



39612

NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT: HQ
DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
E BLOCK, 15TH FLOOR, JLN MARG, N DELHI-02
 E-mail ID: adehqndmc@gmail.com
 Tel. No. 23226512

No.D/ 03 /ADE/Nursery /Edn./HQ/2020

Date: 01.09.2020

NOTICE INVITING TENDER

The Tender are invited from the reputed Indian printing press/ Firm Engaged in printing & operating with NCR of Delhi and all printers across the India registered and have a valid licence, under Press & Registration Books Act, 1867-Govt. of India for printing 33500 Multicoloured copy of Activity books for pre- primary & Nursery students of North Delhi Municipal corporation -Education Department for the F.Y. 2020-21. The interested bidders shall submit the technical bid and the financial bid in two separate sealed envelopes with "Technical Bid" and "Financial Bid" written on top of the envelopes and both these sealed envelopes are to be put in a bigger envelop which should also be sealed and duly superscribed "Confidential- Bids for Printing & Supply of multi-coloured copy of Activity Book for Pre-Primary and Nursery Classes Students .Financial Bids of only those bidders, who are found eligible in technical evaluation, will be considered for financial evaluation. No bids shall be accepted after the specified date and time for receipt of bids. The financial bids will be opened and evaluated after verification of technical bids. This tender is non-transferable.



Tender documents and the instructions for submission of tenders can be downloaded from the websites: www.mcdonline.nic.in or may be purchase at the cost of Rs. 500/- (Five Hundred) From office of the Assistant Director Education- Nursery , 15th Floor , E-1 Block , Dr. SPM Civic Center , J.L.N. Marg , Minto Road New Delhi in working hours except Sunday , Saturday Gazetted/ Restricted Holiday etc.

• Bid Document must be thoroughly read by every prospective bidder

1. **Scope of Work:** Printing 33500 Multicolored copy of Activity Book for Pre-Primary and Nursery Classes Students of North Delhi Municipal Corporation students for the F.Y 2020-21 "Neev" in bilingual(Hindi & English)

2. **Specification:**

1	Particulars	Paper
2	No of Copy	33500 copy
3	Type of Printing	Multicolored with Natural colour of objects
4	Size	21cmx27cm
5	Page Density	90 GSM white Maplitho paper , Ballarpur Mill only


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6	Approx. pages in one Book	136 Pages (The quantity of page may be increased or decreased)
7	Cover Page	300 GSM with plastic Coated
8	Cover paper Printing	Multicolored , Front & Back
9	Text	Font size -Arial size -16 Bold
10	Work to be performed	Printing in two languages namely Hindi, & English composing, proof reading, Designing the book content like different type of shapes and binding the book.

3. Cost & Scheduled of Tender:

- 3.1.1 Total Estimated cost of the job : Rs. 18,56,000/- (Eighteen lac fifty six thousand)
- 3.1.2 Release of Tender : 03.09.2020
- 3.1.3 Closing of Tender : 23.09.2020
- 3.1.4 Opening Technical Bids : 28.09.2020
- 3.1.5 Opening financial Bid : **28.09.2020**

4. The Received bid will be opened by a committee under the Chairmanship of Director -Education, North Delhi Municipal Corporation on 28.09.2020 at **3:00p.m.** in the Chamber of Director Education, 15th Floor E-1 Block Dr. SPM Civic Center, JLN Marg, Minto Road -New Delhi 110002, in the presence of the bidders or representative/s of the bidders (who wish to be present) with a letter of authority. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of all the printers will be done by the inspection committee, if so required, at any time or at the time of the opening of the Tech. Bid. After evaluation, the list of the bidders will be short-listed by the North Delhi Municipal Corporation -Education Department in the light of eligibility criteria of the tender. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech. bid. The decision of Chairman, North Delhi Municipal Corporation - Education Department shall be final regarding the evaluation of technical and financial bid.
5. Bid shall remain valid for a period not less than 180 days after the deadline date of bid submission as specified. A shorter bid validity period shall be rejected by the Executive Agency as non-responsive.
6. The paper of the book shall be strictly in accordance with the specifications.

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Bidder must use official seal and sign each and every page of Bid Document before submission.

8. Time of Complementation: The entire work of printing and delivery is to be completed within (20 Days for proofing 25 days for final printing) 45 days positively from the date of issue of work order. It is the sole responsibility of printer to deliver the activity books.
9. Printer should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure war, hostility, civil commotion, sabotage, quarantine restrictions, act of God and acts of Government (including but not restricted to prohibition of exports or imports, floods, explosions, epidemics).
10. **If the pages increases or decreases, the proportionate payment shall be made.**
11. The bidder shall have to provide the finished Activity Book in trimmed size of **21cmx27cm at the godown of North Delhi Municipal Corporation - Education Department or any other place within the NCT of Delhi as specified by the Director, North DMC.** Any variation in trimmed size will attract the penalties of over-trimming.
12. The bidder shall have to carry out the corrections at their own cost.
13. The bidder shall at its own cost submit the proofs of Activity Book to the Assistant Director of Education -Nursery, 15th floor, E-1 Block Dr. SPM Civic center, JLN Marg, Minto Road -New Delhi between 10.30 a.m. to 3.00 P.M. in all working day within stipulated time frame as per work order conditions.
14. **Eligibility criteria : The bidders must fulfil the following eligibility conditions**

14.1 Work Experience: Experience of having successfully printed and supplied Activity Books to any Government organization / undertaking / department for any three of the last five academic years ending on 31st March 2020 i.e. from 2015-16 to 2019-20.

14.2 Average Turnover: As per CVC guidelines, the average financial turnover during the last three previous financial year ending March 2020 should be at least 30 to 80% of the estimated cost which in the instant case is Rs. 10, 00,000/- (Ten lacs rupees). Copy of profit and Loss A/C and balance sheet duly attested by CA for the last three year i.e. 2017-18, 2018-19 & 2019-20, are to be submitted. **(Form-1)**

14.3 Copies of Income Tax Returns filed for last 3 financial years (i.e. 2017-18, 2018-19 & 2019-20. **(Form-1)**

14.4 Printing licence: A valid licence of printing / deceleration under press & Regulation Books Act, 1867, from/before competent authority. (Copy Required)

14.5 Undertaking: Every bidding firm is required to submit an undertaking that no blacklisting or debarring order by any Govt. department or by any other agency is in operation against it or its sister concern at the time of its submission of bids with regard to the instant tender. Any firm against which or sister concern of which such order is in operation at the time of submission of bids with respect to the present tender is not eligible for participating in it. **(Form-7)**

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14.6 **Certificate of Satisfactory Completion of Work:** Every bidding firm shall be required to submit a certificate of satisfactory completion of work from all the government departments / organizations / agencies / undertakings it has worked for in academic years 2016-17, 2017-18, 2018-19 & 2019-20. Suppression of facts may be regarded as a disqualification for participation.

14.7 **Labour Laws:** The Bidder will submit an Undertaking that the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws. **(Form -10).**

14.8 **Registration with GST Department:** The prospective bidder must have a valid GST Registration Number.

14.9 **Registration of the Firm:** if the bidding firm is a partnership firm, the partnership deed must have been registered with the office of the concern . Copy of the same is to be enclosed alongwith the technical bid documents.

15 **Language:** The Activity Books shall be Bilingual (English-Hindi).

16 **Earnest Money Deposit (EMD):** As per GFR 2017, EMD @ 2% of the estimated cost of the job, which in the instant case is **Rs. 38,000/-**, is to be enclosed in the form of FDR/Bank Guarantee from any scheduled bank in **favour of the "Commissioner -North Delhi Municipal Corporation"** (Payable at Delhi) with the technical bid. It should be valid for 180 days beyond the date of closing of the tender. The EMD of the unsuccessful bidders shall be returned before the 30.10.2020 after the finalization and award of the tender. Tender bids not accompanied by EMD shall be summarily rejected. No interest shall be paid on EMD. Further, the Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the North Delhi Municipal Corporation Delhi. **(Form-5)**

17 The EMD will be submitted by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The document with regard to claim of Exemption will be submitted alongwith other document in the Tender Box. The same can not be considered at a later.

