

FINANCIAL ASSISTANCE SECTION

DEPARTMENT OF SOCIAL WELFARE

GOVT. OF NCT OF DELHI

GLNS COMPLEX, DELHI GATE, DELHI-110002

F.No. 41(290)/FAS/DSW/Bulkmailing/2018-19/387

Dated :-19/09/2019

Tender Notice

On-line tenders are invited under two bid system for printing of approx. 5,50,000 number of letterhead on handmade paper including content, name & ID of pensioners of Social Welfare Department, NCT of Delhi from Reputed Agencies/Firms having experience of at least three years in printing work including printing of letter on letterheads to the departments of Central Govt./State Govt., PSUs etc.

The tender can only be submitted online on the website <https://govtprocurement.delhi.govt.in> before the last date and time of submission of tender mentioned in the schedule of the tender.

SCHEDULE OF TENDER:

Tender Id:	2019_DSW_180489_1
Name of the Tender	Printing of Letterhead
Estimated value of the work	Rs. 24,50,000/-
Date of Release of Tender through e-procurement	19th September, 2019
Last date for submission of online Tender	24th September, 2019 up-to 5:15 PM
Earnest Money Deposit required	Rs. 50,000/- (Rs. Fifty Thousand only)
Last date of submission of EMD	24th September, 2019 up-to 5:15 PM
Date of opening of technical bid	24th September, 2019 at 5:30 PM
Date of opening of Financial bid	25th September, 2019 at 15.00 PM

1. The name of the work, estimated value of work, EMD required are as under :

S.No.	Name of the work and specifications required	Estimated value of the work (in Rs.)	Quantity (Approx.)	Size (in CM)	Earnest money deposit required (in Rs.)
1.	Offset Printing of common content and Digital Printing of Name & ID of Beneficiaries of Old Age Pension & Disability Pension on Handmade Paper in Hindi (on 140 GSM or above handmade paper) and printed letterhead should be inserted in Window Envelope for selected category. The National emblem may be printed in Gold embossed. Name & Address of Hon'ble Chief Minister also may be printed in Golden color. The content will be printed in Black Color and Signature of Hon'ble CM will be in Blue Color	Rs.24,50,000/- (Rupees Twenty Four Lakh Fifty Thousand only) Approximately	5,50,000	10" x 7½" (Executive)	Rs.50,000/- (Rupees Fifty Thousand only)

2. Eligibility criteria :

The basic eligibility criteria for submission of bids are as follows:-

S. No	Eligibility Criteria	Proof to be submitted for fulfilling the eligibility
1	The bidder must be a reputed Firm/Company/Agency dealing in printing related work for a period of at least three (03) financial years as on 31/03/2019.	Bidder should provide certificate of incorporation under companies act or any other certificate for legal status.
2	The Firm/Company/Agency must be incorporated or registered in India under the relevant laws during preceding three financial years. The registration must be valid till the last day of the contract period.	Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc. to be enclosed
3	The bidder's average annual turnover from the printing should not be less than Rs.15, 00,000/- (Rupees Fifteen Lakh only) per annum during the last three financial years starting from 2015-16.	Bidder should enclose audited balance sheet for the previous three financial years (2015-16, 2016-17 & 2017-18), along with the Annual Turnover statement as in Section X
4	<p>The bidder shall have an experience and past performance of Printing of Letterhead during preceding three financial years in any Government Department /Public sector undertaking (PSUs) etc. as given below :-</p> <p>a. Three similar completed works of amount not less than 40% of estimated value of tender (each work).</p> <p>b. Two similar completed works of amount not less than 60% of estimated value of tender (each work).</p> <p>c. One similar completed work of amount not less than 80% of estimated value of tender.</p>	Bidder shall provide documentary evidence/letter of completion for the projects where printing has already been done.
4	The bidder should not be blacklisted by any of the Central/State Govt. Department/ PSU/other agencies in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices and no criminal case should be pending against the said firm/company/agency	Declaration by the bidder to be submitted in the specified space given in the Tender Document.
5	The bidder must have valid PAN No. and GST No. (Goods & Service Tax	Upto date attested copies of GST Return and Trade License and attested copy of PAN card
6	Additional information	Any other information which may be useful in the process of evaluation.

