

भारत सरकार
GOVERNMENT OF INDIA
पृथ्वी विज्ञान मंत्रालय
MINISTRY OF EARTH SCIENCES
पृथ्वी भवन, लोदी रोड, नई दिल्ली -110003
Prithvi Bhavan, Lodhi Road, New Delhi-110003

FAX : 91-11-24629779

PHONE :

संख्या

No. MoES/8/1/2010-Genl.

नई दिल्ली -110003

New Delhi-110003 11/12/2014

To,

As per list

Subject:- Quotation for printing of Flyers for Exhibition – reg.

Sir,

I am directed to state that Ministry of Earth Sciences intends to invite sealed quotations for printing of Flyers for Exhibitions of the Ministry. Interested bidders who have good experience of Printing & preparing of Flyers and jacket cover can submit their bids to this Ministry

2. The tender/sealed cover super scribed as "Printing of flyers" and should be addressed to the Section Officer(Genl.), Room No.1, Prithvi Bhawan, Lodhi Road, New Delhi-3 and dropped in the Tender Box latest by 12.00 PM on or before 22.12.2014.
4. The bids will be opened by the Tender Committee on the same day i.e., at 12.30 PM on 22.12.2014 in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated time & date will be rejected forthwith.
5. The competent authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all application (offers) without giving any notice or assigning any reason. The decision of Competent Authority in this regard will be final and binding.
6. The description of item are as follows:-
 1. Printing of Flyers alongwith Jacket cover
 - a) Size : 8½ x 11
 - b) Jacket Cover - 300 gsm imported matt finish
 - c) Inside Paper - 130 gsm imported matt finish
 - d) Printing : Cover-multicolour
: Inside- Multicolor
 - e) language : Text in English Version will be printed in multicolor. The Flyers will also contain Photographs & other creative work.
 - f) Text Pages of 80 (The number of pages may increase or decrease)

7. All the bidders are requested to read and understand the terms and conditions of the Tender as detailed above and in the Annexure-I before sending their quotations, as no violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.

8. The Tender document can be downloaded from the website of the Ministry i.e., www.moes.nic.in or from www.eprocure.gov.in.

Yours faithfully,



(Tarun Sood)
Section Officer(GA)
Tel:-24669596

Copy to: Computer cell with the request to upload the tender on the website of the Ministry & Central Public Procurement Portal of GOI at eprocure.gov.in.



(Tarun Sood)
Section Officer(GA)
Tel:-24669596

Terms & Conditions

1. The firm should have an experience of 3 years in printing etc. The information about the firm should be given in the Performa annexed at **Annexure-II**.
2. No advance payment will be made. The approved contractor shall submit his bill (in triplicate) on completion of work.
3. All the copyrights of the publication will be with the Ministry of Earth Sciences. None of the contents will be revealed to any person not associated with the work, nor material in the flyers in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Ministry.
4. Signed sample of the papers to be used for the cover and inside content be submitted along with bid. The quotation will not be considered without paper sample. In case of damage/errors in the Flyers copies due to printing related reasons, the printer will be required to provide flawless copies without additional payment.
5. The competent authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all application (offers) without giving any notice or assigning any reason thereof. In this regard, the decision of Competent Authority in the Ministry will be final and binding.
6. The tender received after due date & time will not be considered.
7. An earnest money of Rs. 10,000/- (Rupees Ten Thousand only) should be submitted along with the Bid in the form of Account Payee Demand Draft/Pay Order/Banker's cheque or Bank Guarantee from any of the commercial banks in an acceptable form drawn in favour of DDO, Ministry of Earth Sciences. Tender not accompanied with the requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest, on finalization of tender. The EMD of the successful bidder will be returned after completion of the contract.
8. The rates may be quoted as per Performa annexed at Annexure-III.
9. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
10. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi.
11. Payments are subject to delivery of all the printed material in accordance with prescribed specification and for any shortcomings the payment can be with held/reduced in part or full by this Ministry.

12. Liquidated damages :- The printing of the flyers can be ordered at short notice and therefore the Printer can be asked to print the same at short notice of one week or ten days. That's the bidder should be capable of Printing at a short notice failing which liquidated damages @ Rs. 500/- per day may be imposed.


(Farun Sood)
Section Officer(GA)
Tel:-24669596

Annexure-II

PROFORMA

Sl. No.	Particulars	To be filled by the Tenderer
1	(a) Name of the Firm	
	(b) Address	
	(c) Telephone No.	
	(d) Mobile No.	
	(e) Email Address	
	(f) Type of firm (Propriety/ Private/Private Ltd./MNC/Cooperative/Govt. Undertaking.)	
2	PAN Number (Copies to be enclosed)	
3	TIN Number (Copies to be enclosed)	
4	Sale Tax Registration No. (copy to be enclosed)	
5	List of Govt. Ministry/ Departments/clients showing experience in the field(Copies of contracts/ orders placed on the agency during last 3year should be attached alongwith one samples of jobs executed)	
6	copies of Income Tax return for last 2 years attached.	
7	Signed sample of the papers to be used for cover and inside content be enclosed.	
8	Details of EMD i) Amount ii) Draft No iii) Date iv) Issuing Bank	
9	Whether terms and conditions of the Tender is acceptable or not	
10	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard)	

Date:
Place :

(Signature of the authorized person)
Name:
Designation:
Seal:

PROFORMA (FINANCIAL BID)

S.No.	Particular of Job	Qty	Amount in Rs.	
			Words(Rs.)	Figures(Rupees)
1.	<p>1. <u>Printing of Flyers alongwith Jacket cover</u></p> <p>a) Size : 8½ x 11</p> <p>b) Jacket Cover - 300 gsm imported matt finish</p> <p>c) Inside Paper - 130 gsm imported matt finish</p> <p>d) Printing : Cover-multicolour : Inside- Multicolor</p> <p>e) language : Text in English Version will be printed in multicolor. The Flyers will also contain Photographs & other creative work.</p> <p>f) Text Pages of 80 (The number of pages may increase or decrease)</p>			
3.	Sale Tax @			
4.	VAT @, if any			
5.	Total Amount inclusive of taxes			

- I) All rates quoted should be as per above performa only.
- II) The firm will be expected to keep complete inputs/processing material for a minimum of six months for possible re-prints.

(Signature of the authorized person)

Name:

Designation:

Seal: