

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF ENVIRONMENT
6TH LEVEL, C-WING, DELHI SECTT. I.P.ESTATE, NEW DELHI**

No.F.9/EC/Env/2013-14

Date: -9/12/2013

Online Tender through e-procurement is invited for procurement of printing & supply of 10,000 Wall Calendars for the year 2014 as per specifications mentioned in the Annexure 'A'. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. **23/12/2013 at 2.30 PM.**

GENERAL TERMS & CONDITIONS

1. Wall calendars will have 7 pages, one covering page and six pages for 12 months.
2. Printing will be on both sides of the six pages (for 12 months) and will be in four colour on 250 GSM Art Card Paper.
3. The Tenderer should submit tenders in two bids i.e.
 - a) Technical Bid- Containing details sought in Annexure 'B' for deciding the eligibility of the tenderer.
 - b) Financial Bid - should have only prices / rates quoted by the tenderers.
4. The tenderer should submit the following documents along with the Technical Bid (Annexure 'B'), failing which the tender will not be entertained/considered:-
 - a) An Earnest Money of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** in the form of Account Fixed Deposit Receipt/ Banker's Cheque/ Bank Guarantee from any of the commercial bank in favour of **DDO, Department of Environment Govt of Delhi**. Earnest money will not be accepted in the form of Cash/Money order. **The EMD must be submitted physically before the last date and time of submission of tender. EMD of the successful bidder shall be retained by the Department as bid security for a period of six months. EMD of unsuccessful candidates shall be returned to the bidders.**
 - b) The Firm should be registered with Sales Tax Deptt./Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a self attested copy of Sales Tax Registration/VAT Registration Certificate.
 - c) An undertaking that their Firm/Agency has not been black listed by any Govt./Authority/Department.
 - d) Photocopy of PAN card (self attested)
 - e) ITR for preceding three financial years i.e. 2010-11, 2011-12 and 2012-13 should be enclosed.
5. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. 23/12/2013 up to 2.30 PM. The tenderer shall also upload the scanned copies of documents mentioned in the eligibility criteria for technical bid along with the e-tender bids failing which tender shall be rejected. All the tenders will be opened on the same day i.e. on 23/12/2013 up to 3.00 PM.

6. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor / Company/Firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Government, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any Limited Company or Firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the Company or Firm.
7. Each and every document submitted along with tender should be signed along with office seal by the Prop. / Partner / Authorized signatory (in case Pvt. Ltd. Firm) and same should be submitted along with tender.
8. Any person who is in Government service or an employee of the Department should not be made a partner to the tenderer by the tenderer either directly or indirectly in any manner whatsoever.
9. The rates quoted should be in Indian Rupees including of all taxes, delivery charges, handling charges as applicable.
10. The tenderer should quote only one rate as per the specification.
11. The supply shall have to be made immediately i.e. within a week from the date of receipt of the supply order or as desired in the order, failing which MD/Performance Security submitted by the firm shall be forfeited.
12. The delivery of goods shall have to be made at the above given address of this department or as directed by this Department without any cartage/handling charges or any other extra charges. The department will pay no incidental charges.
13. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. Tenderer will be black listed by the Government for a period of four years to participate in any type of tender & his security money shall also be forfeited.
14. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit shall be forfeited.
15. The Department reserves the right to terminate the tender without assigning any reason.
16. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property

of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

17. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the tender agreement, or otherwise the matter shall be referred to the Arbitrator appointed by the Department of Environment, Government of National Capital Territory of Delhi. The Courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
18. Willing Agencies/firms are requested to visit website <https://govtprocurement.delhi.gov.in> for detail information and may inquire at Phone No.23392029 for any clarification.

I. DETAILS OF TENDER

- a) Last date of downloading of Tender Documents: **23/12/2013 at 2.00 PM**
- b) Last date of submitting of Tender Documents: **23/12/2013 at 2.30 PM**
- c) Opening of Technical Tender: **23/12/2013 at 3.00 PM**
- d) Opening of Financial Tender: **23/12/2013 at 3.30 PM**

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ELIGIBILITY CRITERIA FOR TECHNICAL BID

S.No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1	Copy of self attested Sales Tax/VAT/TIN Regn. Certificate. & PAN Card.	YES/NO
2	Bank Draft/FDR for Rs.25, 000/- (Rs Twenty Five Thousand Only) in favor DDO, Department of Environment Govt. of Delhi as Earnest Money Deposit.	YES/NO Pay FDR / Bank Draft No. _____ Dated _____ Name of Bank and Branch _____ _____
3	Undertaking that their Firm/Agency is not declared black listed by any Govt./Authority/Department	YES/NO
4	Income tax return for the year 2010-11 2011-12 2012-13	YES/No YES/No YES/No

**(DEVENDRA SHARMA)
DEPUTY SECRETARY (ENVIRONMENT)**

CRIMINAL LIABILITY UNDERTAKING ON Rs. 100/- AFFIDAVIT

IS/O Sh.....Resident of
(Address)

.....do solemnly pledge and affirm.

1. That I am the proprietor of M/s.....

.....

2. That no case of any nature i.e. CBI, Criminal/Income Tax/Sales Tax/Blacklisting is pending against my firm

Signature of the Tenderer/Manufacturer
Rubber Stamp of Tenderer

ANNEXURE-A**DEPARTMENT OF ENVIRONMENT
GOVT. OF NCT OF DELHI****“C” Wing 6Th Level Delhi Secretariat Building, I P Estate, New Delhi 110002****Technical specification for printing and supply of various items**

S.No.	Name of the item	Type of Paper	Number of pages	Size	Type of printing	Type of Binding	Quantity
1.	Calendars (7 Sheets) with envelope	Art Paper Glossy, 250GSM	7 pages (one page one side and six pages back to back)	54x33 cm	Four colour one side printing	Wiro Binding	10,000

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PROFORMA FOR FINANCIAL BID

1. Name of the Firm:
2. Sales Tax / VAT / TIN.No. :
3. Signature:
4. Seal of the Firm:

S.No.	Particulars	Size	Quantity	Unit Price (Rs.) Inclusive all Taxes, delivery and handling charges	Total Cost (Rs.) Inclusive all Taxes, delivery and handling charges
1.	Printing and supply of wall Calendars for the year, 2014	54x33 cm	10,000		