

Shram Shakti Bhawan, New Delhi,  
Dated 24<sup>th</sup> October, 2017.

**E-TENDER NOTICE**

**Subject: E-Tender for printing of D.O. Letter Heads/ spiral binding and other miscellaneous printing related jobs for a period of one year.**

**E-TENDER DATE SHEET**

PUBLISHED DATE	24.10.2017
BID DOCUMENT DOWNLOAD/SALE START DATE	24.10.2017
BID SUBMISSION START DATE	24.10.2017
BID DOCUMENT DOWNLOAD/SALE END DATE	14.11.2017
BID SUBMISSION END DATE	14.11.2017 UPTO 3.00 PM
EMD SUBMISSION DATE	14.11.2017 UPTO 3.00 PM
BID OPENING DATE	15.11.2017 AT 4.00 PM

Online e-tenders are invited by the Ministry of Labour and Employment (Main Secretariat) under single bid system for printing of D.O. Letter Heads/ spiral binding and other miscellaneous related jobs as per the list enclosed at **Annexure-II**.

2. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 24.10.2017 to 14.11.2017 (upto 3.00 P.M.).

3. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in single bid system in the prescribed proforma in all respects alongwith Earnest Money (EMD) of Rs.15,000/- (Rupees fifteen thousand only) to be submitted offline in the Ministry and to be dropped in the Tender Box on 14.11.2017 between 9.30 A.M. to 3.00 P.M. It is also clarified that the quotations received without earnest money will be summarily rejected. All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under

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any circumstances whatsoever. Only one representative will participate on the day of Bid opening.

4. General Terms and conditions of the tender are given in **Annexure-I**.

5. The bid will be opened online by Bid Evaluation Committee in the Ministry of Labour and Employment on 15.11.2017 at 4.00 P.M. in Room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi. Selection of the agency (L-1) will be based on the recommendation of the Bid Evaluation Committee.

  
(Navil Kapur)

Under Secretary to the Govt. of India

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wider publicity.
3. CPP Portal.
4. Notice Boards.
5. Hindi Section for Hindi version.

Copy for information to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.

  
(Navil Kapur)

Under Secretary to the Govt. of India  
Tele.No. 23766320





## **General Terms and conditions**

### **1. Parties:-**

The parties to the contract are the firm (the tenderers to whom the work has been assigned) and the Government of India through the Ministry of Labour & Employment for and on behalf of the President of India, hereinafter referred to as "the Ministry".

### **2. Address:-**

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Ministry. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### **3. Earnest money:-**

- (i) Earnest Money of Rs. 15000/- (Rs. fifteen thousand only) must be deposited by the bidders in the form of Account Payee Demand Draft/Banker's Cheque drawn in favour of Pay & Accounts Office (MS), Ministry of Labour & Employment, New Delhi along with their tenders.
- (ii) No request will be entertained for transfer of any previous deposit of earnest money and/or security deposit of payment of any kind held by the Ministry in respect of any previous work.
- (iii) Tenderer shall not be permitted to withdraw his/her offer or to modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government without prejudice to any other action to be taken against such tenderer (s).
- (iv) The tenders found without Earnest Money Deposit will be summarily rejected.
- (v) No claim shall lie against the Government/Ministry in respect of erosion, if any, in the value or interest on the amount of earnest money deposit.
- (vi) No interest will be paid on Earnest Money in any case.

### **4. Security Deposit:**

The successful tenderer will have to furnish a Performance Security Deposit (PSD) of 10% of the Annual Contract Value in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank guarantee from any Commercial Bank duly pledged in the name of the **"Pay and Accounts Office (MS), Ministry**

of Labour and Employment, New Delhi". The security money is returnable on successful completion of the contract period. The security amount will be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract. Validity of the security money will be for 15 months from the date of contract.

#### **5. Opening of Tender:-**

The tenderer is at liberty to be present either himself or authorize not more than one representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

#### **6. Right of acceptance:-**

- (i) The Ministry reserves the right to reject any or all tenders/bids without assigning any reason thereof and also does not bind itself to accept the highest/lowest quotation only.
- (ii) Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/offer.

#### **7. Communication of Acceptance:-**

The Ministry in due course will inform successful Tenderer of the acceptance of his/her tender.

#### **8. Penalty:-**

In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to the material and printing quality to the satisfaction of and by the time fixed by the Ministry etc., in executing the work, the deposited money will be forfeited to the Ministry and the contract will be terminated immediately. The contractor shall be liable to make good the loss(es), if, any, that may be suffered by the Ministry due to his/her actions and/or omissions.

#### **9. Scope of work:**

The rates quoted in response to this quotation will remain in force from the finalization of rates for a period of one year from the date of approval of the contract. The material and printing should be very good and of standard quality and as per the specifications of the tender notice. Office of the firm should be located within Delhi/NCR area.



#### **10. Breach of Terms and conditions:-**

In case of breach of any of the terms and conditions mentioned herein, the Ministry will have the right to cancel the work order and nothing will be payable by this Ministry in that event the security deposit i.e. "at least 10% of the total of the deposited money" shall also stand forfeited. In case, the balance money/security deposits fall short of the amount of damages/losses chargeable by the Ministry, the contractor shall pay the same to the Ministry immediately on receipt of a demand letter from the Ministry.