3. Documents comprising the bid:

The bids prepared by the bidder shall comprise of (i) Technical Bid and (ii) Financial Bid.

For technical Bid, the sample of handmade paper and window envelop can be inspected in the office of Dy. Director (FAS), Department of Social Welfare, Room No. 9, Porta Cabin, GLNS Complex, (Opposite Ferozeshah Kotla Stadium Gate No. 11), Delhi Gate, New Delhi- 110002 on any day between 10:30 AM to 01:30 PM till 23rd September 2019 .

3.1 TECHNICAL BID:

The Bidder shall submit the following :

- (i) Physical submission- EMD, Undertaking regarding non black listing on Rs. 100 stamp duty paper and Sample of Handmade Paper of 140 GSM or above duly signed by the authorized signatory in a sealed cover before 3:00 PM on 24th September, 2019
- (ii) Documents to be uploaded :
 - a. Proforma for Bidder's particulars (Annexure- I)
 - b. Proforma for Technical Bid (Annexure- II)
 - c. Letter of Authorized Signatory
 - d. Documents as proof of eligibility as outlined in table
 - e. Declaration form
 - f. The financial statement should be duly authenticated by a registered Chartered Accountant. A statement in the prescribed format should also be submitted in this regard in the Technical Bid.
 - g. The bidder shall deposit Earnest Money Deposit (EMD) physically in Room no. 9, Financial Assistance Section, Department Social Welfare in form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee as per prescribed validity from any Nationalized / Scheduled / Commercial Bank located in India payable at Delhi drawn in favour of Dy. Director/DDO (FAS), Department of Social Welfare, Delhi before the last date and time prescribed for physical submission of EMD.
 - h. The EMD for printing work is Rs. 50,000/- (Rupees Fifty Thousand only). The Earnest money will be forfeited in case the bid is withdrawn during the period of tender's validity or if the successful bidder refuses to execute the contract or fails to furnish the required Performance Security of 10% of estimated cost of work within the stipulated time.
 - i. Bidder seeking exemption from submission of EMD must submit supporting documents along with the claim under Rule 170 of GFR-2017, which reads as

"Bid Security (also known as Earnest Money) is to be obtained from bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department."
 - j. The bidder is expected to examine all instructions, terms and conditions contained in the tender document. Failure to furnish or withholding any required information as per the Tender Document or submission of bid not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

3.2 Financial Bid

Financial Bid should have price/rate quoted by the bidder in Indian Rupees in figure as well as in words (Annexure -V). The rate quoted should be exclusive of GST and without any hidden and/or unmentioned costs and inclusive of F.O.R. destination. GST will be paid as per Govt. norms.

4. Scope of Work :

- a) Offset Printing of common content and Digital Printing of Name & ID of Beneficiaries of Old Age Pension & Disability Pension on the letterhead printed on Handmade Paper of 140 GSM or above, having size 10" x 7½". The approximate quantity of letterheads to be printed is 5,50,000. However, the actual number may vary.
- b) The National emblem will be printed and embossed in Golden colour. Name & office Address of Hon'ble Chief Minister will also be printed in Golden colour.
- c) Content of the letter will be printed in black colour while the signature of Hon'ble Chief Minister will be printed in blue.
- d) Window envelopes for the letterheads

5. Delivery:

Awarded work must be completed and delivered within 10 days w.e.f from date of approval of sample of L-1 Bidder (henceforth to be read as tenderer).

