

No. M-18012/14/2017/SMD/NMCG
National Mission for Clean Ganga
Ministry of Water Resources, River Development & Ganga Rejuvenation

1st Floor, Major Dhyan Chand National Stadium,
India Gate, New Delhi-110002.

Dated: December 13, 2017

TENDR NOTICE

**Subject: Printing of Annual Report 2016-17 of the National Mission for Clean Ganga (NMCG),
Ministry of Water Resources, RD & GR.**

Scope of Work	Printing of Annual Report 2016-17
Earnest Money Deposit to be submitted	Rs.10,000
Date of Issue of Tender Document	December 13, 2017
Last Date and Time for submission of Tender document	January 03, 2018 upto 03.00 PM
Date and Time of Opening of Technical Bids	January 03, 2018, 03.30 PM
Date and Time of Opening of Financial Bids	To be informed later

Complete Tender Document available for download on NMCG's web site (<http://nmcg.nic.in/>) and Central Public Procurement Portal web site (<https://eprocure.gov.in/cppp/>).

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**Subject: Printing of Annual Report 2016-17 of the National Mission for Clean Ganga (NMCG),
Ministry of Water Resources, RD & GR.**

National Mission for Clean Ganga is the planning, financing, monitoring and coordinating body for implementation of “Namami Gange Programme”. NMCG is mandated to ensure effective abatement of pollution and conservation of the river Ganga by adopting a river basin approach for comprehensive planning and management.

2. National Mission for Clean Ganga (NMCG) invites sealed Bids under two bid system (Part-I: Technical Bid and Part-II: Financial Bid) from the eligible and reputed firms for ‘Printing of Annual Report 2016-17’ of NMCG website as per the terms and conditions stipulated in this tender document.

3. The interested bidders should submit their bids to Procurement Wing, National Mission for Clean Ganga, 1st Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi-110002 **on or before January 03, 2018 upto 03:00 PM**. Technical bids will be opened on the same day at 03.30 PM in the presence of the bidders’ representatives who choose to attend. The Bids shall not be accepted beyond the stipulated date and time under any circumstances what so ever.

4. Earnest Money Deposit (EMD) equal to of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favour of the National Mission for Clean Ganga, New Delhi must be accompanied with the Bid application. The Successful bidder will have to deposit Performance Security of Rs.20,000/- (Rupees Twenty thousand only) in the form of Bank Guarantee from any of the nationalized banks pledged in favour of National Mission for Clean Ganga payable at New Delhi for the period of contract. Performance Security will be forfeited if the firm fails to adhere to any of the terms and conditions of the contract. Tender received without EMD or incomplete in any respect will be rejected summarily.

5. All the necessary documents are required to be submitted as per Terms & Conditions. Any shortcoming in this regard may render the bid of the concerned bidder ineligible for consideration, without any further reference to the concerned bidder.

6. The National Mission for Clean Ganga reserves the right to cancel the tender at any time/stage or relax/ amend/ withdraw any of the terms and conditions without assigning any reason whatsoever. After submission of the proposal, no enquiry shall be entertained from the bidders. In case of withdrawal of bid, the EMD will stand forfeited.

7. Complete tender documents may be downloaded from the website of National Mission for Clean Ganga (site <http://nmcg.nic.in/>) and Central Public Procurement Portal (<https://eprocure.gov.in/cppp/>) with effect from the date of publication of the tender notice. Further, any information or any issuance of corrigendum related to this tender will be available only on the website mentioned above.

**Director General
National Mission for Clean Ganga**

I. Specification of Job:

The specifications of the Annual Report 2016-17 of the National Mission for Clean Ganga, Ministry of Water Resources, RD & GR are as under:-

Text Page	130 GSM of Indian Art Paper with four colour printing
Cover Page	220 GSM of Indian Art Paper, four colour printing
Size	A4 size
Nos. of copies	English – 500 Nos. (approx.) Hindi –500 Nos. (approx.)
Nos. of pages	75 pages (Approx. Excluding pages for photographs, cover page, charts etc.) (specify separate rate for increase / decrease rate for 4 pages)
Colour photographs/ Charts	12 Nos. photographs (approx.) 8 charts (approx.) (Approx. 8 pages for photographs, cover page, charts etc.) (specify separate rate for increase / decrease of photographs/ charts)
Binding	Perfect bindings

Special Instructions:

- (a) The draft Annual Report has to be submitted within seven (7) days of award of the contract. Printed copies of the Annual Report (English & Hindi) will be submitted to NMCG within seven (7) days after the duly vetted material of Annual Report handed over to firm.
- (b) Printing and supply of Annual Report in the format (Specification & Design) decided by the NMCG.
- (c) A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- (d) Soft copy of the final design to be delivered along with delivery of Annual Reports.

