

No. EdCIL/TSG-RMSA/NIQ/COMP

Date: 27/09/2017

To ,

List of agency is attached at page 13

Subject: Notice Inviting Quotation for Printing and Supply of Compendium.

Dear Sir/Madam,

EdCIL (India) Limited, a Mini Ratna Category-I Central Public Sector Enterprise (CPSE) and ISO 9001:2008 & 14001:2004 Certified Company was incorporated in 1981, under the Ministry of Human Resource Development having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. It is a continuously dividend paying and profit making company and the only PSU (Public Sector Undertaking) mandated to serve the education sector.

Over the three decades of education sector experience and a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies, Centres of Excellence (IITs, IIMs, IIITs, IISERs etc.) and large corporate.

EdCIL currently runs Project Management Units (PMUs) known as Technical Support Groups (TSGs) for Pan India Mega projects of MHRD covering SSA, MDM, NMEICT, NLMA, RMSA, HESPIS, PMMMMNMIT etc. This corporation intends to "Printing and Supply of Compendium".

EdCIL invites sealed quotations from reputed printing agency for Printing and Supply of Compendium for one of the MHRD programme.

A. SCOPE OF WORK

The tentative quantity and specifications of the report are given below:-

Quantity	English - 500 Nos. (The quantity may increase if required) Hindi - The Hindi translation of the English text needs to be done by the agency. However, the quantity to be printed shall be informed later.
No. of Pages (Approx.)	English 200 + Cover Page
Size of Compendium	A4 Size
Printing	Multi-colour digital
Paper Type	170-180 gsm., Digital Paper
Cover Page	300 gsm German Kent or art paper/card
Lamination	Mat Thermal Lamination for cover
Binding	Laminated Binding cover pasting with centre stitch and perfect binding
Type Set	Computer Type Set
Proofing	Proofs are required to be shown to indenter in colour. All proofs in the layout of the chapters of the compendium will be shown to the indenter.
Design	<i>EdCIL will provide the design of cover and inside pages to the successful agency for printing of Compendium.</i>

If you are in a position to meet the above-mentioned requirement, you are requested to submit your quotation based on our terms and conditions as set forth hereunder.

B. ELIGIBILITY CRITERIA

The quotationer shall furnish the following documents along with quotation.

- 1) Proof of successfully executing 03 (Three) similar works in the last 3 years (FY 2014-2015, FY 2015-2016 & FY 2016-2017) for PSU/Autonomous Bodies/Central Government Bodies.
- 2) Attested copy of Registration of Company, Income Tax PAN Card and Goods & Service Tax Registration Certificate.
- 3) EMD: The quotationer shall furnish along with bid an Earnest Money Deposit amounting to Rs. 15,000/- (Rs. Fifteen Thousand only) in the form of Demand Draft in favour of EdCIL India Limited payable at Delhi/ Noida. Bids received without EMD shall be summarily rejected. NSIC/MSME registered vendors have to submit the copy of valid registration certificate for claiming exemption from EMD.

- 4) Bid Form (**Annexure-I**)
- 5) Declaration of Non-Blacklisting (**Annexure-II**)
- 6) Letter of acceptance to the terms and conditions of the NIO.

C. **TERMS AND CONDITIONS:-**

1. The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of contract whichever is earlier. The EMD will be forfeited on account of one or more of the following reasons:
 - a) The quotationer withdraws its proposal during the bid validity period.
 - b) The quotationer fails to furnish required Performance Bank Guarantee (PBG).

2. **Performance Bank Guarantee**

The successful Quotationer shall be required to submit a Performance Bank Guarantee of 10% of Annual Contract Value from a nationalized bank. This will be done within 15 days from the date of issue of job order. Performance Bank Guarantee shall remain with EdCIL for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier. No interest shall be paid on the Performance Bank Guarantee amount **Annexure IV**.

If the vendor, having been called upon by EdCIL to furnish Performance Bank Guarantee, fails to furnish the same, it shall be lawful for EdCIL:-

- (a) to recover the amount of the Performance Bank Guarantee from the vendor by deducting the amount from EMD or
- (b) any pending bill of the vendor under any contract with EdCIL and cancel the contract and award the contract to another vendor at the risk and cost of the vendor.

