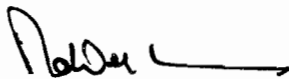


No.D-29013/1/2011-Gen.II
Government of India
Planning Commission

Yojana Bhawan, Sansad Marg,
New Delhi-110001
Dated: 5th January, 2011

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Firms / Agencies for printing and binding of miscellaneous stationery items in the Planning Commission, office of Economic Advisory Council to the Prime Minister at Vigyan Bhavan and in the Office of Adviser to Prime Minister on P.I.I.I. for a period of one year from the date of award of contract extendable upto 3 years on mutually acceptable terms & conditions, not more than one year at a time subject to review of satisfactory performance.
2. Complete Tender Documents may be obtained from Room No. 445, 4th Floor, Yojana Bhavan, Sansad Marg, New Delhi on all working days from 10.00 AM to 5.00 PM. It can also be downloaded from the official website of this commission (www.planningcommission.nic.in).
3. The sealed quotations superscribed as "**quotations for the contract of printing and binding of miscellaneous stationery items**", complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000 with the Technical bid and other requisite documents should be submitted latest by 20th January, 2011 upto 2.30 PM in the Tender Box kept at the Reception area of Yojana Bhavan, Sansad Marg, New Delhi-1. **No tenders will be entertained after this deadline under any circumstances whatsoever. Only those tenders which have been dropped in the tender box meant for the purpose will be opened and no tender left outside box or handedover to someone will not be entertained.**
4. The Technical bid shall be opened at 3.00 PM on 20th January, 2011 in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representative of those firms who wish to be present. The date & time for opening of financial bid of the technically qualified tenderers will be informed separately.
5. This Commission reserves the right to amend / withdraw/relax/modify any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, Planning Commission in this regard will be final.


(M. Chaudhary)

Under Secretary to the Government of India

Copy to: Soochana Dwar for uploading the tender documents at the Official website of Planning Commission.

TERMS AND CONDITIONS

1. The contract is likely to commence from the date of award of contract and would continue for a period of three years on yearly basis on the same terms and conditions subject to annual review of satisfactory performance at the end of each year. The Commission, however, reserves right to terminate contract at any time after giving one month's notice to the selected firm.
2. The tender shall be accepted under **Two bid system**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Printing & Binding of Miscellaneous Stationery items.**" and "**Financial Bid for Printing & Binding of Miscellaneous Stationery items**". Both sealed envelopes should be kept in a third bigger sealed envelope super scribing "**QUOTATIONS FOR PRINTING AND BINDING OF MISCELLANEOUS STATIONERY ITEMS IN PLANNING COMMISSION**".
3. The **Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees Ten Thousand only), refundable (without interest) should necessarily be accompanied with the Technical Bid in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the tender shall be declared un-responsive.**
4. The interested Firms may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 10,000/-with Technical bid upto 2.30 PM by 20th January, 2011 in the Tender Box kept at the Reception Counter of Yojana Bhavan, Sansad Marg, New Delhi-1**
5. Neither the tender received after the due date and time will be entertained nor those tenders that have been left/kept outside the tender box or handed over to someone will be entertained. The conditional bids shall also not be considered and will be declared as un-responsive.
6. The selected Firm will have to deposit a performance security of 5 to 10% of the tentative total annual value of contract in the form of Fixed Deposit Receipt (FDR) from a Commercial Bank in the name of the firm/agency but hypothecated to the Pay & Accounts Officer, Planning Commission and should be valid beyond 60 days from the date of completion of the period of contract. In case of extending the contract beyond one year the FDR will have to be revalidated to cover the extended period. The amount of FDR will be intimated at the time of award of contract.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be appended. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Financial Bid application must be attested by the person authorized to sign the bids.
8. The firm will be declared as L-1 on the basis of the lowest total tentative annual procurement value of the items for which the rates have been quoted by the tenderer.
9. The rates must be quoted for all the items in the enclosed proforma failing which the tenders shall be outrightly rejected.
10. The firms should have an experience of at least one year for the printing & binding of miscellaneous stationery items in at least two government Departments/Ministries/PSUs etc. Proof of experience in the form of copy of certificates from Government Departments/Ministry/PSUs etc. should be enclosed.
11. No sub-contracting shall be allowed by the successful bidder. If it is found that the successful bidder has subcontracted the Print Order, the contract shall stand terminated for breach of the covenants/terms & conditions.
12. The firm must have an establishment of its own and should be financially sound enough so that the work assigned to it is completed in the specified time even on a very short notice. No extra payment shall be payable to the firm in such circumstances/ or for such short notice urgent job/work orders.

13. The contractor/firm shall remain in touch with this office for all the day-to-day jobs. The time limit given to the firm shall be strictly adhered to without any extra payment.