#### **11. Subletting of Work:-**

The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the Ministry, which it will be at liberty to refuse if it thinks fit.

#### **12. Right to call upon Information Regarding Status of Work, etc.**

The Ministry will have the right to call upon any information pertaining to the work at any point of time and the firm will be bound to provide the information on receipt of the Ministry in this regard.

#### **13. Terms of payments:-**

The Ministry will make payment after the work is executed and bill is furnished by the contractor after the satisfaction of the Ministry with respect to the work carried out.

**14.** The rates should be quoted in Indian Rupees for delivery at the premises of the Ministry or any place selected by the Ministry within the National Capital Region of Delhi.

**15.** Disputes, if any, shall be settled within the jurisdiction of Delhi.

**16.** In case more than one bidder quotes the same rates resulting in a tie, the lowest bidder will be decided on the basis of high turnover during the last three years.

#### **17. Arbitration**

If any difference arises concerning this contract Agreement, its interpretation on the payments to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by a Sole Arbitrator to be appointed by the Secretary, Ministry of Labour & Employment. Such request shall

be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

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**Undertaking to be signed by the firm/tenderer on behalf of his/her firm.**

I-----do hereby undertake that I have clearly and precisely understood the terms and conditions of the tender, that I will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and /or in case of my work being fund unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my part.

I \_\_\_\_\_ also undertake that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

Signature & Rubber stamp of the  
Tenderer/firm

Name of the firm;  
 Complete address and  
 Contact No. of the firm;

TIN / VAT Registration number;  
 (Copy of the above should be enclosed)

S. No.	Description of Job	Size	Qty.	Rates (Rs.) Exclusive TAT
1	<b>D.O. Letter Heads</b> Raised printing + Ashokaemb.	Small	1000	
		Med.	1000	
		Big	1000	
	D.O. Letter Heads Ordinary printing + Ashokaemb.	Small	1000	
		Med.	1000	
		Big	1000	
	On J.K. sunlit Bond Paper	Small	1000	
		Med.	1000	
		Big	1000	
2	<b>D.O. Envelopes</b> Raised printing on DO Ashokaemb.	Small	1000	
		Med.	1000	
		Big	1000	
	D.O. Envelopes Ord printing on JK/sunlit bond paper	Small	1000	
		Med.	1000	
		Big	1000	
3	<b>Slip books</b> 50 sheets (with paper & Printing, bond paper perforated)	Small	1000	
		Med.	1000	
		Big	1000	
	50 sheets (with good quality thick bond paper & Printing, Spiral binding)	Small	1000	
		Med.	1000	
		Big	1000	
	100 sheets (with good quality thick bond paper & Printing, Spiral binding)	Small	1000	
		Med.	1000	
		Big	1000	
4	<b>Invitation Cards</b> 7" x 5" raised printing with Envelops		100	
	7" x 5" Ord. printing with Envelops		100	
5	<b>Visiting Cards</b> Raised printing		100	
	Ord. Printing		100	
6	<b>Complementary/Parl. Slips</b> Complementary slips with papers		1000 each	
	Parliamentary slips with papers			
	Lok/Rajyasabha reply forms			
7	<b>Binding Work</b> Reports/Pub. with ord. binding		Each copy	
	Reports/Pub. with spiral binding			
8	<b>Binding of Books/PBRs</b> Half cloth binding		Each book/report	
	Half Leather binding			



9	<u>Printing of colour slips</u> size 5"x 3"		1000	
10	<u>Printing of Envelops</u>		1000	
	<u>SE-4</u>		each	
	<u>SE-5</u>			
	<u>SE-6</u>			
	<u>SE-7</u>			
	<u>SE-8</u>			
11	<u>Engagement Cards With Printing</u>		100	
			each	
12	<u>Title cover of A-4 size</u>			
	<u>On thick/good quality with printing</u>		Each	
	<u>On Glazed paper</u>			
13	<u>Coloured flags</u>		100	
14	<u>Car parking labels</u>		100	
15	<u>Banner 7 1/2 X 2 1/2</u>	White cloth Ordinary Satan cloth		
16	<u>D.O. letter heads on imported papers</u> 100 GSM with golden emblem Single colour	A-4	For 1000 each	
		A-5		
		A-6		
		A-8		
	<u>DO</u> Double colour	A-4	For 1000 each	
		A-5		
		A-6		
		A-8		
17	<u>DO letter heads on handmade</u> /galgospain paper with golden emblem Single colour	A-4		
		A-5		
		A-6		
		A-8		
	<u>D.O.</u> <u>double colour</u>	A-4	For 1000 each	
		A-5		
		A-6		
		A-8		
18	<u>D.O. Envelopes</u> On galgospain paper on golden leaf printing 10" x 4 1/2"		For 1000 each	
19.	<u>Printing of Logo on letter heads envelops, file covers, folder etc.</u>		For 1000	
	Single colour			
	Double colour			
	Tri-colour			
	Four colour			
20	Digital Printing with paper one side (Black)	A4	Each	
21	Digital Printing with paper both side(Black)	A4	Each	
22	Digital Printing with paper one side (Colour)	A4	Each	
23	Digital Printing with paper both side(Colour)	A4	Each	
24	Book printing with paper (black)(above 500 copies)	A4	Each page	
25	Book printing with paper (colour)(above 500 copies)	A4	Each page	
26	Printing of Citizens' Charter	As per sample	Each	

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