

Yojana Bhawan, Sansad Marg,
New Delhi-110001

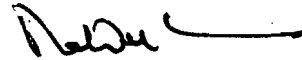
Dated: 23 February, 2010

REQUEST FOR PROPOSAL

Planning Commission invites sealed proposal under two packet system from reputed printers for the following work: -

1. Name of Work : **Printing of 1500 copies each of Programme Sheet, folder, requisition card and note book as per Specification in Annexure-1**
2. Earnest Money Deposit (EMD) : Rs. 5,000/- (Rupees Five Thousand only) in the form of DD or Pay order drawn in favour of *Pay and Accounts Officer, Planning Commission, New Delhi*
3. Proposal Due Date (PDD) : By 3.00 pm on 03/03/2010
4. Opening of Technical Bids : At 3.30 pm on 03/03/2010
5. Instructions to Applicants, are enclosed in Annex -2. Sealed offers may be sent as per enclosed format in **Appendices 1, 2 and 3**. The envelope containing the offer (the Technical Bid, Financial Bid and the EMD in separate covers) should be super scribed as '**Printing of Conference Related Items for Planning Commission**'. The applicant should submit the Annexure 1, 2 and 3 duly signed and accepted in the sealed cover containing the Technical Bid along with Appendix - 1 & 2 duly signed and filled in. *Also, a prototype of each of the items should be printed and submitted by the bidder alongwith the Technical Bid. The name of the printer should be clearly written on the prototypes being submitted. The sample of items to be printed may be seen on any working during office hours in the Protocol Section, room no.413, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110001.* The Financial Bid in the format prescribed in Appendix 3 duly filled in & signed should be sealed in a separate cover. The EMD should be put in a separate cover.

6. Technical bids will be opened first on the prescribed date and time and evaluated on the basis of parameters laid down in the Appendix 1 of the Tender Document.
7. The financial bids of only those Applicants who qualify the technical round would be considered for evaluation.
8. The sealed offer along with EMD must reach the **Under Secretary (Protocol) in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi or may be dropped in the tender box placed near the Reception of Yojana Bhavan by 3.00 pm of 3rd March, 2010.**
9. The Competent Authority reserves the right to cancel any or all the offers without assigning any reason thereof.
10. Bids received after the due date and time, will neither be opened nor will be considered for selection.



(Mahender Chaudhary)
Under Secretary to the Govt. of India
Tel. No. 23042486

Annexures

Annex-1

SPECIFICATION FOR PRINTING OF GUIDELINES

Job	Printing of Programme Sheet, folder, requisition card and note book
Size	1. Programme Sheet – 8” X 11.5” 2. Folder – 12” X 8.6” (Single fold, with two pockets of 4.1” X 8.2”) 3. Requisition Card – 5.7” X 8.2” 4. Note Book (Spiral bound 6” X 8.2” with 40 ruled sheets)
Quantity	1500 copies each
Colour	4+0
Paper	Programme Sheet – 370 GSM Requisition Card – 370 GSM Folder – 370 GSM Note Book Cover – 370 GSM Note Book Paper Sheets – 80 GSM
Binding of Note Book	Spiral
Inputs	Microsoft Word files would be provided. Formatting of text and cover design to be done by the printer. Cost of formatting to be indicated separately. Matter to be got approved from competent authority in Planning Commission, before printing. The printer would be required to provide to the Planning Commission in a CD the word file (provided by Planning Commission), formatted open file, the pdf file of the text, etc. of all the items on completion of printing.
Delivery	07 days from the date of delivery of the MS Word file.
Packaging	All items are to be packed and delivered in separate corrugated Vermin proof boxes.
Forwarding	To be delivered at Yojana Bhavan, Sansad Marg, New Delhi
Sample	Can be seen on any working day, during office hours in the Protocol Section, Room no-413, Planning Commission, Yojana Bhawan, New Delhi

Instructions to Applicants

1. **Preparation of proposal**

(A) **Technical Proposal**

- (i) The Technical Proposal of the applicant, complete in all respects, shall be made in the form specified in Appendix 1. While submitting the Technical Proposal, the applicant shall in particular ensure that all the details in the prescribed format are duly filled in. The Technical Proposal along with Appendix 2 and Annex 1& 2 duly signed must be sealed in the proposal containing the "Technical Bid". A prototype of each of the items has to be printed and submitted by the bidder along with the Technical Proposal. The name of the printer should be clearly written on the prototypes being submitted. Samples of items to be printed may be seen on any working day during office hours in Protocol Section, Planning Commission, Room 413, Yojana Bhavan, Sansad Marg, New Delhi – 110 001.
- (ii) The Technical Proposal must not include any financial information.

(B) **Financial Proposal**

- (i) The Financial Proposal of the applicant complete in all respect shall be made in the form specified in Appendix 3.
- (ii) While submitting the Financial Proposal the applicant shall ensure the following:-
 - (a) All items indicated in Appendix 3 are filled in.
 - (b) The total amount for formatting and printing of 1500 copies each of the 4 items as per specification in Annex-1 are correctly filled in Appendix 3.

