

**F.No.D.19016/5/2008-A&G**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF CIVIL AVIATION**

B-Block, Rajiv Ghandhi Bhawan,  
Safdarjung Airport, New Delhi  
Dated 03.06.2009

**Subject: Quotation for Copy Printing (Gestetner Work) of Parliament Questions/  
other important documents**

Sir,

I am directed to say that this Ministry intends to outsource the printing /set making work of Parliament Questions/other important work on three copy printer machines of this Ministry viz. (5327/5308+/5308) on A4 size paper.

The tender should be quoted in two bids (Technical bid & Financial bid). Technical & Financial bid should be sealed separately and Superscribed as **Quotation for Printing of Parliament Questions and other important work (Technical bid) and Quotation for Printing of Parliament Questions and other important work (Financial bid) respectively**. Both the envelopes should be enclosed in single cover and super scribed as **Quotation for Printing of Parliament Questions and other important work**.

**Last date of receipt of quotation is 15.06.2009 (3.00 PM sharp)**. The Technical bid shall be opened on the same day at 3.30 PM in the presence of tenderers, if any. Date of opening of the Financial Bid will be intimated to the qualified tenderers. The Ministry reserves the right to reject any or all the tenders without assigning any reason.

**TECHNICAL BID**

Technical bid should contain the following:

- An earnest money deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) in the form of a crossed Demand Draft drawn in favour of '**PAO (Sectt), MINISTRY OF CIVIL AVIATION, New Delhi**'. Any other form, i.e. in Cash, etc. shall not be accepted.
- Copy of last three years balance sheet and Profit & Loss of the firm as proof of the annual turn over of Rs.100 lakhs or more in the past 3 years.
- Copy of registration certificate of DVAT, TIN & Service Tax numbers.
- Documents related to pre-qualification, experiences (preferably 5 years) of Printing & handling Parliament Questions in the Government Ministries/ Departments and having the requisite competence/capacity to provide excellent services.
- A self declaration certificate duly signed by the authorized signatory with the effect that the terms and conditions indicated in this letter are acceptable to the firm in full.

## **FINANCIAL BID**

Financial bid should be given on the basis of per copy rate of A4 size impression in a separate sealed cover in clear and legible terms. The prices quoted should be written in figures and words both. The quoted prices should include the impact of all overheads including maintenance of machines, Operators, Paper, Consumables like Master Roll, Ink & other miscellaneous items. The price schedule will have to be signed and stamped by the firm through its authorized signatory. Govt. taxes and levies shall be mentioned separately.

## **GENERAL TERMS & CONDITIONS OF THE TENDER**

- Technical bid shall be opened first and only those qualify shall participate in the financial bid.
- Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof. The Ministry also reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.
- The EMD of Rs. 10,000/- (Rupees ten thousand only) of the unsuccessful tenderers will be released after finalization of the contract without interest. The earnest money of Rs. 10,000/- (Rupees ten thousand only) of the successful tenderer shall be kept as Security Deposit.
- The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
- The firms intending to participate in the tender process with their offer of tenders are expected and also advised to read and fully understand the terms and conditions of the contract as contained in this letter before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Ministry and shall be required to sign a copy of the tender as a token of having accepted the terms and conditions.

## **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

- The firm should utilize all the three Gestetner Copy Printer Machines of this Ministry and/or install his own machine(s) also if necessary to carry out the requisite task.
- Deployment of manpower will be responsibility of the firm. The firm will also be responsible to get the credential of deployed manpower verified by the Police from time to time
- The Ministry will provide the independent space and electricity whereas maintenance of machines and to ensure that these are in perfect working conditions will be the responsibility of the firm.
- All consumables required like photocopying paper (75 Gsm), master roll, ink, sutli, stepler pin etc. would be provided by the firm.

- As the Parliament work is of time bound nature, the entire operation of printing shall be completed within the stipulated time (in any case not later than 4.00 AM, next day) and the desired number of copies/sets will be provided to Parliament Unit in time. However, during Parliament Sessions, the firm shall have to provide its services beyond the prescribed timings, as and when needed. Services may also need to be provided on demand for Saturday/Sunday/Holidays.
- Bill will be paid to the firm on monthly basis as per meter reading of the machine(s) duly certified by the Section concerned. The firm should provide a suitable discount on the billing in lieu of using the copy printer machines of this Ministry
- The firm entrusted with the work, will have to provide their services during the forthcoming session of parliament from the date of award of contract at the rates finally approved/ accepted by the Ministry, which shall be valid for the said period of contract and no upward revision will be allowed during the period of contract under any circumstances.
- Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of contract.
- The selected firm shall also provide functional Mobile Phone numbers of the firm or its personnel for urgent communications.
- In case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable to cancellation/termination summarily, without assigning any reasons thereof, and the security deposit and payment due to him, if any, shall also be forfeited.
- The contract may be continued after the satisfactory services of the firm.
- Decision of Joint Secretary (Admn.) is final and binding on all in case of any dispute.

(S.R.Parasher)

Under Secretary to the Government of India  
Tel.:24610361

All Ministries/Departments as per standard list.

Copy to Sr. Tech. Director, NIC with a request to place it on the website of this Ministry.