

लोक सभा सचिवालय
(मुद्रण शाखा)

लोक सभा डायरियों के
मुद्रण के लिए निविदा आमंत्रण सूचना

लोक सभा डायरियों के लिए प्रतिष्ठित, अनुभवी और उच्च कोटि मुद्रकों से मुहरबंद निविदाएं आमंत्रित की जाती हैं। विधिवत रूप से भरे हुए विहित निविदा प्रपत्र सभी अपेक्षित दस्तावेजों सहित अपर निदेशक (मुद्रण), कमरा सं. 303, लोक सभा सचिवालय, संसदीय सौध, नई दिल्ली-110001 को भेजे जा सकते हैं। निविदा भेजने की अंतिम तिथि 18 नवम्बर, 2014 को 1500 बजे तक है। निविदा दस्तावेज आधिकारिक वेबसाइट <http://www.loksabha.nic.in> से डाउनलोड किए जा सकते हैं।

अपर निदेशक (मुद्रण)

LOK SABHA SECRETARIAT
(PRINTING SECTION)

NOTICE INVITING TENDER FOR PRINTING OF
LOK SABHA DIARIES

Sealed tenders are invited from reputed, experienced & quality Printers for printing and supply of Lok Sabha Diaries. The prescribed Tender Form duly filled in with all requisite documents may be sent to the Additional Director (Printing), Room No. 303, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110 001. The last date of submission of Tender is **18.11.2014** upto 1500 hrs. Tender Documents can be downloaded from official website <http://www.loksabha.nic.in>

Additional Director (Printing)

**LOK SABHA SECRETARIAT
(PRINTING SECTION)**

**303, PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001**

**TENDER DOCUMENT
LOK SABHA DIARIES 2014, 2015 & 2016**

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INSTRUCTIONS TO THE BIDDERS

OPEN COMPETITIVE BIDDING FOR THE PRINTING & SUPPLY OF LOK SABHA DIARIES 2015

1. The bid will be opened on 18.11.2014 at 1600 hrs.
2. The prospective bidders may contact the **Additional Director (Ptg.), Printing Section (Room No. 303, Lok Sabha Secretariat (LSS), Parliament House Annexe, New Delhi; Phone Nos. 23035295, 23034303) to obtain the Form of Quotation/features/information and also for any clarifications required in this regard.** It can also be downloaded from official website of Lok Sabha <http://www.loksabha.nic.in>
3. Bidders are also requested to furnish a workable sample (dummy of diary) incorporating the required features and information to be tested on the ground by the **Printing & Publications Service.**
4. Approved Sample may be seen/examine in Printing Section, Room No.303, Parliament House Annexe, Lok Sabha Secretariat, New Delhi-110 001.
5. Detailed Rates be quoted as per given specifications for the printing of **Lok Sabha Diaries** in *Annexure III*, as per Form of Quotation in *Annexure IV*.
6. **Eligibility of the bidders**
 - (i) Should have minimum **three years** of experience in printing of Diaries/Publications with Govt. Deptts./PSUs/etc. of similar nature.
 - (ii) Should have minimum turnover of **Rs. 50 Lakhs** per annum during each of the last three years (valid and certified proof has to be attached)
 - (iii) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration has to be given in the prescribed format (*Annexure I*).
7. **Earnest Money Deposit**
 - (i) An amount of **Rs.50,000 (Rupees Fifty Thousand Only)** should be deposited as Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of **Drawing and Disbursing Officer, Lok Sabha Secretariat** and should be kept in a **separate sealed envelope** super scribing as **E.M.D. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected.**
 - (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
8. **Performance Security Deposit (PSD)**
 - (i) PSD of an amount of **Rs.1,50,000 (Rupees One Lakh Fifty Thousand only)** will have to be deposited by the successful Bidders **within 7 days** of receipt of supply order to ensure due performance of the contract.

