

No. .29012/06/2018-Admn.III  
Government of India  
Ministry of Home Affairs  
\*\*\*\*\*

North Block, New Delhi,  
Dated 16.03.2018

**E-TENDER NOTICE**

**Subject:** E-Tender for printing of D.O. Letter Heads/Stitching of files/ spiral binding and other miscellaneous printing related jobs for a period of one year.

**E-TENDER DATE SHEET**

BID DOCUMENT DOWNLOAD DATE	20.03.2018 at 10.00AM
BID SUBMISSION START DATE	20.03.2018 at 10.30 A.M.
BID SUBMISSION END DATE	11.04.2018 at 03.00 P.M.
BID OPENING DATE	12.04.2018 at 03.30 P.M


Online e-tenders are invited by the Ministry of Home Affairs under single bid system for printing of D.O. Letter Heads, visiting cards/Stitching of files/ spiral binding and other miscellaneous printing etc jobs as per the list enclosed at Annexure-II.

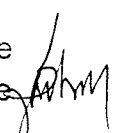
2. The tender documents can be downloaded from the websites of www.eprocure.gov.in
3. The tender documents bidders may submit the tender online at www.eprocure.gov.in in single bid system in the prescribed proforma. Tender are to be submitted online only through e-Procurement Portal http://eprocure.gov.in/eprocure/aop. All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
4. General Terms and conditions of the tender are given in Annexure-I.
5. Sample of the papers to be used and copies of sample of such work done previously must be sent along with the EMD. In the absence thereof the quotation/tender will be rejected.
6. The bid will be opened online by Technical Evaluation Committee in the Ministry of Home Affairs on 12.04.2018 in Hall No.2, Jalebi Chowk, North Block, New Delhi. Selection of the (L-1) will be based on the recommendation of the Technical Evaluation Committee.

  
(SUNIL BAREJA)

Under secretary to the Govt. of India

TERMS AND CONDITIONS FOR QUOTATION FOR PRINTING BINDING JOBS IN  
THE MINISTRY OF HOME AFFAIRS

1. The rates for the items may be quoted in the prescribed proforma given at Annexure –II and the rates may be quoted both in words and figures.
2. The firms should have at least three years experience of binding and printing work in Central/State Government Offices. A copy of the experience certificate may be enclosed. The firm should also have GST/PAN/TIN/VAT Registration Numbers.
3. The firms should have turnover of more than 50 lakhs p.a . Copy of last three financial years' turnover be uploaded with the bid.
4. The material/samples will be collected from concerned division/section. Printed material will be delivered within the stipulated time to the concerned office without any additional charge for cartage / labour, etc.
5. The component of taxes, if any, should be indicated separately and clearly in the quotations. It should not be added on in the basic prices of the items of work.
6. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Ministry. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. The charges of bills will be inclusive of all proof readings.
7. The order will be placed on "on requirement basis". It should be clearly specified in the bid document as to what is the scope of work i.e. which item involves only printing/embossing and which involves supply of stationery apart from printing.
8. The evaluation shall be done on basis of total package cost of all the items and accordingly L1 shall be selected. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies. However, the exact work will be placed based on the actual requirement. 
9. Normally, the contract will be awarded for one year. However, further extension can be considered on the basis of performance & satisfactory work. The cost during extension period should not exceed the L1 cost.

10. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm
11. This Ministry reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.
12. The bidder will deposit an amount of Rs. 50,000/- (Rupees fifty thousand only) as account payee bank draft/Banker's cheque / Bank Guarantee drawn in favour of DDO, MHA payable at New Delhi as Earnest Money Deposit (EMD).
13. The decision of the Ministry regarding the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.
14. The work relating to binding of official documents and other important documents/booklets will have to be done within the office premises at designated place only, if required.
15. Notwithstanding anything contained in the above the Ministry reserves the right to terminate the contract at any stage without assigning any reason thereto.
16. The successful bidder will have to deposit performance security amounting to Rs.1,00,000 in the shape of Bank Guarantee valid for fourteen months w.e.f. the date of award of the contract before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.
17. The firm should be in position to undertake the printing and order related jobs/supply printed items mentioned in the lists enclosed at very short notice as and when requisitioned by the office.
18. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money. 
19. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.
20. The above particulars are also available on Ministry's website i.e. [www.mha.gov.in](http://www.mha.gov.in)

firm

**ANNEXURE-II**

Complete address and  
Contract no. of the firm

TIN/GST registration number  
(Copy of the above should be enclosed)

