

TENDER DOCUMENT

FOR PRINTING & SUPPLY OF ANNUAL REPORT 2019-20

OF



**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
4, Siri Institutional Area,
Hauz Khas, New Delhi- 110016**

Web Site: <http://ncdc.in>

Cost of tender: - FREE

INDEX

Sl.No.	Particulars	Page No.
1.	Cover Page	1
2.	Index	2
3.	Notice Inviting Tender	3
4.	<u>Prequalification bid</u>	4-13
	(i) Particulars of the firm (Annexure – I)	5
	(ii) Details of experience (Annexure -II)	6
	(iii) Technical specification (Annexure -III)	7
	(iv) General Terms & Conditions	8 - 12
5.	Financial Bid	13
	(i) Proforma for quoting rates	14

**National Cooperative Development Corporation
(GA Division)**

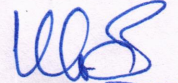
Tender No: NCDC: 7-6/2016-GA

Dated: 14.09.2020

NOTICE INVITING TENDER

National Cooperative Development Corporation (NCDC) invites sealed item rate tenders for printing of 600 copies (300 copies in English & 300 copies in Hindi) of its Annual Report for the year 2019-20. The prospective tenderer shall fulfill the following mandatory eligibility criteria:

- (i) **Printers registered with DAVP/DOP/MSME/NSIC having both of their registered offices & printing press in Delhi and / or NCR Region can only apply.**
 - (ii) Should have valid PAN & GST registration number.
 - (iii) Should have at least 3 years experience in printing of which at least one similar order executed in each year should be worth Rs 2 lakh in Government/ Semi Government Organisation/ Public Sector Undertaking/ Private Organisation of repute.
 - (iv) Should have average annual financial turnover of minimum Rs 20 lakh per year during the previous 3 years. (Copies of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).
2. The tender document can be downloaded from NCDC's website www.ncdc.in. Each page of the tender document should be signed by the bidder. For any clarification in the matter, the office of Executive Director (GA) may be contacted at **Ph: 011-26565346**
 3. **The tender for the above work is required to be submitted on the prescribed tender document for the work in two parts in separate sealed envelopes put into one bigger envelop clearly marking "Prequalification Bid" and "Financial Bid".**
 4. The offers (duly filled in & signed), in sealed covers as above duly marked "Tender for Printing of NCDC Annual Report 2019-20" must reach office of the undersigned, NCDC by 3.00 P.M. on 28.09.2020. The prequalification bids will be opened at 3.30 P.M. on 28.09.2020 in the presence of the bidders/ their authorized representatives who may wish to be present. The technically successful bidder shall be informed by fax/ phone/ e-mail. Financial bids will be opened in the presence of the bidders/ their representatives who may wish to be present.
 5. The offer should be accompanied with earnest money amounting to Rs.7,000/- (Rupees Seven Thousand Only) in the form of pay order/ demand draft drawn in favor of "National Cooperative Development Corporation" payable at New Delhi. **The tenders without earnest money shall be rejected.** However, MSME/NSIC registered firms are exempted from earnest money.
 6. The Corporation reserves the right to accept any or reject all the offers made without assigning any reasons thereof.



(Krishan Kumar)
Executive Director (GA)

Encl: as above

PREQUALIFICATION

BID

PARTICULARS OF THE FIRM

1.	Name of the firm									
2.	Office address									
3.	Year of Commencement of business									
4.	i) Telephone No.									
	ii) Mobile phone No.									
	iii) E-mail address									
	iv) Fax No.									
5.	Name/Residential address/Phone no. of Contact person									
6.	Whether the firm is proprietary/partnership / Company									
7.	Name and address of partner in case of partnership firm (Please enclose a copy of Partnership deed/Power of Attorney)									
8.	Date of establishment of the firm (Enclose Certificate)									
9.	GST no. (enclose photocopy)									
10.	PAN (enclose photocopy)									
11.	Details of EMD									
12.	Registration no. of the firm									
13.	Registration with DAVP/DOP/MSME/NSIC (Enclose Certificate)									
14.	Annual turnover for financial years (Please attach copy(s) of audited financial statement, accounts and balance sheets for the last three years from 2017-18 to 2019-20.)	<table border="1"> <thead> <tr> <th></th> <th>Annual turnover (in ₹.)</th> </tr> </thead> <tbody> <tr> <td>2017-18</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> </tbody> </table>		Annual turnover (in ₹.)	2017-18		2018-19		2019-20	
	Annual turnover (in ₹.)									
2017-18										
2018-19										
2019-20										
15.	Location of the Printing Press									
16.	Any other relevant information									

