

Subject: Empanelment of bidder on rate contract for supply of Printed Office Stationery Items for Noida/Delhi base project offices for a period of two years.

Dear Sir,

EdCIL (India) Limited is a public sector enterprise under the Ministry of Human Resource Development having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. This Corporation is interested to empanel the vendor on rate contract for supply & printing of the followings office stationery items:

NAME OF THE ITEMS TO BE PRINTED	Minimum quantity required
White envelopes (120 gsm.) with window with company's address printed in double colour (bilingual) screen printing 9" x 4 " 11" x 5" 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos. 1000 nos. 1000 nos.
White envelopes (120 gsm.) without window with company's address printed in double colour (bilingual) screen printing 9" x 4 " 11" x 5" 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos. 1000 nos. 1000 nos.
Cloth bound envelopes (yellow colour only) to be printed in double colour (bilingual) screen printing 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos.
Laminated envelopes (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm. 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos.

NAME OF THE ITEMS TO BE PRINTED	Minimum quantity required
Letterheads in double colour offset printing (Bilingual) on Executive Bond paper 80 gsm (A4 size)	1000 nos.
Letterheads in double colour offset printing (Bilingual) on Executive Bond Paper 100 gsm (A 4 size)	1000 nos.
D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual – A4 size	per 100
D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual – A4 size	per 100
Desk Slip (bond paper-3"x4") with double colour printing	per 100
Visiting cards – single side (on Matt card) - on good quality card in two colour digital printing	per 100
Visiting cards – both side (bilingual) (on Matt card) - on good quality card in two colour screen printing	per 100
Visiting cards – both side (bilingual) (on Texture card) - on good quality card in four colour emboss printing	per 100
Visiting cards – both side (bilingual) (on Khadi card) - on good quality card in four colour digital printing	per 100
Conference Pad A-5 size containing 20 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Per 200
Spiral Pad A-5 size containing 50 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Per 200
L- shape Plastic folder (solo/worldwide) on the top logo of company and below in the centre is company address is to be printed in single colour printing	per 200
Cobra file with right side clip <i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i>	Per 500
Printing of requisition forms in 1+ 2 (first white copy, second yellow copy and third green copy) on JK maplitho paper of 60 gsm. Size 1/8	1000 sets (50 sets in each book form)
Printing of receipt books 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. Size 1/8	1000 sets (50 sets in each book form)
Printing of vouchers on A4 size JK Maplitho coloured paper (white/yellow/green or red) in single colour offset printing	Per 5000 sheets
Identity cards with card holder	Per card
Lan Yard for ID card with printing of Logo & name of the Company	100 nos.

Scope of Work:

1. Supply of printed stationery items as specified in the description of items list as per make model mentioned and as per sample seen by bidder in this office lying with store of EdCIL, Noida.
2. **Quantity** Estimated quantity of items required is mentioned in the Description of Items. However it should be clearly noted that EdCIL shall place the order only as per the actual requirements from time to time.
3. **Supply Requirement** The supply of item shall be made to this office within 3-4 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. EdCIL will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

INSTRUCTIONS TO THE BIDDER

I. Eligibility Criteria :-

- 1) The bidder should be in the business of selling printed Stationery items at least for a period of last three years i.e. during the F.Y. 2013-14, 2014-15 and 2015-16. Proof of experience for delivering the printed stationery items to company of repute, for last 3 years preferably government/PSU shall be attached.
- 2) The bidder should have executed the followings contracts/work order having the value of the following description :-
 - One order of Rs. 80,000/- (Rs. Eighty thousand only) yearly value during the last 03 years
 - OR**
 - Two orders of Rs. 50,000/- each (Rs. Fifty Thousand) yearly value during the last 03 years
 - OR**
 - Three orders of Rs. 40,000/- each (Rs. Forty Thousand) yearly value during the last 03 years

Documentary proofs viz Purchase Orders/ Job orders must be attached with the bid document, to determine the fulfillment of the above criteria by the bidder.

- 3) The bidder shall produce at least proof of one running contract with any company registered under companies act of repute (like Work Order, Letter of Intent, Job order etc.).
- 3) The documentary proofs for having the valid Registration Number/ VAT Number/ Sales Tax Number etc are to be submitted along with the Tender.
- 4) The annual turnover of the bidder for the previous 3 years should not be less than Rs.6 lakhs per annum. Separate proof by way of audited balance sheet & P&L A/c all be attached for 3 years i.e. for F.Y. 2013-14, 2014-15 and 2015-16.