18 The bidders must submit sample of paper (As per above specification) along with their technical specifications.

19 In case two bidders offer the same lowest net bundled prices, then only the past experience for similar kind of work by the bidder shall be considered for evaluation purpose. The decision of the Director (Education) shall be final and binding.

20 The successful bidder will be required to preserve plates & artwork for a minimum period of 6 months and the printer will have to

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undertake the job of re-printing, if required, at the same cost/rate and without charging extra for artwork/plate-making.

21

Instruction Regarding Financial Bids :

- 21.1 Rates should be legibly mentioned in the prescribed format, in figures as well as in words. The amount should be pasted by a transparent cellophane adhesive tape failing which the bid shall be rejected out rightly . Seal of Agency/firm should be affixed along with the signature of Proprietor/Partner/Director/Authorized Signatory, as the case may be. Rate should be quoted in the Agency/ firm's letter head in the prescribed format only.(Form -11)
- 21.2 Rates submitted in the quotation should be inclusive of each and every work related to the supply i.e. composing charges, proof reading, processing and plate making, printing, paper charges, packing charges including numbering, folding and pasting, transportation charges at Zonal Store in Delhi NCR etc.
- 21.3 There should not be any overwriting / cutting in the rates tendered. If there is any cutting, the bid will be rejected in first instance.
- 21.4 The Agency/ firm shall submit Rate quotations in a sealed envelope on their firm/agency etc. official letter head only . The other documents / undertakings prescribed in the notice tender should be sealed in another envelope. Both the two envelopes will then be sealed in a third envelope in which subject i.e. "Quotation for **printing 33500 multicolored copy of Activity Book for Pre-Primary and Nursery Classes Students** along with date of submission and name & address of the agency/ firm be mentioned.
- 21.5 Enclosed the Registration of GST Copy for respective state & latest GSTR 3B Return for March, 2020. (Form-8)
- 21.6 Enclosed the copy of PAN Card/ TIN NO. of Firm/Company/Proprietor.
- 21.7 The paper, ink, binding etc. Of the Activity Book will be tested in the Govt. Labs./Govt. Approved Labs. Any deviation in the paper will attract the penalty on the total cost of Work Order issued by the Education Department -North DMC and will be deducted from the bidder's bill. The Testing fee will be borne by the printing firm/ agency i.e. successful bidder (L-1).
- 21.8 The selection of testing agency will be final issued by the Education department -North DMC.
- 21.9 The bidder is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities


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22. **A Declaration regarding financial bid has to be signed and submitted with the technical bid as given below:-**

"I/We declare that the financial bid has been submitted without any condition and strictly as per terms and conditions of the tender document and I/We totally aware that the financial bid is liable to be rejected if it contains any other condition". (On company/ firm/agency letter head)

23 A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.

24 **Performance Security:** As per GFR 2017, the successful bidder will have to deposit the performance security at the rate of 10% which amounts to Rs. 1, 86,500/ (one lac eighty six thousand five hundred) at the time of issuance of job order in the form of FDR/Bank Guarantee from any scheduled bank, valid upto 31st December 2020, in favour of the "**Commissioner -North Delhi Municipal Corporation**". The performance security will be released only after the successful completion and final payment of the job. If the successful bidder refuses or neglects to execute the contract deed or fails to furnish the required performance security within the time frame specified by the department his bid security will be forfeited.

25 **Selection of Firms:** As per provision contained in GFR 2017, the contract will be awarded to the lowest evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms & conditions mentioned in the tender document. However, as printing of Activity Books is a time bound and sensitive work, Past Performance of the firm shall also be taken in consideration while assigning the job. No firm, which had worked for the any corporation – Education department during the last three years and whose work / services had not been satisfactory, or the sister concern of such firm, shall be considered for opening of the financial bid.

