

Tender
For
Printing & Supply
of
Calendar & Diary
At

National Cooperative Consumer Federation, Head Office
Trough GEM Portal

Tender No.

:

Tender Issue Date

:

04th December, 2023

Last Date of Submission:

11th December, 2023 3.30 p.m

Date of opening Bid

:

12th December, 2023 3.30 p.m



National Cooperative Consumer Federation

3, Siri Institutional Area, August Karanti Marg, Hauz Khas ,New Delhi - 110016

Telefax: 0291- 2012984, email: admincell@nccf-india.com

www.nccf-india.com

National Cooperative Consumer Federation (NCCF), Head Office under Ministry of Consumer Affairs, Government of India, invites sealed tenders for printing & supply of Calendar & Diary Trough GEM Portal. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description	Approximate Quantity
1	Wall Calendar	500
2	Diary	500
3	Executive dairy	100

(Refer Details as per Annexure – “I” (Quantity))

Quotation should be sealed and superscripted with tender number and address to:

**“NCCF Head Office
3, Siri Institutional Area, August Karanti Marg,
Hauz Khas, New Delhi - 110016”**

The sealed quotations should reach the office, latest by 09th December, 2023 3.30 PM and it will be opened on 10th December, 2023 4.30 P.M in the Head office, in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

General Terms & Conditions

1. Eligibility Criteria:

- The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers
"Technical Bid for Printing & Supply of Calendar & Diary" and "Financial Bid for Printing & Supply of Calendar & Diary ". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as **“Tender for Printing & Supply of Calendar & Diary 2024”**.
- The Bidder/Tenderer should be an Indian registered company /sole proprietorship firm engaged in printing and publishing with minimum experience of 03 (Three) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the work.
- Must not be black listed by any government entity.
- Only those firms are eligible for submitting bids, who have an average annual business turnover of Rs.5 lacs in printing of Calendars/Diaries alone for the last three years (Attach Certificate from Chartered Accountant verifying the turnover over last three financial years).

2. DOCUMENTS COMPRISING THE BID: The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

I) Technical Bid: - To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Duly filled format of Technical Bid as per Annexure – II.
- (b) Financial Status: - The average annual turnover from similar jobs, of the firm should not be less than 5 Lakhs in the last three years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
- (c) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (d) Copy of Income Tax Return Acknowledgement for last Three years.
- (e) Copy of PAN Card / Service Tax Registration.
- (f) Copy of GST Certificate.
- (g) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
- (h) Certificate as per given Annexures.
- (i) Duly Signed Tender document and their annexures.

II) Financial Bid: The financial bid shall contain:

- (a) Price Bid Form [As per Annexure - IV] – Price must be quoted as per format specified; failing which tender shall be summarily rejected.

3. Rate: Rate should be quoted only in Indian Rupees (INR) on DOOR Delivery Basis at NCCF, Head Office and payment shall be made to successful bidder only in Indian rupees. Where there is a different between the rates in figures and words, lower of the two rates shall be taken as valid and correct rate accordingly.

4. Sealing and Marking of Bids: Sealing and Marking of Bids: The bidders shall submit the technical bid (Copy of downloaded Tender documents signed in ink on every page as well as fillet in Technical Bid Formats 1 & 2, samples and other supporting documents to substantiate their claim on eligibility) in one sealed envelope clearly marked as "Technical Bid for printing and supply of Wall Hanging Calendars & Diaries 2024" with the name, address and telephone number of the bidder clearly marked on the envelope. The Financial bid in the prescribed format should also be provided in a separate sealed envelope clearly marked as "Financial Bid for printing and supply of Wall Hanging Calendars & Diaries 2024" with the name, addresses and telephone number of the bidder

clearly marked on the envelope. Both these envelopes should be placed & sealed in one main outer envelope super-scribed as "Bid for printing and supply of Wall Hanging Calendars & Diaries 2023" with the name, address and telephone number of the bidder clearly marked on the envelope. Failure to comply with this instruction will amount to disqualification of the bid.

5. Rates to be quoted should be inclusive of all applicable taxes.
6. Alterations and overwriting in the tender documents are not allowed. Any alterations, erasures, overwriting shall render the tender invalid and shall be liable for rejection.
7. The Bidders required to demonstrate the quoted items to the in charge(P&A) during the technical evaluation on free of cost, no claim in this regard will be entertained. If required, failing with their bids/offer shall be rejected. The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entrained. Failure to demonstrate, their bids/offer will be summarily rejected.
8. A very high quality of printing is required. The work done in slipshod manner will not be accepted. All Design work has to be done by successful bidder, with the contents provided.
9. **Deadline for Submission of Bids:** Bids must reach NCCF at the address specified but not later than time and date specified in the Tender notice.
10. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods/materials. The supplier should replace the rejected/ damaged stores within 10 days, failing which penalty will be imposed by the office.
11. **Late Bid:** Any bid received after the deadline for submission of bids prescribed by NCCF, will not accept and returned unopened to the bidder.
12. **Bid Price:** Each bidder shall submit only one quotation. The prices should be quoted in Indian Rupees only the bidders shall indicate on the prescribed financial Bid format, item-wise and final Bid Price of the item listed. Taxes/ incidental charge if any, payable by the Bidder for the execution of work under this Tender shall be included in the final Bid price. The quoted prices must be on F. O. R. NCCF, Hauz Khas , New Delhi . A bid submitted with an adjustable price will be treated as non-responsive and rejected.
13. NCCF reserves the right to accept or reject any or all the tenders at any stage without specifying reason thereof.
14. **Opening of Bids:** Technical bid will be opened first followed by Financial Bid, by the Commit constituted for the purpose by the NCCF.
15. **Attendance:** Prospective Bidder representatives shall sign a register evidencing their attendance.

