

**PRASAR BHARTI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN BHAWAN, PHASE-II
COPERNICUS MARG, NEW DELHI**

F.No.DDN-7(3)/2018

Date : 18, April

Subject: Tender Enquiry for Printing Jobs

Directorate General: Doordarshan News, New Delhi invites bids from experienced printers for designing, printing and supply of material for day to day use in the office of Director General, DD (News). Details of printing materials and other terms and conditions relating to the award for Contract are given in Annexure-I. The prospective bidders may peruse and download the tender document from the official website of DD(News) "ddinews.gov.in".

Bidders may submit Bids in this regard as per the instructions, terms and conditions given in Annexures to this notification.

1. Tender/ Bid: The Tender/ Bid is to be submitted in two bids systems i.e. (i) Technical Bid and (ii) Financial/ Price Bid. Bids may be deposited in the Box kept in Sr. A.O. Office in Room No. 434 (4th floor).
2. DD-News reserves all the rights to reject any or all the tender without assigning any reason, whatsoever.
3. The interested firms are requested to submit their technical and financial bids in a sealed cover superscribed " Bids for designing, printing and supply of material etc". Name, address and telephone number of the firm should be clearly written on the envelope containing Bids.
4. The Technical Bid should have all the details about the bidders and documents as required to verify the eligibility criteria. Bidders must ensure that all requisite documents for verifying the eligibility criteria are provided/ uploaded in the Technical Bid in the Tender.
5. The Financial/Price Bids of only technically qualified bidders will be opened on the same day. Authorized representative of the bidders may be present during the opening of E-Technical Bid and E-Financial/ Price Bid.

6. Important Dates

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|--|------------------------------------|
| Last Date of Submission of Tender/Quotation: | Dated : 08.05.2018 (Upto 03:00 PM) |
| Date and Time of Opening Quotation/Bid: | Dated : 09.05.2018 at 04:00 PM |
| Estimated Cost (For One Year) | Rs.2,00,000+Applicable Taxes |


(ANIL KUMAR KHURANA)
Sr. Administrative Officer
For DG (N&CA)

Annexure-I

General Terms & Conditions

1. **Earnest Money Deposit (EMD)** : The bidder must submit along with the bids Earnest Money Deposit (EMD) of **Rs.5,000/- (Rupees Five Thousand)** only in the form of Demand Draft in favour of "DDO, DD News". Bids received without EMD will be rejected. The EMD of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's acceptance of the offer of contract. EMD of successful bidder shall be returned on receipt of Performance Security by the DD News and after signing the agreement.

EMD of the bidder(s) will be forfeited if:

- a) The bidder is not willing to abide by the terms and conditions after submission of the bid.
 - b) The bidder withdraws the bid before receipt of final acceptance
 - c) The successful bidder fails to furnish Performance Security within the stipulated time.
2. Processing fee of **Rs.500/- (Rupees Five Hundred)** only may be deposited in the form of Demand Draft favouring 'DDO, Doordarshan News, New Delhi', physically with the office of the Sr. Admin Officer, Doordarshan News, Tower-B, Mandi House, New Delhi, at Room No.434 along with submission of tender.
 3. Two bids viz., Technical Bid, Financial Bid and DD of EMD should be submitted in different envelopes with the superscription (i.e. Technical Bid, Financial Bid and EMD, as the case may be). All these three envelopes must be kept in a sealed cover which may be superscribed as "Tender for printing works due on 06.05.2018. The technical bid will provide the details about the firm, its capacity, printing machine, manpower, clientage etc. (Annexure-II) whereas the Financial Bid (Annexure-III) will contain the rates/for the quantity shown (excluding taxes) of the desired sample. Tender Evaluation Committee (TEC) will open the Financial Bids. There should be no cuttings/overwriting. The cutting/overwriting if any should be duly attested. Non-attested/amended/overwriting figures will not be considered. Bids received in an unsealed cover or received after the due date and time are liable to be rejected. Ambiguous bids will also be rejected. Late/Delayed bids due to any reason whatsoever will not be accepted. The successful firm will have to execute an agreement with this office within fifteen days of issue of work order.
 4. The bidder should have the following qualifications for bidding: (Necessary documents/certificates are required to be enclosed with technical bid)
 - a. Shall have been in existence for not less than five years.
 - b. Shall have annual turnover of not less than **Rs.10,00,000/-** during the last three years.
 - c. Shall be having sufficient experience and expertise in the relevant field.
 - d. Shall have experience of working for Govt. Deptt./PSU for at least 3 years.
 - e. Shall have PAN/TAN number, sales tax registration, GST Registration
 - f. It is not blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization.

