



सत्यमेव जयते

Government of India  
E-Governance & Information Technology Division  
Jawaharlal Nehru Bhawan, 23-D Janpath  
New Delhi – 110011, INDIA

**E-notice Inviting Tender for “Printing Services for Ministry of External Affairs” situated at 23D Janpath, Jawaharlal Nehru Bhawan, New Delhi.**

<b>Tender No. DV-215/2/2017 Dated 08.11.2017</b>	
<b>Important Dates</b>	
<b>Date of Publishing the Tender</b>	<b>09.11.2017</b>
<b>Date from Which document can be download from CPP Portal</b>	<b>09.11.2017</b>
<b>Date from which bidders can start seeking Clarification regarding the tender document</b>	<b>09.11.2017</b>
<b>Last date for seeking clarification</b>	<b>29.11.2017 (1200 hrs)</b>
<b>Bid submission start date (online)</b>	<b>09.11.2017</b>
<b>Bid submission end date (online)</b>	<b>29.11.2017 (1200 hrs)</b>
<b>Date of Technical Bid opening (online)</b>	<b>30.11.2017 (1100 hrs)</b>

The bid shall be submitted online only at Central Public Procurement Portal Website:

<http://eprocure.gov.in/eprocure/app>. Manual bid will not be accepted.

1. Online bids in two envelope system ( Envelope 1 – Technical bid, Envelope 2– Financial bid) is invited from Authorized

suppliers/distributors for “ **Supply of Following items to Ministry of External Affairs**” as follows :-

Sl. No.	Item	Required specifications	Unit Cost/item
01	<b>Invitation Cards</b>	Screen Printing of Invitation Cards(embossed in gold on one side- per 100) Size 19.6 X 13.2 cm	100 Minimum
02	<b>Invitation Cards</b>	Screen Printing of Invitation Cards(embossed in gold on both-sides per 100) Size 19.6 X 13.2 cm	100 Minimum
3.	<b>Matching Envelopes</b>	Made of imported DO paper and embossed in gold – Per 100	100 Minimum
4.	<b>Invitation cards</b>	Invitation cards Screen printed in English and Hindi and embossed in Gold one side – Per 100 Size 17.5 X 12.3 cm	100 Minimum
5.	<b>Invitation cards</b>	Invitation cards Screen printed in English and Hindi and embossed in Gold on both sides – Per 100 Size 17.5 X 12.3 cm	100 Minimum
6.	<b>Invitation Cards</b>	Screen printed in English with black crest per 100 Size 17.5 X 12.3 cm	100 Minimum
7.	<b>Menu Cards</b>	Menu cards for lunch & dinner(bilingual) with golden/silver thread and menu in four pages (Per Card)	25 Minimum

8.	<b>Menu Cards</b>	Menu cards for lunch & dinner(bilingual) with golden/silver thread and menu in four pages (Per Card)	25 Minimum
9.	<b>Programme Booklets</b>	48 Pages Minimum 13" X 9"	50 Booklet Minimum
9 A.		In addition multiple of 8 pages	Per 8 page
9 B		In addition multiple of 1 booklet	Per Booklet
10.	<b>Table Plan Sheets</b>	(11" X 7") Per 100	100 Minimum
11.	<b>Table Plan Sheets</b>	(13" X 8.5") Per 100	100 Minimum
12.	<b>Baggage Tags</b>	Plastic Die Cutting	Per Tag
13.	<b>Entry Passes with car park labels</b>	5" X 3.5" per 100	100 Minimum
14	<b>Car stickers</b>	<b>Per Label</b> <b>12" X 4"</b>	<b>Per Label</b>
15	<b>Functions Notes Booklet</b>	Four colour 130 mm X 90 mm (48 Pages)	Minimum 20
15 A		In addition multiple of 2 pages	Per 2 Page
15 B		In addition multiple of 1 booklet	Per booklet
16	<b>Wreath Ribbon</b>	Satin	Per Ribbon
17	<b>Participation Booklets</b>	20 pages 13" X 9"	Minimum 20 Booklet
18	<b>Separators</b>	Special butter paper	Per separator
19	<b>Airport Pass</b>	14" X 10"	100 Minimum
20	<b>Place Cards</b>	Ivory Cards embossed in gold	100 Minimum
21	<b>Name Cards</b>	Ivory Cards embossed in gold	100 Minimum
22	<b>Name Cards</b>	Ivory Cards embossed in gold (with seat location on	100 Minimum

		back)	
23	<b>Country Labels</b>	Per Label 12' X 4'	50 Minimum
24	<b>Car stickers</b>	Per Label 8.5' X 5.5'	Per Label