14. The participation by a firm in the tender shall be treated having accepted the terms and conditions of the contracts and no alibi of ignorance of the same will be accepted later.

15. The successful bidder/firm should supply material/goods strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the job/work/supply order. In case any variation with respect to the nature/dimension or quality of the order, supply would be liable to be rejected and no loss/expenditure incurred by the firm on this account will be payable by the Planning Commission. The firm will be required to provide the exact replacement as per supply order. The normal period of supply of printed material will be maximum to seven days from the date of job/work/supply order. However, in special and exceptional cases, where lesser period has been mentioned in the work/job order, the same should be adhered to by the printer firm at no additional cost.

16. If the firms fails to supply the Printed material within the stipulated date & time or the quality & specification of the mater are not as per job/work/supply order, a penalty of 10% of the cost of the order or Rs. 100/-per day which ever is higher shall be imposed. The substandard material, wherever applicable shall be forfeited and will not be returned to the Printing firm & no cost/charges will be payable for such forfeited material.

17. The firm would be required to deliver the goods at their cost within the premises/stores of the Planning Commission located at Yojana Bhavan, Sansad Marg, New Delhi, EAC, Vigyan Bhavan Annexe, New Delhi & Office of PIII at Vigyan Bhawan Annexe.

18. The firm shall submit the bills in triplicate for payment on the Company's letter head clearly mentioning the PAN/TAN/TIN/Service tax numbers etc.

19. Bids after the expiry of date and time shall not be considered under any circumstances.

20. No bidder will be allowed to withdraw after submission of the bids other wise the EMD submitted by "the bidding firm would stand forfeited.

21. The tendering firms are required to sign each and every page of the tender document and enclose self attested copies of the supporting documents.

22. The tendering firms are advised in their own interest to quote their rates for all the items as per the specifications indicated in Annexure (Financial Bid). The bids of those firms which do not quote rates for all the items shall not be considered and are liable to be rejected.

23. Planning Commission reserves the right to amend / withdraw/relax/modify any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons thereof. The decision of the Competent Authority, Planning Commission in this regard will be final.

24. Tendering Firms are required to give a self attested certificate to the effect that it has not been blacklisted by any of the Government Ministries/Departments/PSUs/Bank etc.


(Mahender Chaudhary)

Under Secretary to the Government of India

Application for Technical Bid

1. **Name of Tendering Company/:** _____
Firm / Agency

2. **Status of the Firm**
(Whether of the Owner/Partner/Director: _____)

3. **Name of proprietor/Director:** _____
Of company/Firm/Agency _____

4. **Full address of Reg. Office :** _____
(copy attested) _____

Telephone No : _____
FAX No. : _____
E-mail address: _____

5. **Full address of Operating**
/Branch Office _____

Telephone No : _____
FAX No. : _____
E-mail address: _____

6. **Banker of Company/Firm/Agency with full address :**

Telephone No : _____
FAX No. : _____
E-mail address: _____

7. **PAN/TIN/TAN No.** _____
(Attach attested copy)

8. Service Tax Registration No. if available: _____
9. Details of EMD (Rs. 10,000):
- (a) Banker's Cheque/DD No. _____
- (b) Dated _____
- (c) Name of the issuing Bank: _____

10. I/we hereby certify that our firm has not been blacklisted by any Government Ministry/Department/PSUs/Bank etc.

(Authorized Signatory)
Signature with seal

Dated:

FINANCIAL BID

List of Items for Printing & Binding of Misc. Stationary Items.

Sl.No.	Specification	Paper	Size	Tentative Annual Requirement	Rates per 100 (Rs.)
1 (a)	Bilingual Printed D.O. Letterheads	80 gsm Sunshine TA	8.82x5.63	1000	
1. (b)	- do -	- do -	9.50x7.50	8000	
1. (c)	- do -	- do -	11.69x8.38	8000	
2. (a)	Bilingual Printed D.O. Letterheads	100 gsm	8.82x5.63	2000	
2. (b)	- do -	- do -	9.50x7.50	5000	
2. (c)	- do -	- do -	11.69x8.38	5000	
2. (d)	- do – printed on bottom as well	- do -	8.82x5.63	500	
2. (e)	- do -	- do -	9.50x7.50	1000	
2. (f)	- do -	- do -	11.69x8.38	1000	
2. (g)	Bilingual printed DO letter head 2 colours	- do -	8.82x5.63	100	
2. (h)	- do -	- do -	9.50x7.50	100	
2. (i)	- do -	- do -	11.69x8.38	100	
2. (j)	Rate of Golden Die for S.N. 2(a) to 2(i) above.	-----	-----		
3 (a)	Visiting Cards	Synthetic	Std. Am.	5000	
3 (b)	- do -	Ivory	- do -	2000	
3 (c)	- do -	Handmade	- do -	2000	
3 (d)	- do -	Spl. Paper	- do -	5000	
3 (e)	Rate of Golden Die for S.No. 3	-----			
4 (a)	Bilingual Printed Slip Books on Ruled Paper with 25 sheets. Binding>Perforated Book Shape with 80 gsm Printed Cover.	60 gsm	8 x 5	10000	

