

**TENDER FOR PROCUREMENT OF PRINTED  
STATIONERY ITEMS**

**CABINET SECRETARIAT  
RASHTRAPATI BHAWAN  
NEW DELHI**

1)	Name of Department	Cabinet Secretariat
2)	Scope of work	Tender for procurement of printed stationery items
3)	Tender Type	Open
4)	Tender Document download start date	06.11.2020
5)	Tender Document download end date	01.12.2020
6)	Bid validity	90 days beyond the closing date of tender
7)	Location of work	Rashtrapati Bhawan
8)	Earnest Money Deposit (EMD)	Rs.50,000/-
9)	Date of publication	06.11.2020
10)	Date & time of Pre-bid meeting	16.11.2020 1600 hrs
11)	Last date and time of submission of bids	01.12.2020 1800 hrs
12)	Date and time of opening of technical bids	08.12.2020
13)	Tender to be addressed to	Under Secretary (Admin.II), Cabinet Secretariat, Rashtrapati Bhawan
14)	Address for communication	Section Officer (Admin.II), Cabinet Secretariat, Rashtrapati Bhawan
15)	Period of completion of work	As per Terms and Conditions of tender and award letter
16)	Validity of contract/rates	Upto 01 years from date of award and can be extended upto a maximum period of 02 more years on satisfactory performance on same terms and conditions.

Vikas Singh

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*Vikas Sankh*

## **Instruction to Bidders**

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender documents/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
- 4) Sealed tenders are invited for supply of printed stationery items as per specifications as given in financial Bid at Annexure II. The firms possessing the necessary infrastructure may download the tender from the Cabinet Secretariat website and CPP portal. The last date for submission of tender is 01.12.2020.
- 5) The sample of printed stationery items of the required grammage as per specifications mentioned are to be enclosed with the technical bid.

## **Pre-bid meeting**

A pre-bid meeting would be held on 16.11.2020 at 1600 hrs at Room no.6, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. All prospective bidders (only one person from one agency) may attend the meeting to clarify doubts. The bidders can also seek clarification on email ID – [anurag.tiwari86@gov.in](mailto:anurag.tiwari86@gov.in)

## Tender Notice

S.No.	Tender No./Brief description of the items	Contact person
1.	<p>Cabinet Secretariat invites Sealed Tender in two bid system i.e Technical and Financial from registered/reputed agencies/firms for procurement of different types of printed stationery items. Interested agencies are requested to quote their competitive rates in the attached proforma at Annexure II .The reputed agencies may download the Tender form from website i.e cabsec.gov.in or CPP portal. The envelope should be put in one sealed cover accompanying EMD of Rs.50,000/- in shape of DD/Pay order /FDR /Banker's Cheque/bank guarantee no. favoring DDO, Cabinet Secretariat. Both the bids must be kept in separate envelopes superscribed as "Technical Bid for supply of printed stationery items" and "Financial Bid for supply of printed stationery items" and both these envelopes must be kept in one envelope superscribed as "Comprehensive Bid for Supply of printed stationery Items" and be dropped in the tender box kept at reception, Cabinet Secretariat. Incomplete, conditional or those received without EMD and after due date and time shall be summarily rejected. This Secretariat reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest.</p>	<p>Sh Anurag Tiwari, Section Officer, Admin.II Ph no. 011-23015938 Email ID :- <a href="mailto:anurag.tiwari86@gov.in">anurag.tiwari86@gov.in</a>  Room no. 6, Ground Floor, Cabinet Secretariat, Rashtrapati Bhawan</p>

### Important Date and Time

Last date for submission of the Tender Document	01.12.2020
Date of opening of the Tender (technical bid)	08.12.2020

Yours faithfully,

  
(Vikas Srivastava)

Under Secretary to the Govt. of India

### **Information on Earnest Money Deposit**

- i. Earnest Money Deposit (EMD) of Rs.50,000/- in shape of DD/Pay order/FDR/Banker's Cheque/bank guarantee no. favoring DDO, Cabinet Secretariat from any Nationalized/Scheduled commercial bank should be submitted along with the tender document.
- ii. The bidders should write the name of their organization on the backside of the Demand draft.
- iii. The bidders have to upload the copy of EMD on CPP portal and also have to send EMD (in original) on or before the last date of tender submission i.e 01.12.2020. The EMD should have to be dropped in the TENDER BOX kept in Reception, Cabinet Secretariat, South East Wing, Rashtrapati Bhavan, New Delhi – 110004.
- iv. Bids without EMD shall be rejected except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by D/o Micro, Small and Medium Enterprises or are registered with the Central Purchase Organization.
- v. In the case of those bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, EMD will be refunded to them without any interest within 45 days from the date of finalization of technical bids.
- vi. EMD of the successful bidder will be returned after submission of the performance bank guarantee.

