The printing and perfect binding of the Appraisal document will be done in following two-stages. Specifications are given in Annexure-III.

Stage-I: 500 copies of only English version of the Document

Stage-II: 2500 hundred copies of English version and 700 copies of Hindi version.

(The Appraisal Document may be revised/ modified after Stage-I printing)

24. The printed copies will be/to be supplied duly tied up in suitable sizes/bundles of equal numbers at NITI Aayog premises or any other place as may be directed. The delivery of the articles is to be made free of cost within the stipulated date on receipt of the print order.

25. The bidder will also be required to provide an electronic copy (in word/pdf format) of the final version of the document printed at Stage-II.

26. The printer shall, whenever called upon to do so, give full information with regard to the work in hand and shall also permit the representatives / nodal officer of the NITI Aayog to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.

27. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates be submitted to the Under Secretary (Governing Council Secretariat), NITI Aayog, Sansad Marg, New Delhi-110001, for necessary action together with (i) receipted delivery voucher for the supply made (ii) Other documents in support of the items charged for in the bill and (iii) bank details in which bill amount may be sent through ECS.

28. A sum not exceeding 5% of the composing, printing and binding charges will be deducted from the bill for every week's delay or part thereof in complying with the date of delivery of the printed copies. In addition, similar amount would be deducted for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.

V. Other Terms and Conditions:

29. CDs/DVDs/Pen Drives of English and Hindi versions along with hard copy of MSS will be provided by NITI Aayog.

30. Printer should have facility of typing/printing in Mangal as well as Kruti Dev 010 font and converting them into page-maker for Hindi version of the Document. However, the choice of font of Hindi manuscript will be decided by the NITI Aayog.

31. Proof copies are required to be delivered within 10 days of handing over of Manuscript.

32. The printing of Appraisal Document is to be completed within 7 days from the date of supply of ready to print CD/DVD/soft copy through e-mail.

33. Printed copies are required to be delivered within 10 days of handing over of Print Order.

34. The Document is required to be printed as per the specimen to be provided by NITI Aayog providing adequate space/scope for box-tables, diagrams, etc. A very high quality of printing is required. The work done in slipshod manner will not be accepted. In case of damage/errors in the Document copies due to printing related reasons, the printer will be solely responsible to provide flawless copies without additional payments.

35. If at any stage, the work of the firm is not found satisfactory, NITI Aayog reserves the right to terminate the contract at any time without assigning any reason therefor and performance security deposit of the firm will be forfeited by the NITI Aayog besides annulment of the contract.

36. CDs/DVDs/Pen Drive in MS-Word as well as in PDF (both in English & Hindi) of the full Document are to be provided, without any extra cost, along with the printed copies for placing the Report on the Website of NITI Aayog. Any delay in providing the CDs/DVDs/Pen Drive would attract penalty of Rs.500/- (Rupees Five Hundred only) per day.

37. All the copyrights of the publication will be with the NITI Aayog, Government of India. None of the contents will be revealed to any person not associated with the work and no material in the Document in any form, will be shared by the successful bidder with anybody, without obtaining written and prior consent of the NITI Aayog.

38. The Competent Authority of the NITI Aayog reserves the right to reject all or any terms and conditions of the tender in whole, or in part, without assigning any reason therefor. The decision of the NITI Aayog will be final and binding on the contractor.

39. NITI Aayog has the right to award the contract to any other agency at the cost, risk and responsibility of the contractor, if the services are found unsatisfactory and excess expenditure incurred on getting the documents printed from some other sources on account of this will be recovered by the NITI Aayog from its Security Deposit or pending bills or by raising a separate claim.

40. The contractor will raise bills in triplicate after delivery of the Appraisal Document for payment by NITI Aayog. However, the payment for the additional copies and additional pages, if any, will be calculated on pro-rata basis and the payment will be made subject to satisfactory delivery of printed copies in accordance with prescribed specifications and any shortcomings would be liable for withholding/reduction of payment in part or full.

41. No advance payment will be made. Taxes due to the Government, namely, Sales Tax VAT, etc. will be payable wherever applicable and the bill to be submitted by the contractor should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.

42. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the HoD. NITI Aayog, New Delhi or to any officer nominated by him. The decision of the HoD or the officer nominated by him shall be final and binding on the party/Parties. The limitation for filing claim for arbitration is 90 days from the date of expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.

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

44. A copy of the details of the **above** is also available on the website of the NITI Aayog (www.niti.gov.in).

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Financial Bid for Printing and Perfect Binding of Appraisal Document of 12th Five Year Plan

(Figures in Rupee)

Sl. No.	Job of Printing and Perfect Binding of Appraisal Document of 12 th Five Year Plan at	Stage-I (English) 500 copies	Stage-II	
			(English) 2500 copies	(Hindi) 700 copies
1.	Photo composing of the inside text page. Please quote per page rate when the matter is provided i) In computer floppy ii) In typed / handwritten manner			
2.	Photo composing of Inside colour pages With chart & graphs etc.(Please quote per page Rate inclusive of scanning charges)			
3.	Processing in 4 colour of the Inside colour pages, charts, graphs etc. (Please quote per Page rate inclusive of scanning charges, if any)			
4.	Processing in two colour for inside text Pages(Please quote per page rate)			
5.	Art Work making (Please quote per page rate)			
6.	Photocomposing, artwork making & processing etc, in 4 colour of Outside Front cover (rate may be quoted for per cover pages inclusive of scanning charges, if any)			
7.	Binding charges (rate per book may be quoted)			
8.	Local delivery charges (copies of two Annual Reports in bundles of 50 copies each With thick brown wrapping paper at top & bottom And tied With country twine.			
9.	Cost of 300 GSM Art Card for cover Raper gross (144 sheets of size 23"X36" Max be quoted (wastage not permissible)			
10.	Sales Tax. if any. on cost of paper only			
11.	(i) Rate of a copy (Hindi) inclusive of all above (Sr.No.1 to 10) for a 230 pages report.			