5. The price quoted should be exclusive of all taxes. Taxes, if any, may be indicated separately.
6. Evaluation of Financial Bids: The financial bids will be evaluated by the Tender Evaluation Committee on the basis of comprehensive price offered by the bidder. For the purpose of evaluation of the bids, a weightage has been given to the item in proportion to their printing requirement.
7. The rates validity period is for two years from the date of opening of tender. However, contract will be awarded initially for one year, which may be extended with the mutual consent of both the parties on the same rates, terms and conditions.
8. The rates quoted by the selected firm, and approved by the Commission shall remain valid for two year. Any request to increase the rates for any item(s), during the currency of the contract, will not be considered.
9. The contract can be extended with the mutual consent of both the parties on the same rates, terms and conditions.
10. During the currency of the contract period, the selected Firm can be given work order repeatedly, as and when the requirement arises, on the same rates, terms & conditions.
11. **Performance Security:**
 - a. The successful bidder shall be required to deposit an amount of Rs.10,000/- (Rupees Ten Thousand only) within one week of receipt of "Letter of Offer." The performance security will be in the form of bank guarantee from any of the scheduled Bank in the name of the "DDO, DD News"
 - b. Performance security shall be valid for a period of sixty days beyond the date of completion of all contractual obligation. In case the contract period is extended, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any terms and conditions by the firm/agency, the said Performance Security shall be forfeited.
 - c. Performance Security will be discharged after completion of all obligations as per terms and conditions of the contract.
 - d. If the contractor fails or neglects any of his obligations under the contract DD News reserve the right to forfeit either whole or any part of Performance Security furnished by the bidder as penalty for such failure.

12. Payment:

- i) The firms will submit the printed materials as per the work order along with Bills.
- ii) The payment will be released after certification and acceptance of the work completed by the firm.

13. DD News, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the firm fails to rectify the deficiencies or fails to comply with directions/instruction of DD News, the contract is liable to be terminated. DD News further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.
14. Printing order, after due compliance of all formalities, will be placed on the selected supplier(s) to execute the job. The Printing Firm(s) shall print the items on urgent basis in a time schedule as decided by DD News may, at its discretion, place order in piecemeal depending upon the requirement. Printing orders can be placed in hard copy/soft copy.
15. The selected Firms(s) will be required to supply one sample each of the material being printed for the approval of competent authority. In the case of visiting cards/letter heads, the Firm(s) will get the proof approved from DD News. No final printing should be resorted to unless proof/samples are approved DD News. This Office will not be responsible for any loss occurred to the Printing Firm(s) in case printing is done without getting the proof/sample approved by DD News.
16. The selected Firm shall ensure the delivery of the items in the office of the DD News, Tower B, Copernicus Marg, New Delhi. No separate charges shall be paid for delivery of goods.
17. Supply should normally be made during the office hours on any working day. DD News 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.
18. Order for items will be placed on requirement basis. As and when there will be requirement, the printing order will be placed by DD News and the firm will print and supply the items as per requirement of DD News.
19. DD News will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of DD News.
20. DD News will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Commission.
21. Each job is required to be accomplished within the given period of time.
22. DD News reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

Annexure-II

PROFORMA FOR TECHNICAL BID

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|---|---|-------------------------------|
| 1. Name of the Firm & Owner (With Tel.Mob.Nos.) | : | |
| 2. Office Address with Tel./Fax/Mob. Nos. | : | |
| 3. Press Address with Tel./Fax/Mob. Nos. | : | |
| 4. Contact Person(s) Name Tel./Fax/Mob. Nos. | : | |
| 5. Annual Turnover | : | 2014-15 2015-16 2016-17 |
| 6. Make/Model of Printing Machines available | : | |
| 7. PAN No./Service Tax No/GST Registration No. | : | |
| 8. Past experience with Govt. Department- Name and period to whom service provided | : | |
| 9. Details of Earnest Money Deposit | : | |
| 10. Whether terms & Conditions issued by DD News are acceptable to the firm | : | |
| 11. Undertaking regarding non-blacklisting | : | |
| 12. Other details, if any | : | |

(Signature of Owner/Authorized Representative)

Date: ..

Place:

Note: Necessary supporting documents/certificates are to be attached. In the absence of the required documents, the bids will be rejected.