- (ii) PSD shall be in the form of Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha Secretariat**, New Delhi.
- (iii) The PSD should remain **valid** for a period of **one year** up to completion of all contractual obligations by the Printer including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of Performance Security Deposit.
- (iv) PSD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.
- (v) No interest will be payable on the amount of Performance Security Deposit (PSD).

9. **Documents/Certificates required for Bid**

The firms are required to submit the following documents in bid with self attested photocopies with firm/company rubber stamp on each page(s), failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms from Government Department;
- (b) Copy of CST/VAT/TIN Registration Certificates and copy of VAT deposit slip for the financial year 2012-13;
- (c) Copy of PAN/GIR Card;
- (d) Copies of Income Tax Returns filed for last 3 financial years (2011-12, 2012-13 & 20013-14);
- (e) Audited Balance Sheet of the last three financial years having minimum turnover of **Rs. 50 Lakh** per annum;
- (f) Proof of minimum 3 years experience in printing work with Govt. Deptts./PSUs, etc.; List of Clients etc. to be submitted;
- (g) Declaration regarding blacklisting or otherwise (*Annexure-I*); and
- (h) Samples of Dummy Diary is required to be attached.
- (i) DD of EMD
- (j) Duly filled Proforma of Annexure-IV & V

10. **Mode of Submission and last date for submission**

Tender in a sealed envelope should be addressed to the **Additional Director (Printing), Lok Sabha Secretariat, Room No.303, Parliament House Annexe, New Delhi**, and must reach on or before **18.11.2014 by 1500 hrs.** Tenders may be hand delivered at Distribution Branch of the Lok Sabha Secretariat, New Delhi-110001. If sent by post, Lok Sabha Secretariat shall not be responsible for loss or delay in transit. **Bid will be opened at 1600 hrs.** on the above mentioned date in the Room No.302, PHA, New Delhi. Bidders/ Authorised Representative of the Bidders are allowed to be present during the opening of Tender.

12. **Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

13. **Non-acceptance of the tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

14. **Non-transferability**

This tender is non-transferable.

15. **Extension of last date at the Discretion of LSS**

Lok Sabha Secretariat, New Delhi, may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

16. **Termination of Contract**

LSS reserves the right to terminate the contract at any time without assigning any reason.

**TERMS & CONDITIONS
FOR THE PRINTING OF LOK SABHA DIARIES 2015**

Rates/ Prices

1. The rates should be quoted in Indian Rupees in words as well as in figures.
2. Tender rates should be valid for **One year** from the date of awarding of the contract. Tender quoted for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
3. Prices should be quoted F.O.R. Destination (Free delivery at LSS)

Penalty

4. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
5. If the Bidder/firm leaves the supply without completing it, the LSS may get the work completed from another firm and the bidder will have to reimburse the extra expenditure incurred.

Settlement of disputes

6. 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 arbitrator appointed by the Secretary-General, Lok Sabha or any person nominated by him. 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. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

Purchasers Rights

7. The LSS reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
8. The LSS reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

Execution of Job

9. Printing of Diary, 2015 should be as per the specifications (*Annexure III*).

Process of Printing

10. Two colour Offset printing by CTP Plate making.

Delivery

11. At least 1000 Diaries and all gold name embossed diaries will have to be supplied within 7 days after approval of the final proof.

Mode of Payment

12. Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of the Lok Sabha Secretariat (LSS). No interest will be payable on the delayed payments. Payment will be made direct to the Printer through **A/c payee cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

Change in quantity

13. Approximate quantity only of the required item is given in the tender notice. The quantity is likely to be +/- 10 % of the given figure.

Printing of Diaries for additional requirement

14. Printing of additional diaries, minimum quantity 500, if arises, the Printer has to print the same at the quoted rates. The print orders for requirement of additional diaries may be given any time during the year to which the diary pertains.

Agreement

15. The bidder who is awarded the contract will be required to sign **Proforma Rate Contract Agreement** with the Lok Sabha Secretariat (LSS) as per the specimen (*Annexure II*).

