

No. D-29013/1/2015-Admn.
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi,
Dated the 16 March, 2016

Tender Notice

Subject: Annual Rate Contract for printing of Letter Heads/D.O. Letter Heads, visiting cards and other printing items, etc., for use the Ministry of Petroleum & Natural Gas.

Sealed tenders are invited in a two bid system for Annual Rate Contract (ARC) for the printing of various stationary items etc. as per Annexure-I for use in the Ministry of Petroleum & Natural Gas. The initial contract would be for a period of one year which may be extended for a further period of two years, one year at a time, on the basis of satisfactory performance of the firm and mutual willingness of both parties.

2. The bid shall consist of two parts – Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes (clearly subscribing 'Technical Bid' and 'Price Bid') which in turn are to be placed in a separate sealed cover clearly subscribing 'Bid for Annual Rate Contract for Printing of various items for use in the Ministry of Petroleum & Natural Gas'. The price bids of only those parties shall be opened whose technical bids are found to be eligible.

3. **Terms and conditions :-**

- (a) *TIN Number* (a self attested copy of VAT/TIN Number);
- (b) *PAN Number* (a self attested copy of PAN No. card shall be furnished);
- (c) *Service Tax Registration* (a Self attested copy of Service Tax Registration Number shall be furnished);
- (d) *The bidder should have 03 years experience in the field of printing various stationery items in the government departments/ministries.*
- (e) *The firm should furnish details of three (03) current Annual Maintenance Contracts for the printing of various stationery items in the government Ministries/Department. A satisfactory performance report from each of the Department for the contract shall also be enclosed.*
- (f) *The firm should have annual turnover of Rs.5 lakhs during the last three years. A Balance Sheet duly audited and certified by Chartered Accountant towards proof of average annual turnover and Income Tax Returns for the last three financial years shall be enclosed.*
- (g) Undertaking from the firm that it has not been barred or blacklisted by any of the Central/state Government/ Departments/ Organizations/Central PSU and no criminal case is pending/filed against the said firm/proprietor.

4. **Earnest Money Deposit (Bid Security)** - Those firms who are interested to bid shall furnish an earnest money deposit of Rs.5000/- in favour of "DDO, Ministry of Petroleum & Natural Gas, New Delhi" as Demand draft / Bankers cheques/ Fixed deposit receipt (FDR). **Tenders with no earnest money deposit will be summarily rejected.**

5. **Performance Security:** The Performance Security of Rs.20000/ (Twenty Thousand only) shall be deposited by the tenderers within the 07 days of the award of Contract in the form of Fixed Deposit Receipt in favour of "DDO, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi. In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the Ministry may consider to debar/black list the successful bidder.