26 **Payment :** The payment, after TDS at prevalent rates under **Section 194-C of the Income Tax Act** and other prevalent Taxes, shall be made through ECS /RTGS / NEFT on obtaining expenditure sanction and budget for the same from the Competent Authority, Finance Department, North Delhi Municipal Corporation . No interest shall be paid on late payment. **HOWEVER , No bill will be processed, if the bidder failed to return the production material (Activity Book -Neev" to North DMC as per schedule, Specifications, Quality etc. and other T&C of tender , No advance or part payment will be made in any case in any circumstances to bidder.**

27 Before making the final payment Department may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Activity book and Cover Paper by the printer.

The Department reserves the right to inspect the printing press of the bidder at any time to ensure the quality of Activity Book. It is the responsibility of the bidder to intimate the Education Department when the printing of Activity Books is start and over.



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29 Reservation :

- 29.1 Director (Edn.), North DMC reserves the right to change any of the terms and conditions regarding activity books , prior to the dead line for submission of bids.
- 29.2 At any time prior to deadline for submission of Bids, the Education Department (North DMC) may amend the Bidding Documents by way of issuing an addendum/ corrigendum on the Website only .
- 29.3 For any point not covered under the provisions of the tender, Director , North Delhi Municipal Corporation shall be the final competent authority, whose orders in this regard shall be final and binding upon the bidders.

30 Penalty :

- 30.1 If the bidder does not supply Activity Book as per terms and conditions of the tender and as per schedule mentioned in the main print order/extended print order or the bidder backs out after the printing order is issued by the **North Delhi Municipal Corporation -Education Department may get the work executed from other resources at the risk of cost** the defaulting bidder shall be liable to be debarred from the allotment of work in future and the security deposited will be forfeited. (Form-3)
- 30.2 In case of defective/errors in printing and inadequate supply a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director - North Delhi Municipal Corporation may also debar/blacklist the firm
- 30.3 Any kind of laxity noticed in sealing/packing/ bagging, sub-standard quality of packing, late supply of Activity Book use of inferior quality of ink or substandard paper in printing, will be viewed seriously and penalty upto 50% of the cost of the work, as determined by the Competent Authority i.e. Director of Education, may be imposed in grave situations performance security may be forfeited and the firm may also be blacklisted.
- 30.4 If at any stage the tenderer deviates from the terms and conditions of the contract agreement or his performance is found to be unsatisfactory, the contract shall be terminated without any notice and the performance security shall be forfeited.


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Power of acceptance and withdrawal of the tender: - The final acceptance of the tender would entirely vest with the Director, North Delhi Municipal Corporation, who reserves the right to accept/ reject/withdrawal any or all tender without assigning any reason whatsoever. There is no obligation on the Director, North DMC to communicate in any way with rejected bidder. After acceptance of the tender by Director, NORTH. DMC, the bidder shall have no right to withdraw his tender or claim higher price.

32. If the L-1 bidder fails to execute all the jobs, the Education Department with the permission of competent Authority, allot the work to the other bidder at L-1 rates and forfeit the Performance Guarantee of defaulter bidder /firm and blacklist the firm.
33. Tender with incomplete information is liable for rejection.
34. **Settlement of Disputes :** All disputes, differences and questions arising out of or in any way relating to or concerning with this agreement or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Commissioner, North DMC 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.
35. **Jurisdiction of court-**The courts/Tribunal at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
36. **False Information/Concealment of Facts:** In the event of furnishing false/incorrect information or concealment of material facts by the bidder, the EMD in r/o such bidder shall be forfeited. Further, if during-the-performance-of the contract it is detected/found that the contract has been obtained by way of furnishing false / incorrect information or suppression of facts in the tender document, the agreement shall be considered as null and void in accordance with the provisions of the Indian Contract Act, 1872 and the Performance Security of the contractor/firm shall be forfeited and the payment would be withheld till the final decision in this regard.
37. **Agreement Deed: - (Annexure-1)**
- 37.1 The successful bidder/s shall execute an agreement for the fulfilment of the contract on Rs.100/- non-judicial stamp paper within 5 days from the date of award of the contract. The bidder shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation found in the Agreement Deed, the bidder will entail termination of the contract without prejudice to the rights of the North Delhi Municipal Corporation - Education Department and any consequential loss will be recovered from the contractor/successful bidder. Agreement/contract will be signed after the submission of the performance security at the following terms.
- 37.2 The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- 37.3 The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the North Delhi Municipal


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Corporation -Education Department and any consequential loss will be recovered from the contractor.

