



सत्यमेव जयते  
भारत सरकार

अल्पसंख्यक कार्य मंत्रालय



11वां तल, पंडित दीनदयाल अंत्योदय  
भवन, सीजीओ परिसर, लोधी रोड,  
नई दिल्ली-110003

GA-17021/2/2021-GA

Dated:27/09/2021

**Limited Tender Notice**

**Sub: Quotation for Printing & Set Making of Parliament Questions on the machines owned by the M/o Minority Affairs-reg.**

Sir,

I am directed to say that this Ministry intends to give contract for Printing & Set Making of Parliament Questions and other Important work on the machines owned by the M/o Minority Affairs

2. The tender should be quoted in two bids (Technical bid & financial bid). Both bids should be sealed separately and Super scribed as **Quotation for Printing & Set Making of Parliament Questions on the machines owned by the M/o Minority Affairs (Technical bid)** and **Quotation for Printing & Set Making of Parliament Questions on the machines owned by the M/o Minority Affairs (Financial bid)** respectively.

3. Both the envelopes should be enclosed in single cover and super scribed as **Quotation for Printing & Set Making of Parliament Questions on the machines owned by the M/o Minority Affairs**.

4. **Last date of receipt of quotation is 18/10/2021 (3.00 PM sharp)**. The Technical bid shall be opened on the same day at **4:00 PM** in the presence of tenderers, if any. Date of opening of the Financial Bid will be intimated to the qualified tenderers. The Ministry reserves the right to reject any or all the tenders without assigning any reason.

  
(S.A.Khan)

Under Secretary to the Govt. of India  
01124364277

1. Copy to NIC Cell for publishing the same on website of the Ministry of Minority Affairs

## **TECHNICAL BID**

Technical bid should contain the following:

- An earnest money deposit (EMD) of Rs. 25,000/- (Rupees Twenty-five thousand only) in the form of a crossed Demand Draft/Banker's Cheque drawn in favour of The Accounts officer, Ministry of Minority Affairs, New Delhi - 110003". Any other form, i.e. in Cash, etc. shall not be accepted. The firms registered with MSME and NSIC should submit a copy of EMD exemption certificate for claiming exemption from EMD submission.
- Copy of last three years balance sheet and Profit & Loss of the firm as proof of the annual turnover of Rs.100 lakhs or more in the past 3 years.
- Copy of registration certificate of GST number.
- Documents related to pre-qualification, experiences (preferably 5 years) of Printing & handling Parliament Questions in the Government Ministries/ Departments and having the requisite competence/capacity to provide excellent services.
- A specific mention in the tender to the effect that the terms and conditions mentioned above is acceptable to the firm in full.

## **FINANCIAL BID**

Financial bid should be given on the basis of per copy rate of A4 size impression and AMC charges for each of the machines as specified in **Annexure 'A'** in a separate sealed cover in clear and legible terms. The prices quoted should be written in figures and words both. The quoted prices should include the impact of all overheads including Operators, Paper, and Consumables like Master Roll, Ink & other miscellaneous items like Stapling pins, Sutli etc. The price schedule will have to be signed and stamped by the firm through its authorized signatory. Govt; taxes and levies shall be mentioned separately.

## **GENERAL TERMS & CONDITIONS OF THE TENDER**

- Technical bid shall be opened first and only those qualify shall participate in the financial bid.
- Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof. The department also reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.
- The EMD of 25,000/- (Rupees Twenty-five thousand only) of the unsuccessful tenderers will be released after finalization of the contract. The Security Deposit



of 25,000/- (Rupees Twenty-five thousand only) shall be submitted within 15 days of acceptance of contract in the form of DD / FDR.

- The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
- The firms intending to participate in the tender process with their offer of tenders are expected and also advised to read and fully understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Department and shall be required to sign a copy of the tender as a token of having accepted the terms and conditions. The unsuccessful tenderers shall send in necessary letter of authorization, etc. to facilitate early refund of the Earnest Money Deposit.

#### **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

- The Printing & Set Making of Parliament Questions has to be done using the machines owned by the Ministry. The AMC for all the machines shall be offered by the quoting party. If any new machine is added during the contract, the same shall be maintained at the same rates, terms and conditions after expiry of warrantee.
- The details of the machines owned by the Ministry are as under:
  1. RZ5700AG
  2. Rz970
  3. DFC 10
- Maintenance of these machines will be responsibility of the Tenderer on AMC charge basis.
- The Department will provide the independent space and electricity whereas maintenance of equipment to ensure that these are in perfect working conditions will be the responsibility of the firm.
- All consumables required like 75 Gsm photocopying paper, material for set making, etc. would be provided by the firm.



- As the Parliament work is of time bound nature, the entire operation of printing, set making, etc. shall be completed within the stipulated time (for instance Parliament Questions has to be completed in all respect before 4.00 AM). For Sundays/holidays services may need to be provided on demand. However, this is subject to change without prior notice at the convenience of the Department. During Parliament Sessions, the firm shall have to provide its services beyond the prescribed timings, as and when needed.
- The contractual value of the contract will be paid to the firm on monthly basis as per Slips duly verified by the concerned officer.
- The firm entrusted with the work will have to provide their services during the entire period of 12 months from the date of award of contract at the rates finally approved/ accepted by the department, which shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances.
- Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of contract.
- The selected firm shall also provide functional Mobile Phone numbers of the firm or its personnel for urgent communications.
- In case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof, and the security deposit and payment due to him, if any, shall also be forfeited.
- All disputes are subject to Delhi Jurisdiction only.



ANNEXURE – 'A'

S.NO.	DESCRIPTION	QTY	RATES (Rs.)
1	PRINTING AND SET MAKING OF PARLIAMENT QUESTION ON A4 SIZE PAPER (75 GSM)	01	
2	Annual Maintenance Charges of RZ-5700AG	01	
3.	Annual Maintenance Charges of RZ-970	01	
4.	Annual Maintenance Charges of COLLECTOR DFC-10	01	

# All above quoted rates should be inclusive of GST/ Other charges



(S.A.Khan)

Under Secretary to the Govt. of India