**2. The bid system shall be followed for this tender.** The bids (complete in all respect) shall be submitted online only at Central Public Procurement Portal **Website:** <http://eprocure.gov.in/eprocure/app>. **Manual bid will not be accepted.**

**3. Eligibility Criteria for Bidders :-**

- 3.1 The bidder shall be Manufacturer/distributor of such items.
- 3.2 The bidder shall have minimum 5 years experience of Manufacturing/providing of such items covered under this tender to the Departments/Ministries of the Government of India/State Govt. (Valid proof has to be attached).
- 3.3 Bidder shall not have been blacklisted by any of the Departments/Ministries/Organization of the Govt. of India. A duly signed undertaking to this effect must be submitted with the bid.
- 3.4 Bidder should have submitted Income Tax return for last three financial years.
- 3.5 Bidder should have a valid Tin No./GST No.
- 3.6 Bidder shall have valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer.
- 3.7 The annual turnover of the bidder should be minimum of Rs.20 Lacs.

**4. Submission of online bids :-**

- 4.1 The bid shall be submitted online only at Central Public Procurement Portal Website:  
<http://eprocure.gov.in/eprocure/app>.

**Manual bids will not be accepted under any circumstances.**

<b>Financial Bid (to be submitted in BOQ format online)</b>		
<b>Sl. No.</b>	<b>Document</b>	<b>File Type</b>
01	Financial bid as per Annexure I of this tender document	.xls

<b>Technical Bid (following documents to be uploaded online in .pdf format))</b>		
<b>Sl. No.</b>	<b>Document</b>	<b>File Type</b>
01	<b>Submit a brief company profile.</b>	.pdf
02	<b>Copy of Tin No./GST No.</b>	.pdf
03	<b>Copy of Sales Tax Certificate.</b>	.pdf
04	<b>Income Tax return for last three financial year</b>	.pdf
05	<b>The bidder shall not have been blacklisted by any of the Departments/Ministries/Organization of the Government of India. A duly signed undertaking to this effect must be submitted with the bid.</b>	.pdf
06	<b>Certificate of Annual Turnover (minimum 20 lac) for the last three years</b>	.pdf
07	<b>A certificate stating that all the terms and conditions of the tender notice are acceptable to the bidder</b>	.pdf
08	<b>Valid Proof of minimum 5 years of experience of supplying such items covered under this tender to the Department/Ministries of the Government of India/ State Govt.</b>	.pdf

- 4.2 Bidders are advised to follow the instructions provided in the “**Instruction to Bidder**” specified at **Annexure –II** of this Tender document for e-submission of bid online through Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app> before proceeding with the tender;
- 4.3 All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further **no documents will be accepted offline.**
- 4.4 Financial bid to be submitted duly digitally signed on the Central Public Procurement Portal;
- 4.5 The bidders shall have valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer;
- 4.6 Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal;

**5. Financial Bid :-** The bidder must submit their financial bid in the prescribed format (BOQ.XXXX File) - specified at Annexure I of this tender document and no other format is acceptable. Once the details have been completed, the bidder should save it and submit it online, without changing the file name.

**6. Critical Date Sheet :-**

<b>Published Date`</b>	<b>09.11.2017</b>
<b>Document download start date</b>	<b>09.11.2017</b>
<b>Bid submission start date (online)</b>	<b>09.11.2017</b>
<b>Bid submission end date (online)</b>	<b>29.11.2017</b>
<b>Date of Technical Bid</b>	<b>30.11.2017 (1100 hrs)</b>

<b>opening (online)</b>	
<b>Date of Financial Bid opening (online)</b>	<b>30.11.2017 (1600 hrs)</b>

**7. Extension of last date at the Discretion of the Ministry:-**

The Ministry, may in its discretion extend the last date for e-submission of the online bid and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published on the Ministry of External Affairs' website : [www.mea.gov.in](http://www.mea.gov.in) and Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app>

**8. Opening of Technical and Financial Bids :-**

- 8.1 Online bids (complete in all respect) will be opened as per stipulated time and date indicated in para 6 of the tender document.
- 8.2 A duly constituted committee will evaluate eligibility criteria of bidders.
- 8.3 In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;
- 8.4 Financial bids will be opened only for those bidders who qualify at technical bid stage.

