

Notice Inviting Tender

IICA 5-25/2011
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

2nd Floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110 003

Dated: December, 2011

Subject:- Rate Contract for Photocopy, Spiral Binding, Lamination work, Printing of Letter Head/D.O. Letter Heads, Visiting Cards, File cover, slip pads and other stationery items for the Indian Institute of Corporate Affairs.

Sealed tenders from interested firms having requisite experience. are invited for entering into a rate contract with the Indian Institute of Corporate Affairs for Photocopy, Spiral Binding, Lamination work, Printing of Letter Heads, D.O. Letter Heads, Visiting cards, file cover, slip pads and other stationery items as per samples (available with the Administrative Officer, IICA) for the Indian Institute of Corporate Affairs, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi, as per terms and conditions detailed out in the following paragraphs,

A. Qualifying Criteria:

Only registered and bona fide firms having adequate experience of at least two years in the Relevant field of supply of these items to Government Ministries/Departments /Government Organisations/PSUs/Corporate Sector etc. and with a minimum annual turnover of Rs.15,00,000/- (Rupees fifteen lakhs only) during the last two years in this line of business need to apply.

While submitting the tender, the bidder shall have to furnish to the IICA proof of experience, financial standing, turnover, valid ITCC, STCC, Service Tax for the last two years and, any other Tax applicable. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

B. Material and equipments:

The Institute shall provide the Bench Mark quality/ brand of the material to be used, wherever necessary.

C. Settlement of Disputes:

In the event of any disputes between the parties regarding the terms and conditions of the supply of material (printed) and execution thereof, the matter shall be referred to (an) Arbitrator(s) as may be decided by the OSD, Indian Institute of Corporate Affairs, for arbitration under the Arbitration & Conciliation Act, 1986. The Firm/ supplier shall not question the decision of the Arbitrator(s) on the ground that the Arbitrator(s) is/are Government servants. The decision of the Arbitrators shall be final and binding on the parties.

2. The brief terms and conditions shall be as follows:-

(a) The defective printing material, if found, will be replaced by the supplier. However, in case of defective supply of printed material on more than 3 occasions the contract will be cancelled and security deposit shall be forfeited.

(b) The earnest money of Rs. 10,000/- (Rupees ten thousand only) through a demand draft drawn on any scheduled bank in Delhi/ New Delhi, in favor of Indian Institute of Corporate Affairs must accompany the quotation letter (Qualifying bid). Quotation received without earnest money will not be considered.

(c) TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time in time like sale tax, PF, ESI etc.

(d) The security deposit of Rs. 1, 00,000/- (Rupees one lakh only) will be deposited by the successful bidders within 15 days of award of the contract.

(e) The ordered printed material has to be supplied in time as per the specifications any deviation will be considered as breach of contract and will be dealt accordingly.

(f) The Indian Institute of Corporate Affairs has all the right to reject/accept any/ all the tenders with assigning any reason.

(g) Tender application without complete documents/ information shall not be considered.

(h) No negotiation will be undertaken with any tenderer save with the lowest qualified bidder.

(i) Failure by the contractor/ firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and

subsequent disqualification for participation in any future tender in the IICA. The security deposit shall also be forfeited.

D. Tendering Process:

The tender is invited on a twin bid basis i.e qualifying bid and then the financial bid. The tender form for Qualifying bids and Financial bid prescribed at Annexure-1 & II (Attached) complete in all respect should be submitted in separate sealed covers superscribed " Qualifying Bid-" Qualifying Bid Photocopy, Spiral Binding, Lamination work, Printing of D.O. Letter heads, Visiting cards, file cover, slip pads and other stationery items to IICA" and Financial Bid " Qualifying Bid-Printing of Photocopy, Spiral Binding, Lamination work, D.O Letter Heads, Visiting Cards, file cover, slip pads and other stationery items to IICA and put together in one envelop addressed to the Officer Incharge (A&F), Indian Institute of Corporate Affairs should be dropped in the tender box kept on the Ground Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003 by 1.00 PM on 18th January, 2012. Incomplete bid document will be rejected. The bids will be scrutinized by the IICA to shortlist the eligible bidders. The financial bids of eligible bidders only will be opened. Negotiations, if any will be held with the lowest qualified bidder only. Bids should be submitted in the format prescribed at Annexure-1 & II and bids submitted in any other format will be summarily rejected.

Bids will be opened at 03.30 P.M. on 18th January, 2012 at IICA, 2nd Floor, Paryavaran Bhawan, New Delhi in the presence of bidders who wish to be present.

Tenders received after stipulated date will not be accepted. Indian Institute of Corporate Affairs reserves the right to reject any or all quotations without assigning any reason for same.

NOTE :

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all overheads. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

(B.S. Chopra)
Administrative Officer

Qualifying Bid Document

1. Name of the Service provider
2. Address with Tele No, fax No., e-mail
3. Contract person's Name

4. Essential Details:
 - (i) Registration
 - (ii) Income Tax Clearance for the last two years.
 - (iii) Sales Tax C.C/VAT deposit certificate for last two years
 - (iv) Experience certificate for last two years
 - (v) Certificate to the effect that there is no litigation
 - (vi) Fifteen digit Service Tax Code of the Firm(vii) Financial standing
 - (viii) Turnover details of last two years

5. Address of workshop with area of premises.

6. Whether owned/ rented

7. Name of Banker

8. Whether the firm has any legal suit/ criminal case pending against its violation of PF/ESI minimum wages act or other laws (give details).