6. Penalty For Delay :

- (a) The tenderer should be able to execute offset printing of common content and digital printing of Name & ID of Beneficiaries of Old Age Pension & Disability Pension from the CD containing the said data provided by Department of Social Welfare in EXCEL format.
- (b) The tenderer shall have to complete the work, including delivery of the printed Letterhead to the Concerned Districts of Department of Social Welfare within Ten (10) days from the date of approval of sample excluding the day of handing over of CD to printer.
- (c) In the event of any delay in the supply of printed material, the contractor shall be liable to pay a fine @ of Rs.2,500/- (Rupees Two Thousand Five Hundred only) per day to the Department of Social Welfare, Govt. of NCT of Delhi for each day of delay.
- (d) The Department reserves the right to cancel the contract or to withhold payment and/or forfeit performance security in event of delay in submission of printed letterheads.

7. Clarification on Tender Documents

A prospective bidder requiring any clarification on the Tender Document may notify by email at the mailing address ddfassw.delhi@nic.in Queries if any should be emailed upto 6.00 p.m. on 22nd September 2019.

8. Other terms & Conditions:

- (i) All documents/Annexures uploaded/submitted in Technical & Financial bids should be duly signed and stamped by authorized signatory of the bidder. The documents scanned and uploaded should be legible.
- (ii) Printing will be done on 10" x 7½" (Executive) size 140 GSM or above on approved handmade paper. The tenderer shall use the printing ink/toner of very high quality for the printing work. The printing on letterhead should be clear and legible.
- (iii) The rates quoted by the tenderer shall be exclusive of GST but inclusive of all costs i.e. cost of paper, ink and/or toner, translation charges of the name and addresses of the beneficiaries in the data provided, from English to Hindi, cartage charges for delivery of printed letterhead to respective District Office locations of Department of Social Welfare. The printing shall be done Assembly Constituency-wise and District-wise. The price should be quoted as per F.O.R. Destination.

- (iv) The tenderer who is awarded the work of printing will have to deposit a Performance security equivalent to 10% of the value of work awarded in the form of a Demand Draft /Bank Guarantee /Fixed Deposit Receipt from any nationalized/scheduled/commercial bank located in India, payable at Delhi drawn in favour of the Dy. Director/DDO (FAS), Department of Social Welfare. In case of failure on the part of the tenderer to execute the work as per terms & conditions/to the full satisfaction of the Secretary, Department of Social Welfare, and the Performance security furnished by him shall stand forfeited.
- (v) The tenderer will not be allowed to sub contract /delegate/ transfer/assign the contract or any part thereof to any other party.
- (vi) Upon award of tender, one printed sample of letterhead complete in all respect must be submitted by the tenderer for approval. Only after due approval, the printing work is to be executed.
- (vii) Subsequent to approval, if any delivered letterheads are found to be of sub-standard quality of paper and/or printing work, the copies will be rejected & the tenderer will have to replace the copies with good quality copies at his own cost.
- (viii) The document(s) and data are sole property of the Department of Social Welfare. The tenderer will not use the same for any purpose other than printing for the Department of Social Welfare and will not share the same with any person/organization. If at any stage, misuse of document(s) and/or data comes to the notice, the Department of Social Welfare reserves the right to cancel the contract and forfeit the Performance security. No payment will be made for the work and criminal case will be registered against the tenderer.
- (ix) To ensure the completion of work within stipulated schedule as per specifications, the Secretary (Social Welfare), GNCT of Delhi, Delhi reserves the right to inspect venues/units where the job is being executed either by herself/himself or through any other officer(s) authorized by her/him.
- (x) Payments to the printing agency/contractor will be made by the Competent Authority after the completion of codal formalities.
- (xi) The tender must be submitted online on the website <http://govtprocurement.delhi.gov.in> before the last date & time prescribed for submission of tender. Tenders will not be accepted if sent by post or any other medium, under any circumstances.
- (xii) Technical Bid of all the bidders will be opened on the day mentioned in the schedule i.e. 24th September, 2019 at 5:30 PM in the chamber of Deputy Director (FAS), Room No.9, Financial Assistance Section, Department of Social Welfare, GLNS Complex, Delhi Gate, Delhi-110002 in the presence of bidders or their duly authorized representatives (in writing), who wish to be present on the occasion.
- (xiii) The Secretary (Social Welfare), GNCT of Delhi also reserves the right to award work to more than one tenderer at the approved and accepted rate. In addition to this, the Secretary reserves the right to allot any quantity of work to any other tenderer(s) in the interest of the work. The quantity of work allotted can also be increased or decreased by the office as per progress shown by the tenderer & decision of the Secretary (SW) in this regard shall be final & binding upon the parties.
- (xiv) The Secretary (Social Welfare), GNCT of Delhi reserves the right to accept or reject one or all the tenders or accept any tender in part, without assigning any reason thereof.
- (xv) In case two bidders qualify as L-1, quoting the same rate, then the weightage will be given to the bidder having more experience in printing.
- (xvi) The successful bidder will have to sign an agreement with the Secretary, Department of Social Welfare or with any other officer authorized by him/her before the execution of the work.
- (xvii) Any person who is in Government service or an employee of the Department of Social Welfare should not be or made a partner in the contract, by the tenderer directly or indirectly, in any manner whatsoever.

