

D-29012/01/2018-Admn.III
Government of India
Ministry of Information & Broadcasting

Shastri Bhawan, New Delhi

Dated 02.07.2018

Subject: Inviting tender regarding file stitching/binding, Spiral binding, photocopy, set making, etc. of documents etc.

E-tenders are invited from only Delhi based Agencies (within 10-15 Kms around) for **file stitching/binding, Spiral binding, photocopy, set making, etc. of documents in Main Sectt., Ministry of Information & Broadcasting** for a period of one (01) year from the date of awarding the contract. This period may be extended/curtailed based on the performance of the firm/agencies.

2. Brief Description of the Selection Process: The Ministry of Information & Broadcasting will adopt one stage selection process in the form of single bid. The bid shall be accepted online only through Central Public Procurement Portal website: <http://eprocure.gov.in/eprocure/app>. No other format for submitting the bids shall be accepted. Financial evaluation of the bids will be carried out and **successful bidder**, finalized for empanelment, will be required to accept the offer of the Ministry of Information & Broadcasting for doing above-mentioned work on L1 (lowest rates) rates in the bids as per the terms and conditions mentioned in this tender document. The rates (without taxes) will have to be quoted in Indian Rupees (INR). The quotations would include **file stitching/binding, Spiral binding, photocopy, set making, etc. of documents in Main Sectt., Ministry of Information & Broadcasting.** Taxes will be levied as per time to time rate.

3. The scanned copy of the demand draft of **Rs. 20,000/- (Rupees Twenty Thousand only)** as Earnest Money Deposit (EMD) must be uploaded with the bid. The EMD shall be in Indian Rupees (INR) and shall be in the form of Demand Draft from any of the Nationalized Bank/Scheduled Bank in favour of "Section Officer (Cash) Main Sectt., Ministry of Information & Broadcasting, New Delhi" payable at New Delhi. Any exemption from EMD (as per the applicable rules/conditions) should be supported with relevant documents. The original Demand Draft of EMD of Rs. 20,000/- is also required to be submitted in a sealed envelope superscribed "**Annual Contract for file stitching/binding, Spiral binding, photocopy, set making, etc. of documents in Main Sectt., Ministry of Information & Broadcasting** on or before closing date and time of e-submission of online bids to **Under Secretary (A), Ministry of Information & Broadcasting, A-wing, Room No. 544, Shastri Bhawan, New Delhi**, failing which the bids will not be considered.

4. The bids will be received by Ministry of Information & Broadcasting **upto 11.00 a.m. on 23rd July, 2018** in the prescribed format (Online) only. Any bid received after the prescribed deadline shall not be considered *irrespective of rates. The tender will be opened on date i.e 23rd July, at 3.00 PM in the presence of the bidders or their authorized representatives.*

5. The successful bidder shall have to deposit Rs. 50,000 (Rupees Fifty Thousand only) as performance security by means of Bank Guarantee from a Nationalized Bank/Scheduled Bank in favour of "Section Officer (Cash) Main Sectt., Ministry of Information & Broadcasting, New Delhi" New Delhi" payable at New Delhi. No interest will be paid on performance security by this Ministry. EMD of the unsuccessful bidders shall be returned after finalization of the contract.
6. The Ministry reserves the right to cancel the process of tender/contract at any point of time without assigning any reason.
7. Intended agencies may quote the rates as per enclosed performance Terms & Conditions for the contract/quotations are enclosed which will be required to be signed by the Contractor.


(**SHAILESH GAUTAM**)

Under Secretary to the Govt. of India
Tele # 2338 4990 #

Copy to:-

1. **All Ministries/ Departments of Govt. of India** for wider publicity
2. **Hindi Unit** for Hindi version of Tender Notice.

Terms & Conditions

1. This contract will be for a period of one year initially. Ministry of Information & Broadcasting can extend the period if services found up to the mark.
2. Contractor must ensure that the files/ registers / record will be provided back to the concerned office / section in a good condition without tampering.
3. Contractor will not be allowed to carry the files / registers / records etc out side the office premises for the stitching / binding work.
4. Contractor will not do any binding / stitching work on his will. The work will be executed only after the permission of the Admn.-III Section, Ministry of I & B.
5. Payments for the work done will be made on quarterly basis on the basis of satisfaction report from the users.
6. Ministry of I&B reserves the right to reject any quotation completely or partially without assigning any reason.
7. Ministry of I&B also reserves the right to cancel the contract during the contract period, if the services of the contractor are not found satisfactory.
8. The firm should be registered with the Registrar of Companies and with Delhi Sales Tax Department. Copies of GST/PAN/TIN No. must be attached.
9. The bid has to be accompanied by an EMD of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft of any nationalized bank in favour of Section officer (Cash), Main Sectt., Ministry of Information & Broadcasting, quotation received without earnest money shall not be entertained.
10. The bidder should not have been blacklisted by any Ministry/Department/PSU of the Govt. of India. The tendering firm/bidder shall have to give a certificate on the letter head of the firm to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.
11. Audited balance sheet of the firm indicating annual turnover last 03 years and certificate from the Chartered Accountant.
12. Copies of experience certificates from Government Ministries / Departments PSUs.
13. Name & Address of the firm and contract person.
14. The Successful tender/firm will have to deposit performance Security Bond worth Rs. 50,000/- (Rs. Fifty thousand only)


Signature of the Contractor _____

Sl. No.	Detail of work	Rate
1.	Half Leather Binding of Service book	
2.	Rexine binding of service book	
3.	Ordinary binding of service book	
4.	Photocopying – A-4 size	
5.	Photocopying – LS /FS	
6.	Colour photocopying A-4 size	
7.	Set making	
8.	Spiral binding – A4 size up to 100 pages	
9.	Spiral binding A4 size above 100 pages	
10.	File stitching	
11.	PBR Register Covering/binding (Simple)	
12.	PBR Register Covering/binding (Leather)	
13.	Registers Covering /binding (Simple)	
14.	Registers Covering /binding (Leather)	
15.	Cash Book Binding per Book	
16.	Lamination A 4 Size per page	
17.	Lamination Legal Size per page	

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Instructions to bidders

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
 3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
 4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
 5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
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6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

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