II. Eligibility Criteria

- (a) The firm should have experience of minimum three years in the relevant field for printing in the Govt. Ministries/Department/Govt. Organisations/PSUs.
- (b) The firm should have completed atleast one assignment of similar nature (printing of annual report) in the last financial year for Govt. Ministries/Department/Organisations/PSUs. The documentary proof such as experience certificates/award letters/performance certificates shall be submitted.
- (c) The firm should have annual turnover of Rs.5 lakhs per annum during the last three financial years i.e. FY 2014-15, 2015-16 and 2016-17. Copies of audited balance Sheet and Profit & Loss account for the above mentioned years shall be submitted.

- (d) The firms participating in the tender should have PAN and GST registration Number. The documentary proof of such registrations shall be submitted.

III. Terms and Conditions

- (a) Number of copies of Annual Report and number of pages per Annual Report may vary. Payment will be made according to the rates quoted in Financial Bid and on actual basis.
- (b) The rates quoted by the selected firm, and approved by this Office shall remain valid till the job is completed to the satisfaction of the Competent Authority. No request for any increase in the rates will be entertained.
- (c) The rates should be quoted according to the specification given for Annual Report of the National Mission for Clean Ganga. The rates of GST etc if at any, chargeable should also be clearly mentioned.
- (d) The rates should be inclusive of delivery charges to the office of National Mission for Clean Ganga, New Delhi.
- (e) The rates should be quoted as per prevailing market rates.
- (f) The bid validity period will be of 60 days from the date of opening of the tender.
- (g) The EMD will be refunded without any interest to all the unsuccessful bidders within 30 days from the date of finalization of the contract.
- (h) EMD of the successful bidder would be returned without any interest after the receipt of performance security.
- (i) If the successful bidder fails to furnish the required performance security within seven (7) days of the award of the tender, its EMD will be forfeited.
- (j) Performance Security would be forfeited in the event of a breach of contract by the supplier, in terms of the relevant contract.
- (k) In case of any mistake occurred in the both publication, Rs.500/- for each such mistake will be deducted from the bill besides reprinting of the pages.
- (l) Incomplete or conditional bids would be liable for rejection.
- (m) The technical bids will be opened first for evaluation and shortlisted on the basis of eligibility criteria. The financial bids will be opened only those bidders which are successful in the technical bid stage. Bids will be evaluated based on the information submitted by the bidder. However, NMCG reserves the right to seek clarifications/documents from the bidders, if the NMCG considers it necessary for proper assessment of the bid.
- (n) The final evaluation shall be done on the basis of total lowest rate (L1) quoted.
- (o) Payment will be made within 20 days from the date of delivery and acceptance. TDS, if any, as applicable, will be deducted from the supplier's bill.
- (p) NMCG reserves the right to accept or reject any and / or all the proposals without assigning any reasons thereof.
- (q) NMCG is not bound to accept the lowest bid or any bid.
- (r) Jurisdiction of courts for dispute resolution shall be New Delhi only.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:.....

To,
The Director General,
National Mission for Clean Ganga,
1st Floor, Major Dhyan Chand National Stadium,
India Gate, New Delhi-110002.

Sub : Acceptance of Terms & Conditions of Tender.
Tender Reference No : M-18012/14/2017/SMD/NMCG
Name of Tender / Work : Printing of Annual Report 2016-17 of the National Mission for Clean
Ganga (NMCG), Ministry of Water Resources, RD & GR.

