

Tender ID: 2012_GSDL_102158_1

Dated: 21.03.2016

**TENDER
FOR
PRINTING OF
ATLAS
FOR
GEOSPATIAL DELHI LTD.
(A Govt. of Delhi Company)**

**INSTRUCTIONS TO THE TENDERERS
&
TERMS & CONDITIONS GOVERNING THIS CONTRACT**

1. Geospatial Delhi Limited is a fully owned company of Government of NCT of Delhi. GSDL is registered under Companies Act, 1956 and has registered office in Delhi.
2. Online bids under two bids system – (TECHNICAL AND FINANCIAL) are invited for printing of 300 Nos. atlas. The dates of opening/closing of bids, depositing of EMD etc. can be seen at Annexure III (NOTICE) of the Tender documents.

3. SPECIFICATION OF WORK

Paper size	-	A3 (42cms x 30 cms)
Thickness of paper	-	200 GSM
Map pages	-	124 Nos.(multi colour)
Text (Written) pages	-	15 Nos.(-do-)
Blank pages	-	08 Nos.
Cover page	-	01 Nos.(-do-)
Printing type	-	Both side of pages
Total pages	-	148 Nos.(both side)
Binding:	-	Hard binding with fly leaves & mat lamination
No. of copies to be printed	-	300 Nos.

The above printed maps and text (written) materials should be in a BOOK FORM with hard binding with fly leave and mat lamination.

MAPS AND TEXT (WRITTEN) MATERIALS WILL BE SUPPLIED TO THE PRINTER BY GSDL IN SOFT COPY

4. ELIGIBILITY

- 4.1. Only DELHI based reputed printers having their firm empanelled with the Directorate of Printing (DOP) or Directorate of Advertising and Visual Publicity (DAVP), Government of India or Directorate of Information and Publicity, Government of NCT of Delhi.
- 4.2. Firm should be registered with VAT Department, Delhi and copy of PAN and TIN registration certificates should be enclosed with the Technical Bid.

- 4.3. The bidders should have experience in printing/publishing of atlas/maps/books/periodicals/magazines/calendar/diaries/pamphlet for a period of not less than 3 years as on 31-01-2016.
- 4.4. Should have achieved a Turnover of Rs. 50 lakhs in any one of the last 3 financial years.
- 4.5. Financial bid is to be submitted as per **Annexure-I**, according to the specifications given in the tender only and no conditional tenders will be accepted.
- 4.6. Any failure on the part of Tenderer to observe the prescribed procedure and any attempt to canvass for the work will lead to disqualification. The rates quoted in form other than the format given in **Annexure-I** are liable to be rejected.
- 4.7. The rate shall include the cost of paper, printing, binding, packing, forwarding inclusive of all taxes **but not inclusive of Service Tax i.e. Service Tax will be extra** and delivery at GSDL Hqrs.
- 4.8. The submission of Tender will bind the Tenderer to accept all conditions specified herein.
- 4.9. The rates should be mentioned in figures as well as in words inclusive of all Taxes such as VAT etc. but not inclusive of Service Tax i.e. Service Tax will be extra.
- 4.10. The Tenderer will be responsible for collection of the input material, supply of the proof/dummy/ferro and the final printed booklets at the premises of GSDL Hqrs.
- 4.11. The soft copy to be collected within 2 days after intimation of award of contract by telephonically or e-mail. Ferro/proof and printed samples to be submitted within 10 days from the date of collection of proof. The final printed materials in booklet form will have to be supplied within 20 days from the date of approval of the proof, failing which liquidated damage/delay charges will be imposed @ 0.5% per week maximum of 5% of total contract value.
- 4.12. Payment will be released only after the completion of job and after the receipt of printed material (booklet) in good condition and to the satisfaction of GSDL. No partial job will be accepted for payment.
- 4.13. If the supplier does not accept the work order, the EMD is liable to be forfeited.
- 4.14. GSDL can change the number of quantity of any item to be printed at any stage.

- 4.15 The printer shall, whenever called upon to do so, give full information with regard to progress of the work in hand and shall also permit GSDL officials to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by GSDL in connection with the contract.
- 4.16 At any time, if it is noticed that information given by the firm regarding their empanelment and certificates regarding reputation and blacklisting is not correct, the work order is liable to be withdrawn without assigning any further reason.
- 4.17 **The written materials and other maps given to Printer for printing are proprietary item of GSDL. Sharing the details or unauthorised distribution of materials or using the materials for any other purposes by the printer is strictly prohibited.**

5. **EARNEST MONEY**

Each tenderer shall be required to deposit a sum of Rs.10,000/= (Rupees Ten thousand only) as Earned Money in the form of a crossed Demand Draft/Banker's Cheque in favour of "Geospatial Delhi Limited" payable at Delhi and valid for a minimum period of 3 months from the date of issuance. An EMD is required to be deposited before opening of bids. The amount of EMD will be refunded to the non-successful tenders within 45 days of finalisation of the tender. However, no interest shall be paid on the earned money deposited with GSDL. The EMD should reach GSDL before 04-04-2016 01:00 PM.

