

File No.D-29016/1/2016-General
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
(Department of Food & Public Distribution)

Krishi Bhawan, New Delhi
Dated the 2nd December, 2016

E -Tender Notice

Subject : Annual Maintenance Contract for Binding/Stitching of Official Records in the Department of Food & Public Distribution (DFPD) – regarding.

{Accepting Officer
Under Secretary to the Government of India
Department of Food & Public Distribution (DFPD)
(ON BEHALF OF THE PRESIDENT OF INDIA) }

For and on behalf of the President of India, the undersigned is directed to invite quotations from interested Dealers/Vendors/Contractors/Firms for Binding/Stitching of Official Records etc. for a period of one year from the date of signing of the relevant agreement prescribed as 'Annexure – I'. The firm which fulfils the following minimum criteria may only apply:-

- (i) The firm should be registered with relevant authorities [Registration with Sales Tax/TIN No./Service Tax/TAN No. etc.].
- (ii) The firm should have similar work experience in executing contract for the last Three Financial Years in the Government Sector/PSU.
- (iii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone Nos. Photograph) will have to be provided to this office.

2. Interested Contractors/Firms/Dealers/Vendors may view and download the tender documents containing the detailed terms & conditions free of cost from the website of the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or Department of Food & Public Distribution (DFPD) Website: <http://dfpd.nic.in>.

3. The online bids can be submitted till **14.30 hours on 02.01.2017** and the same will be opened at **15.30 hours on 02.01.2017**.

Critical Date Sheet:

Tender Publish Date/time	02.12.2016/17.30 hrs.
Pre-Bid Meeting Date/time	-
Document Download Start Date/time	02.12.2016/17.30 hrs.
Document Download End Date/time	02.01.2017/14.30 hrs.
Bid Submission Start Date/time	02.12.2016/17.30 hrs.
Bid Submission End Date/time	02.01.2017/14.30 hrs.
Bid Opening Date/time	02.01.2017/15.30 hrs.


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4. If Sales Tax/VAT/ Service Tax etc. are excluding the charges, it should be clearly mentioned separately in the quotation.
5. This contract shall be for a period of one year w.e.f. date of signing of the relevant agreement unless terminated earlier by either party by giving the other party one month's notice in writing. No requests for revision of rates or extra charges would be entertained during the period/currency of the contract. The contract may be renewed for further periods as per rule and mutual consent.
6. The Department reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms & conditions contained in the Tender Document without assigning any reason, thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited.
7. **Earnest Money Deposit** : An Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rupees ten thousand only) in the form of Demand Draft/Bankers Cheque drawn in favour of DDO (Cash), Department of Food & Public Distribution shall accompany the quotation payable at Delhi. The scanned copy of the EMD of Rs.10,000/- (Rupees ten thousand only) must be uploaded as part of online bid submission and original in a sealed envelope be deposited in Department of Food & Public Distribution as per instructions.
8. Bid Security known as earnest money deposit will be obtained from the bidder except those who are registered with the Central Purchase Organization and National Small Industries Corporation as per rule. **A certificate of registration in this regard must be uploaded for exemption.**
9. The **EMD of Rs. 10,000/- (Rupees ten thousand only)** of the successful bidder shall be kept as security deposit till the tender is going on. After returns of EMD to all the bidders, Performance Bank Guarantee will be taken from the successful bidder(s). No interest will be paid on EMD/Performance Bank Guarantee by this Department. The EMD shall also stand forfeited in the event of premature withdrawal of the tender by any of the tenderer and upto the validity of rate as asked for.
10. **Performance Bank Guarantee (PBG)** - The successful bidder will have to deposit Performance Bank Guarantee (PBG) for amount of **Rs. 20,000/-** (Rupees twenty thousand only) in the form of DD/Pay Order/FDR within 15 days from the receipt by him of notification of acceptance of his tender and that's must have validity beyond 90 days from the date of expiry of the contract to meet all the contractual obligation. The performance security may be made from the Bank Account of the firm/company and should be in the favour of DDO(Cash), Department of Food & Public Distribution. No interest will be paid on EMD/Performance Bank Guarantee by this Department. Non submission of PBG or submission by other mode shall be viewed adverse performance which shall further lead to de-registration/suspension of business dealing with the Department and the amount of performance security deposited by the firm shall also be forfeited. Successful bidder has to submit fresh Performance Security of same amount in case of extension beyond the contractual period along with the willingness certificate of extension with contractual rates, terms & conditions.