On performance and completion of the job in all respects, the Performance Bank Guarantee will be returned to the vendor without any interest.

3. All the amount shall be indicated by the vendor in figures as well as in words. Where there is any difference between price quoted in figure and words, amount quoted in words shall prevail **Annexure III**.
4. **Validity of Quotation:** Your quotations/tenders shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision/modifications in the quoted rates will be allowed during the period of validity of quotation or the extended period.
5. **Delivery and Inspection:** The soft copy of printing material will be provided by the successful agency. Delivery of printed material is required to be made within 15 working days from the date of approval of final proofs by authorized official or Project Manager (RMSA)/MHRD. The successful agency shall be required to deliver the compendium duly packed at a designated place at Ministry of HRD, Shastri Bhavan, New Delhi. The material on receipt at MHRD, Shastri Bhawan will be inspected. The supplier shall have to replace the materials, if any, found defective at site/office on free of cost basis.

6. Penalty for late delivery: In the event of delay in delivery of compendium, penalty at the rate of ½% (half percent) of the offered value for each week of delay, subject to maximum of 5% of the total value of the incomplete/undelivered materials, will be levied & recovered.
7. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
8. The successful tenderers/vendors shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to get the printing job done from elsewhere and the successful tenderers/vendors shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such job.
9. Payment Terms: Payment will be made by RTGS against the bill in duplicate within 20 working days after successfully delivery of the material at site.
10. Your quotation should be free from overwriting. All corrections and alteration should be duly attested by the quotationer.
11. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation, otherwise the quotation may be ignored.
12. The quotation should be unambiguous in all respects.
13. This Corporation reserves the right to accept or reject any quotation in whole or in parts without assigning any reasons thereof. This corporation also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
14. Termination of the Contract: The job order is liable to be terminated if the Service Provider:
 - a) Becomes bankrupt or insolvent or goes into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction, in the case of a Company) or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of his/their assets or
 - b) Abandons the work; or
 - c) Assigns or sublets the work in whole or in part thereof without prior written consent of EdCIL; or
 - d) Performance is not satisfactory; or
 - e) If the Service Provider obtains the contract with EdCIL with illegal manner; or
 - f) Information submitted/furnished by the contract are found to be incorrect; or
 - g) The above shall be without prejudice to EdCIL's other rights under the law.

15. **FORCE MAJEURE :**

(i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

(ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

16. **ARBITRATION:** In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairman & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement with jurisdiction as Delhi only.

D. **SUBMISSION OF QUOTATION**

The agency is required to submit all the relevant document in support of their eligibility and Price Bid in prescribed format in a single envelope superscribed "**Quotation for Printing and Supply of Compendium**" and addressed to **Project Manager (RMSA), Technical Support Group - RMSA, Vijaya Building, 6th Floor, 17 Barakhamba Road, New Delhi-110 001** so as to reach not later than **1500 hrs on 05/10/2017**. The quotation received after

the due date will not be entertained. Quotations sent by e-mail/fax, etc shall not be entertained and shall be summarily rejected. Quotations received after the specified date and time will not be accepted. The Quotations will be **opened on the same day i.e on 05/10/2017 at 1530 hrs.**

Yours faithfully,

(Manas Ranjan Behera)
Project Manager (RMSA)

Bid-Form

1	Name of Bidder				
2	Category of Vendor (Gen/SC/ST) Copy of Certificate needs to be submitted				
3	Whether Vendor is MSME/NSIC registered (Yes/No) Copy of Certificate needs to be submitted				
4	Name & Designation of Authorized Signatory				
5	Registered/Head Office Address				
6	Delhi Office	Address			
		Phone			
		Fax:			
		Contact Person			
		Phone			
		Email id			
7	Year of Establishment				
8	Type of Firm (Put Tick mark)	Public Limited	Private Limited	Partnership	Proprietary
9	Bank Details	Bank Name: Account Number: Branch Address: IFSC Code:			
10	Telephone Number(s)/ Mobile				
11	Website URL				
12	Fax No.				
13	Email Address				
14	Indicate if organization has been blacklisted or not				
15	Are there any clarification / information etc that the bidder may like to make				