Sl.no.	Description of job	Size	Qty.	Rates (Rs.) Exclusive GST
1.	<b>D.O. Letter Heads</b>  raised printing + Ashokaemb.	Small	1000	
		Med.	1000	
		Big	1000	
	D.O. Letter Heads Ordinary Printing + Ashokaemb	Small	1000	
		Med.	1000	
		Big	1000	
	On J.K. Sunit Bond Paper	Small	1000	
		Med.	1000	
		Big	1000	
2.	<b>D.O. Envelops</b>  Raised printing on DO Ashoka emb.	Small	1000	
		Med.	1000	
		Big	1000	
	D.O. Envelops  Ordinary printing on JK/Sunit bond paper	Small	1000	
		Med.	1000	
		Big	1000	
3.	Slip book 50 sheets (with paper & printing bond paper)	Small	1000	
		Med.	1000	
		Big	1000	
	<b>Slip Book 50 sheets (with good quality thick bond paper &amp; printing, spiral binding)</b>	Small	1000	
		Med.	1000	
		Big	1000	
	Slip book 100 sheets (with paper & printing bond paper)	Small	1000	
		Med	1000	
		Big	1000	
	<b>Slip Book 100 sheets (with good quality thick bond paper &amp; printing, spiral binding)</b>	Small	1000	
		Med.	1000	
		Big	1000	
4.	<b>Invitation Cards</b> 7"x 5" raised printing with envelops		100	
	7"x 5" Ord. printing with envelops		100	

5.	<b>Visiting cards</b>			
	Raised printing		100	
	Ordinary printing single side		100	
	Imported Paper single side		100	
	Ordinary printing Double side		100	
6.	Imported Paper Double side		100	
	<b>Complementary/Parl.slips</b>			
	Complementary slip with papers		1000 each	
	Parliamentary slip with papers		100	
7.	Lok/rajyasabha reply forms		100	
	Binding work( Report/Pub. With ordinary binding)		Each copy	
	50 sheets			
	100 sheets			
	150 sheets			
	200 sheets			
	250 sheets			
8.	500 sheets			
	Binding work( Report/Pub. With Spiral Binding)		Each copy	
	50 sheets			
	100 sheets			
	150 sheets			
	200 sheets			
	250 sheets			
9.	500 sheets			
	Binding of Books/PBRs. ( Half cloth binding)		Each book	
	50 sheets		Reposts	
	100 sheets			
	150 sheets			
	200 sheets			

	250 sheets			
	500 sheets			
10	Binding of Books/PBRs. ( Half leather binding)		Each book	
			Reposts	
	50 sheets			
	100 sheets			
	150 sheets			
	200 sheets			
	250 sheets			
	500 sheets			
11	Stitching of files 50 sheets		Each file	
	100 sheets			
	150 sheets			
	200 sheets			
	250 sheets			
	500 sheets			
12	<u>Printing of colour slips size 5'x3"</u>		1000	
13.	<u>Printing of Envelops</u>		1000 each	
	<u>SE-4</u>			
	<u>SE-5</u>			
	<u>SE-6</u>			
	<u>SE-7</u>			
	<u>SE-8</u>			
	<u>SE-10</u>			
	<u>SE-10 A</u>			
14.	<u>Engagement cards with printing</u>		100 Each	
15.	<u>Title cover of A-4 Size</u> <u>On thick /good quality with printing</u> <u>On glazed paper</u>		Each	
16.	<u>Car parking labels</u>		100	
17.		A-4		

	<b>DO Letter heads on imported papers 100 GSM 125 gsm,135 gsm</b> With golden emblem Single color	A-5	For 1000 each	
		A-6		
	<b>DO letterhead Imported paper 100 gsm</b> Double colour	A-4	For 1000 each	
		A-5		
		A-6		
		A-8		
18.	<b>DO Letters Heads on handmade /galgospian paper with golden emblem</b> Single Colour	A-4		
		A-5		
	<b>D.O.</b> <u>Double colour</u>	A-6	For 1000 each	
		A-8		
		A-4	For 1000 each	
		A-5		
19.	<b>D.O. Envelops</b> on galgospian paper on golden leaf printing 10"x4, 1/2	A-6	For 1000 Each	
		A-8		
20.	<b>Printing of logo on letter heads envelopes, file covers, folder etc.</b> Single colour		For 1000 each	
		Double colour		
		Tri colour		
		Four colour		
21.	Printing with paper one side	A-4	Each	
		Legal		
22.	Printing with paper both side	A-4	Each	
		Legal		
23.	Printing of citizens,/Clients' charter	As per sample	Each	
24.	Greeting card with envelope		100	
25.	Receipt book 100 pgs.		100	
26.	Challar. Book 100 pg		100	
27.	Slips. Immediate ,most immediate,priority,top priority,secret, top secret		100 each	
28.	Entry pass with Dori and plastic cover		100 each	