

DIRECTORATE GENERAL, CRPF (PUBLIC RELATIONS BRANCH)
BLOCK NO. 1, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003.
(TEL. NO.011- 24360649)

No. B.II.8/2017-18-PR-DA-II

Dated, the 17th May, 2017

OPEN TENDER ENQUIRY
(TWO BID SYSTEM)

Directorate General, CRPF, Block No.1, CGO Complex, Lodhi Road, New Delhi for and on behalf of the President of India invites tenders under two bid system (Technical and Financial Bid) from the **Delhi based DAVP empanelled offset printers** for printing of Health Cards for CRPF personnel and Health Cards for families of CRPF personnel as per details given below.

2. Offline tender documents duly completed in all respect in sealed cover are to be submitted on or before 08/06/2017 by 1100 hrs **in the Tender Box (Adm) Kept at Reception-2, Dte. General, CRPF, Block No-1, CGO Complex, Lodhi Road, New Delhi.** Tender Box will be opened on same day at 1100 hrs. Last date for submission of online bids is 07.06.17 by 1100 hrs. Offline & Online technical bids will be opened by the detailed board on 08.06.17 at 1500 hrs at PR Branch, Directorate General, CRPF, Block No.1, CGO Complex, Lodhi Road, New Delhi-110003, by bid opening committee.

3. All firms who are not registered with DGS&D/NSIC for subject stores as per Tender Enquiry specifications shall be required to submit EMD as applicable, as per tender documents while submitting the bids. The DEMAND Draft for EMD should be drawn in favour of DIG (Adm), Dte.Genl. CRPF payable at SBI-CGO complex, Lodhi Road, New Delhi (Code 7837).

4. If service/performance of a firm is found un-satisfactory, contract of firm will be liable to be terminated at any time.

5. Bids submitted through both off-line and online mode will only be accepted. Department shall not be responsible for any postal delay and no correspondence in this regard will be entertained.

6. Date of availability of Tender on CPPP & CRPF Website on 18/05/2017.

7. DG, CRPF reserves the right to cancel the Tender at any stage without assigning any reasons thereof.

Schedule for Inviting Tender Enquiry:

- (a) Date & time of closing of offline tender:08/06/2017 at 1100 hrs
- (b) Last date for submission of online bids :07/06/2017 by 1100 hrs.
- (c) Date & time of opening of tender box:- 08/06/2017 at 1100 hrs.
- (d) Date & time of opening of off-line & online Technical bids: 08/06/2017 at 1500 hrs.
- (e) All the bidders are requested to submit online bids well in advance latest by 07.06.2017, 1100 hrs.

- (f) Validity of the contract : 180 days from the date of award of contract.
- (g) Place of opening of tender: PR Branch, CRPF, CGO Complex, Lodhi Road, New Delhi-110003.

8. **SPECIFICATION OF HEALTH CARD FOR CRPF PERSONNEL**

- i) Pages - 40 text pages (Single Colour).
- ii) Cover-4 cover pages (4 colour)
- iii) Paper- 80 GSM for text and 300 GSM for cover with lamination.
- iv) Centre stitched.
- v) Size: 8.5" x 11"
- vi) Quantity: 25,000
- vii) Each health card booklet will be numbered serially from 50001 to 75000

9. **SPECIFICATION OF HEALTH CARD FOR FAMILIES OF CRPF PERSONNEL**

- i) Pages - 44 text pages (Single Colour).
- ii) Cover-4 cover pages (4 colour)
- iii) Paper- 80 GSM for text and 300 GSM for cover with lamination.
- iv) Centre stitched.
- v) Size: 8.5" x 11"
- vi) Quantity: 25,000
- vii) Each health card booklet will be numbered serially from 50001 to 75000

Earnest Money: Rs. 40,000/-

Cost of Tender: Rs. NIL

10. **TWO BID SYSTEM.**

a) **SEALED ENVELOPE CONTAINING FOLLOWING ORIGINAL DOCUMENTS TO BE SUBMITTED IN ADM TENDER BOX (ADM) AT RECEPTION NO.2, BLOCK NO.1, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003 WELL BEFORE SPECIFIED DATE AND TIME:-**

- (i) NIT duly signed by the tenderer with seal.
- (ii) Tender Acceptance letter signed by tenderer with seal.
- (iii) Company profile containing Statement of capacity of printing press/firm in terms of man power, machinery/equipments, statements in terms of experience of printing such materials/ similar job in last 3 years (supported by copies of job order).
- (iv) Earnest money of Rs.40,000/- (If applicable) by Account Payee Demand draft/fixed deposit drawn in favour of DIG (Adm), Dte.Genl.CRPF, payable at SBI-CGO Complex, Lodhi Road, New Delhi-03.
- (v) Documentary evidence in support of DAVP empanelled printer.
- (vi) Paper samples as per our specification.
- (vii) Print samples for similar specification.