- 37.4 After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be forfeited any other action as deem fit by Director (Education), North Delhi Municipal Corporation -Education Department may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.
- 37.5 If the printer back out after giving consent for next year, the Department will have the discretion to take any or all the following action. Forfeited of the performance securityany other action as decided by the Director (Education) North Delhi Municipal Corporation -Education Department.
- 38 Printing of extra copies:- The successful bidder will not print a single extra copy without the permission of the Education department -North DMC . In case of any complaint in this regard, action may be initiated against the bidder under the copyright act. (Form-12)
- 39 Pre-Bid Meeting will be held in the Chamber of Director(Education) , North Delhi Municipal Corporation at ,15th Floor ,E-1 Block Dr. S.P.M. Civic Center- JLN Marg, Minto Road -New Delhi -110002 on dated 25.09.2020
- 40 The prospective bidders may contact the Assistant Director Education- Nursery, 15th Floor, E-1 Block, Dr. SPM Civic Center, J.L.N. Marg, Minto Road New Delhi in working hours between 10.30a.m. to 5.30 p.m. to obtain the information and also for any clarifications required in this regard.

Assistant Director of Education
North DMC

NEELAM KUMARI, AT
Education Department
15th Floor, Civic C
North DMC

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TECHINCAL BID FORM -1

PERFORMA FOR INFORMATION OF ANNUAL TURNOVER & I.T.R. (Firm/Agency Letter Head only)

1. Name and code of the Firm/Agency : _____

2. Annual turnover for last three previous F.Y year ending 31.03.2020(in Indian rupees) : _____

Assessment Year	Turnover (Rs. In Lac)	Trading A/c, Profit & Loss A/c Balance Sheet authenticated by chartered accountant	ITR of the Financial year
2017-18		Attached /Not Attached .Page No	Attached /Not Attached .Page No
2018-19		Attached /Not Attached .Page No	Attached /Not Attached .Page No
2019-20		Attached /Not Attached .Page No	Attached /Not Attached .Page No

Signature of authorised signatory with Seal:

Place:

Date:


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 Education Department (HQ)
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 North DMC

TECHINCAL BID FORM -2

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**UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS &
CONDITIONS OF THE TENDER AND VALIDITY RATES**

(Firm/Agency Letter Head only)

1. Name and code of the Firm/Agency : _____

I/ we hereby undertake that all the technical & Financial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be acceptable to us and I /we shall abide by the same fully and the rates quoted shall remain effective including extended orders upto (Form-2)

Signature of authorised signatory with Seal:


NEELAM KUMARI, ADE (HC)
Education Department (HQ)
15th Floor, Civic Centre
North DMC

Place :

Date :

TECHINCAL BID FORM -3

TECHINCAL BID FORM -2**UNDERTAKING REGARDING ACEPTANCE OF ALL TERMS&
CONDITIONS OF THE TENDER AND VALIDITY RATES****(Firm/Agency Letter Head only)**

1. Name and code of the Firm/Agency : _____

I/ we hereby undertake that all the technical & Financial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be acceptable to us and I /we shall abide by the same fully and the rates quoted shall remain effective including extended orders upto (Form-2)

Signature of authorised signatory with Seal:


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Education Department (HQ)
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North DMC

Place :

Date :

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TECHINCAL BID FORM -3

DECLARATION REGARDING SUPPLY OF ACTIVITY BOOKS AS PER SPECIFICATIONS AND SCHEDULE

(Firm/Agency Letter Head only)

1. Name and code of the Firm/Agency : _____

I/We declare that supplies of activity books shall be made in accordance with specifications and time schedule mentioned in the tender, if any order is placed with them.