Dear Sir,

- 1) I/We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:.....
- 2) I / We hereby certify that I / we have read the entire terms and conditions of the tender documents, which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
- 3) The corrigendum(s) if any issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
- 4) I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/ entirety.
- 5) I / We hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- 6) I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall within giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

A PROFORMA FOR TECHNICAL BID

(To be put in the cover for Technical Bid)

PRINTING & SUPPLY OF ANNUAL REPORT IN THE FORMAT (SPECIFICATION & DESIGN) DECIDED BY THE NMCG

Details as quoted at I. Specification of Job

The first sealed cover should contain:

- i. Confirmation of understanding the Scope of supply, specification and other terms & conditions and details of procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of validity of Financial Bid for 60 days from the date of opening of tender.
- ii. A list of Plant & Machinery available to undertake the work.
- iii. Bid Security (Earnest Money) of Rs.10,000/- in the form of a Demand Draft payable to the NMCG, New Delhi.
- iv. Copies of Income Tax returns and audited Balance Sheet and Profit & Loss accounts of last three financial years.
- v. A list of similar work undertaken in the past three years for supply of various Govt. Ministries/Department/Organisations/PSUs. Copies of work completion certificates mentioned in the list should also be attached.
- vi. All documents in support of meeting every eligibility criteria.
- vii. The envelope should be superscribed **“Technical Bid for Printing of Annual Report 2016-17 of the National Mission for Clean Ganga”**. The Technical Bids will be opened on the date stipulated in the tender document, in the presence of the tenderers who may like to be present.

PROFORMA FOR FINANCIAL BID

(To be put in the cover for Financial Bid)

A. Cost for Printing and Supply of Annual Report

Item	Rate (Rs.)
Printing and Supply of Annual Report 2016-17 of NMCG (75 pages approx.) English - 500 nos.(approx.) Hindi - 500 nos.(approx.) [Specifications as per tender]	
Colour photographs/ Charts (8 pages approx.) 12 Nos. photographs (approx.) 8 charts (approx.) [Specifications as per tender]	
<i>Applicable taxes</i>	
Total Cost inclusive of all taxes	
Rupees inclusive of all taxes	

B. Additional rates for Printing of Annual Report-Additional pages

Item	Rate (Rs.) (inclusive of taxes)
Printing and Supply of Annual Report 2016-17 of NMCG Separate Rate for increase/decrease rate for 4 pages	
Colour photographs/ Charts Separate Rate for increase/decrease rate for 4 pages	

NOTE:

- **For Financial Evaluation, the total cost of Printing & Supply (A) will be considered.**
- *The quoted rates should be inclusive of cost of designing, artwork, planning, system work, cost of paper, printing, binding, packing, delivery etc. and inclusive of all applicable taxes.*
- *Rates should be quoted both in words and figures.*
- *Applicable taxes if any, to be indicated separately.*

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE SECURITY

To
National Mission for Clean Ganga
1st Floor, Major Dhyan Chand National Stadium,
India Gate,
New Delhi-110002

WHEREAS M/s. (hereinafter called the "Contractor") has undertaken, in pursuance of Letter of Award No.: dated to provide the services on terms and conditions set forth in this Contract "Printing and Supply of Annual Report 2016-17" (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we _____{*name and address of the bank*} have agreed to give the Contractor such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor up to a total of Rs..... (Rupees), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs.20,000 as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Contractor or of the Bank.

"This guarantee shall also be operatable at our _____ Branch at New Delhi, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under

claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained hereinabove"

- A. Our liability under this guarantee shall not exceed Rs..... (Rupees).
- B. This bank guarantee shall be valid up to
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before

Signature and Seal of the Guarantor _____

In presence of

Name and Designation

1. _____
(Name, Signature & Occupation)

Name of the Bank

Address

2. _____
(Name & Occupation)
Date

Documents to be attached with Technical Bid

Sl. No.	Description of Document	Page No
1	Demand Draft for Earnest Money Deposit	
2	Covering Letter	
3	Company Profile	
4	Details of list of Printing machinery with their printing capacity/ day	
5	Copies of Income Tax Returns for FY 2014-15, 2015-16 & 2016-17	
6	Copies of audited Balance Sheet and Profit & Loss accounts for FY 2014-15, 2015-16 & 2016-17	
7	Copy of PAN and GST registration	
8	Details of work done for Printing & Supply of Annual Reports or such Reports during last three years made to Govt. Ministries/Department/Organisations/PSUs.	
9	Documentary proof such as experience certificates/award letters/ performance certificate of Sl. No. 8 above	
10	Copy of tender document duly signed as token of acceptance of the terms and conditions	