6. **PERFORMANCE SECURITY**

Selected bidder will have to submit performance security equivalent to 10 percent of total cost of whole work in the form of FDR or Bank Guarantee within 5 days of issue of letter for performance security before awarding of work. Further, performance security will be valid for 60 days beyond the satisfactory completion of work. The Performance Security will be refunded within 30 days after satisfactory completion of the work.

7. **DOCUMENTS TO BE SUBMITTED**

The tender must be accompanied by the following documents failing which the bid will be deemed ineligible and technically invalid:-

- 7.1 Copy of PAN and TIN duly signed and stamped by authorised person.
- 7.2 Self certified photo copy of certificate of registration with DAVP or DOP or Directorate of Information and Publicity, Government of NCT of Delhi

- 7.3** Balance sheet for the last three years duly certified by the Chartered Accountant.
- 7.4** Maximum value of the single work undertaken by the firm during the last 3 years. Please attach the copy of work order.
- 7.5 Copy of proof of experience in the field of printing/publishing of atlas/maps/books/periodicals/magazines/calendar/diaries/pamphlet (copy of work order or certificate from a Department)
- 7.6 A declaration that firm has not been black listed by any Government department in the form of Affidavit as per specimen enclosed at ANNEXURE-II
- 7.7** Non compliance of anyone of above points, technical bid will be treated as non responsive/rejected and financial bid will not be considered.

8. DEDUCTION AT SOURCE

TDS as applicable under the Income Tax Act, 1961 will be made from all payments made to the Contractor.

(Kulvendra Yadav)
Administrative Officer
For Geospatial Delhi Limited

SPECIFICATION OF WORK

Paper size	-	A3 (42cms x 30 cms)
Thickness of paper	-	200 GSM
Map pages	-	124 Nos.(multi colour)
Text (Written) pages	-	15 Nos.(-do-)
Blank pages	-	08 Nos.
Cover page	-	01 Nos.(-do-)
Printing type	-	Both side of pages
Total pages	-	148 Nos.(both side)
Binding:	-	Hard binding with fly leaves & mat lamination
No. of copies to be printed	-	300 Nos.

The above printed maps and text (written) materials should be in a BOOK FORM with hard binding with fly leave and mat lamination.

MAPS AND TEXT (WRITTEN) MATERIALS WILL BE SUPPLIED TO THE PRINTER BY GSDL IN SOFT COPY

RATE TO BE QUOTED BY Bidder RS._____

(in words)_____

NOTE

1. Rates should be quoted in India Rupee only
2. The rates should be mentioned in figures as well as in words inclusive of all Taxes such as VAT etc. **but not inclusive of Service Tax i.e. Service Tax will be extra.**
3. Rates should be quoted in words as well as in figures and there should be no cutting, over writing etc.

Signature _____

STAMP

Annexure-II

(An affidavit on a Rs. 100/ Non Judicial Stamp Paper)

It is certified that my Firm/ Agency/ Company has never been black listed by any of the Department/ Autonomous Institutions/ Universities/ Public Sectors Undertakings of the Government of India or Government of NCT of Delhi or any other state Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said Firm/ Agency as on _____.

Signature of the Tenderer _____

Name of Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/ Agency _____

Place: _____

Date: _____

NOTICE

Online bids under two bids system are invited **FOR PRINTING OF 300 NOS ATLAS** as per specifications (enclosed) given in the tender form.**(ANNEXURE-I)**

Tender document can be downloaded from **<http://govtprocurement.delhi.gov.in/nicgep/app>**. An EMD of Rs.10,000/= (Rupees ten thousand only) is required to be deposited by DD/ Banker Cheque before opening of bids. The DD/ Banker Cheque has to be drawn on Geospatial Delhi Limited and must reach before 1:00 PM on 04-04-2016.

1. Pre Bid meeting will be held on 29th March,2016 at 04:30 PM at GSDL, 3rd Level, 'C' Wing, Vikas Bhawan-II, Near Metcalfe House, Civil Lines, New Delhi-110 054.
2. Online bids (Technical) received upto 1:00 PM on 04-04-2016 will be opened on the same day at 3rd Level, 'C' Wing, Vikas Bhawan-II, Near Metcalfe House, Civil Lines, New Delhi-110 054 at 2:00 PM on 04-04-2016 and Financial Bids will be opened on the same day i.e. 04-04-2016 at 4:00 PM.
3. The prospective bidders should have registration on GNCTD e-procurement portal and digital signatures (minimum class II/II B). For registration, bidders may contact e-procurement help desk at 6th floor, 'C' Wing, Vikas Bhawan-II, Near Metcalfe House, Civil Lines, New Delhi-54. Phone No.- (011-23813771).
4. Geospatial Delhi Limited, reserves the right to accept/ reject any/ all quotation(s) without assigning any reasons.

(Kulvendra Yadav)
Administrative Officer
For Geospatial Delhi Limited