- (xviii) Willing firms/companies/ agencies are requested to visit website <https://govtprocurement.delhi.gov.in> for detailed information and may inquire at phone No.011-23324037 for clarifying issues and clearing doubts, if any, about the specifications and other allied technical/procedural details of the items required.
- (xix) No advance payment will be made in any circumstances.

9. Arbitration clause:

- (i) In the event of any question, dispute or differences arising between the parties relating to the interpretation and application of the provision of the agreement, such disputes or differences shall be resolved amicably with the mutual consultations. On failure to do so, the matter shall be referred for arbitration to the Arbitrator appointed by the Hon'ble Lt. Governor of Delhi. The decision of the Arbitrator to the agreement in this regard shall be final and binding upon both the parties.
- (ii) The parties shall continue to perform their obligations under the agreement during arbitration proceedings. The location for arbitration will be NCT of Delhi.
- (iii) In event of any further dispute, the matter shall be subject to exclusive jurisdiction of Delhi Courts.

(NEELAM VENKATACHALAM)
DY. DIRECTOR (FAS)

All the terms & conditions (Sl.No.1 to 9) are accepted and binding on me/us.

(Signature of the bidder/
Authorised signatory)
(Rubber seal)

FINANCIAL ASSISTANCE SECTION

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI-110002

PERFORMA FOR BIDDER'S PARTICULARS (Enclose with technical Bid)

1	Name of Work/Tender				
2	Name of the Firm/Company/ Agency with Regn. No.				
3	Permanent office Address of the Firm/Company/Agency.				
4	Telephone Number of Firm/Company/Agency: Office Mobile No. Fax no. Email ID	<hr/> <hr/> <hr/> <hr/>			
5	Office address in Delhi/NCR (if any)				
6	Telephone Number of Delhi office Mobile No. Fax no. Email ID	<hr/> <hr/> <hr/> <hr/>			
7	Name of all Directors/ Partners/ Proprietor etc				
8	Name & Designation of Authorized signatory				
9	Telephone Number of Authorized signatory : Office Mobile No. Fax no. Email ID	<hr/> <hr/> <hr/> <hr/>			
10	PAN No.				
11	TIN No.				
12	GST (Goods & Service Tax) No.				
13	Details of EMD (to be deposited in the form of Account Payee, Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee) or Exemption from EMD as per GFR 2017 mentioned in Tender document should be enclosed.	Amount	DD/FDR/BG No.	Date	Drawn on

Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder/Authorized signatory)
Name of bidder (with seal)