General /others

16. The bidder will be bound by the details furnished by him / her to LSS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of the contract.**
17. No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
18. Samples of Diaries (dummy diary) is to be attached as per detail given in Annexure-III.
19. PDF/Open file of Lok Sabha Diary to be provided.

PRINTING OF LOK SABHA DIARIES 2015

DECLARATION

To

The Additional Director (Ptg.),
Lok Sabha Secretariat,
Room No. 303,
Parliament House Annexe,
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security Deposit (PSD), as applicable, in the format to be provided by your office as per-condition for obtaining the Purchase Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Additional Director (Ptg.), Room No. 303, Parliament House Annexe, Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

**PROFORMA RATE CONTRACT AGREEMENT
PRINTING OF LOK SABHA DIARIES 2015**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

AGREEMENT

The agreement is made on this _____ day of _____, 2014 between M/s. _____ herein referred to as the Printer under the name and style of M/s. _____ of the one part.

Lok Sabha Secretariat (LSS), acting through the **Additional Director (Ptg.)**, herein after referred to as the other part whereas the said contractor has agreed with the **Lok Sabha Secretariat** for printing and supply of the required publication with the specifications.

Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

01. The contractor agrees to undertake to **printing of Lok Sabha Diaries** as per the requirement as agreed to in their tender and letter dated _____ at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
02. The printing of **Lok Sabha Diaries** which are not in conformity with the requirements/ specifications are liable to be rejected.
03. This contract shall be effective from _____ to _____. The Tender is valid for **One year** from the date of signing of the agreement, which can be extended for a further period may be fixed on the same rate & terms and conditions if the both parties agreed. The quantities shown in the tender with +/- 10% variation will be procured by placing purchase order. Printing of additional diaries, minimum 500 quantity, if arises, the Printer has to print the same at the quoted rates.
04. The Printer shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Secretariat. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.

05. The security deposit paid by the printer for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **Additional Director (Ptg.) in charge of the Printing Section** on behalf of the Lok Sabha Secretariat to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform / fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
06. The Performance Security Deposit (PSD) shall be released without any interest after successful completion of the work at the end of the contract period including the extended period, if any.
07. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Secretary-General, Lok Sabha under the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties to this contract. Provisions of the Indian Arbitration Act, 1996 and any statutory modification / enactments thereto and the rules made there under from time to time shall apply to such arbitration.
08. The Security Deposit is to be forfeited to the Lok Sabha Secretariat without any prejudice to any other rights and remedies of Lok Sabha Secretariat in case the printer fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.
09. LSS reserves the right to terminate the contract at any time without assigning any reason.
10. That the tender schedule and terms & conditions shall also form part of the agreement.
11. That the printer acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same. In witness whereof, the printer has set his hand and the Lok Sabha Secretariat has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the
Company/Firm

Signature of the authorized official of the LSS

Signature:

Signature:

Name :

Name :

Address :

Address :

SPECIFICATIONS FOR THE PRINTING OF LOK SABHA DIARIES 2015

Following are the specifications for the printing of Lok Sabha Diaries 2015:

1. Size & other details :

- (a) Size - 22 cm. x 14 cm. approx. Type-setting, Processing, CTP Plate printing of text matter in diglot version of 50-60 pages approx. containing Inner cover, Personal Memoranda, Name & Telephone Numbers of Important Dignitaries, List of Parliamentary and Government of India Holidays for 2015, Calendar 2014, 2015 & 2016 and other information in single colour offset printing;
- (b) 70 GSM good quality paper to be used.
- (c) Full page of two colour printing for two days on each page in diglot version on 185 pages approx.;
- (d) Colour photographs of Parliament Library Building (PLB), Parliament House (P.H.) and Parliament House Annexe (P.H.A.) etc. are to be printed and pasted at the beginning and at the end of the Diary on 130 GSM Imported plastic coated paper;
- (e) Emblem of Parliament, words "Lok Sabha" in Hindi & English and "2015" are to be Gold Embossed by dye process on cover of all diaries;
- (f) Gold leaf printing of individual names of Members of Lok Sabha and Officers of this Secretariat in Hindi/English on about 800-850 Diaries; (if required).
- (g) Wiro binding & best quality Duplex board to be used;
- (h) Rexin thick paper to be used for cover;
- (i) Single piece packing in the ordinary paper cover.
- (j) Book Marker (piece of green ribbon) to be attached.
- (k) Packing 50 Diaries in separate carton Box.
- (l) After examine/seen the approved sample in Printing Section, the dummy sample to be furnished alongwith quotation documents.

