

## **Tender Document**

# **Printing & Supply of Annual Report of NCCF for the Financial Year 2017–2018 to 2022-23**

### **NCCF of India Limited ,**

NCUI Complex, 3 Siri Institutional Area, August Kranti  
Marg, Hauz Khas , New Delhi-110016

Tender No. : NCCF/HO/ADMIN/2023-24

Dated:-

### **Notice Inviting Tender**

NCCF Limited invites sealed tenders in **Double Bid System (Technical & Financial)/TWO ENVELOPE METHOD**, (Technical in one envelope and Financial Bid in another envelope) for Printing of Annual Report of the Organization Bilingual (Hindi & English) for the year 2017 – 2018 to 2022-23.

It is specified that the Bids are being invited on Limited Tender basis by NCCF of India Limited NCUI Complex, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas , New Delhi-110016. The Bidder should be located in Delhi / New Delhi only, where the work should be carried out. The printer must have experience in similar type of work with Central / State Government Undertaking or other reputed organizations in appropriate class. The tenders complete in all respect should be reach to In-charge ( P&A) , NCCF of India Limited , NCUI Complex, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas , New Delhi by registered post so as to reach on or before the due date of opening at the following address before 2:00 p.m. on 31<sup>st</sup> **day of August, 2023:**

#### **In-Charge (P&A),**

NCCF of India Limited, NCUI Complex,  
3 Siri Institutional Area, August Kranti  
Marg, Hauz Khas , New Delhi-110016

A	Name of Work	:	Printing of NCCF's Annual Report for the financial year 2017-2018 to 2021-22 {400 nos. Copies each year in Bilingual ( English version & Hindi version} (120. pages in each copy approx ± 10%)
B	Earnest Money Deposit (EMD),  <u>Tender fees is NIL</u>	:	Rs. 5000/- (Rs. Five Thousand only) by Demand Draft in favour of " <b>MD NCCF.</b> " payable at <b>New Delhi.</b>  However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid UAM No. /UDYAM registration or having Single Point Registration Scheme (SPRS) with NCCF are exempted to submit EMD (on submission of requisite proof along with the technical Bids).
C	Time for Completion of Work	:	Within ten weeks from the date of order.
D	Bid start Date & time	:	<b>10.00</b> hrs. On 16 <sup>th</sup> day of August, 2023
E	Last Date & time of submission of Bids		14.00 hrs. on 31 <sup>st</sup> day of August, 2023
E	Date & time of opening of Technical Bids		15.00 hrs. on 4 <sup>th</sup> day of September, 2023
F	Pre Bid Meeting		16.00 hrs on 21 <sup>st</sup> August 2023

The date and time of opening of financial Bids shall be informed separately to all the technically qualifying Bidder.

In the event of the specified date for submission of Bids being declared a holiday for NCCF, the Bids will be received up to the appointed time on the next working day. NCCF may extend this deadline for submission of Bids by amending the Bid documents.

In-Charge (P&A).  
NCCF of India Limited  
New Delhi-110016

## **TERMS & CONDITIONS OF CONTRACT**

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. "**Technical Bid**" and "**Financial Bid**" superscribed with the Name of work, due date of submission in the following manner :-

**a) Technical Bid (First sealed Envelope):-**

First sealed cover super scribed as "**Technical Bid for Printing of NCCF's Annual Report (Bilingual ) for the year 2017-2018 to 2022-2023**" containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

**b) Financial Bid (Second Sealed Envelope):-**

Second sealed cover superscribed as "**Financial Bid for Printing of NCCF's Annual Report (Bilinigual) for the financial year 2017-2023**" containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith and this envelope should contain within the technical bid envelope.

3. **QUALIFYING REQUIREMENTS:**

The party should have successfully completed one printing work of Annual Report Printing, costing not less than Rs. 1.00 lakh. The tender should also contain the following:

- (a) Copy of Purchase or work order of Rs 1.0 lakh or above value,
- (b) Details about the organization,
- (c) Number of years' of experience in the similar field, similar means Annual report printing,
- (d) Infrastructure and other facilities available with Tenderer to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by NCCF and all the charges are deemed to be included in the offered price

4. The job of printing includes frequent proof-reading of both English as well as Hindi Annual Report, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports, etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.
5. The technical offer will be accompanied by Earnest Money Deposit of Rs. 5,000/- (Rs. Five thousand only) by way of Demand Draft in favour of "MD NCCF" payable at New Delhi. However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid UAM No./Udyam registration or having Single Point Registration Scheme (SPRS) with NCCF are exempted to submit EMD (on submission of requisite proof along with the technical Bids).
6. The Earnest Money of Rs. 5,000/- (Rs. Five thousand only) deposited by successful party other than exempted enterprises as mentioned in point no. 5 above will be converted as part of Security Deposit for performance of the contract after award of the tender. The earnest money will be refunded to all unsuccessful parties. The Earnest Money will not carry any interest.