9. Whether the company/ firm is authorized to deal/ maintenance provider for the items mentioned in tender document.

10. Has the company been cleared by Income Tax for the last two years

11. Confirm the following enclosures along with this format:-
 - a) Satisfactory service certified from the previous customers

- b) Certificate of registration with the Registrar of companies and with the Delhi sales Tax Department, etc.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. We understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Institute in future.

Anexure-II

Name of the company along with Address & Telephone No :

Financial Bid

Printing of the following stationery items

S.No.	Item	Paper specification	Rates
1.	A-4 size letter heads (As per samples) (100/120 GSM)	German DO Sunshine Handmade paper	
2.	A-5 size letter heads (As per samples) (100/120 GSM)	German DO Sunshine Handmade paper	
3.	A-8 size letter heads (As per samples) (100/120 GSM)	German DO Sunshine Handmade paper	
4.	Letter pads with golden emblem embossed	German DO Sunshine Handmade paper	
5.	File cover of the IICA (as per samples) 350 gsm		
6.	Envelops (As per samples)	Sunshine(9x4) With window Without window Sunshine(10x4.5) With window Without window Sunshine 8x10 10x12 12x16	
7.	Visiting cards (As per samples)	Ivory German Cantt. Galgo/Handmade	

8.	Writing pads Ordinary/spiral four colour printing	Subshine (20 pages) A-4 size(ordinary) A-4 size(spiral) A-8 size (ordinary) A-8 size (spiral) Subshine (50 pages) A-4 size(ordinary) A-4 size(spiral) A-8 size (ordinary) A-8 size (spiral) Subshine (100 pages) A-4 size(ordinary) A-4 size(spiral) A-8 size (ordinary) A-8 size (spiral)	
9.	Invitation cards with envelop	Ivory cards (300 gsm) (7x5) Ivory card (300 gsm) (8x5)	
10.	A-4 letter heads (Multi colour offset)	German DO Sunshine	

S.No.	Type of Work	Unit	Rate (Rs)
	XEROX WORKS		
1.	A4 B/W XEROX 75 GSM	Page	
2.	A4 B/W XEROX 100 GSM	Page	
3.	A4 XEROX (color paper) 75 GSM	Page	
4.	A4 XEROX (color print) 90 GSM	Page	
5.	A4 Color Xerox Print on Card/certificate	Per card	
6.	A3 B/W XEROX 75 GSM	Page	
7.	A3 B/W XEROX 100 GSM	Page	
8.	A3 XEROX (color paper) 75 GSM	Page	
9.	A4 Color XEROX 100 GSM	Page	
10.	A4 Color XEROX 170 GSM	Page	
11.	A4 color XEROX 250 GSM	Page	
12.	A3 color XEROX 100 GSM	Page	
13.	A3 color XEROX 170 GSM	Page	
14.	A3 Color Xerox 250 GSM	Page	
15.	Digital Plan XEROX PER SQ.FT	SQ.FT	
	PRINTING WORKS		
1.	A4 B/W print 75 Gsm	Page	
2.	A4 B/W print (ON THICK PAPER) 100Gms	Page	
3.	A4 B/W print (ON THICK PAPER) 75 Gms	Page	
4.	A3 B/W PRINT 75 Gms	Page	
5.	A3 B/W PRINT (ON THICK PAPER) 100 Gms	Page	
6.	A3 B/W PRINT (ON COLOR PAPER) 75 Gms	Page	
7.	DIGITAL PLAN PRINT PER SQ. FT (ON PAPER)	SQ.FT	
8.	DIGITAL PLAN PRINT PER SQ. FT (ON TRACING)	SQ.FT	
9.	DIGITAL PLAN PRINT PER SQ. FT (ON THICK PAPER)	SQ.FT	
10.	A4 COLOUR PRINT 100 Gms	Page	
11.	A4 COLOUR PRINT (ON THICK PAPER) 170 Gms	Page	
12.	A4 COLOUR PRINT 250 Gms	Page	
13.	A3 COLOUR PRINT 100Gms	Page	
14.	A3 COLOUR PRINT (ON THICK PAPER) 170 Gms	Page	
15.	A3 COLOUR PRINT 250Gms	Page	

16.	COLOUR PLOTTING PER SQ. FT	SQ.FT	
17.	COLOUR PLOTTING PER SQ. FT (ON THICK PAPER)	SQ. FT	
18.	COLOUR PLOTTING PER.SQ FT (ON PHOTO PAPER)	SQ.FT	
19.	A4 B/W Separator Die Cut	Per Sep.	
20.	A4 B/W Separator Die Cut & Dgty printed		
	SCANNING WORKS		
1.	A4 B/W SCAN	Page	
2.	A3 B/W SCAN	Page	
3.	A4 COLOUR SCAN	Page	
4.	A3 COLOUR SCAN	Page	
5.	B/W ROLLER SCAN PER SQ.FT	SQ.FT	
6.	COLOUR RLLER SCAN PER SQ. FT	SQ.FT	
	LAMINATION WORKS		
1.	A4 LAMINATION	page	
2.	A3 LAMINATION	Page	
3.	A4 LAMINATION (THICK)	Page	
4.	A3 LAMINATION (THICK)	Page	
5.	ROLL TO ROLL LAMINATION (PER SQ.INCH)	SQ.FT	
	BINDING WORKS		
1.	A4 SPIRAL BINDING (1-100 PAGES)	1	
2.	A4 SPIRAL BINDING (100-300 PAGES)JAMBO	1	
3.	A43 SPIRAL BINDING (1-100 PAGES)	1	
4.	A3 SPIRAL BINDIGIN (100-300 PAGES) JAMBO	1	
5.	AR COMB BINDING (1-100 PAGES)	1	
6.	A4 WIRE-O BINDING (1-100 PAGES)	1	