

D-156/DPI/MCD/2024-25 Dated - 01/08/2024



TENDER (RFP)

FOR

PRINTING & SUPPLY

OF

28500 POLYFOAM CHARTS

ON

PREVENTION OF DENGUE, MALARIA AND CHIKUNGUNYA

FOR

MUNICIPAL CORPORATION OF DELHI

**DIRECTORATE OF PRESS & INFORMATION
A-BLOCK, SPM CIVIC CENTRE, MINTO ROAD**


RAKESH GUPTA
Dy. Dir. (P&I)

Directorate of press & Information, MCD invites tenders for printing 28500 Polyfoam Charts for prevention and awareness of Dengue, Malaria and chikungunya.

Tenders are invited under Two Bid System from reputed and established printing press located in Delhi having a minimum turnover of 50 lakhs with proper own infrastructure of printing machinery and allied equipments and capable of handling such type of work within the prescribed time schedule.

Interested firms are required to submit their tender in the prescribed proforma with a processing fee of Rs 2,500/- (Non refundable) and an Earnest Money Deposit of Rs 50,000/-

Printing firms who fulfill all the requirements as laid down in the tender document should only quote for this tender. Tender document can be downloaded from www.etender.gov.in. Technical Bid shall be opened on the due date of opening and Financial Bid of those printers who are found eligible after evaluation shall be opened at later date.

1. Important Dates :

Document Download, Bid Submission	01/08/2024 04:00 P.M
Pre Bid Meeting	07/08/2024 04:00 P.M
Last Date of Submission	14/08/2024 04:00 P.M
Opening of Technical Bid	16/08/2024 04:00 P.M
Opening of Financial Bid	Selected agencies will be intimated through official website.

2. Fee Structures

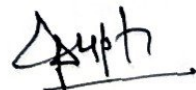
2.1 Processing Fee : Processing /Tender Fee Rs 2,500/- will be Non-refundable, the bid without tender fee will be summarily rejected.

2.2 Earnest Money Deposit (EMD) : The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs 50,000/- (Fifty Thousand Only). The EMD of the successful bidder shall be returned after submission of Performance Security and for unsuccessful bidder(s) it would be returned after opening of Financial Bid.

The Firm who are registered with MSME are exempted to submit the EMD (Copy of registration must be provided during applying for the Technical Bid.

2.3 Performance Security: The Successful bidder will be required to furnish a Performance Security Deposit of 10% of total order amount in the form of Demand Draft in favor of "Commissioner, MCD" from any Nationalized/Schedule Bank of India within 10 days of issuance of work order. Performance Security will be discharged after 60 days from the delivery of ordered materials.

The Performance Security can be forfeited in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.


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3. Payment Procedure :

- i) No Advance payment will be made for executing the work of printing.
- ii) Payment would be made only with the availability of funds with Municipal Corporation.
- iii) No interest charges or any other charges shall be payable except the rate quoted for the required number of materials.
- iv) No escalation in the rates will be accepted/entertained.
- v) Bill for payment would be processed only after the successfully delivery of the items at specified locations and on producing of supporting evidence of delivery and the verification of Bill.
- vi) No payment will be made for goods rejected or damaged.

4. Specification of Poly Foam Charts ;

- i) Size : 23" X 35" cm
- ii) Sheet: Polyfoam Chart
- iii) Thickness : 750-700 gauge
- iv) Hanging Facility with roller on both sides having caps on both ends.
- v) No's of Polyfoam Charts : 28500 (Two types of matter & design 14250 charts each
- vi) Good quality printing and photographs in multi colour (Design will be provided by department)

5. Eligibility Criteria

- (i) Printing press should be located in Delhi having a minimum turnover of Rs 50 lakh each for the last two years and equipped with printing machinery and allied equipments and capable of handling such work within a prescribed time schedule.
- (ii) Printer agency should not have been suspended/black listed by and Government Dept.
- (iii) Printing firm must have experience in printing with government firms with minimum 10 years.

6. Document to be furnished with the "Technical Bid"

- (i) Printing press address should be duly signed on the letter head of firm.
- (ii) The tenderer shall give an undertaking (as per Annexure 'II') that the firm has not been blacklisted and its business dealings with Central/State Government/ Public Sector Units/Autonomous bodies have not been banned / terminated on the account of poor performance.
- (iii) Turnover certified by the CA for last two consecutive year along with supporting documents.
- (iv) Self attested copies of PAN and GST.
- (v) All papers of Tender should be signed and stamped.