- 6) Documentary proofs viz Purchase Orders/ Job orders must be attached with the bid document, to determine the fulfillment of the above criteria by the bidder.
- 7) The agencies (if not exempted) shall be required to deposit a sum of **Rs.15,000/- (Rupees Fifteen thousand only)** towards **Earnest money**. The earnest money shall be deposited only by crossed Demand Draft/pay order in favour of "EdCIL (India) Ltd." payable at Noida. No Tenders will be accepted or considered without the remittance of Earnest Money Deposit.
- 8) MSEs registered agencies who have valid certificate of registration are required to submit the copy of the same for claiming the relevant benefits such as exemption of EMD etc. as prescribed by Govt. of India. As per Govt. norms Bidders who are registered with MSME/NSIC will be given preference. Any owner of the bidder who is registered with DGS&D, NSIC & MSME, if belongs to SC/ST category please specify in their quotation

II. Submission of Tender

- (1) Tender shall be enclosed in sealed envelopes addressed to the Deputy Manager, (HR & Admin.), EdCIL (India Ltd., Plot No. 18A, Sector- 16A, Noida. Tender should be sent either by registered post or by hand. All Tenders should reach the office at the above mentioned address on or before **15:00 hrs on 20/04/2017**. Tenders received after the specified due date and time shall not be accepted and summarily rejected.
- (2) All the interested agencies are advised to visit the respective department of EdCIL to have an idea of actual Printing work involved.
- (3) Tender must be submitted in sealed envelope & shall contain all the basic documents as mentioned in the eligibility criteria.
- (3) It may be clearly noted that, in case the Tender submitted by agencies are not accompanied by all or any of the documents stated under eligibility criteria, along with the original Tender document duly signed and stamped on each page, the same will be rejected by EdCIL.
- (4) The rates should be conspicuously written in figures. Any overwriting, correction or insertion should be duly signed by the authorized signatories of the bidder. The tenderers shall quote rates for all the items in the Schedule of Rates (SOR) in Annexure-I. Omission or non quoting of rate for any single item will render the bid of the tenderer disqualified/rejected.
- (6) Bidder should clearly indicate the name & address of their Firm/Company/Enterprise as the case may be, on the envelop and should clearly indicate the name of job/Work for which Tender has been invited.
- (8) The Tender offer shall be valid for 90 (ninety) days from the date of opening of Tenders.
- (9) The Tender shall be opened at **16.00 hrs on 20/04/2017** in presence of the agencies who may wish to remain present.

III. OPENING OF TENDER

Sealed tender received up to **15.00 hours on** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The Tender shall be opened at **16.00 hrs on 20/04/2017** in presence of the bidder who may wish to remain present in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301.

GENERAL CONDITIONS OF WORK

1. Rates shall be quoted in the Performa attached herewith in original in Annexure - I.
2. **Make, brand and quality of printing and Stationery items including paper quality shall be strictly adhered to and any deviation shall be outrightly rejected by EdCIL at the risk and cost of the party.**

(I) Duration

- (i) The contract will be initially for a period of two (2) years, extendable by one (1) more year on mutually agreed terms and conditions.
- (ii) EdCIL however, reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons thereof.

(II) Rates

- (i) The bidder shall quote their unit rates against each column in the Performa attached herewith in Annexure-I.
- (iii) The bidders participating in the tender should submit the rates for all the Printing and Stationery items mentioned under Annexure-I for Schedule of Rates, otherwise their bids will be summarily rejected.
- (iii) Rates quoted by the bidder should be inclusive of all statutory taxes or levies such as VAT/Sales Tax, service tax etc. and any other taxes as applicable from time to time during the currency of the contract associated with the basic price.
- (iv) The rates quoted by the bidder shall be fixed during the period of the contract and in between no escalation will be considered.
- (v) The material shall be delivered at the nominated places without any additional cost.

(III) SECURITY DEPOSIT

- (i) The bidder has to submit a security deposit amount of Rs.30,000/- (Rupees Thirty Thousand Only) by way of Demand Draft/Pay Order payable at Noida, within 15 days from the date of issue of Work order/letter of intent. Earnest money deposited by the successful bidder may be adjusted towards the security deposit. The earnest money of the unsuccessful bidders will be returned once the contract is finalized.

(IV) Adherence to the Tender:

- (i) The Bidder is required to submit the acceptance of all the Tender conditions mentioned

therein, within Ten days from the date of award of Work.