2. No. of copies

11,000 Diaries

3. Proof Reading

First Proof Reading of the Text is to be done by the Secretariat. Revised proof/ferro proof to be furnished until final approval of competent authority. Final Proofs are to be thoroughly checked by the Printer himself to ensure that all corrections, alterations, additions and deletions, etc. are carried out. Final printing must be error free in all respects.

5. Time Schedule Proofs/Revised proof are to be submitted as and when required. All gold name embossed diaries and at least 1000 Diaries to be supplied within 7 days after approval of the final proof. The Printer has to make arrangements for collecting manuscripts and proofs from the Secretariat immediately during office hours or on odd hours and on holidays as and when called for.
6. Delivery of printed material The printed diaries are to be supplied in packing of 50 Diaries in separate carton Box to the Distribution Branch/General Store, Lok Sabha Secretariat, Parliament House Annexe, New Delhi alongwith properly arranged Author Proofs and C.D. of the Diaries.
7. Validity of Tender One Year

The sample of the diary, 2015 is available in the Room No. 303, Printing Section of Lok Sabha Secretariat. **Quotations may be submitted after examining the samples of Diary.** Manuscript of preliminary pages containing Personal Memoranda and other information of interest to Members along with names and telephone numbers of Members will be supplied by the Secretariat in English and Hindi for insertion and printing in the Diaries.

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**FORM OF QUOTATION
FOR PRINTING OF LOK SABHA DIARIES 2015**

Sl.No.	Particulars	*Rate (Rs.) per diary
1.	Diary, 2015 11,000 Nos.	Rs..... [Rupees.....]
2.	Rate for Gold leaf printing per individual name in Diary	Rs..... [Rupees.....]

All inclusive rates (including paper etc.) as per the specifications given in Tender Document.

(Signature of Tenderer with seal of the Firm)

*The rates should be quoted in Indian Rupees in words as well as in figures only.

The following proforma of the Check-list has to be filled by the Tenderer Mandatory.

PROFORMA FOR THE CHECK-LIST

Name & Address of Firm/Company _____

Tel. No:

- | | |
|--|----------------------------|
| 1. DD/Pay Order No.; amount & date of EMD | DD/Pay Order No., |
| | Bank |
| | Amount Rs. Dated..... |
| 2. Registration | No. & Date |
| Certificate from Govt. Deptt. | Issuing Authority |
| 3. CST/VAT/TIN Registration No.; and | No. & Date |
| Enclose copy of VAT deposit slip for | Yes..... |
| the financial year 2013-14; | No..... |
| 4. PAN/GIR Card No. | No. & Date |
| 5. Income Tax Returns | 2011-12 _____ |
| (last 3 financial years) | 2012-13 _____ |
| | 2013-14 _____ |
| 6. Audited Balance Sheets indicating turn | 2011-12 _____ |
| over for last 3 financial years | 2012-13 _____ |
| | 2013-14 _____ |
| 7. Proof of 3 years experience | Yes..... |
| in printing work with Govt./ | No..... |
| Deptt./PSU's etc. | |
| 8. Declaration for not black listed by the | Yes..... |
| Govt. Deptt./PSUs. Etc. | No..... |
| 9. Attach samples of Dummy diary | Yes..... |
| | No..... |

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Name with Designation of Authorised Signatory & Seal of the Firm