2. Submission of proposal

- i. The proposal will be sealed in a large envelope which will bear the address of Planning Commission, RFP No., and name of the work i.e. **'Printing of Conference Related Items for Planning Commission'**.
- ii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted in case the envelope is not sealed and marked as instructed above,
- iii. This outer envelope will contain three separate sealed envelopes, one clearly marked 'Technical Proposal', the other clearly marked 'Financial Proposal' and the third containing the EMD marked as "EMD".
- iv. The Technical Proposal and Financial Proposal must be prepared in indelible ink and must be signed by the Authorised Representative of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialled by the person or persons signing the Proposal.
- v. The name of the applicant should be written on the reverse of the EMD.
- vi. The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialled by the person or persons signing the Proposal.
- vii. The complete Proposal must be delivered on or before the specified time on the Proposal Due Date.
- viii. The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- ix. Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
- x. The rates quoted shall be firm throughout the period of execution of the work.

3. Evaluation process

- i. Evaluation of Proposals – Planning Commission would open the proposal within half an hour of the designated timeline for receiving proposals. The packets marked “Technical Proposal” will be opened in front of the representatives of the applicants who choose to be present. The packets marked “Financial Proposal” shall be kept for opening at a later date.
- ii. After Technical Evaluation, Planning Commission would prepare a list of pre-qualified applicants for opening of their financial proposals. A date, time and venue will be notified to applicants qualifying in the Technical Round.
- iii. The financial bids of only the technically qualified applicants would be opened.

Appendices

Appendix – 1

Planning Commission
Government of India
(Protocol Section)

TECHNICAL BID

1. FIRMS DETAILS :

a) Name of the firm

b) Address

c) Telephone No:
Mobile No.:

d) Type of firm:

Proprietary/Private/Private
Ltd./ MNC/Co-operative/Govt.
Undertaking.

e) Name of the Proprietor/ Partners

2. Annual Turnover (2007-08)

Rs.

(2008-09)

Rs.

(Enclose copy of Audited Certificate or
Balance Sheets)

3. No. of jobs costing over Rs. 5 lakhs
completed in the last 3 years

(provide details of the job including the
Name of the agency and the cost of work)
(copies of work order to be enclosed)

4. Has the firm ever been debarred/ Black
Listed by any Organization? If 'yes' the
details thereof.

YES/NO

5. Details of Award/Certificate of Merit etc.
received from any Organization, if any.
(Please attach the copy)

YES/NO

8. Earnest money details bank draft :

DD/Bank draft no. Date for Rs.5,000.00

Name of drawee

Name of the bank

9. PAN NO. :

10. TIN No. :

The terms and conditions of the tender as prescribed in Appendix – 2 are acceptable to me/us. All information provided above are true to the best of my/our knowledge.

Authorized Signatory,
(With full name and designation)
Seal:

TERMS AND CONDITIONS FOR PRINTING OF REPORTS

1. The Printer will be responsible for printing, binding and delivery of the jobs assigned to him, to be carried out in workmanlike manner and as per the specifications given at Annex-1. The Planning Commission will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation to the Printer. The Printer might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time fixed by the Planning Commission. The Planning Commission will have no liability whatsoever for rejected supply. The Printer shall give all assistance and information to the Planning Commission as may be required in connection with jobs assigned to him, failing which the work can be withdrawn.
2. The Printer will carry out all corrections/mistakes pointed out by the Planning Commission at any stage without any extra cost.
3. The Applicant will deposit an amount of Rs.5,000/- (Rupees Five Thousand only) (refundable) either as account payee bank draft or banker's cheque, drawn in favour of Pay and Accounts Officer, Planning Commission payable at New Delhi as Earnest Money Deposit (EMD). In case, the successful Applicant shows inability at any stage, after the contract is finalised and awarded, for whatsoever reason(s), to honour the contract, the performance security deposited would be forfeited. The EMD of the unsuccessful Applicant would be refunded after finalisation of the tender. The EMD of the successful Applicant may be adjusted against the performance security.
4. The performance security would be refunded after successful completion of the term of the contract. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout etc., the Performance Security is liable to be forfeited.
5. Payment Terms: 100% Payment shall be released on completion of work indicated in the Financial Proposal. No part payment for an item shall be made.

6. Planning Commission may terminate/cancel the agreement at any point of time without assigning any reason. The decision of Planning Commission is binding on the firm.
7. Correction or overwriting in the tender documents is not permissible. Every sheet of the Tender document should be signed and stamped by authorized signatory of the firm.
8. The competent authority in Planning Commission shall have the right to cancel / reject / terminate all or any of the offers without assigning reason.

(Signature of the Printer with seal of acceptance of the terms and conditions)

Place

Date

Planning Commission
Government of India
(Protocol Section)

FINANCIAL BID

S.No	Description		Quantity	Rate	Amount
A	Rates for Formatting and Printing				
1	Programme Sheet as per specification at Annex-1	Formatting	Lump sum		
		Printing	1500 copies		
2	Folder as per specification at Annex-1	Formatting	Lump sum		
		Printing	1500 copies		
3	Requisition Card as per specification at Annex-1	Formatting	Lump sum		
		Printing	1500 copies		
4	Note Book as per specification at Annex-1	Formatting	Lump sum		
		Printing	1500 copies		
	Total for Items 1-4	-	-	-	

Total for items A (1-4) in words – (Rupees _____)

Note

1. Rates should be inclusive of all taxes, packaging and delivery charges as specified.
2. The applicants would be evaluated on the basis of the Total quoted for Items A (1-4).

**Authorized Signatory,
(With full name and designation)
Seal:**