### **Performance Security Deposit/Bank Guarantee**

The successful bidders shall submit performance security deposit in the form of DD/FDR of Nationalized/Scheduled commercial bank/Bank Guarantee from any nationalized bank in the favour of DDO, Cabinet Secretariat of an amount equivalent to 8 % of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security should be deposited within 15 working days from the date of issue of work order of the contract or prior to signing of the contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

**Qualifying/Eligibility requirements for Bidding**  
(to be supported by documentary evidences)


1. The agency should have minimum three years experience in supplying printed stationery items to Government offices/Autonomous bodies/PSUs.
2. The agency should be the principal manufacturer/supplier of the printed stationery items and have its own equipments and infrastructure.
3. The agency should be registered with the Govt. for taxation purposes and should have been a tax payer as per rule. The agency should submit the details of registration and their firms/company, income tax registration and copy of PAN card, Sales Tax/VAT/Service TAX and GST certificates.
4. The agency should submit an affidavit that it has not been blacklisted by any Government/Autonomous bodies.
5. The average annual turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year (31<sup>st</sup> March, 2020) should be Rs.50 lakhs.

## A) TERMS AND CONDITIONS

- i. The EMD of the unsuccessful bidders will be returned to them. However, the EMD of successful bidder will be deposited and will be returned to the agency after receiving of performance guarantee.
- ii. Penalty Clause : A penalty @4% per week subject to maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Secretariat in the work order. If material supplied is not as per specifications, the penalty proportionate to 2% per specifications will be imposed and the amount will be deducted from the bill of the firm.
- iii. No advance payment shall be made. The full and final payment shall be made after receipt of ordered stationery items.
- iv. The work order/activities of this Secretariat are confidential and time bound which are of National interest and any loss or negligence in performance of the duty will invoke penalty to be determined as per the calculated loss.
- v. The exact quantity will be intimated from time to time as per requirement.
- vi. This Secretariat also reserves the right to modify/relax any of the Terms and Conditions of the tender by declaring/publishing such amendments in a manner that all prospective vendors/parties to be kept informed about it.
- vii. The rate shall be valid for a minimum period of one year from the date of notification /work order of the contract. However, the contract period can be extended further subject to satisfactory services, on year to year basis for a maximum period of 02 years on mutually agreed Terms and Conditions.
- viii. The bidders who are registered with NSIC (National Small Industries Corporation) under Single Point registration schemes for supply of printed stationery items may be considered for exemption from furnishing the EMD by the competent authority. In such case, VALID registration certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the bidders for claiming exemptions from furnishing EMD.
- ix. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
- x. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/NCR.

### ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause I to X have been read by me/us and are acceptable to me/us.

  
(Signature of the tenderer)  
Seal with complete address



## **B) Bid Opening Process**

1. Technical bids of only those bidders, whose EMD instrument is found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the Director (Admin.), Cabinet Secretariat.
2. The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives of the bidders on a specified date and time to be intimated to the prospective bidders.
3. No enquiry shall be made by the bidders (s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till decision in this regard conveyed to the successful bidders (s).

### Technical Bid for supply of printed stationery items

1.	About the firm	
	Name and address of the firm	
	Telephone no.	
	Type of firm	
	Registration no. & year of regn.	
	Organization to whom the agency has been registered with	
	Name of the proprietor/partners/director	

2.	Past experience (preferably for last three years)		
	Year	Name of the client organization	Details of work executed (with document proof)

3. Has the firm ever been debarred/black listed by any organization? If YES the details thereof
4. Firm/printer has past experience for similar work
5. If the firm a Principal manufacture : YES/NO
6. Infrastructure details :
  - a) Type and no. of machine available for such work
  - b) Annual turnover of last three years (year wise details)

7. EMD details

- a) Bank draft no. ....date.....for Rs.....and name of drawee bank.....
- b) Details of banker's cheque/bank guarantee from any commercial bank/FDR

8. PAN/TIN no./GST registration number :-

The terms and conditions of the tender are acceptable to me/us

Authorized signatory  
(Full name and designation)

Seal

Mobile no.

Fax no.

S.No.	Items	Rate per piece
1.	File cover (as per sample ) Printed GSM - 460	
2.	COS file cover (as per sample) Printed GSM - 400	
3.	RTI file cover (as per sample) Printed GSM - 400	
4.	Envelope SE-9 Printed With inner jali Size -35 cm X 46cm (Width X Length ) Yellowish color GSM -100	
5.	Envelope SE-8 Printed With inner jali Size -30 cm X 40 cm (Width X Length ) Yellowish color GSM-100	
6.	Envelope SE-7 Printed With inner jali Size -15 cm X 40cm (Width X Length ) Yellowish color GSM-100	

7.	Envelope SE-6 Printed Size -12.5 cm X 28 cm (Width X Length ) Brown GSM -95	
8.	Envelope SE-6 Printed Size -12.5 cm X 28 cm (Width X Length ) Brown & white window GSM -95	
9.	Entry slip Printed GSM -60 Size -15 cm X 19 cm (Width X Length )	
10.	Spiral Notebook Printed cover Pages both sides ruled (lining) Pages - 100 GSM of pages - 90 Size - 21.5 cm X 14 cm (width X length)	
11.	Paper folder Khadi hand made Printed GSM- 300 Double pocket Size - 33.5 cm X 23 cm (width X length)	
12.	D.O letter Head Emblem Embossing (Golden) Red Color printing GSM -120 A4 & A5 size	

13.	Official letter head Black & Red Color printing GSM – 120 A4 Size	
14.	Visiting Cards Standard size (as per sample) Single & Double Side printing Emblem Embossing (Golden) GSM-250	
15.	Khadi Cloth Folder Size – 27 cm X 30 cm (width X length) Front cover printed Double pocket Quality and design as per sample	

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Nihar Sankar