Signature of authorised signatory with Seal:


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Education Department (HQ)
15th Floor, Civic Centre
North DMC

Place :

Date :

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TECHINCAL BID FORM -4
DECELERATION REGARDING FINANCIAL BID
(Firm/Agency Letter Head only)

1. Name and code of the Firm/Agency : _____

I/W e declare that the FINANCIAL bid has been submitted by me on behalf of my firm/agency without any condition and strictly as per the conditions of the tender documents and me / us aware that the financial bid is liable to be rejected if any contains any other conditions.

Signature of authorised signatory with Seal:


NEELAM KUMARI, ADE (HQ)
Education Department (HQ)
15th Floor, Civic Centre
North DMC

Place :

Date :

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TECHINICAL BID FORM -5
DETAILS OF EARNEST MONEY DEPOSIT (EMD)

1. Name and code of the Firm/Agency : _____

S.NO.	Name of Bank	Amount	Details of EMD (cheque No. Date etc.

Note : Please enclose the original deposit receipt as mentioned above.

Signature of authorised signatory with Seal :


NEELAM KUMARI, ADE (H)
Education Department (HC)
15th Floor, Civic Centre
North DMC

Place :

Date :

TECHINCAL BID FORM -6
SELF DECELERATION TO BE SUBMITTED ALONG WITH
TECHNICAL BID
(Firm/Agency Letter Head only)

I/We _____ M/s _____

Address _____ has/have
 furnished the correct information in the tender and I /We shall be
 responsible for furnishing wrong /false information in the tender.

Signature of authorised signatory with Seal :

Neelam Kumari
 NEELAM KUMARI, ADE (HQ)
 Education Department (HQ)
 15th Floor, Civic Centre
 North DMC

Place :

Date :

TECHINCAL BID FORM -7
SELF DECELERATION TO BE SUBMITTED ALONG WITH
TECHNICAL BID
(Firm/Agency Letter Head only)

I/ We _____ M/s _____

Address _____ Certified

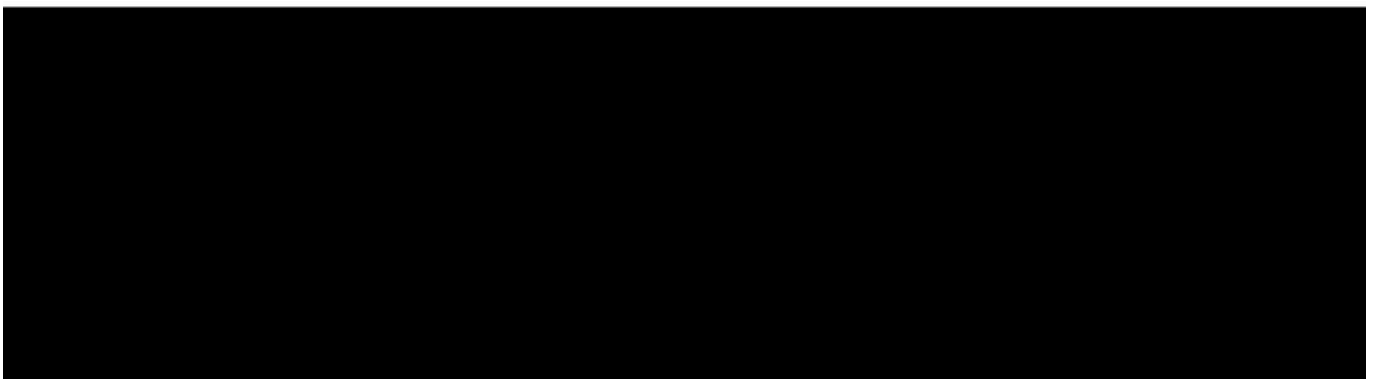
that our firm has never been blacklisted in the past by any Govt.
 department/organization / undertaking etc.