**9. Validity of Bid & Rates:-** The bids shall be valid for a period of 180 days. The validity of rates is for one year and contract will be signed initially for one year extendable for another one years the same rates, terms & conditions if the services of the firm are found satisfactory during the initial period of contract.

**10. Non Transferability:-** This tender is non transferable.

**11. Basis of awarding the contract :-**

- 11.1 The contract shall be awarded on the basis of the lowest quote for each item.

- 11.2 If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitable between them;
- 11.3 During the period, no request for increase in quoted rates shall be accepted under any circumstances;

**12. Purchasers Rights :-**

- 12.1 Ministry reserves the right to accept/reject any or all the bid in whole or in part and annul bidding process without assigning any reason whatsoever;
- 12.2 Ministry reserves the right to award the supply orders in parts to more than one Bidder;
- 12.3 Ministry reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;

**13. Delivery of Service :-**

- 13.1 Once all the formalities are completed, the supplier must ensure the delivery(Free on delivery) of goods on demand in satisfactory condition to the following address :-

Shri Vipul Pawar  
Protocol Officer  
Protocol-1 Section, Room No. 1139 ,  
Jawaharlal Nehru Bhawan, 23 D Janpath,  
Ministry of External Affairs, New Delhi – 110011.  
Tel : 011-49016646  
e-mail : protocol1@mea.gov.in

14. Mode of payment:- Payment will be made directly to the supplier by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained. No advance payment will be made.

**15. Terms & Conditions :-**

- 15.1 The contract shall be valid and effective initially for a period of one year from the date of issue/acceptance of confirmed Annual Rate of Contract (ARC). The ARC



may be extended for a further period of one year on same terms & conditions and rates subject to mutual consent.

15.2 The items as per the given particulars specifications should be supplied on demand after receipt of the purchase order, failing which a penalty will be imposed (equal to 20 % of indent cost per day of delay, if the delay is attributable to supplier along with forfeiture of EMD and performance security).

15.3 Bidder is required to deposit a Earnest Money Deposit (EMD) of Rs. 60,000 in the form of a cheque/Demand draft / FDs favoring PAO, MEA. EMD may be sent to address mentioned at Para 13.1.

15.4 Bidder is required to deposit a Performance security deposit@ 5% of the actual contract value at the time of signing the contract.

15.5 The contract shall be valid and effective initially for a period of one year from the date of issue/acceptance of confirmed ARC. The ARC may be extended for a further period of one year on same terms & conditions and rates subject to mutual consent.

15.6 The items as per the given particulars specifications should be supplied within five working days after receipt of the purchase order, failing which a penalty will be imposed

**16. Force Majeure :-**

16.1 Ministry may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure;

16.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect

consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

**17. Settlement of Disputes and Arbitration :-**

- 17.1 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by her/him.
- 17.2 The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties.
- 17.3 No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
- 17.4 The decision of the sole arbitrator shall be final and binding on the parties.

**18. Governing Laws and Disputes:-** This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law. In case of disputes, Delhi Court alone shall have the territorial jurisdiction to ad-judicate upon the matter arising out of this contract.

(Vipul Pawar)  
Protocol Officer  
Ministry of External Affairs  
1139, 'C' Wing, Jawaharlal Nehru Bhawan,  
23 D Janpath, New Delhi – 110001  
Tel No. : 011-49016646  
E-Mail: [protocol1@mea.gov.in](mailto:protocol1@mea.gov.in)



