

No.D-29016/1/2013-G.II
Government of India
Planning Commission
(General II Branch)

Yojana Bhavan, Sansad Marg, New Delhi
Dated: 13th March, 2014

Subject:- Tender for printing and perfect binding of Annual Report 2013-14 of Planning Commission.

Sealed bids are invited from 'A' Class Offset printers empanelled with Directorate of Printing for printing and perfect binding of the Annual Report 2013-14 of Planning Commission, both in English and Hindi.

2. The sealed envelope containing the bid should be super-scribed with the words "Tender for printing and perfect binding of Annual Report 2013-14 of Planning Commission".
3. Terms and conditions, price bid format and specifications are at Annexure-I, II & III respectively.
4. The tender document may be downloaded from this Commission's official web-site (<http://planningcommission.gov.in>)
5. The bidder shall submit Demand draft/Bankers Cheque/Pay order for Rs. 10,000/- (Rupees Ten Thousand only) issued by any Commercial Bank in favour of "Pay and Account Officer, Planning Commission along with the bid towards Earnest Money Deposit(EMD). The EMD will be returned to the unsuccessful bidders only after the finalization of the contract. It will be returned to the successful bidder after submission of Performance Security Deposit. No interest will be payable on the earnest money.
6. The bid shall be dropped in the tender box kept at the reception area of Yojana Bhavan, Sansad Marg, New Delhi from 14.03.2014 to 04.04.2014(2.00 PM) during office working hours. The bids will be opened on 04.04.2014 at 3.00 PM in the Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi-110001 by a Tender Opening Committee constituted for this purpose in the presence of the representatives of the Firms/Agencies/Companies who may wish to be present. The bids will be evaluated by a Tender Evaluation Committee.
7. Information on issue of any corrigendum related to this tender will be issued only on website mentioned in para 4 above.

(Awinash Chandra)

Under Secretary to the Govt. of India

Copy to: Dy. Secretary(C& I) with the request to upload the Tender Notice in the web site of Planning Commission.

(अविनाश चन्द्र)
(AWINASH CHANDRA)
अवर सचिव/Under Secretary
योजना आयोग/Planning Commission
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Terms & Conditions

I. Instruction to Bidders & Eligibility Criteria

1. The sealed envelop containing the bid alongwith all the documents is to be submitted by 2.00 PM on 04.04.2014. The bids will be opened at 3.00 PM on the same day.
2. The bids received after due date and time will be considered as "Late bid" and shall not be entertained. It will be returned unopened to the bidder(s).
3. The validity of the bids will be 90 days from the date of opening of tender.
4. No bidder will be allowed to withdraw from the tendering process after submission of bid; otherwise, the EMD submitted by the bidding firm would stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reasons, his EMD will be forfeited.
5. Instances of overwriting/ corrections / strike-throughs in the financial bid (Annexure-II) are not permitted and all such bids would be summarily rejected. Rates should be quoted both in words and in figures and preferably typed. Submission of incomplete or blank quoting of rates in the financial part of tender document / tender without EMD in required format may result in rejection of tender. The corrections, if any, in any other part of the bid document(s) should be duly countersigned by the authorized signatory of the bidder firm (i.e. the signatory signing the bids for submission) and shall not be considered under any circumstances.

II. Eligibility Criteria

6. Only 'A' Class Offset printers empanelled with Directorate of Printing based in Delhi are eligible to apply.
7. The bid must be submitted alongwith an Earnest Money Deposit(EMD) of Rs.10,000/-(Rupees Ten Thousand only) in the form of Demand Draft/Bankers Cheque/Pay order drawn in favour of 'Pay & Accounts Officer, Planning Commission' and payable at New Delhi. Demand Draft/Bankers Cheque/Pay order drawn in favour of any officer other than Pay & Accounts Officer, Planning Commission will not be accepted and the bid will be summarily rejected. No interest will be paid on the EMD.
8. The firms /contractors/Suppliers/anybody whose services were terminated by the Planning Commission before the expiry of the contract are not eligible to participate in any tendering process of the Planning Commission for a period of 3 years from the date of termination of the contract. The bidder is also required to submit a self attested declaration that there is no such debarment of the bidder by the Planning Commission during the last three years.
9. The tendering Company/Firm/Agency shall submit signed copy of terms and conditions of tender document, the annexures alongwith the bid as token of acceptance of terms & conditions and the annexures.

13/3/2014
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10. The bidders who have been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any public Sector Undertaking are not eligible to participate in the bid.

11. The bidder shall submit the following documents along with their bid:

- i. Signed copy of terms and conditions and all the annexures of tender document alongwith the bid.
- ii. Self-attested copy of the empanelment letter
- iii. A self-certificate on the letter head of the Firm that the firm is not black listed by any Central \ State Government Ministries \ Departments \ Public Sector Undertakings including Public Sector Banks.
- iv. Demand Draft/Bankers Cheque \ Pay Order for Rs.10,000/- in favour of "Pay and Accounts Officer, Planning Commission" and payable at New Delhi.
- v. An undertaking that the Firm was not terminated by the Planning Commission before expiry of their Contract during the last three years till the date of tender notice.