Signature(s) _____

Name & Address of the firm with seal

(Please attach separate sheet/s, if required)

Annexure -II

**STATEMENT SHOWING THE DETAILS OF PRINTING & SUPPLY OF ANNUAL
REPORT TO GOVT. /PSU/GOVT. UNDERTAKINGS/PRIVATE
ORGANIZATIONS OF REPUTE DURING PREVIOUS 3 YEARS**

Name/Address of Cost Institution	Contact No.	Description of work order	Year of completion of supply	Total quantity of supply
--	-------------	------------------------------	------------------------------------	-----------------------------

Signature(s) _____

Name & Address of the firm with seal

Important Note: Please attach copies of award letters/ performance
certificates as proof of above information.

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(PUBLIC RELATIONS DIVISION)

TECHNICAL SPECIFICATION FOR PRINTING
NCDC ANNUAL REPORT 2019-2020

1	Printing	Offset
2	Composing	DTP (600 DPI)
3	Processing	CTP
4	Size	8.5" x 11"
5	No. of Pages	136 (text) & 4 (Cover)
6	Paper (cover)	300 GSM BILT Royal C2S Art Card-Gloss
7	Paper (text)	130 GSM BILT Royal C2S Art Paper-Gloss
8	Lamination	BOPP Film lamination on Outside Gloss / Mat Cover for both English and Hindi versions
9	Quantity	600 copies (300 in English and 300 in Hindi each)
10	Color	4 Color Printing
11	Binding	Perfect binding for both English and Hindi versions
12	Delivery	Within 20 days at NCDC premises after handing over of the printing material.

GENERAL TERMS AND CONDITIONS

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(General Administration Division)

GENERAL TERMS AND CONDITIONS OF TENDER FOR
NCDC ANNUAL REPORT 2019-20

Terms and conditions for the work of printing of NCDC's Annual Report 2019-20 will be as under:-

- i) The sealed quotations for the Annual Report are to be submitted in a sealed cover super-scribed "Tender for Printing of Annual Report 2019-2020".
- ii) **Earnest Money Deposit:**
EMD of ₹7,000/- (Rupees Seven Thousand Only) in the form of Demand Draft/Banker's Cheque in favour of "**National Cooperative Development Corporation**" and payable at **New Delhi** has to be submitted along with tender documents, failing which the bid will be rejected. No interest is payable on the Earnest Money Deposit under any circumstances and will be returned on completion of tendering process. Earnest Money shall be forfeited in case the bidder withdraws or amends his tender or increases the rates after deadline for submission of the tender but before the validity of the tender expires.
- iii) The successful bidder shall furnish a refundable Security Deposit of 10% of Contract Value in the form Bank Guarantee or DD in favour of "**National Cooperative Development Corporation**" and payable at **New Delhi**. Security Deposit shall be returned to the contractor after successful completion of the job. No interest shall be payable on the Security Deposit.
- iv) The tenderer should submit attested copies of their Registered GST and PAN Number along with the quotation which should depict their complete address. **In case this information is not provided, NCDC reserves the right to reject the quotation.**
- v) The tenderer may check up the copy of previous printed Annual Report 2018-19 kept at the office of Executive Director (GA), NCDC (4th floor, West Wing) at the address indicated in the Notice Inviting Tender and accordingly submit samples of similar jobs i.e., Annual Reports/Booklets/Journals etc. printed by them in the past.
- vi) Sample papers (cover & text) according to the prescribed specifications (**Annexure-III**) should be enclosed along with the quotations.
- vii) The Firm awarded work will be required to show Dummy (Prototype) of English and Hindi versions with Covers in the prescribed colours and as specified in the tender document to the Executive Director (GA),

NCDC (4th Floor, West Wing) at the address indicated at Notice Inviting Tender for final approval, before printing.