**Annexure – I**

**Financial Bid**

**Bid to be submitted online in prescribed BOQ.XXXX format along with the Tender document.**

<b>Item</b>	<b>Item</b>	<b>Required Specification</b>	<b>Quantity (Nos.)</b>	<b>Price per Unit (Rs.)</b>
01	<b>Invitation Cards</b>	Screen Printing of Invitation Cards(embossed in gold on one side-per 100) Size  Size 19.6 X 13.2 cm	<b>100</b>	
02	<b>Invitation Cards</b>	Screen Printing of Invitation Cards(embossed in gold on both-sides per 100)  Size 19.6 X 13.2 cm	<b>100</b>	
3.	<b>Matching Envelopes</b>	Made of imported DO paper and embossed in gold – Per 100	<b>100</b>	
4.	<b>Invitation cards</b>	Invitation cards Screen printed in English and Hindi and embossed in Gold one side – Per 100  Size 17.5 X 12.3 cm	<b>100</b>	

5.	<b>Invitation cards</b>	Invitation cards Screen printed in English and Hindi and embossed in Gold on both sides – Per 100  Size 17.5 X 12.3 cm	<b>100</b>	
6.	<b>Invitation Cards</b>	Screen printed in English with black crest per 100  Size 17.5 X 12.3 cm	<b>100</b>	
7.	<b>Menu Cards</b>	Menu cards for lunch & dinner (Per Card)	<b>25 Minimum</b>	
8.	<b>Menu Cards</b>	Menu cards for lunch & dinner with golden/silver thread and menu in four pages(Per Card)	<b>25 Minimum</b>	
9.	<b>Programme Booklets</b>	48 Pages Minimum  13'' X 9''	<b>50 Booklet Minimum</b>	
9A.		In addition multiple of 8 pages	<b>Per 8 Page</b>	
9 B		In addition multiple of 1 booklet	<b>Per booklet</b>	
10.	<b>Table Plan Sheets</b>	(11'' X 7'')	<b>100</b>	

		Per 100		
11.	<b>Table Plan Sheets</b>	(13'' X 8.5'') Per 100	<b>100</b>	
12.	<b>Baggage Tags</b>	Plastic Die Cutting	<b>Per Tag</b>	
13.	<b>Entry Passes with car park labels</b>	5'' X 3.5'' per 100	<b>100</b>	
14.	<b>Car stickers</b>	Per Label 12'' X 4''	Per Label	
15.	<b>Functions Notes Booklet</b>	Four colour 130 mm X 90 mm 48 Pages	Per Booklet	
15 A		In addition multiple of 2 Pages	Per 2 Page	
15 B		In addition multiple of 1 Booklet	Per Booklet	
16	<b>Wreath Ribbon</b>	Sateen	Per Ribbon	
17.	<b>Participation Booklets</b>	20 pages 13'' X 9''	Minimum 20 Booklet	
18	<b>Separators</b>	Special butter paper	Per separator	
19.	<b>Airport passes</b>	Size 13'' X 9''	Per 100	
20.	<b>Place Cards</b>	Ivory Cards embossed in Gold	100 Minimum	

21.	<b>Name Cards</b>	Ivory Cards embossed in Gold	100 Minimum	
22.	<b>Name Cards</b>	Ivory Cards embossed in Gold  (with seat location on back)	100 Minimum	
23	<b>Country Labels</b>	Per Label  12' X 4'	50 Minimum	
24	<b>Car Stickers</b>	Per Label  8.5 ' X 5.54'	Per Label	

**I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.**

**Dated: (Signature of the Authorized Persons)**

**Place (Name of the Company/Bidder)**

**Address with Stamp and seal tel. No.**

## **Annexure – II**

### **Instruction to bidders**

#### **Instructions for Online Bid Submission :**

The bidders are required to submit soft copies of their bid electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bid in accordance with requirements and submitting their bid online on the CPP Portal.

More information useful for submitting online bid on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- i. Bidders are required to enroll on the e-Procurement module of the CPP Portal (URL : <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to chose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g Sify/TCS/nCode/eMudhra etc.) with their profile.
- v. Only one valid DSC should be registered by a bidder.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

#### **PREPARATION OF BID**



- i. Bidder must go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- ii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and should be in PDF format only.

### **SUBMISSION OF BID**

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time.
- ii. The bidder has to digitally sign and upload the required bid documents as indicated in the tender document.
- iii. Bidders are requested to note that they should submit their financial bid in the format provided and no other format is acceptable. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- iv. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- v. Upon the successful and timely submission of bid, the portal will give a successful bid submission message & a bid summary bill be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- vi. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.

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