Signature of authorised signatory with Seal:


 NEELAM KUMARI, ADE (HQ)
 Education Department (HQ)
 15th Floor, Civic Centre
 North DMC

Place :

Date :



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TECHINCAL BID FORM -8
SELF DECELERATION TO BE SUBMITTED ALONG WITH
TECHNICAL BID
(Firm/Agency Letter Head only)


I/ We _____ M/s _____

Address _____ hereby
certify that I have filed the latest return of GSTR-3B for the month of
March 2020.

Signature of authorised signatory with Seal :

Place :

Date :


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Education Department (HQ)
15th Floor, Civic Centre
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TECHINCAL BID FORM -9
SELF DECELERATION TO BE SUBMITTED ALONG WITH
TECHNICAL BID
(Firm/Agency Letter Head only)

I/ We _____ M/s _____

Address _____ hereby
certify that _____ (Name of Printing Firm) will use same
text and cover page submitted by it as sample to the North
DelhiMunicipalcorporation – education department . in case of any
deviation of paper as required by the terms& conditions of the tender
the North DelhiMunicipalcorporation – education department can take
any legal and admirative action against the
_____ (Name of Printing Firm)

Signature of authorised signatory with Seal :


NEELAM KUMARI, ADE ()
Education Department (H
15th Floor, Civic Centr
North DMC

Place :

Date :

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TECHINICAL BID FORM -10
SELF DECELERATION TO BE SUBMITTED ALONG WITH
TECHNICAL BID
(Firm/Agency Letter Head only)

1. Name and code of the Firm/Agency : _____

It is certified I/We have read the clause of Labour Law of GNCT/State Govt. and we are implementing labor law in our firm/agency/ press as framed by the labor department of the, Govt of NCT of Delhi /State Govt.

Signature of authorised signatory with Seal:


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Education Department (HQ)
15th Floor, Civic Centre
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Place :

Date :

Annexure -1

PROFORMA OF "AGREEMENT"

(To be executed on ₹100/= Non-Judicial stamp paper)

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 _____, 2020 between M/s. _____

_____ herein referred to as the contractor under the name and style of M/s. _____ of the one party.

North Delhi Municipal Corporation , 15th Floor , E-1 Block , Dr. S.P.M. Civic Center , JLN Marg ,Minto Road -New Delhi -110002 acting through the **Director(Edn.)**, herein after referred to as the other party whereas the said contractor has agreed with the **North Delhi Municipal Corporation-Education Department** for printing and supply of the required Activity Books with the specifications mention in T&C.

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

1. The contractor agrees to undertake to printing of 33500 Activity Books "Neev" as per the requirement as agreed to in their tender and letter dated _____ at the rates quoted by him. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
2. The printing of Activity Book "Neev" which are not in conformity with the requirements/specifications are liable to be rejected.
3. This contract shall be effective from the date of signing of the agreement.
4. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Department. In case the contractor fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, and printing. ink or layout, etc. the Earnest Money Deposit (EMD)/Performance Security Deposit (PSD) is liable to be forfeited and penalty can also be imposed as deemed fit by the competent authority.
5. The security deposit paid by the contractor 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. **Director (Edn.)** 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 / fulfil or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
6. If the contractor does not supply Activity Book as per terms and conditions of the tender and as per schedule mentioned in the main print order/extended print order or the printer backs out after the print order is issued by the **North Delhi Municipal Corporation -**

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Education Department may get the work executed from other resources at the risk of cost the defaulting contractor shall be liable to be debarred from the allotment of work in future and the security deposited will be forfeited.

7. The EMD/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.
8. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Commissioner, North DMC under the Arbitration and Conciliation Act, 1996 along with its Amended Act 2015. 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.
9. The EMD/PSD is to be forfeited by the North DMC -Education Department without any prejudice to any other rights and remedies of North DMC -Education Department in case the contractor fails to undertake the contract work, as per the contract and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.
10. That the North DMC reserves the right to terminate the contract at any time without assigning any reason.
11. That the tender schedule and terms & conditions shall also form part of the agreement.
12. That the, In case of defective/errors in printing and inadequate supply a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director - North Delhi Municipal Corporation may also debar/blacklist the firm
13. That the, Any kind of laxity noticed in sealing/packing/ bagging, sub-standard quality of packing, late supply of Activity Book use of inferior quality of ink or substandard paper in printing, will be viewed seriously and penalty upto 50% of the cost of the work, as determined by the Competent Authority i.e. Director of Education, may be imposed in grave situations performance security may be forfeited and the firm may also be blacklisted.
14. That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same at any stage. In witness whereof, the contractor has set his hand and the North DMC - Education Department 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 Printing Press/Firm

