

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

Shastri Bhawan, New Delhi,  
Dated the 19<sup>th</sup> September, 2017

Tender Notice

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

Sealed tenders are invited in a two bid system for Annual Rate Contract (ARC) for 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 further extended for a 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 super scribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in a separate sealed cover clearly super scribing 'Bid for Annual Rate Contract for Printing of various items for use in the Ministry of Petroleum & Natural Gas'. The financial bids of only those parties shall be opened who are found to be technically qualified.

3. **Terms and conditions :-**

- (a) *PAN Number* (a self attested copy of PAN No. card shall be furnished);
- (b) *GST Registration* (a Self attested copy of GST Registration Number shall be furnished);
- (c) *The firm should furnish details of (02) current Annual Maintenance Contracts for the printing of various stationary items in the government Ministries/Department.*
- (d) *The bidder should have 03 years experience in the field of printing of various stationery items in the Government Departments/Ministries/PSUs.*
- (e) Undertaking from the firm that it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/PSU/Bank and no criminal case is pending/filed against the said firm or its proprietor.


4. **Earnest Money Deposit (Bid Security) - Those firms interested in bidding shall furnish an Earnest Money Deposit (EMD) of Rs.5000/- in favour of 'DDO, Ministry of Petroleum & Natural Gas' payable at new Delhi in the form of Demand Draft/Bankers Cheque. Tenders received without EMD will be summarily rejected.**

5. **Performance Security:** The Performance Security of Rs.20,000/ (Rupees Twenty Thousand only) shall be deposited by the successful bidder within the 15 days of the award of Contract in the form of Fixed Deposit Receipt (FDR) in favour of "DDO, Ministry of Petroleum & Natural Gas' payable at New Delhi. In case of non submission of Performance Guarantee within specified time, the contract will be cancelled and the EMD will be forfeited and the Ministry may consider to debar/blacklist 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/fact may result in the bid/bidder being summarily disqualified/rejected. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

- 6.2 The quotation should be in clear words. 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 attached by the bidder, should also be numbered. Any kind of ambiguous/obscure/unclear terms/words/figures or incomplete bid/quotation would lead to the rejection of the bid.
- 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 in 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 03 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 criteria and accepting all the terms and conditions may send their quotations in sealed covers superscribed with the words 'Quotations for the printing of various stationery 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 4.10.2017 (by 03.00 P.M.). The Technical Bids will be opened on the same day at 04.00 P.M. 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.
8. The Ministry of Petroleum and Natural Gas reserves the right to reject any or all of the bids without assigning any reason therefor.

  
(Mohan Chandra Bhatt)  
Under Secretary to the Govt. of India  
Tel. No.: 2338 7224

To,

1. Technical Director, NIC with request to upload the soft copy of Tender Notice on the website of this Ministry as well Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. Vendors as per the list.
3. DD (OL) with request to provide a Hindi version of the tender notice.
4. Notice Board of this Ministry.



**FINANCIAL BID**

Sl. No.	Details of Jobs	Quantity	Rate
1.	<b>LETTER HEAD OF MINISTRY ON SIMPLE PAPER WITH LOGOS OF THE SCHEMES OF THE MINISTRY</b>		
	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 WITH LOGOS OF THE SCHEMES OF THE MINISTRY</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 (Royal Executive Bond) WITH GOLDEN EMBLEM WITH LOGOS OF THE SCHEMES OF THE MINISTRY</b>		
i)	A4 size (as per sample)	1000	
ii)	A5 size (as per sample)	1000	
4.	<b>NUMBERING ON THE BACK OF THE DO LETTER HEADS</b>	1000	
5.	<b>ENVELOPS WITH WINDOW</b>		
i)	SE-6 (with paper and printing)	1000	
ii)	SE-5 -do-	1000	
6.	<b>ENVELOPS WITHOUT WINDOW</b>		
i)	SE-6 (with paper and printing)	1000	
ii)	SE-5 -do-	1000	
7.	<b>SLIP BOOKS (with printing)</b>		
	50 sheets on Good quality thick Bond paper spiral binding	Each	
	20 sheets on Good quality thick Bond paper spiral binding	Each	
8.	<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	
9.	<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	
10.	<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	
11.	<b>INVITATION CARDS</b>		
(i)	Invitation cards with envelopes	100	
12.	<b>ENVELOPES WHITE</b>		
i)	SE-8 (with paper & printing)	1000	
ii)	SE-8A -do-	1000	
iii)	Quarter Size 10" x 12" Laminated	1000	
13.	<b>SPIRAL BINDING</b>		
(i)	Books/documents/files	Each	
14.	<b>Stickers for Franking Machine (as per sample)</b>	1000	

15.	Printing of ACRs/APAR (as per sample)		
i)	On white paper	100	
ii)	On colour paper	100	
16.	Pensioners Plastic ID Cards (as per sample)	each	
17.	Printing of "Indian Petroleum and Natural Gas Statistics" Book (as per sample) (Approx. 250 pages)	each	
19.	Printing of Telephone chart (as per sample)	each	
20.	Printing of Appeal for Hindi Pakhwara (as per sample)	each	
21	Printing of coloured prize certificate for Hindi Pakhwara (as per sample)	each	

**Note:-** Interested vendors may visit the Administration Section of the Ministry in Room No.215, B Wing, Shastri Bhawan, New Delhi between 06.09.2017 to 08.09.2017 to inspect the sample of the items.

(Signature)  
Name:  
Seal of the firm