- 16. Preliminary Examination:** Before starting evaluation, the bids will be examined to determine whether they are complete in all respect, whether any computational errors have been made, whether requirement sureties have been furnished, whether the documents have been properly signed, and whether they are generally in order. In case of computational error, the basic price quoted in words will prevail. If is determined as not substantially responsive, the Committee will reject it and the financial
- 17. Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 5% of total order amount in the form of Fixed Deposit Receipt (FDR) or irrevocable Bank Guarantee (BG) from any Nationalized/ Scheduled Bank duly pledged in the name of the "NCCF, Head office". Performance Security will be discharged after 60 days from the delivery of ordered materials.

The security deposit can be forfeited by order of this Head office in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

18. Inspection:

- NCCF, Head office shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
- NCCF, Head office right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by NCCF, Head office prior to the goods shipment.
- Managing Director, NCCF Head office shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

- 19. Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work.

The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the NCCF, Head office. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

- 20. Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of NCCF, Head office, which will be at liberty to refuse if it thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 21. Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by NCCF, Head office in that event the EMD shall also stand forfeited.
- 22. Insolvency etc:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified NCCF, Head office shall have the power to terminate the contract without any prior notice.
- 23.** GST if payable extra should be clearly mentioned otherwise no GST charges will be paid.
- 24.** The items will have to be supplied at Head office site. No transportation/ cartage charges will be provided for the same.
- 25.** Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the technical bid.
- 26.** The quantity of item given in the tender is tentative, which may be increased or decreased as per the Head office's requirement
- 27.** Bidder shall submit a copy of the tender document and corrigendum/addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
- 28.** After due evaluation of the bid(s) NCCF, Head office will award the contract to the lowest evaluated responsive tenderer individual item wise. Conditional bid will be treated as unresponsive and it may be rejected.
- 29.** The NCCF reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- 30.** The NCCF, Head office reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The NCCF Head office reserve the right to reject any or all tenders /quotations or all offers received in response to the tender

or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained

31. Applicable Law:

- The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
- Any disputes are subject to exclusive jurisdiction of competent court and forum in Head office, Rajasthan, India only
- The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Head office. The decision of the Arbitrator shall be final and binding on the both parties.
- Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

**Incharge(P&A)
NCCF, Head office**

Annexure – I Quantity

Sr. No	Particular	Qty
1	Wall Calendar	500
3	Diary	500
	Executive diary	100

All Design work has to be done by successful bidder, with the contents provided and (Soft Copy) of the whole material should be provided to the office.

Note: Interested Bidder must review the sample for above said required materials from the Administrative Block.

Annexure-II**Technical Bid**

(In Separate sealed cover-I super scribed "Technical Bid")

S. No.	Details of the Tenderer/Bidder	Page No.	Remarks
1	Name and Address of the Tenderer/Bidder		
2	Complete Address:		
3	Name of Proprietor/ Partner/ Managing Director / Director.		
4	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
6	Details of the cost of the Tender documents (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)		
7	Whether each page of NIT and its annexure have been signed and stamped		
8	Whether Bidders have quoted for each and every item mentioned in Financial Bid (Yes/No) (If No, then please attach a list of quoted items with the Technical Bid without indicating price)		
9	Whether the firm is a registered firm Yes/No (attached copy of certificate).		
10	Copy of GST Registration		
11	Copy of Income Tax Return Acknowledgement for last Three years		
12	Permanent Account No.		
15	Email ID		
16	Contract No.		

Note: - All Pages should be numbered & Indexed.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure - III CERTIFICATE**(To be submitted on letter head of the company/ firm)**

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Head office on any account.

I also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Head office may imposed any action as per NIT rules.

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Annexure – IV
Financial Bid

**Tender for Printing & Supply of Calendar & Diary (To
be submitted on the letterhead of the company / firm)**

S. No	Particular	Quantity (A)	Rate in Rs. (for per unit) (B)	GST (C)	Amount D = (B+C)	Total Amount E=A*D
1	Wall Calendar	500				
2	Executive Dairy	100				
3	Diary	500				

L1 will be decided on individual item wise.

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
3. No other charges would be payable by the Head office.
4. Quantity mentioned above is tentative, it may increase or decrease as per requirement.

Date:

Place:

Name

Business Address

Signature of Bidder

Seal of the Bidder

:

:

:

: