

TENDER NOTICE FOR PRINTING ANNUAL REPORT 2014-2015

OF Delhi Subordinate Services Selection Board (DSSSB), Karkardoma



**Delhi Subordinate Services Selection Board (DSSSB)
FC-18, INSTITUTIONAL AREA, KARKARDOOMA,
{NEAR RAILWAY RESERVATION CENTER}
DELHI-110092**

ENQUIRY TELEPHONE: 011-22370237

Email: dsssb-secy@nic.in

INSTRUCTION TO BIDDERS

Tender Document for “PRINTING ANNUAL REPORT OF DSSSB KARKARDOOMA FOR THE YEAR 2014-15”

1	Work	:	Printing of Annual Report 2014 – 2015 (Scope of work at Annexure I)
2	Tender Enquiry No	:	DSSSB/2015-16/C.T/Printing/04
3	Eligibility Criteria	:	<p>(i) The tenderer should be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.</p> <p>(ii) All the printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be done with in house press only.</p> <p>(iii) The bidder should have experience of similar multi-colour printing work of annual reports, etc. of Central / State Governments/ Universities / Commercial Organization etc., for quantity of minimum 100 numbers during the last three years and submit proof of work order</p>
4	EMD	:	The tenderer shall deposit an Earnest Money Deposit of Rs.5,000/- by way of Demand Draft / pay order drawn in favour of “ DDO,DSSSB Karkardooma ” (on any Nationalized Banks payable at Delhi), which will be refunded in respect of unsuccessful tenderers. THE DEMAND DRAFT OF EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
5	Submission of Offer	:	<p>Two Bid System: Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid (Annexure II) and commercial bid (Annexure III) in two separate sealed envelopes. These envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No: 1 – Technical Bid” and “Envelope No: 2 – Commercial Bid” respectively. EMD should be placed in the Technical Bid. This two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item</p>
6	Last Date for submission of bids	:	Date: 19.02.2016 Time: 1500 Hrs
7	Opening of Technical bid	:	19.02.2016 at 1600 Hrs
8	Selection Process	:	All the technical bid will be scrutinized by the evaluation committee constituted by the Chairman, DSSSB. The technical bids will be evaluated on the basis of creative design; facilities available for undertaking job, prior experience etc., and the agencies meeting the criteria will be shortlisted for consideration of commercial bid.
9	Opening of Commercial Bid	:	Date of opening of Commercial bid will be communicated by the DSSSB. Parties shortlisted on the basis of technical bid should only be eligible to participate
10	Commencement of Operation	:	The work shall commence immediately on issue of work order and shall be completed as stipulated in delivery schedule

1. TERMS AND CONDITIONS OF CONTRACT

1. Design and Layout of Annual Report:

- (a) Each agency should submit 3 design and layout (both for cover / inside). Provision of pictures / animation, where ever used will be integral to the design. A sample three page material would be provided by DSSSB Karkardooma for design purpose. (Annexure IV) and soft copy of the same is available in Board.
- b) Of all the designs submitted by the agencies, a suitable design will be selected by the Secretary, DSSSB Karkardooma and ownership of selected design rests with the Secretary, DSSSB Karkardooma.
- (c) Secretary, DSSSB Karkardooma shall be free to use the design in electronic, print or any other medium. All Rights of reproduction, editing, publicity and future use shall rests with DSSSB, Karkardooma unless otherwise stated explicitly and agreed at the time of acceptance of design.

2. Preparation and submission of tender document:

- (a) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.
- (b) The tenderer shall enclose the following along with the Technical Bid. Any tender documents without these shall be invalid and rejected.
 - a. List of Organizations / Customer dealt by the tenderer.
 - b. Copy of registration certificates, Viz. VAT Registration, TIN number, PAN Card etc.
 - c. Sample papers, with the description of the paper viz brand, make, GSM etc.,
 - d. Sample copies of Annual Reports printed along with work order for quantity of minimum 100 numbers along the last three years. The samples provided must be satisfactory both in terms of printing quality and editorial work.
- (c) Tender received without required EMD or lesser amount will be summarily rejected.
- (d) The tenders of the agency not in possession of valid statutory license / registrations are liable for rejections.
- (e) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
- (f) No tendered will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tendered would stand forfeited.
- (g) EMD will be liable to be forfeited if the tendered selected for the work fail to accept, execute and complete the work on the date stipulated in the work order.