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11. The Bid security/EMD will be forfeited in the following conditions – a) if at any stage, any of the information/declaration given by the bidder is found false. b) if a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender. c) In case of any lapse/default in honouring of the terms and conditions at any state after submitting the tender. d) In case of final selection of bidder, if he fails to furnish Performance Security in accordance with the terms and conditions of the tender

OTHER TERMS & CONDITIONS

12. The bidder shall submit the price bid in the prescribed format enclosed at Annexure-1 of the tender documents in BOQ_XXXX.xls format.

13. The rates quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.

14. Tenderer is advised to follow the instructions provided in the tender for the e-submission of the Bid online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Tender must be electronically submitted (on-line at <https://eprocure.gov.in/eprocure/app> through internet) within the prescribed date and time as mentioned in the e-Procurement portal. Hard copy of the Tender documents will not be accepted.

15. If the date fixed for opening of the tender is declared as holiday, the tender will be opened on the next working day.

16. The offers submitted would be governed by all the terms & conditions as laid down in the prescribed tender form and terms & conditions indicated herein.

17. The Department of Food & Public Distribution reserves the right to scrap this tender enquiry at any stage without assigning any reason and Department of Food & Public Distribution will not be liable for any costs incurred by the firms.

18. Neither Department of Food & Public Distribution nor NIC shall be responsible for non-accessibility of e-Procurement Portal due to technical glitches or internet connectivity issues at Tenderers end.

19. In case of any clear indication of cartelization or express or implied anti-competitive agreements amongst the Tenderers at the time of finalization of Tender or thereafter, which at any time i.e. before or after award of the Contract comes to the notice of the Department of Food & Public Distribution, the Tendering Authority may reject the relevant Tenders, forfeit their EMD/Security Deposit, recover the losses as assessed by the authority arising out of such anti-competitive practice of the Tenderer(s) and also recommend the case to the Ministry of Finance/Registrar of Companies/NSIC/Competition Commission of India or any other Department having appropriate jurisdiction or Authority, for initiating necessary action including, but not restricted to, cancellation of license.

20. Department of Food & Public Distribution may, at its discretion, seek from any or all tenderers clarification(s) in respect of any particulars furnishing in their offer. The request for such clarifications and the response will be in writing.



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21. The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand carefully the terms & conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms & conditions shall be permissible once the tender is accepted by this Department.
22. The bidder should be a reputed firm/supplier of said works with experience of 3 years for binding/stitching works in Govt. Offices/PSU and also having sound financial standing with annual turnover of **Rs.5.00 lakh**. Bidder should indicate their yearly turnover, PAN No./Service Tax/Vat registration No.
23. The tenderers should have a well-established office, located within a radius of 10 KMs from Krishi Bhawan, New Delhi.
24. The undersigned or representative may inspect the quality binding before taking delivery and shall have the exclusive right to inspect and reject wholly or partly if work is found to be of sub-standard quality without assigning any reason thereof and his decision shall be binding on the contractor.
25. Order for works will be placed on requirement basis and payment will be released only after it is ensured that the quality of works done is to the entire satisfaction of this Office.
26. This office will have the authority to cancel any order, if the required works are not done on time or not meet the quality standards.
27. In case, the firms are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The bill raised by the Firm should have tax registration number printed on the bill.
28. Tax Deduction at Source (TDS) : TDS shall be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.
29. Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if price for each & every items is not quoted, Net-bundled price offered shall not be accepted.
30. In case two firms offering the same lowest net bundled prices, then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firm item-wise on L-1 basis.
31. DPFDP reserves the option to give price preference to offers from Small Scale Industries etc. in accordance with the policies of the Govt. in force from time to time.
32. In case the contractor fails to cope with the workload or does not render satisfactory services, or does not complete the work in stipulated time or in case of any emergent situation, the contract awarded to him shall be cancelled without giving any reasons whatsoever and the work will be got done by making alternative arrangements at the risk and cost of the contractor.