Signature: Name: Address:

Signature of the authorized official of the North DMC -Education Department

Signature: Name: Address:


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North DMC

FINANCIAL BID FORM -11**(Firm/Agency Letter Head only**

Name of Work: Printing and supply 33500 Activity Books

Tender No.: _____

Rates quoted Per Activity Book (Format)				
Rate Per Book (Rs.) Excluding Taxes etc.	Taxes Rates (GST etc.) Rs.	Total Cost of the book (Rs.)	Total printing cost of 33500 activity book in figure (Rs.)	Total printing cost of 33500 activity book in words (Rs.)

Note : Rates should be legibly mentioned in the prescribed format, in figure as well as in words . The amount should be pasted by the transparent cellophane adhesive tape failing which the bid shall be rejected outright.

Signature of authorised signatory with Seal:

Place :

Date :


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Education Department (HQ)
15th Floor, Civic Centre
North DMC

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NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT: HQ
DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
E BLOCK, 15TH FLOOR, JLN MARG, N DELHI-02
E-mail ID: adehqndmc@gmail.com
Tel. No. 23226512

Tender/NIT No.

Check List

Note.: Each page of the technical and financial bid must be signed by the bidder with seal

1. General Information: - The Printer should furnish the following details

1.1. Name & Address of Firm/ Agency/Printer : _____

1.2	Nature of Firm/Agency	Public /Private/Partnership/proprietorship
1.3	Contact No. with Email Id	
1.4	Proof of Requisite Experience	
1.5	5 Proof of Turnover During Last 3Year(Minimum 10lac) ending 31March 2020.	
1.6	Copy of I.T.R During Last 3Year ending 31March 2020.	
1.7	Copy of the valid License	
1.8	Undertaking of No-blacklisting/no Debarring order by any govt department or any other private semi pvt. agency of India.	
1.9	Certificate of satisfactory competition of work .(5year)year 2017-18 onwards	
1.10	Undertaking , that the firm is registered with Labor department	
1.11	Registration No. of the firm certificate (if firm run under partnership)	
1.12	Earnest Money deposit (EMD) Rs. . 38000/- details.	
1.13	Did the firm/ agency registered with the central purchase organization Concerned Ministry or department i. e MSME, MSEs	

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 North DMC

	etc. (Document Required for EMD exemption)	
1.14	The bidder submitted sample paper as per specification.	
1.15	Undertaking that the bidder will print the activity book at same cost /rate and without charging extra cost for artwork/ plate making etc.	
1.16	Registration No. & Latest GSTR-3B Form enclosed ?	
1.17	The rates have pasted the transparent cellophane adhesive Tape ?	
1.18	Copy of PAN Card	
1.19	Deceleration regarding financial bid signed or not ?	
1.20	Certificate , regarding understanding of technical specifications & quoting rates . signed or not .	
1.21	Undertaking that the bidder will not print any extra copy without the permission of education department .	
1.22	Undertaking regarding acceptance of all the T&C of the tender and validity of rates.	

Signature of authorised signatory with Seal:

Place:

Date:


NEELAM KUMARI, ADE (HQ)
Education Department (HQ)
15th Floor, Civic Centre
North DMC

TECHNICAL BID FORM -12
(Firm/Agency Letter Head only)


UNDERTAKING REGARDING PRINTING EXTRA COPY.

I/We Hereby undertake that the firm will not print any extra copy without the permission of the Education department -North DMC. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act-1957, Govt. of India etc.

Signature of authorised signatory with Seal :

Place:

Date:


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Education Department (HQ)
15th Floor, Civic Centre
North DMC