ANNEXURE- II**FINANCIAL ASSISTANCE SECTION**

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI-110002

PERFORMA FOR TECHNICAL BID FOR PRINTING OF LETTERHEAD

S. No	Name of Desired documents	Whether copy of desired certificates/ documents enclosed/ uploaded
1	Performa for Bidder's particulars in Annexure-I	Yes/No
2	Details of Experience & Past performance For printing work during last 3 financial years starting from 2015-16 in any Government /authority/ department/autonomous body of State / central Govt. in Annexure-III	Yes/No
3	All Documentary proof of experience/ Past Performance claimed in Annexure- III(A)	Yes/No
4	All Documentary proof of infrastructure/capacity claimed in Annexure- III(B)	Yes/No
5	Details of Turnover in last 3 financial years starting from 2015-16 in Annexure- IV	Yes/No
6	Audited Financial Statements of last three financial years starting from 2015-16 showing average annual turnover as mentioned at clause No. 3(iii)	Yes/No
7	Self-attested copy of Valid Registration certificate of firm/company/agency.	Yes/No
8	Self-attested copy of Valid PAN No. of the firm/company/agency.	Yes/No
9	Self-attested copy of Valid GST No. of firm/company/agency	Yes/No
10	Letter of Authorized Signatory	Yes/No
11	Account Payee, Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee for Rs. 50,000/- in favour of the Dy. Director/DDO (FAS), Department of Social Welfare, Delhi as Earnest Money Deposit (EMD) or Exemption from EMD as per GFR 2017 mentioned in Tender document may be enclosed.	Yes /No
12	Undertaking that the firm/company/agency is not declared black listed by any Government/authority/department/ autonomous body of State / Central Govt on Rs. 100/- stamp duty paper.	Yes/No

All documents /Annexures uploaded / submitted in Technical bid have been duly signed and stamped by the bidder / authorized signatory of bidder.

(Signature of bidder/authorized signatory)

Name of bidder (with seal)

ANNEXURE- III

FINANCIAL ASSISTANCE SECTION

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI-110002

A. Past experience /work of printing of letterheads/other similar works of Central Government or State Government or PSU etc.

Sr. No.	Name of work and year of award	Name of Organization / Agency who had awarded the work	Volume of laser Printing	Total Cost of work (in Rs.)	Remarks
1	2	3	4	5	6

B. Details of infrastructure /Capacity of available with the bidder:

(i)	No. of laser printing machines installed with the details of Make/ type .	
(ii)	Capacity to printer paper/leaf (back to back) per day	
(iii)	Manpower (printing related)	
(iv)	Manpower (stitching/binding related)	
(v)	Address(s) where printing job is to be executed	
(vi)	Proof of ownership of printing machines/ printers	

(Signature of the bidder/authorized signatory)
Name of bidder (with seal)

ANNEXURE- IV

FINANCIAL ASSISTANCE SECTION

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI-110002

Details of Average Turnover

S.No.	Financial Year	Turnover of the firm/company/agency from printing works (in Rs.)
1	2015-2016	
2	2016-2017	
3	2017-2018	
	Average Turnover of preceding three financial years	

(Signature of the bidder/authorized signatory)
Name of bidder (with seal)

ANNEXURE- V

FINANCIAL ASSISTANCE SECTION

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI-110002

Financial Bid

S.No	Item/Work	Rate per page exclusive of GST (In Rs.)	Quantity	Total cost exclusive of GST (In Rs.)
1.	<p>(a) Offset Printing of common content and Digital Printing of Name & ID of Beneficiaries of Old Age Pension & Disability Pension on Handmade Paper in Hindi (on 140 GSM or above handmade paper Executive Size (10" x 7½"))</p> <p>(b) Printed letterhead should be inserted in Window Envelope. (for selected category)</p> <p>(c) The National emblem will be printed in Gold embossed.</p> <p>(d) Name & Address of Hon'ble Chief Minister also will be printed in Golden color.</p> <p>(e) Content will printed in Black and Signature of the Hon'ble CM will be printed in Blue</p> <p>Note: Rate should be quoted inclusive of the cost of paper, ink/toner, translation charges, etc. but exclusive of GST which will be paid as per Govt. norms.</p> <p>The price should be quoted F.O.R. Destination (Free Delivery at District Offices) i.e. 10 District Offices.</p>			

Note:- L-1 Bidder shall be decided on the basis of total cost excluding of GST between technically qualified bidders.

(Signature of the bidder/authorized signatory)
Name of bidder(with seal)