Sl.No.	Specification	Paper	Size	Tentative Annual Requirement	Rates per 100 (Rs.)
4 (b)	Bilingual Printed Slip Books on Ruled Paper with 10 sheets. Binding>Perforated Book Shape with 80 gsm Printed Cover.	60 gsm	8 x 5	500	
4 (c)	Bilingual Printed Slip Books on Ruled Paper with 40 sheets. Binding>Perforated Book Shape with 80 gsm Printed Cover.	75 gsm	8.25 x 5.25	2000	
4 (d)	- do -	75 gsm	8.25 x 12	500	
4 (e)	Bilingual Printed Spiral Pad on Ruled Paper containing 40 sheets with 150 gsm coloured cover at Top & Bottom	70 gsm	8.5 x 7	5000	
5 (a)	Bilingual Printed File Cover. Printed on Cover 1,2,3 & 4. Special Metal eyelid 2 No. ^ 3 side cloth on the central fold of each cover.	250 gsm	19.5 x 14	10000	
5 (b)	File Board (Blue colour)	120 gsm	14 x 11	2000	
6 (a)	Bilingual Printed white Envelops with printing on Flap.	80 gsm	10 x 4.5	2000	
6 (b)	- do - with 1.5"x4" window	- do -	10 x 4.5	2000	
6 (c)	Bilingual Printed white Envelops with printing on Flap.	95 gsm	10 x 4.5	2000	
6 (d)	- do - with 1.5"x4" window	95 gsm	10 x 4.5	1000	
6 (e)	- do - with Lamination/cloth (as per requirement) pasted inside	120 gsm	12 x 10	1000	
6 (f)	- do -	120 gsm	14 x 11	1000	

Sl.No.	Specification	Paper	Size	Tentative Annual Requirement	Rates per 100 (Rs.)
6 (g)	Bilingual Printed white Envelops with printing on Flap with Lamination/cloth pasted inside.	120 gsm	10 x 8	200	
6 (h)	- do -	120 gsm	10 x 4.5	200	
6 (i)	- do -	120 gsm	15.5 x 12	200	
7 (a)	Bilingual Printed Complimentary Slip (Single Color)	70 gsm	8 x 5	500	
7 (b)	- do - (Two color)	- do -	8 x 5	200	
8 (a)	Printing of cover page (printing on cover page 1 and/or 4) and its binding - Section sewing with cover pasted on Spine. Rate should include cost of cover page.	220 gsm Art Card CP	Book - 8.25 x 11 Cover 17 x 11	200	
8 (b)	Printing of cover page in 4 colours with lamination and binding of the cover page section sewing with cover pasted on spine. Rate should include the cost of cover page.	- do -	- do -	200	
8 (c)	Printing of cover page in 2 colours and binding of the cover page - section sewing with cover pasted on spine. Rate should include the cost of cover page.	- do -	- do -	200	
8 (d)	Hard Binding Book Type (A4 size) pages>upto 100	-----	- do -	200	
8 (e)	- do -Pages>101-200	-----	- do -	100	
9 (a)	Spiral Binding with cost of two transparency Pages>upto 100	150 micron transparency	Book - 8.25 x 11 Cover 17 x 11	100	

Sl.No.	Specification	Paper	Size	Tentative Annual Requirement	Rates per 100 (Rs.)
9 (b)	- do – Pages>101-200	- do -	- do -	100	
10 (a)	Bilingual Printed Pay Slip	65 gsm	15 x 6	100	
10 (b)	Bilingual Printed Slips (Typeset & Printing on both sizes)	120 gsm	3.5 x 2.25	100	
10 (c)	- do -	60 gsm	6 x 9	100	
10 (d)	- do -	220 gsm	13 x 9	100	
11 (a)	Bilingual Printed Ruled Registers, with hard binding, both side printing < 8 qr. > (Quantity minimum 5 registers)	80 gsm	9 x 13	100	
11 (b)	- do - <5 qr. >	- do -	- do -	100	
12	Bilingual Printed Stickers. Designing, Printing in four colours and lamination or gumming – as per requirement	150 micron sheet	7” x 5.25”	1000	
13	Bilingual Screen Printed Invitation Cards with Golden Emblem and Golden Border Line of ½ cm width. Price includes the cost of envelopes.	400 gsm Imported Card	8” x 5”	100	
14.	Printing of parking labels round holograms		I inch diameter	500	
15.	Visiting cards white paper with golden color emblem			500	
16.	Visiting cards Khadi/Handmade paper with golden color Ashok Emblem			500	