(b) DOCUMENTS TO BE SUBMITTED IN SCANNED COPY "ONLINE"

- i) Tender Acceptance letter signed by tenderer with seal.
- ii) Copy of proof of Registration Certificate of DGS&D/NSIC (If applicable).
- iii) Copy of proof of having TIN No/CST No/VAT No.
- iv) Copy of PAN Card.
- v) Income tax return acknowledgement for the last 03 years (No other documents to be uploaded)
- vi) Statement of Annual Turn Over for the last three years (only statement required).

2. **Commercial/Price Bids on line** should contain the rates of items as per **Price bid format (Annexure-A)** provided along with the tender document on e-procurement site <https://eprocure.gov.in/eprocure/app>

Sealed Envelope containing tender documents(Ist cover for technical bid) should be clearly marked by Red ink pen "**Quotation for printing of Health Cards and last date & time for submission of bid, date & time of opening of tender**". Non-submission of original documents would result in rejection of bid. Late/delayed tender shall not be opened and will be returned in original to the bidder.

11. **ELIGIBILITY CRITERIA.**

- i) Delhi based DAVP empanelled offset printers.
- ii) The agency should have professionals with 03 years of experience in printing work.
- iii) The rates called will include work layout, graphics & art work, copy writing, scanning, paper, plates, binding and delivery etc.

12. **Other terms and conditions:-**

- 1) **Delivery Period**

Successful bidder will have to submit file proof within 7 days from the date of issue of work order along with material to be printed. The complete job should be executed within next 15 days from the date of approval of final proof.

- 1) **Store required at**

The publisher will have to deliver store at Medical Dte, CRPF, Pushp Vihar, New Delhi at their own expenses.

- 2) **Performance Security**

Successful bidder will have to furnish performance Security @ 10% of total value of contract within a week from the date of placement of supply order in the form of Demand Draft or bank guarantee drawn in favour of DIG (Adm), Dte. Genl. CRPF, payable at SBI, CGO Complex, Lodhi Road, New Delhi.

3) **Liquidated Damage charge**

In case of delay in supply, LD charges @ 2% subject to maximum of 10% of total amount will be charged.

- 4) CRPF reserves the right to cancel the tenders without assigning any reasons, if the work of firm is not found up to the mark/satisfactory. This office reserve the right to impose any penalty as and when it is found that the concerned firm had not been able to comply with the terms and conditions and the deposited security money of the firm will be forfeited.
- 5) No interest will be paid on the earnest money deposit (EMD).
- 6) The firm will quote their registration number, sales tax number/service tax registration number, Tin No., work contract number. Proof of latest income tax clearance certificate in the quotation letter.
- 7) The tender is liable to be ignored if complete information, as called for, not given or if all particulars in the tender form are not fully furnished. All the pages of the Tender should be signed with seal of the firm, otherwise tender will be ignored.
- 8) The approved firm will have to produce proof sample of Health Card before the competent authority prior to finalization of printing work. In case the firm does not fulfil the required terms & conditions of NIT and quality of paper/colour/binding/printing etc are not found satisfactory, the tender could be cancelled.
- 9) Tender acceptance letter to declare that all the terms and condition of the tender are understood and accepted should be signed and submitted along with Technical Bid. (Offline).

13. **TERMINATION OF AGREEMENT:-**

CRPF may terminate the contract without giving any reason at any time on 30 days written notice, or with reason at any time on 15 days written notice.

14 **PAYMENT**

The payment will be made on supply of the items and bills.

Sd/-17.05.17

Public Relations Officer

For and on behalf of the President of India.

FORMAT OF PRICE BID

S/No.	Nomenclature/Details of Job	Rates (in Rs.)
1	Basic Rate of single copy of health card for CRPF personnel as per TE specification (Keeping in view total demand of 25000 copies)	
2.	Rate for 25000 copies of health card for CRPF personnel as per TE specification	
3.	Rate for every additional copy of health card for CRPF personnel	
4	Basic Rate of single copy of health card for families of CRPF personnel as per TE specification (Keeping in view total demand of 25000 copies)	
5	Rate for 25000 copies of health card for families of CRPF personnel as per TE specification	
6	Rate for every additional copy of health card for families of CRPF personnel	
7	Rate of VAT/TAX etc to be charged by the firm in %	

Details of rates, taxes, duties, discounts must be specifically shown by the bidders.

Only lowest rates/amounts for complete job work will be considered. Failure to give rate for any items will render the whole quotation invalid and will be summarily rejected.

The validity of rates will be for 180 days from the date of acceptance of tenders. The IGP (Int), Dte. Genl. CRPF, New Delhi reserves the rights to reject any/all tenders without assigning any reason.

Signature with seal.