- viii) CD/DVD/Pen Drive given by the Corporation must be returned back after the job of printing is over.
- ix) The responsibility of proof reading will be entirely of the printer. In case of mistake in printing or other discrepancies, the supplier shall be held solely responsible and also attract penalty as decided by the NCDC.
- x) The print production should be of first grade.
- xi) The entire softcopies of annual report (open files in Hindi & English) and PDF/other readable media with clickable content (index) may be provided in one Master DVD/CD.
- xii) The Corporation reserves the right to reject the supplies in whole or in part if the same is found sub-standard and the decision of the Corporation in this regard will be final.
- xiii) NCDC reserves the right to increase or decrease the number of copies to be printed to the extent of 15% of quantity specified herewith, by enhancing or reducing the cost on pro-rata basis (rate per copy) quoted by the firm awarded the work with seven days' notice prior to printing.
- xiv) The photographs, color TPs and illustrations given by the Corporation must be returned back after the job of printing is over.
- xv) No change in the rates shall be allowed under any circumstances whatsoever in any item after submission of quotation or during the course of printing.
- xvi) The Corporation at its discretion may impose a suitable penalty on the party's bill in case of delay in delivery.
- xvii) All the printed copies (600) of the NCDC Annual Report would be delivered at the NCDC office building located in New Delhi by the printer. The Printer shall also make arrangements for safe unloading and depositing the printed copies in the store room located in the basement of NCDC office building. The cost for the purpose shall be made part of the overall Tender Price quoted by the Tenderer.
- xviii) At the time of submission of Quotations, the tenders shall furnish a self declaration that their press has not been banned or black listed by any Govt. Deptt./financial institution/Court etc.
- xix) The payment shall be made on presentation of bill after satisfactory printing and delivery of total ordered copies.

- xx) **In case any of the required document (s) is found not enclosed with the quotation, the quotation is liable for rejection.**
- xxi) **Performa for furnishing quotation/rates for printing and supply is enclosed.**
- xxii) **Each and every page of this tender document shall have to be mandatorily signed by the authorized signatory of the prospective bidder and seal of the firm affixed. Non compliance in this regard will make the bid ineligible for consideration.**

2. Completion of assignment:

Time is the essence of the contract. The time period for completion of job is **twenty one (21) days** from the date of award of contract.

3. The Evaluation Criteria:

Stage 1:-

Evaluation will be undertaken for those bids who have submitted EMD as mentioned above.

Stage 2:-

The bid will be scrutinized with respect of eligibility conditions. The financial bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the bid document

4. Schedule of payment and payment terms:-

The following payment schedule is specified:

- i) 100% on successfully completion of job as per the description & rates quoted under Financial Bid, scope, technical specifications & terms & conditions. There shall be no provision for any advance payment.
- ii) While quoting their price in the Financial Bid, Bidders have to mandatorily follow the above Payment Schedule. However, Bidders may quote alternate Financial Bids and Payment Schedule giving commentary of the justification and relative advantage to NCDC from such offer. The NCDC reserves the right to accept or to reject such alternate offer summarily.

- iii) Income Tax, Service Tax and any other tax, as per statutory rules of the Central Govt., shall be deducted from the Bill(s). The payment of eligible bill(s) shall be made through cheque after submission of the Bill by the Firm / Company.
5. Consortium and sub-contracting for the job mentioned in this document is not allowed. The applicant must have the capacity to execute the work themselves.

6. Arbitration

- Any dispute of differences whatsoever arising between the two parties relating to the work contract shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act. 1996 and the award made in pursuance thereof shall be binding on the parties.
- The work under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the supplier is specifically directed by the Corporation to do so in writing.
- The venue of arbitration shall be at New Delhi.
- The language of the proceedings shall be in English.
- The Law governing the substantive issue between the parties shall be the Laws of the Land in India.
- For the purpose, Managing Director, NCDC shall be the sole arbitrator.

FINANCIAL BID

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(PUBLIC RELATIONS DIVISION)

PROFORMA FOR QUOTING RATES FOR
NCDC ANNUAL REPORT 2019-2020

1. Consolidated amount for Composing, Designing, Processing
Printing and Binding of 600 copies (300 in English & 300 in Hindi)
of NCDC Annual Report in 4 colours containing 136 Text pages & 4
cover page (As per Annexure –III)
2. Quote \pm 4 pages (Text)
3. Total

Note:

- i. Above rates should be quoted inclusive of all applicable taxes/GST including packing, cartage, loading, unloading, safe stacking etc.
- ii. Please note and ensure that this page is duly filled in and all the pages of the tender document (including Tender Notice) are duly signed by the authorized person of the printer, affixing seal along with.

Signature(s) _____

Name & Address of the firm with seal