- (ii) The Bidder will execute an agreement on a non-judicial stamp paper of Rs.100/- in the manner as prescribed in the Tender document within Ten days of receipt of the communication for award of contract/Letter of Intent (LOI).
- (iii) Samples of all the above quoted items must be submitted, so as to reach us before the due date of opening of tender or along with the tender document. This must be submitted, either through post or in person. Samples must be carefully packed and labeled clearly with our enquiry number subject and sender's name for easy identification.
- (iv) The successful tenderers/bidders 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 purchase the goods elsewhere and the successful tenderers/bidders shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.

(V) Amendment of the Tender documents:

- (i) EdCIL reserves the right to amend the Tender document, if considered necessary, with due intimation to respective Agencies prior to the last date of submission.
- (ii) EdCIL also reserves the right to extend the date of submission and opening of Tender, if considered necessary to allow reasonable time to the Agencies in such cases.

(VI) Rights of EdCIL:

- (i) EdCIL reserves the right to accept or reject any tender in part or in full without assigning any reason whatsoever.

(VII) Payment:

- (i) All payments due to the Bidder for services rendered against this Work shall be made by NEFT within 15 (fifteen) days from the date of submission of bills.
- (ii) Payment will be made after deduction of the Income Tax and any other dues, as applicable, at source.

(VIII) Penalty:

- (i) Any financial loss incurred by the EdCIL authority arising due to any procedural lapses on the part of the bidder shall be recovered by the EdCIL from the bidder.
- (ii) Delay in submission of printing item within the specified limit shall attract a penalty of Rs. 100/- per day beyond the permitted time.

(IX) Termination of the Work:

- (i) During the period of the contract, if the services of the successful Bidder are not found to be satisfactory, EdCIL reserves the right to terminate the Work with one month prior notice without payment of any compensation or whatsoever.
- (ii) Security deposit will be forfeited in case of premature termination of the Work.

(X) **Exit Clause:**

The work between EdCIL and the successful Bidder can be terminated by EdCIL with 3 months notice without assigning any reason and with no liability on EdCIL.

(XI) **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.

(XII) **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 Chairperson & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

Yours faithfully,

(Sushant Dey)
Deputy Manager (Admin.)

EdCIL (India) Ltd.
Corporate Office, Noida

ANNEXURE – I

PRICE SCHEDULE

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
White envelopes (120 gsm.) with window with company's address printed in double colour (bilingual) screen printing 9" x 4 " 11" x 5" 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos. 1000 nos. 1000 nos.		
White envelopes (120 gsm.) without window with company's address printed in double colour (bilingual) screen printing 9" x 4 " 11" x 5" 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos. 1000 nos. 1000 nos.		
Cloth bound envelopes (yellow colour only) to be printed in double colour (bilingual) screen printing 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos.		
Laminated envelopes (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm. 12" x 10" 10" x 14" 16" x 12"	1000 nos. 1000 nos. 1000 nos.		
Letterheads in double colour offset printing (Bilingual) on Executive Bond paper 80 gsm (A4 size)	1000 nos.		
Letterheads in double colour offset printing (Bilingual) on Executive	1000 nos.		

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
Bond Paper 100 gsm (A 4 size)			
D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A4 size	per 100		
D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A4 size	per 100		
Desk Slip (bond paper-3"x4") with double colour printing	per 100		
Visiting cards - single side (on Matt card) - on good quality card in two colour digital printing	per 100		
Visiting cards - both side (bilingual) (on Matt card) - on good quality card in two colour screen printing	per 100		
Visiting cards - both side (bilingual) (on Texture card) - on good quality card in four colour emboss printing	per 100		
Visiting cards - both side (bilingual) (on Khadi card) - on good quality card in four colour emboss printing	per 100		
Conference Pad A-5 size containing 20 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Per 200		
Spiral Pad A-5 size containing 50 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Per 200		
L-shape Plastic folder (solo/worldwide) on the top logo of	per 200		

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
company and below in the centre is company address is to be printed in single colour printing			
Cobra file with right side clip <i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i>	Per 500		
Printing of requisition forms in 1+ 2 (first white copy, second yellow copy and third green copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)		
Printing of receipt books 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)		
Printing of vouchers on A4 size JK Maplitho coloured paper (white/yellow/green or red) in single colour offset printing	Per 5000 sheets		
Identity cards with card holder	Per card		
Lan Yard for ID card with printing of logo and name of company	100 Nos.		
Taxes if any			

Signature of authorized person on each page with Stamp & Date

