

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

6. **General Terms and Conditions:**

- 6.1 The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 6.2 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, signing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. .
- 6.3 The Ministry shall provide bench mark/quality/brand of the material to be used, wherever necessary. In case the work is not executed on a specified time frame, the Ministry will be free to get the work done through alternatives sources and the cost incurred on the same shall be recovered from the firm.
- 6.4 The defective printing material, if found, shall be replaced by the supplier at his own cost. However, in case of defective supply of printed material on more than 3 occasions the contract shall be cancelled and security deposit shall be forfeited. The firm may also be debarred by this Ministry.
- 6.5 In event of any dispute related to above, the decision of competent authority in the Ministry of Petroleum & Natural Gas shall be final and will be binding on all Vendors.
- 6.6 TDS and other taxes as applicable shall be deducted from each bill.
7. Interested firms/parties having met the aforesaid eligibility criterion and accepted terms and conditions may send their quotations in sealed covers addressed by name to the undersigned superscribed with the words "Quotations for the printing of various items for use in Ministry of Petroleum & Natural Gas" and addressed to the Under Secretary (Admn.), Ministry of Petroleum & Natural Gas, Room No.311, A-Wing, 3<sup>rd</sup> Floor, Shastri Bhawan, New Delhi-110001. Sealed quotations may be submitted by 4<sup>th</sup> April, 2016 (by 03.00P.M.). The Technical Bids will be opened on the same day at 04.00 PM in the Room No.311, A- Wing, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi. The date and time of opening of Financial Bids of technically qualified firms will be intimated separately.

4. The quotation should be in clear words. Any kind of ambiguous/obscure/ unclear terms/words/figures or incomplete quotation would lead to the rejection of the bid. Incomplete Bids shall also be rejected.

  
(Mohan Chandra Bhatt)

Under Secretary to the Govt. of India

Tel. No.: 2338 7224

To,

As per the list.

Copy to:

1. Technical Director, NIC with request to upload the soft copy of Tender Notice on the website of this Ministry.
2. [www.eprocure.gov.in](http://www.eprocure.gov.in)
3. DD (OL) with request to provide a Hindi version of the tender notice.



FINANCIAL BID

Sl. No.	Details of Jobs	Quantity	Rate
1.	<b>LETTER HEAD OF MINISTRY ON SIMPLE PAPER</b>	1000	
	A4 size (as per sample) (100/120 gsm)	1000	
	A5 size (as per sample) (100/120 gsm)	1000	
2.	<b>D.O. LETTER HEADS ON SIMPLE PAPER WITH GOLDEN EMBLEM</b>		
i)	A4 size (as per sample) (100/120 gsm)	1000	
ii)	A5 size (as per sample) (100/120 gsm)	1000	
3.	<b>D.O. LETTER HEADS ON SPECIAL PAPER WITH GOLDEN EMBLEM</b>		
i)	A4 size (as per sample)	1000	
ii)	A5 size (as per sample)	1000	
4.	<b>D.O. ENVELOPS WITHOUT WINDOW</b>		
i)	SE-6 (with paper and printing)	1000	
ii)	SE-5 -do-	1000	
5.	<b>WINDOW ENVELOPS</b>		
i)	SE-6 (with paper and printing)	1000	
ii)	SE-5 -do-	1000	
6.	<b>SLIP BOOKS</b>		
	50 sheets on Good quality thick Bond paper spiral binding	Each	
	20 sheets on Good quality thick Bond paper spiral binding		
7.	<b>COMPLIMENTARY SLIP</b>		
i)	Visitors slips on 6"x 8" card with screen printing (as per sample)	1000	
ii)	Visitors slips on 6"x 8" paper with screen printing (as per sample)	1000	
8.	<b>PRINTING OF COLOUR SLIPS (BILLINGUAL)</b>		
	5"x 3" size (e.g. Immediate/Most Immediate/Urgent/ Rajya Sabha/LoK Sabha/Confidential Secrets etc.	500	
9.	<b>PRINTING OF VISITING CARDS</b>		
i)	Visiting Cards on ivory paper and screen printing with golden emblem, embossed (Single side)	100	
ii)	Visiting Cards on ivory paper and screen printing with golden emblem, embossed (Both sides)	100	
10.	<b>INVITATION CARDS</b>		
	Invitation cards with envelops	100	
11.	<b>ENVELOPES WHITE</b>		
i)	SE-8 (with paper & printing)	1000	
ii)	SE-8A -do-	1000	
iii)	Quarter Size 10" x 12" Laminated	1000	
12.	<b>SPIRAL BINDING</b>		
	Books/documents/files	Each	
13.	<b>Stickers for Franking Machine (as per sample)</b>	1000	

<b>14.</b>	<b>Printing of ACRs/APAR (as per sample)</b>		
i)	On white paper	100	
ii)	On colour paper	100	
<b>15.</b>	<b>Pensioners Plastic ID Cards (as per sample)</b>	each	
<b>16.</b>	<b>Printing of "Indian Petroleum and Natural Gas Statistics" Book (as per sample) (Approx. 250 pages)</b>	each	

(Signature)

Name:

Seal of the firm