

Bid Document

Bid Details	
Bid End Date/Time	29-01-2021 15:00:00
Bid Opening Date/Time	29-01-2021 15:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	80 (Days)
Ministry/State Name	Ministry Of Home Affairs
Department Name	Department Of Home
Organisation Name	National Disaster Management Authority (ndma)
Office Name	Ndma, New Delhi
Item Category	Paper-based Printing Services - Printing without Material; Book/Booklet; Offset
Contract Period	4 Month(s)
Bidder Turnover (Last 3 Years)	7.5 Lakh (s)
Project Experience Required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	5 Days
Estimated Bid Value	2500000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	50000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	10.00
Duration of ePBG required (Months).	7

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

DDO, NDMA

NDMA, A1 SAFDURJANG ENCLAVE, New Delhi - 110029, Department of Home, National Disaster Management Authority (NDMA), Ministry of Home Affairs
(Shireesh Kumar Gautam)

Splitting

Bid splitting not applied.

1. Project experience: The Bidder must have executed at least one single order of 80% value of the Bid or 2 orders each of 50% value of the Bid or 3 orders each of 40% value of the Bid for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company

Additional Required Data/Document(s)

Debarment / Blacklisting by Any Govt./PSU/ULB/Parastatal organization in last X Years:Debarment / Blacklisting by Any Govt./PSU/ULB/Parastatal organization in last 10 Years

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
22-01-2021 15:00:00	Auditorium, NDMA, A1 Safdurjang Enclave, New Delhi-110029

Paper-based Printing Services - Printing Without Material; Book/Booklet; Offset (80000)

Technical Specifications

Specification	Values
Core	
Type of Printing	Printing without Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided – Front and Back)
Colour of Printing	Multicolour including cover
Printing Content	Text + Pictorial
Paper Material	Art Paper
Standards of Paper	Conformity to Indian Standard IS 1848

Size of the Paper (in cm)	A5 (14.8 x 21.0)
Thickness of Paper in GSM	161-170 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Single
Language	Hindi and English
Addon(s)	
Cover Page	240GSM, Gloss, Printed
Binding	Central Creasing
Packaging	Brown paper+ Plastic sheet+ Carton
Embossing	No
Additional Support	Logistics Support (Delivery of Order to the Consignee)
Finishing	Gloss coated
Scanning	No

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Copies	Additional Requirement
1	Manoj Kumar Jangir	110029,NDMA BHAWAN, A-1, SAFDARJUNG ENCLAVE, NEAR AIIMS TRAUMA CENTER	80000	<ul style="list-style-type: none"> • Cover Page : 80000 • Binding : 80000 • Packaging : 80000 • Additional Support : 80000 • Finishing : 80000 • Number of pages : 20

Bid Specific Additional Terms and Conditions

1. Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address NDMA A1, NDMA Bhawan Safdurjang Enclave New Delhi 110029.
2. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
4. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
5. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- 6.1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
7. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:
 - i) The Seller fails to comply with any material term of the Contract.
 - ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated

- Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
 - iv) The Seller becomes bankrupt or goes into liquidation.
 - v) The Seller makes a general assignment for the benefit of creditors.
 - vi) A receiver is appointed for any substantial property owned by the Seller.
 - vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
8. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
9. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
10. After award of contract - Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit 5 samples for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 7 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from buyer side in approval of advance sample - the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller. Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer / Consignee.
11. Bidders can also submit the EMD with Account Payee Demand Draft in favour of DDO, NDMA payable at NEW DELHI. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
12. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
 - b. Execution certificate by client with order value.
 - c. Any other document in support of order execution like Third Party Inspection release note, etc.
13. **NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.
14. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of DDO, NDMA payable at NEW DELHI. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
15. Commercial Experience Eligibility Criteria:
- For experience, the order(s) executed by the bidder, during the last five years ending on the last day of the month immediately preceding the month in which the last date of bid submission falls, should be considered as under:
- Three orders each executed for similar item (such as printing service) where executed value is not less than the amount equal to 30% of the estimated cost. (i.e Rs. 750000)
- OR
- Two orders each executed for similar item (such as printing service) where executed value is not less than the amount equal to 40% of the estimated cost. (i.e Rs. 1000000)
- OR
- One order executed for similar item (such as printing service) where executed value is not less than the amount equal to 50% of the estimated cost. (i.e Rs. 1250000)
- The last date of order execution may fall in the above mentioned period.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#)

specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---