**All tenders which are received without earnest money will be rejected.**

7. Security Deposit of Rs. 5000/- (Rs. Five thousand only)  
Will be refunded to the successful Bidder after satisfactory completion of job.
8. The tender along with its supporting documents shall be in English and / or Hindi language only.
9. The tender shall remain valid for 120 days from the date of opening of tender.
  - a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening which shall be suitably intimated to qualifying Bidders.
  - b) Tender(s) sent on mail will not be accepted. If delivered by Registered post, it should reach on or before the due date of opening of Bid, NCCF shall not be responsible for any loss or delay in transit.

- c) Before submitting the tender, the party may also visit the NCCF office so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.
  - d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
  - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
10. If the party fails to comply with the tender conditions, the work shall be got done by NCCF at the risk and cost of successful Bidder and its responsibility will be fully with the Bidder. In such case, the expenses incurred will be deducted from the payment due to successful Bidder.
11.
  - i) Successful party has to submit 5 (Five) cover designs of Annual Report for approval in case of award of tender.
  - ii) Successful party has to submit 5(Five) designs of graphs for Annual Report for approval in case of award of tender.
12. Successful party shall have to submit a draft copy of the printed Annual Report to the NCCF, before starting the Print job. The printing will start only after obtaining written approval from NCCF.
13. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is 10 days from the date of award of contract. If the party fails to deliver any or all the printing material to the satisfaction of NCCF or fails to perform the services within the specified period in the contract, NCCF shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages, an amount at the rate of Rs.250/- per day for the period of delay from the due delivery date to a maximum of 10percent. In addition to this, the Corporation shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the Annual Reports are not printed and delivered to this office within the specified delivery schedule.
14. Successful party shall have to deliver all copies of Annual Report of the Federation for the F. Year 2017-18 to F. Year 2021-22 at Head Office NCCF of India Limited , NCUI Complex, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas , New Delhi-110016.

15. **Payment terms:** Full & final payment shall be made within 30 days of satisfactory completion and delivery of work order (Annual Reports of the Federation for the F. year 2017-18 to F. Year 2021-22).
16. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
17. The party should have printing facility in Delhi / New Delhi only where the work should be carried out.
18. The Tender offer should be submitted as per the checklist for both, Technical and Financial Bid.
19. The rates are to be quoted for 120 **pages** approximately for one Annual Report. For increased number of pages over and above this 120 **pages**, rates per page are to be separately quoted in Price Bid and for pages increasing above **120 pages** shall be additionally paid as per quoted rate.
20. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.
21. **EVALUATION CRITERIA:** Bidder quoting the lowest amount for **total 2400 copies** of Annual Report shall be awarded the work order.
22. **ARBITRATION CLAUSE:**  
All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of NCCF or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in New Delhi.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in New Delhi.

In-Charge(P&A)

## **TECHNICAL SPECIFICATIONS**

<b>Name of Work</b>	:	<b>Printing of Annual Report of the Federation for the F. Year 2017-18 to F. Year 2022-23.</b>
<b>Number of Copies</b>	:	<b>i. 2400 copies in English version &amp; English Version(Bilingual )</b>
<b>Number of pages</b>	:	<b>Text Pages 120 (approx.) ±10%</b>
<b>Size of Publication Paper</b>	:	i. For <b>Cover</b> (Card 56cms x 71 cms / 300 gsm Indian Art Card Magno Gloss) ii. <b>For Text</b> (Indian Art Paper Magno Gloss – 130 gsm)
<b>Photo Composing</b> Tabular matter in 8 pt. Running matter in 10 pt.	:	<b>95 Pages (Approx.)</b> <b>95 pages (Approx.)</b>
<b>Printing of Cover</b> (Process Offset)	:	<b>4 Colours</b> (Designing of the Cover shall be the sole responsibility of the Printer)
<b>Printing</b>	:	<b>Throughout Four Colour</b>
<b>Graph processing (4 colours )</b>	:	<b>4 · 1</b> (Designing of the Graphs shall be the sole responsibility of the Printer)
<b>Lamination</b>	:	<b>Thermal Gloss (Front/Back Cover only)</b>

All other specifications for Hindi Version will remain same as in the case of English Version.