Note: All the fields in Bid Form are compulsory and to be filled with precaution as the information given will be used for the further Communication

SELF-DECLARATION - NON BLACKLISTING

To,

Project Manager (RMSA)
EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A
NOIDA - 201301 (U.P.), India

Sir,

In response to the Tender EdCIL/RMSA/2017 dated 27th September 2017 for **Printing and Supply of Compendium**, I/We hereby declare that presently our Company/Service provider _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

PRICE SCHEDULE

(A)

S.No.	Name of Report/Specification	Qty.	Cost per copy (Rs.)	Total cost excluding GST (Rs.)
1	Supply and Printing of Compendium as per specifications mentioned in this document (English)	500 No.		
2	Hindi Translation of the English Text			
3	GST (Please mention rate) on sl no. 1&2			
Total amount (in figures)				
Total amount (in words)				
Optional: Addition/Deletion of Cost of Printing in a set of four pages in multi colour				

(B)

S.No.	Name of Report/Specification	Qty.	Cost per copy (Rs.)	Total cost excluding GST (Rs.)
1	Supply and Printing of Compendium as per specifications mentioned in this document (Hindi)	100 No.		
		300 No.		
		500 No.		
	Optional: Addition/Deletion of Cost of Printing in a set of four pages in multi colour			
	GST (Please mention rate)			
Total amount				

Note: The quotation shall be evaluated on the total value at serial number (A) only. EdCIL may assign the job of printing of compendium in Hindi at a later date as per requirement of MHRD

Signature of authorized person with date

Name of the Bank: -----

To

EdCIL (India) Ltd

PERFORMANCE GUARANTEE FORMAT

In consideration of the EdCIL acting through-----
----- (Designation & address of Contract Signing Authority), (hereinafter called "The EdCIL (India) Ltd") having agreed under the terms and conditions of agreement/Contract Acceptance letter No.-----
dt..... Made between..... (Designation & address of contract signing Authority) and (here in after called "the said Service Provider" for the work..... (here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for ₹
₹only)) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We.....(indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not exceeding ₹ (₹only) on demand by the EdCIL (India)Ltd.

2. We..... (indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager, EdCIL (India) Ltd, Noida or -----(Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this

guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ .. (₹Only).

3. (a) We (indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.
4. We..... (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by (Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.
- 5 (a) Not withstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.

(c) Provided always that we..... (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.

6. We, (indicate the name of Bank) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any bearance act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.
7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.
8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd in writing.
9. This guarantee shall be valid upto(Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs..... (Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... we shall be discharged from our liabilities under this guarantee thereafter.

Dated:	the	day of	For
(indicate the name of bank)			
Signature of Banks Authorised official			
Witness		(Name)-----	
Designation with Code No. -----			
1		Full Address-----	
2.			

LIST OF AGENCY

S.No.	Name of Agency
1	M/s Pamm Advertising & Marketing 302-304, Sethi Bhawan 7, Rajendra Place New Delhi- 110 008 Ph.: 011-45373300, 45373333
2	M/s India News Communication B-121, Sector-71, Noida- 201303
3	M/s Goldmine Advertising 4834/24, 1ST FLOOR, KIRAN MANSION, ANSARI ROAD, NEW DELHI -110002 Tel: 011-23247276-80 (5 Lines) Fax: 011-23255614
4	M/s Sharad Advertising Pvt. Ltd. 184, Patparganj Industrial Area, Delhi – 110092 ph: 011- 22155487,45874250
5	M/s Interads Advertising Pvt Ltd, 4/24A, Asaf Ali Road, New Delhi – 110 002
6	M/s Critique Communications Pvt. Ltd 53, Ground Floor, Jangpura Road Bhogal, New Delhi – 110 014
7	M/s Ventures 714, Shankuntala Building 59, Nehru Place, New Delhi-110019 Tel : 011-41318300/01 Fax : 41617288
8	M/s Morgha Printers WZ-521, Nangal Raya, New Delhi
9	M/s Nitin Offset B-126/1, first floor, Mayapuri, New Delhi
10	M/s Essaar Printers 267, Ground Floor, Prakash Mohalla, East Of Kailash, Delhi - 110065