III. Bid Evaluation Criteria

12. The bidder shall submit the price bid in the prescribed format as at "Annexure-II". Rates should be quoted both in words and in figures and preferably typed. The lowest bidder/L-1 will be declared on the basis of total value/cost calculated on the basis of the quoted prices for both English and Hindi printing jobs. The contract will be awarded to that bidder whose total value will be the lowest.

IV Specific Terms and Conditions

13. The Successful bidder shall deposit a Performance Security Deposit @ 10% of the contract value in the form of Fixed Deposit Receipt from a commercial Bank hypothecated in favour of Pay & Accounts Officer, Planning Commission, New Delhi, which will be valid beyond 60 days of the expiry of contract. It would be returned to the contractor after the successful completion of the contract.

14. Printing and perfect binding of 1600 copies (1000 in English and 600 copies in Hindi) of Annual Report 2013-14 of the Planning Commission from a ready to print CD.DVD/e-mail of soft copies. Specifications are given in Annexure-III. The firm should also provide an electronic copy (in word/pdf format) of the final version of the document.

15. The printing of Annual Reports needs to be completed within 07 days from the date of supply of 'Ready to print CD.DVD/soft copy through e-mail. First Proof of the Annual Report required to be submitted for approval.

16. All the copyrights of the publication will be with the Planning Commission, Government of India. None of the contents will be revealed to any person not associated with the Report work and no material in the Report in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Planning Commission.

17. In case of damage/errors in the Annual Report copies due to printing related reasons, the printer will be required to provide flawless copies without additional payments.

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V. General Terms and Conditions

18. If the work of the firm is not found satisfactory, Planning Commission reserves the right to terminate the contract at any time without assigning any reason therefor. The decision of the Planning Commission will be final and binding on the contractor.
19. The Competent Authority of the Planning Commission reserves the right to reject all or any terms and conditions of the tender in whole, or in part, without assigning any reason therefor.
20. In case of breach of any terms and conditions attached to this contract, performance security deposit of the firm will liable to be forfeited by this Commission besides annulment of the contract.
21. The Commission has the right to award the contract to any other agency at the cost, risk and responsibility of the contractor, if the services are found unsatisfactory and excess expenditure incurred on getting the documents printed from some other sources on account of this will be recovered by the Planning Commission from its Security Deposit or pending bills or by raising a separate claim.
22. The contractor will raise bills in triplicate after delivery of the Annual Report for payment by Planning Commission. Payments are subject to satisfactory delivery of printed copies in accordance with prescribed specifications and any shortcomings would be liable for withholding/reduction of payment in part or full.
23. No advance payment will be made. Taxes due to the Government, namely, Sales Tax VAT, etc. will be payable wherever applicable and the bill to be submitted by the contractor should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.
24. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the HoD, Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as is nominated by the HoD even though the said officer is an employee of the planning commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator, whom the matter earlier is originally referred to, is transferred or vacates his office or is unable to act for any reasons, the HoD shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the HoD shall act as arbitrator. The decision of the HoD or the officer nominated by him shall be final and binding on the party/Parties. The limitation for filing claim for arbitration is 90 days from the date of expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claims.
25. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this clause.

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26. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

27. Any notice/direction given to the second party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered post to the Second party at his last known address. Any notice to be given to the first party shall be considered as duly served if the same is delivered to, left or dispatched by the registered post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

(Awinash Chandra)

Under Secretary to the Govt. of India

Telephone 23692411

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Copy to:

Dy. Secretary (C&I), Planning Commission with the request to upload the tender notice in the Planning Commission's website.

ANNEXURE-II

Subject: Price Bid Document Printing and Binding of Annual Report 2013-14 of Planning Commission.

Bidder's Name:

Telephone:

Address:

Sl. No.	Particular of Jobs	Qty.	Amount in Rupees (inclusive of all taxes and VAT)	
			Words	Figures
1.	Printing and Perfect Binding of Annual Reports as per specifications in Annexure-III	1000 (English)	Rs.	Rupees
		600 (Hindi)	Rs.	Rupees
		Total:	Rs.	Rupees

(Signature of Authorized Signatory with date)
(Name of the Authorized signatory)
Seal containing name of the Firm/Company/Agency
With full postal Address & Contact Number

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ANNEXURE-III

Specifications

S.No.	Name of Publications	Annual Report 2013-14	Annual Report 2013-14
1.	Printing Size	8.5 x 11 inch	8.5 x 11 inch
2.	No. of Copies	1000(English)	600 (Hindi)
3.	No. of Pages *	200 pages (approx)	200 pages (approx)
4.	Printing of Cover (Colour)	As per design	As per design
5.	Printing of Text	Two Colour	Two Colour
6.	Printing of Charts/ Graphs and Photographs	As per design	As per design
7.	Paper for Cover	300gsm (Imp. Art Card)	300gsm (Imp. Art Card)
8.	Paper for Text	110 gsm Imported	110 gsm Imported
9.	Style of Binding	Perfect Binding	Perfect Binding
10.	Lamination	Matte Finish	Matte Finish

* rate for any change in number of pages will be calculated on pro-rata basis.

13/3/14
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