3. Work Order and Security Deposit:

- (a) A work order shall be issued to successful tendered. The tendered shall deposit an amount equal to 10% of the value of contract or Rs 5000/- (which is ever is height) (after adjusting the EMD) as Security Deposit in the form of Demand Draft / Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Delhi, which would be released on expiry/termination of the contract after adjustment of dues, if any.
- (b) The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract, if any, sustained by the Institute on account of failure or negligence on the part of successful tendered.

4. Right of DSSSB, KARKARDOOMA:

- (a) The Secretary, DSSSB Karkardooma reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Secretary, DSSSB Karkardooma reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the tendered.
- (c) The Secretary, DSSSB Karkardooma reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) DSSSB Karkardooma reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses of the Tender document or the contract document, interpretation of the clauses by the DSSSB Karkardooma shall be final and bindings on all parties.

5. Breach of Terms and Conditions:

- (a) The work order can be terminated by the Secretary, DSSSB, Karkardooma if it is felt that the work carried by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure / termination of contract.
- (b) In case of breach of any terms and conditions as mentioned above, The Secretary, DSSSB Karkardooma shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by DSSSB Karkardooma in that event the security deposit shall also stands forfeited.

6. Dispute Settlement:

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Chairman, DSSSB Karkardooma whose decision shall be final and binding on both the parties.

- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at New Delhi. The resultant contract will be interpreted under Indian Laws.

Secretary

DSSSB Karkardooma

Annexure-I

SCOPE OF WORK:

SPECIFICATION SHEET

- (i) **Job:** Designing and printing of Annual Report of DSSSB Karkardooma for the year 2014-15 (English) with single book binding.
- (ii) **Printing:**
Process : Quality Web Offset Cover
: Four Colours inside Pages
: Four Colours Finished Book Size : 21.5 cm *29.5 cm (offset printing)
- (iii) **Design:** 'Creative' design approved by the Competent Authority, DSSSB Karkardooma amongst 3 designs submitted by the firms.
- (iv) **Paper:**
Cover: 250 gsm 'art card matt finish' paper
Text : 130 gsm 'art matt finish' paper

(v) Quantity:

- (a) English language only with single book binding: 200 copies.

(vi) Binding: Perfect binding

(vii) Lamination: Cover pages in matte finish lamination

(viii) No. of Pages: 40 approx. (inside) +cover (Front & back)

(ix) Work Schedule:

- (a) Design, typesetting and submission of proof material: within 10 days of issuance of work order.
- (b) Printing, binding and delivery of Annual Report: within 15 days of final approval of proof material.

(x) Other Points:

- (a) The successful bidder would be provided text material in English (word/Power Point format) on Pen drive or CDs.

- (b) The successful bidder is required to provide proof in English and upon approval of the same by DSSSB, final printing shall be carried.
- (c) A very high quality printing is required. The work done in slipshod manner will not be accepted.
- (d) Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.

Secretary

DSSSB Karkardooma

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TECHNICAL BID

(To be sealed and placed in separate envelope super scribed “Technical Bid”)

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for Printing of Annual Report as follows.

<u>1</u>	Name of the firm	∴	
<u>2</u>	Address & Telephone No and Email if any	∴	
<u>3</u>	Status of firm and details of owner/Partner	∴	
<u>4</u>	Registration / Details Attach copy of certificate (s) I. Service Tax Registration No II. PAN Number III. VAT Registration / TIN Number	∴	
<u>5</u>	List of institutions /organizations where the firm carried out similar works during the last three years (Enclose copy of work order)	∴	
<u>6</u>	Status of Income Tax return (pls attach copy of last income tax return)	∴	
<u>7</u>	Whether the company has been black listed or not by any state government/ central government/PSU	∴	Yes/No
<u>8</u>	Sample papers to be used with description of brand, make, GSM etc.	∴	
<u>9</u>	Copies of Annual Reports printed in recent period	∴	
	Sample design and layout (3 design to be enclosed)	∴	

Signature of the Tenderer with Seal

Delhi Subordinate Services Selection Board (DSSSB)

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COMMERCIAL BID

(In a separate envelope)

(To be sealed and placed in separate envelope super scribed "Commercial Bid")

Name of the work: Printing of Annual Report of DSSSB Karkardooma for the year 2014-2015

S.No	Description of Work	Rate per Copy in Rupees	Total amount in Rupees
1(a)	Printing of Annual Report of DSSSB Karkardooma for the year 2014-2015 Approx for 40 pages,		
2(b)	Extra per page beyond 40 pages.		

Service tax payable extra.

TDS deduction as applicable.

Place:

Signature of the Tenderer with Seal

Date