

Room: No. 205-D, Shastri Bhawan,
New Delhi-1100 01
Dated: 16th December, 2015.

Tender Notice

Subject: **Printing of Annual Report of the Department for the year 2015-16.**

Department of Fertilizers invites Sealed Tenders with **separate Technical and Financial bids** filled in the specified proforma from financially sound Printing firms for the printing and supply of 3150 copies of Annual Report of the Department, 2015-16 (English 2100 copies and Hindi – 1050 copies) having approximately 190 pages each. The number of copies may increase / decrease. The printing of the Report is to be done in four colour in excellent quality paper of 130 GSM for inner pages and title cover in four colour printing on 300 GSM Art card with lamination. **The quotation would be both per copy basis as well as per page basis.**

2. The **proforma for Technical Bid Form** containing the work experience, EMD details etc. is at Annexure –A. The **proforma for Financial Bid Form** and **Declaration Form** may be seen at Annexure- B and C respectively.

3. Interested parties may submit their quotations in a sealed Envelope superscribed "**Tender for the Printing of Annual Report, 15-16**" and addressed to the **Under Secretary (Admn.), Department of Fertilizers, Room No. 205-D, Shastri Bhawan, New Delhi** and deposit the same only in the **Tender Box placed in the Facilitation-cum-Right to Information Desk located in Garage No.12, Shastri Bhawan, New Delhi latest by 12.00 Noon on 14.1. 2016. The Technical Bid Proforma and Declaration proforma (Annexure A & C) may be kept in one separate envelope superscribed "TECHNICAL BID" for opening and evaluation in the first stage and the Financial Bid Proforma (Annexure – 'A') should be kept and sealed in separate cover duly superscribed "FINANCIAL BID". Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as mentioned above. Tenders received after due date / time and other than in Tender Box, will summarily be rejected. **The Technical bid envelope containing the proform A & C) will be first opened on the same date by the Technical Committee on 14.1.16 at 3.30 PM.** The authorized representatives of the bidders who wish to attend the 'Technical Bid' opening may contact the undersigned to facilitate their entry. After scrutiny and satisfactory technical bidding specifications by the Committee, the Department will shortlist those who are found suitable on technical considerations and call them for **opening of sealed "Financial Bid"(Proforma-B) accordingly and they will be informed telephonically regarding the date, time and place of the opening of Financial bid** . It may be noted that those tenders received without separate sealed covers (containing the Two envelopes of Technical and Financial Bids) and information / rates sought not quoted in specified proforma, will not be accepted.**

4. It may be noted that the bids are required to be submitted with EMD of Rs. 10,000/- only in the form of a Demand Draft / Banker's cheque in favour of "The Pay & Accounts Officer", Department of Fertilizers, New Delhi. **Any Tender received without EMD of Rs. 10,000/- will not be considered.**

5. Tender securities of the unsuccessful bidders will be returned without interest at the earliest on or before the 30th day after the award of the work. No advance payment in any case would be made. To ensure due performance of the work contract, Performance Security as decided by this Department, will have to be deposited by the successful bidder before commencement of the work in the form of an Account payee Demand Draft from a Commercial bank / or a bank guarantee. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all work obligations of the supplier. Bid security of the successful bidder will be refunded on receipt of Performance Security.

6. Department of Fertilizer reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. **Any tender found incomplete in any manner will be rejected.** The decision of Department of Fertilizer in this regard shall be final and binding on all.

(Sanjay Srivastava)

Under Secretary to the Govt. of India
Tel. 23389864.

Encls: as above.

To: NED with the request to upload the Tender on the web site of DOF

TECHNICAL BID FORM

1.	Name of the Bidding Dealer / Distributor / Firm / Company	
2.	Full Address	
3.	Telephone Number and Fax	
4.	Details of Earnest Money Deposit: Rs. 10,000 (Rs. Ten thousand) only	
(e)	D.D. / Banker/s cheque No. and Date:	
(f)	Drawn on Bank:	
5.	Give details of work related to Printing of Annual Report etc. undertaken in Ministries / Department / Delhi Govt. / Undertakings etc. in following format:	
6.	Details of Organization where works related to Printing of Annual Reports etc. were undertaken along with name, designation, address, Telephone & Fax number of the concerned officer. (copies of work orders from the concerned Organization may be enclosed)	1.
		2.
		3.
8.	PAN No: (copy to be enclosed)	
9.	VAT / Tin number (copy to be enclosed)	

Proforma for Financial Bid

S. No.	Particular of Job	Qty.	Amount (Rs.) + VAT per copy / (per page)
1.	Designing of Cover page / content layout / printing / perfect binding of Annual Report as per specifications detailed out in the Tender document	2100 (English)	
2.	-do-	1050 (Hindi)	
3.	Additional copies (English)	Each	
4.	-do- (Hindi)	Each	
5.	(+) (-) 4 pages		

Date: Signature of owner / Managing Partner /Director

Full Name:

Place:

Company Seal

DECLARATION

1. I, _____ son /
daughter of

Sh. _____ Proprietor /

Partner/Director / Authorized signatory of

_____ am competent to sign this
declaration

and execute this Tender document.

2. I have carefully read and understood all the details of
the Tender and these are fully acceptable to me.

3. I hereby certify that our company has not been **black
listed** by any Government Ministry / Department /PSU / Private
sector.

4. The information / documents furnished along with the
above document are true and authentic to the best of my
knowledge and belief. I / We am / are well aware of the fact that
furnishing of any false information / fabricated document would
lead to rejection of Tender at any stage besides liable to
prosecution under appropriate law.

Date:
/Director

Signature of owner / Managing Partner

Full Name:

Place:

Company Seal

N.B: The above declaration, duly signed in token of their
acceptance, should be enclosed with the Technical bid.