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33. Liquidated damages : In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not be way of penalty, a sum equivalent to ½ % per week and the total damages so claimed shall not exceed 10% of the total contract amount.
34. All stitching/binding work will have to be done at the space/premises provided by the Department in Krishi Bhawan only.
35. Works delivery period : Within 3 days of the information/request/placement of supply order to the firm or as stipulated in the supply order. The firm should be able to provide services/works on holidays/Sundays also and even on same day during working days in case of urgent requirement in the Department.
36. 100% payment shall be released on satisfactory works done. Advance payment will not be made under any circumstances.
37. This office will have the authority to select more than one firm for award of contract. This office further reserves the right to decide whether a Firm should be selected for delivery of some works or all listed works in the tender form.
38. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
39. In the event of any dispute relating to items of work shall be referred to the Accepting Officer. Appeal against the decision of the Accepting Officer in this regard shall lie with the Joint Secretary (Admn.), Department of Food & PD and the decision given by him shall be final and binding.
40. The quotations received will be opened on the same day i.e. **02.01.2017 at 15.30 hours** in the room of undersigned (Room No.44-B or 44-A), Krishi Bhawan, New Delhi. The tenderer/s or his representative may, if they so desire, be present at the time of opening of quotations.
41. The Department of Food & Public Distribution reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of the HOD of this Department in this regard shall be final and binding on the firm. Any clarification in the matter may be obtained from the undersigned **on telephone No. 23386010/23387040.**
42. During the period/currency of the contract, the contractor or his authorized worker(s) should visit the General Section of the Department (Room No.44-A, Krishi Bhawan, New Delhi-110001) every day, for attending to the works/complaints, if any & works to be done on top priority basis. Failure to do so without justifiable reasons will result in the work being entrusted to another party/parties and the cost thereof would be recovered from the contractor. The dues of the contractor would be payable on monthly basis on submission of relevant bills along with supporting documents.



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43. Incomplete or conditional tenders will not be entertained.
44. The unrealistic rates viz. free of cost/complementary etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of work.
45. The statutory dues applicable to the workers of the contractor's viz. ESI, PF contribution and other statutory charges as applicable shall be paid in time by the contractor and a no dues certificate shall be attached with the bill. The Department of Food & Public Distribution will not be liable to pay salary etc. to the workers provided by contractors/vendors.
46. All disputes are subject of Delhi jurisdiction only.
47. Samples of some items as mentioned in Annexure-1 can be seen in the Department of Food & Public Distribution from 05.12.2016 to 09.12.2016 at 4 PM to 5 PM.
48. The price bid is at Annexure-1.
49. The firm will be required to submit the tender acceptance letter **Annexure-2**
50. The foremost requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids online are also enclosed herewith as Annexure-3.

THE DEPARTMENT ON THE BEHALF OF PRESIDENT OF INDIA DOES NOT BIND HIMSELF TO ACCEPT THE LOWEST OR ANY TENDER.



(Rajesh Kumar Pandeer)

Under Secretary to the Government of India
Telephone : 23097040



Signature of Accepting Officer

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Annexure-1Format of Price BidList of Works/Items.

S. No.	Items	Quantity	Rate in Rs.
1	Files Stitching/Binding.	One	
2	Cash Books - Ordinary Binding	One	
3	Cash Books Binding – Rexene Binding	One	
4	Cash Books Binding – Leather Binding	One	
5	Pay Bill Registers - Ordinary Binding	One	
6	Pay Bill Registers – Rexene Binding	One	
7	Pay Bill Registers – Leather Binding	One	
8	Registers/Bill Registers– Ordinary Binding	One	
9	Registers/Bill Registers – Rexene Binding	One	
10	Registers/Bill Registers – Leather Binding	One	
11	Voucher /Receipts – Ordinary Binding	One	
12	Voucher / Receipts – Rexene Binding	One	
13	Voucher / Receipts – Leather Binding	One	
14	Service Books – Ordinary Binding	One	
15	Service Books – Rexene Binding	One	
16	Service Book – Leather Binding.	One	
17	Library Books with Gold Printing – Ordinary Binding	One	
18	Library Books with Gold Printing – Rexene Binding	One	
19	Library Books with Gold Printing – Leather Binding	One	
20	Bill Books – Ordinary Binding	One	
21	Bill Books – Rexene Binding	One	
22	Bill Books – Leather Binding	One	

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Annexure-2

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

Signature of Accepting Officer

Signature of Tenderer/s

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids 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 bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement 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.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Procuring entity/Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972 & 7878007973.

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