Annexure-III

List of Stationary item

| S.No. | Name of the Items | Rates (in Rs.) |
|--------------|---|---------------------------|
| 1. | Acquaintance Roll (100 Pages, 6 nos.) | |
| 2. | Bill Register-Gar-27 (100 pages, 6 Nos.) | |
| 3. | Cheque Writing Register (100 pages, 6 Nos.) | |
| 4. | Cheque Issue Register (100 pages, 6 Nos.) | |
| 5. | Cash Book | |
| 6. | FVC Form Pad (100 pages) | |
| 7. | Contract 3 forms set 1000 Sheet each | |
| 8. | Pay bill forms (0) Pad (100 Pages) | |
| 9. | Pay Register Gar-9 (200 Pages) | |
| 10. | Bill Register Gar-9 (200 G) | |
| 11. | Pay Order Book (200 Pages) | |
| 12. | Proposal Register (200 Pages) | |
| 13. | PBR-GAR-17 (100 Pages) | |
| 14. | Transfer TA forms Pad (100 Pages) | |
| 15. | Tour TA Forms Pad (100 Pages) | |
| 16. | LTC Forms Pad (100 Pages) | |
| 17. | Undisbursed Register (100 Pages) | |
| 18. | Register GAR-4 | |
| 19. | Data (Blank) Pad (100 Pages) | |
| 20. | Printed Pad (100 Pages) | |
| 21. | Immediate Slip (100 Pc) | |
| 22. | Most Immediate Slip (100 Pc) | |
| 23. | Urgent Slip (100 PC.) | |
| 24. | Priority Slip (100 PC.) | |
| 25. | Suppliers Bill Register (200 Pages) | |
| 26. | Voucher for Payment (PAD) | |
| 27. | Transmission Log Book Air-A-29 | |
| 28. | Transmission Register | |
| 29. | Floor Manager Studio Log Book (PT.I) | |
| 30. | Floor Manager Studio Log Book (PT.II) | |

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| 31. | Staff Ledger (Normal)/ (Good Quality paper) | |
| 32. | Accession Register | |
| 33. | Medical Reimbursement Form Pad | |
| 34. | Medical Claim Form pad | |
| 35. | Make-up Material Register | |
| 36. | Make-up Stock Register | |
| 37. | DVD Tape Sticker (1000 Nos. with DD News Logo) | |
| 38. | Contingent Charge Register (200 pages) | |
| 39. | Periodical Increment Certificate (PIC) Good Quality Paper | |
| 40. | Leave A/c forms | |
| 41. | Bank Book (100 Pages) | |
| 42. | Car Requisitions Pad (100 Pages, Pad) | |
| 43. | Challan form TR-6 | |
| 44. | Diary Register-4QR. | |
| 45. | Dispensary Register-4QR | |
| 46. | Log Book Pad for Transport (100 page) | |
| 47. | Service Book : (i) Binded (120 PG) (ii) Additional (36 PG) | |
| 48. | Receipt Book GAR-6 | |
| 49. | Letter Head (L), DD News Logo or Ashok Logo | |
| 50. | Letter Head (S), DD News Logo or Ashok Logo | |
| 51. | Studio Logo Book (200 Pages) | |
| 52. | Tape Incoming Outgoing Register | |
| 53. | Gate Pass Book | |
| 54. | Archives Register | |
| 55. | Requisition Courage Book | |
| 56. | File Cover-DDN Print with Bilingual Word | |
| 57. | TTA Form | |
| 58. | EL Form | |
| 59. | Visiting Cards, Per 100 (Ashok logo) Visiting Cards Per 100 (DD News Logo) | |
| 60. | Rubber Stamp | |
| 61. | Self Inking Stamp (Good Quality) | |

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| 62. | Index Cards | |
| 63. | Name Plate Brass | |
| 64. | Name Plate Steel Letter | |
| 65. | Name Plate Acrylic | |
| 66. | Name Plate Amboise Letter | |
| 67. | Reception Register (200 Pages) | |
| 68. | Reception visitor Pass slip (Per 100) | |
| 69. | Stock Register consumable items (200 Pages) | |
| 70. | Stock Register Sy-240 (200) | |
| 71. | Fixed Asset Register (AIR-10) | |
| 72. | CR Forms (i) Group A (Pink Colour) (ii) Group B (Pink Colour) (iii) Group 'A' (New Gazetted & Group 'C' White Colour) | |
| 73. | New Library – Tape issue & Receive Register (200 Pages) | |
| 74. | Engg. Equipment issue cum Gate Pass Content of this page in three different colors (White, print & yellow & 100 Pages each) | |
| 75. | Engg. Sanction Book | |
| 76. | A4 Envelope with address printed (clothed) | |
| 77. | B-5 Envelope with address printed (clothed) | |
| 78. | Small Size Envelopes (10"x4.5") | |
| 79. | Small Size Envelopes (9"x4") with address | |