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7. Execution of Work :

- I) Completion of entire project i.e printing of Polyfoam Charts, including delivery within 15-20 days after issuing of work order
- II) Copy of the printing material should be presented well in advance for approval prior to final printing of materials.
- III) If the work is not found to be of good quality and there is a variation from the specification given, then department will have the right to make deduction from the payable amount, including forfeiture of the EMD or 50% - 60% deduction of their Performance security.
- IV) Specified number of Polyfoam charts will have to be delivered at preferred place as specified in work order at no extra cost.

8. Signing the Contract

The successful bidder shall be required to execute the Contract agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs 100/- within five days of issue of the letter of notification of award along with performance security. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited.

9. Other Terms and Conditions

1. The proof of payment of GST will also be submitted by the supplier along with their bill at the time of bill submitting, in the form of a certificate from concerned authority that GST @ of _____% is payable against work order No _____ of Directorate of Press & Information.
2. In printing of the Polyfoam Charts, the dealer should maintain good quality and should be exactly as per our approved sample. The supply will be inspected and in case the supply is not found strictly in conformity with the approved sample, the entire supply will be rejected and will have to be replaced with the quality exactly commensurate with the approved sample at the cost of tenderer. The decision of the Director Press & Information in this regard shall be final.
3. In case the date of opening of tender is declared holiday by the government, tender shall be opened on the next working day following the closed day at the scheduled time.
4. Any Change in the schedule shall be notified on the official website of Municipal Corporation i.e www.mcdonline.nic.in only.
5. Any disputes arising will be the subject to the jurisdiction of Delhi Court.

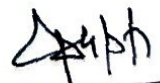


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ANNEXURE -I**Technical Bid Format**

Sl. No.	Description	Page No. In bid submitted
1.	Name of the Firm, Registered address	
2.	Name of the authorized person who will be responsible for bid submission	
3.	Contact No. and E-mail address	
4.	PAN No. of the agency	
5.	GSTN Number	
6.	No. of Year(s) of experience in printing field (Work Order must be attached)	
7.	Annual Average Turnover (minimum 50 Lakh) for past 03 Years i.e FY 2023-24, 2022-23, 2021-22 (Audit by CA)	
8.	Documentary evidence indicating that the firm/its office is at, Delhi	
9.	Duly Signed and Stamped copy of cover cum undertaking letter (Annexure II – IV)	

- Note :-
- 1. All Pages Should be Numbered & Indexed.**
 - 2. Document mentioned above be submitted in serial order.**


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CERTIFICATE/DECLARATION
(To be submitted on letter head of the company/firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/ State Government/ Public Undertaking / Institute on any account.

I also certify that firm will be supplied the item as per the specification given by Institute and also abide all the terms & conditions stipulated in tender.

I also certify that the information given in bid is true and correct in all aspect and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per RFP rules.

Date :

Name:

Business Address:

Place:

Signature of Bidder :

Seal of Bidder:



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Covering Letter for Submission of Bid

To
The Director
Directorate of Press & Information
Municipal Corporation of Delhi
A-Block, 5th Floor, Dr.SPM Civic Centre
New Delhi-110002

Sir,
We are hereby submitting our bid, which includes technical bid and financial bid. We hereby declare that all the information and statement made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.
We undertake, if our bid is accepted, we start the services with immediate effect or as stipulated in the work order.

Your Sincerely

Date :

(Seal)
Name and Title of Signatory / Name of Firm Address




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Financial Bid Format

I/We have carefully and thoroughly read the item specification and scope of work, along with all other terms in this document. In accordance with the same, I/We hereby submit the Financial Bid as under :

Item No.01: Polyfoam Charts (28500 No's) Rs _____/-Per Unit (In words, Rupees _____ only) inclusive of all applicable taxes. Total cost on printing 28500 No's of Polyfoam Charts is Rs _____/-(In words, Rupees _____ only) inclusive of all applicable taxes.

Authorized Signatory
(Name, Designation, Address, Date & Rubber Stamp)



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