## **Special Conditions of Contract:**

1. Agency shall have to quote the rates inclusive of typing (if required), composing, plate making, colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English version & Hindi version) before Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination, etc. and any other related aspect of Printing of Annual Report for the F.Year 2017-18 to 2021-22.
2. Agency can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. Tenders (Technical Bid) not accompanied with samples of Text Paper and Cover Card, to be used with work order shall be rejected.
4. An incomplete tenders and/or late tender are liable to be rejected. **The party must submit Paper samples of Text Paper and Cover Card to be used with specifications thereof.**
5. All the valid certificates (as indicated in checklist) should be submitted along with the Technical Bid, otherwise the tender shall be out rightly rejected.
6. Quality and Style (as approved by NCCF) of Text/Letters, should be maintained throughout in all copies of Annual Report.
7. The NCCF will give text material for printing in the form of hard copy, CD (wherever available), photographs, etc. and the same will have to be returned to NCCF as per instructions.
8. The Corporation reserves the right to decrease or increase the number of pages and /or copies of the Annual Report. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any of the tender(s), wholly or partly, without assigning any reason whatsoever.
10. No advance payment shall be given.

### **11. Code of Ethics:-**

The contract can be cancelled if : Tenderers enters into a contract with the Corporation in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority/Engineer-in-Charge;



**or**

Offers or gives or agrees to give to any person in Corporation's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other Contract for the Corporation;

or

Obtains a Contract with the Corporation as a result of ring tendering or other non-bonafide methods of competitive tendering;

Signature  
Name (in Block Letters)  
Designation & Name of the Company

**Form of Tender**

Tender No.: -NCCF/HO/P&A/2023-24/

Date \_\_\_\_\_

To:

**In-Charge (P&A),**  
NCCF of India Limited , NCUI Complex,  
3 Siri Institutional Area, August Kranti  
Marg, Hauz Khas , New Delhi-11001

**Sub: Printing of Annual Report (Bilingual) for the F. year 2017-18 to 2022 – 2023.**

Sir/Madam,

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 2400 **nos.** of NCCF's Annual Report for the F. year 2017-18 to F. Year 2022 - 2023 in conformity with the said tender for which the price inclusive of all applicable taxes is quoted in Financial Bid of this tender.

We undertake, if our tender is accepted, to deliver the Annual Reports in accordance with the delivery schedule specified in the terms & conditions.

We agree to abide by this tender for a period of 120 days from the date of opening of tender and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

This tender together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this ..... day of ..... 2023.

.....  
(Signature)

.....  
(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....  
(please specify here Name of the Bidder with complete address of Company and Phone no.)

### **Checklist for Technical Bid :-**

The following documents are required to be submitted along with the Techno- commercial Bid (all self-attested copies):

1. Demand Draft / Pay order of Rs. 5000/- in favour of **MD NCCF** payable at **New Delhi**.
2. A copy of valid certificate of NCCF single point registration scheme or Udyog Aadhar/Udyam registration, etc, if the Bidder is seeking exemption from submission of Earnest money deposit.
3. Copy of valid GST Regn. No. / Certificate self -attested.
4. Copy of Permanent Account Number (PAN) self -attested.
5. Copy of Registration certificate of the organization i.e. Proprietorship, partnership, company, etc. self -attested.
6. Signed sample of Cover page (Card 56cms x 71cms - 300gsm Indian Art Card Mango Gloss)
7. Signed sample of Text page (Indian Art Paper Magno Gloss-130 gsm)
8. Copy of Annual Report printed along with its proof.
9. A brief note about the Organization.
10. Proof of TAN No. of Works Contract Tax / TAN Number.
11. Copy of one Invoice or work order or purchase order or any other proof as regard to Printing of Annual Report with value of minimum Rs. **1,00,000/- (one lakh) or above**.
12. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions.

### **Checklist For Financial Bid :**

1. Financial Bid should be duly signed & stamped indicating clear **firm price offer for 600 copies**. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

## FINANCIAL - BID / PRICE – BID

S.No.	DESCRIPTION	No of Copies	UNIT RATE (for one copy)	AMOUNT (in Rs)	AMOUNT (in Rs)
				(in Figures)	(in Words)
				(3 x 4)	(3 x 4)
1	2	3	4	5	6
1	Annual Report of NCCF, 400 numbers, <b>Bilingual</b> print complete copies (upto 120pages approx.)	2400			
	TOTAL (in Rs) (in Figure)				
	TOTAL (in Rs) (in Words)				
	<b>GST (%age) and Amount (in Rs)</b>				
	<b>GRAND TOTAL (in Rs) (in Figure)</b>				
	<b>GRAND TOTAL (in Rs) (in Words)</b>				
3	<b>Extra print per page (both side) Charges for English version</b>				
4	<b>Extra print per page (both side) Charges for Hindi version</b>				

Note: Bidders to quote prices for per page in Row 3 and 4, rationally and reasonably based on charges indicated for unit rate of one copy. NCCF reserves the right to rationalize it based on unit rate (if rate indicated by Bidder is seen non-rational), at the time of award of contract and it will be applicable only when pages in one annual report exceeds 200 pages for making additional payment.

Signature & stamp of Bidder