

No. D-29012/01/2017-Admn. II  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan, New Delhi,  
Dated 14<sup>th</sup> December, 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.

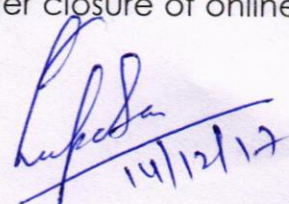
**E-TENDER DATE SHEET**

|                                       |  |
|---------------------------------------|--|
| PUBLISHED DATE                        | 14.12.2017                               |
| BID DOCUMENT DOWNLOAD/SALE START DATE | 14.12.2017                               |
| BID SUBMISSION START DATE             | 14.12.2017                               |
| BID DOCUMENT DOWNLOAD/SALE END DATE   | 26.12.2017                               |
| BID SUBMISSION END DATE               | 26.12.2017 UPTO<br>2.00 PM               |
| EMD SUBMISSION DATE                   | 26.12.2017 FROM<br>9.00 AM TO 2.00<br>PM |
| BID OPENING DATE                      | 27.12.2017 AT 2.30<br>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 **14.12.2017 to 26.12.2017** (upto 2.00 P.M.).

3. The Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of Pay and Accounts Officer (Main Sectt.) Ministry of Labour & Employment, New Delhi and physically must be dropped only in Tender Box placed near Reception (Gate No.1) of Shram Shakti Bhawan, Rafi Marg, New Delhi between 9.00 AM to 2.00 PM on 26.12.2017. **In case original EMD is not submitted during the above date and time, the bids will be rejected summarily.** However scanned copy of Bank Draft must be uploaded electronically on <http://eprocure.gov.in/eprocure/app>. Bids received after the prescribed date and time shall not be considered. Late receipt of EMD i.e. after closure of online

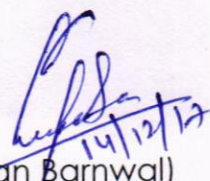
  
14/12/17



bidding, the bidder shall be disqualified and such bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest is payable on this deposit. No bidder is allowed to withdraw application after submission of bid, if a bidder wants to withdraw, either before or after award of contract, their EMD will be forfeited.

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 27.12.2017 at 2.30 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.

  
(Deepak Dan Barnwal)

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.

  
(Deepak Dan Barnwal)

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 Deposit (EMD) of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of Pay and Accounts Officer (Main Sectt.) 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 Officer (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.

, -----



**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 / GST Registration number:

(Copy of the above should be enclosed)

| S. No. | Description of Job   | Size  | Unit       | Unit Rate (Rs.) (Exclusive Tax) |
|--------|--|-------|------------|---------------------------------|
| 1      | <b>D.O. Letter Heads</b><br>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><br>Raised printing on DO Ashokaemb.                          | Small | 1000       |                                 |
|        |  | Med.  | 1000       |                                 |
|        |  | Big   | 1000       |                                 |
|        | D.O. Envelopes<br>Ord printing on JK/sunlit bond paper                             | Small | 1000       |                                 |
|        |  | Med.  | 1000       |                                 |
|        |  | Big   | 1000       |                                 |
| 3      | <b>Slip books</b><br>50 sheets (with paper & Printing, bond paper perforated)      | Small | 1000       |                                 |
|        |  | Med.  | 1000       |                                 |
|        |  | Big   | 1000       |                                 |
|        | 50 sheets (with good quality thick bond paper & Printing, <b>Spiral binding</b> )  | Small | 1000       |                                 |
|        |  | Med.  | 1000       |                                 |
|        |  | Big   | 1000       |                                 |
|        | 100 sheets (with good quality thick bond paper & Printing, <b>Spiral binding</b> ) | 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       |                                 |
|        | Parliamentary slips with papers  |       | each       |                                 |
|        | 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/ |                                 |
|        | Half Leather binding   |       | report     |                                 |



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

\*\*\*\*\*