CONSIGNEE ADDRESS

S/No.	Consignee address and Ph. No
1.	Medical Dte. CRPF, Pushp Vihar, New Delhi. PH No.011-29562479

Sd/-17.05.17

Public Relations Officer

TENDER ACCEPTANCE LETTER
(To be given on Company letter Pad)

Date / /2017

To

Sub : **Acceptance of Terms and Conditions of Tender.**

Tender Reference No:_____

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the website(s) namely:

_____ as per your advertisement given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from page No.____to____(including all documents like annexure(s), schedule(s) etc. which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum (s) issued from time to time by your department/organisation too have been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept, if the tender are found violated, then your department/organisation shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid including the forfeiture of the full said earnest deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CONDITIONS REGARDING DEPOSIT OF EARNEST MONEY

1. All firms who are not specifically registered with NSIC or DGS&D for the stores for which the offers are invited are required to deposit EARNEST money equivalent to the amount as mentioned in the Tender Schedule, failing which their offer will be summarily rejected.
2. For claiming exception from depositing earnest money, the tenderers should be Registered with NSIC or DGS&D specifically for the stores with specification as mentioned in Tender Schedule. Firms which are not specifically registered for the stores with specification as mentioned in the Tender Schedule, either with DGS&D or with NSIC, shall be treated as unregistered and shall be required to deposit earnest money as above.
3. Similarly, firms who are specifically registered for the stores as per specified Specification with DGS&D/NSIC, but with a certain Monetary limit, WILL BE TREATED AS unregistered for their value exceeding their monetary limit or registration. Such firms shall be required to deposit proportionate earnest money over and above the monetary limit. In case such firms fail to deposit Earnest Money, their offer for the tender value exceeding their monetary limit is liable to be ignored.
4. The Earnest Money can be deposited in any of the following alternative forms:
 - a) A Crossed Bank Draft drawn in favour of DIG (Adm), Dte.General, CRPF, New Delhi. The Draft shall be payable at New Delhi.
 - b) An irrevocable Bank Guarantee of any nationalised/Scheduled Bank or reputed commercial bank of the Tenderer's country (in case of imported stores) in the attached format.
 - c) In any other form prescribed in DGS&D-68 (Revised) for submission of security deposit.
5. The Earnest Money shall be valid and remain deposited with the purchaser for the period of 180 days from the date of tender opening. If the validity of the tender is extended, the validity of the BG/or any other alternate document submitted in lieu of Earnest Money will also be suitably extended by the tenderer, failing which their tender after the expiry of the aforesaid period shall not be considered by the purchaser.
6. No interest shall be payable by the purchaser on the EM deposit by the tenderer.
7. The Earnest Money deposited is liable to be forfeited, if the tenderer withdraws or amends, impairs or derogate from the tender in any respect within the period of validity of his tender.
8. The earnest money of the successful tenderer shall be returned after the security Deposit as required in terms of the contract is furnished by the tenderer.
9. If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the Earnest Money shall be liable to be forfeited by the purchaser.
10. Earnest Money of all the unsuccessful tenderers shall be returned by the purchaser as early as possible after the expiry of bids validity, but not later than 30 days after placement of contract. Tenderers are advised to send a pre receipt challan along with their bids so that refund of Earnest Money can be made in time.
11. Any tender, where the tenderer is required to deposit Earnest Money in terms of conditions mentioned in preceding paras, not accompanied with Earnest Money in any one of the approved forms acceptable to the purchaser, shall be rejected.

**PROFORMA FOR BANK GUARANTEE
FOR SUBMITTING EARNEST MONEY
(On Banks Letter Head with Adhesive Stamp)**

To

The Director General,
CRPF, CGO Complex, Block No.01,
Lodhi Raod,
New Delhi-110003.

Dear Sir,

In accordance with your invitation to Tender No. _____
M/S _____ here in after called the Tenderer with the following
Directors on their Board of Directors/Partners of the firm.

1. _____ 2. _____

3. _____ 4. _____

Wish to participate in the said tender enquiry for the

_____ as a Bank Guarantee against Earnest Money for a
sum of Rs...../- (in words) (Rupees) only valid for 180 days from the date of tender
opening viz upto _____ is required to be submitted by the Tenderer as condition for the
participation. This bank hereby guarantees and undertakes during the above said period of
180 days, to immediately pay on demand by _____ in writing the amount
without any reservation and recourse, if,

1. The Tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.
2. The Tenderer withdraws the said tender within 120 days after opening of tenders.
3. The Tenderer having not withdrawn the tender, fails to furnish the contract security deposit imposed for due performance of the contract within the period provided in the general conditions of the contracts.

The guarantee shall be irrevocable and shall remain valid up to _____

“We.....lastly undertaken, not to revoke this Bank Guarantee during its currency period, except with the previous consent of the Government/Purchaser, in writing. Otherwise, the Guarantee shall remain revoked after 30 days, in case the Government does not present a request, in writing to the bank, with reasons, during the currency period of this Guarantee or 30 days thereafter, to extend this Guarantee upto such specific date or period as required by the Government Purchaser”

Date:-

Place:-

Witness:-

Signature of the Bank Manager
Printed Name
Full Address of the Bank
(Banker’s Common Seal)