	(ii) Rate of a copy (English) inclusive of all above (Sr.No.1 to 10) for a 230 pages report. (iii) Rate per page beyond the specified quantity (English) (Hindi) (iv) Total cost: (3700 Copies) {(English: 3000 copies) + (Hindi: 700 copies)} (in figures & words) Note: L-1 Evaluation will be done based on total Cost quoted at Sr. No.(12)			
12.	Grand total (English + Hindi) (Approx. estimate only)			
13.	Registration number with Directorate of Printing, if any			

Note: Amount for any change in number of pages and number of copies, will be calculated on pro-rata basis.

[Signature of Authorized Signatory (Bidder) with date]

(Name of the Authorized signatory)

Seal (containing name of the Firm/Company/Agency With full postal Address & Contact Number)

Specifications

1	Job Description	Printing and Perfect Binding of Appraisal Document of 12 th Five Year Plan
2	Approximate Number	Stage-I : (English) 500 copies Stage-II: i) (English) 2500 copies ii) (Hindi) 700 copies iii) Total (English + Hindi) = 3,700 copies. iv) Cover pages (English + Hindi) 3,700
3.	Size of Publication	27.5 Cms X 22 Cms.
4.	Type of Area	24 Cms X 17.5 Cms.
5.	No. of Pages of the Manuscript	The number of pages of the Document will be 230 pages. (Number of pages may increase or decrease).
6.	Method of Printing	Offset Printing (as per sample).
7.	No. of colours to be used	Four colour job for outside Cover and approx. 10-15 colour pages containing Charts, Graphs (No. of pages may increase or decrease). The inside text pages are to be printed in two colours.
8.	Art Work	To be prepared by the Printer under the guidance and approval of the NITI Aayog.
9.	Size of body type, style of printing and general layout	8 to 10 point or as per instructions on manuscripts.
10.	Style of binding	To be wire stitched and pasted as per sample.
11.	Paper and its quality i) for text pages ii)For front & back covers	135 GSM, Art Paper 300 GSM, Art Card for cover pages
12.	Special Instructions:- i. Proof copies are required to be delivered within 10 days of handing over of Manuscript. ii. The printing of Appraisal Document is to be completed within 7 days from the date of supply of ready to print CD/DVD/soft copy through e-mail. iii. Printed copies are required to be delivered within 10 days of handing over of Print order.	

	<p>iv. A very high quality of printing is required. The work done in slipshod manner will not be accepted.</p> <p>v. The Reports are required to be printed as per the specimen to be provided by this Ministry providing adequate space/scope for box-tables, diagrams, etc.</p> <p>vi. CDs/DVDs/Pen Drive in MS-Word as well as in PDF (both in English & Hindi) of the full report are to be provided, <u>without any extra cost, along with the printed copies for putting the Document on the website of NITI Aayog. Any delay in providing the CDs/DVDs/Pen Drive would attract penalty of Rs.500/- (Rupees Five Hundred only) per day.</u></p> <p>vii. CDs/Floppies of English version along with hard copy of MSS will be provided.</p> <p>viii. Printer should have facility of typing/printing in <u>Mangal</u> as well as <u>Kruti Dev 010</u> font and converting them into page-maker for Hindi version of both the Reports. However, the choice of font of manuscript will be decided by NITI Aayog.</p>
13.	A sum equal to 10% of the value of work or Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) whichever is more, will have to be deposited within three days of the approval of the Tenders as security for the due performance of the contract. Security can be deposited in the form of Demand Draft/Savings Certificates pledged in favour of "Pay & Accounts Officer, NITI Aayog. New Delhi". This is refundable on satisfactory completion of contract.
14.	No extra charge will be paid for the proofs, which will have to be made available to the Director (GCS), NITI Aayog, Sansad Marg, New Delhi-110001.
15.	The printed copies will have to be supplied duly tied up in suitable sizes bundles or equal numbers at NITI Aayog premises or any other place as may be directed.
16.	The Printer shall, whenever called upon to do so give full information with regard to the work in hand and shall also permit authorized representatives of the NITI Aayog to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.
17.	A sum not exceeding 5% of the composing, printing and binding charges will be deducted from the bill for every week's delay or part thereof in complying with the date of delivery of the printed copies. In addition, similar amount would be deducted for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.
18.	The other terms and conditions remain the same as mentioned in the Tender Form
19.	Having quoted the rate per page, the Tenderers should clearly indicate the formula adopted by them by which the rate per copy has been arrived at.
