



EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Govt. of India)

SUB-REGIONAL OFFICE,

Plot No. 47, Sector – 34, Near Hero Honda Chowk,

Gurgaon - 122001

**TENDER DOCUMENT FOR
PRINTING AND SUPPLY OF
FORMS AND STATIONERY**

Cost of the Tender Document: Rs. 100/-



SUB-REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PLOT NO-47, SECTOR-34, GURGAON, HARYANA-122001
Phone No.-0124-2370271 Fax No.-0124-2370270
E-mail: dir-gurgaon@esic.in

NOTICE INVITING TENDER FOR
PRINTING AND SUPPLY OF FORMS AND STATIONERY

1. Director (Incharge) invites sealed tenders from the interested and eligible tenderers for printing and supply of forms and stationery to ESIC Sub-Regional Office, Gurgaon for One year which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties.

Name of Work	Tender Document fee	Estimated Annual Cost for a year	Earnest Money Deposit (EMD)	Security Deposit (SD)	Last Date of Receiving of sealed tender bids	Date of Tender Opening (Technical Bid)
Printing and Supply of forms and stationery for ESIC Sub-Regional Office, Gurgaon.	Rs.100/-	Rs. 4.00 Lacs	Rs.8000/-	Rs.20000/-	06-05-2014 02:00 PM	06-05-2014 02:30 PM

2. A set of tender document can be purchased from ESIC Sub-Regional Office, Plot No.47, Sector-34, Gurgaon (Haryana) on any working day from 15/04/2014 to 05/05/2014 between 10.00 AM to 04.30 PM at a non-refundable tender fee of Rs.100/- (Rupees One hundred only) payable through demand draft/Banker cheque of any nationalized bank drawn in favor of "ESI Fund Account No.1" payable at Gurgaon.
3. Tender Document can also be downloaded from 'Tenders' link of the ESIC Headquarters website www.esic.nic.in or ESIC SRO Gurgaon website www.esicgurgaon.in or Central Public Procurement Portal www.eprocure.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.100/- shall be deposited along with E.M.D.
4. A Pre Bid meeting will be held at the ESIC Sub-Regional Office, Gurgaon (Haryana) to clarify queries, if any, of the tenderers on 28/04/2014 at 11.30 A.M.

Sd/-
Director (Incharge)



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Tender for Printing and Supply of Forms and Stationery Items

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

TENDER DOCUMENTS CONSIST THE FOLLOWING:-

- I. Eligibility criteria
- II. General Instructions to Tenderers
- III. General Terms & Conditions of Contract
- IV. Special Terms & Conditions of Contract
- V. Technical Bid (Annexure "A")
- VI. Financial Bid (Annexure "B")
- VII. Proforma of Undertaking (Annexure "C")
- VIII. Proforma of Bank Guarantee (Annexure "D")

ELIGIBILITY CRITERIA

1. **EXPERIENCE** : The bidder must have minimum three years of experience of printing and supplying of Forms and Stationery items mentioned in the schedule of requirements to Govt. Departments/PSUs/Nationalized Banks. Copies of two such Purchase Orders (of Rs.1 lac or more) received during each of the last three years should be enclosed.
2. **ANNUAL TURNOVER** : Annual Turnover should be Rs.10 lacs or more during last 3 financial years i.e. 2010-2011, 2011-2012, 2012-2013. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2010-2011, 2011-2012, 2012-2013 to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS** : The tenderer must have valid PAN No. and TIN/VAT No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and VAT/Trade Tax return for last 3 years is to be submitted with the technical bid.

Initial of ESIC Authorized Official

Sign of Tenderer with seal

INSTRUCTIONS FOR THE TENDERERS

1. **SEALED TENDERS** are invited from reputed printers fulfilling the eligibility criteria mentioned in these tender documents for the printing and supply of stationery items as per the list enclosed.
2. **SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS**

Issue of Tenders: A set of tender document can be purchased from ESIC Sub-Regional Office, Plot No.47, Sector-34, Gurgaon (Haryana) on any working day from 15/04/2014 to 05/05/2014 between 10.00 AM to 04.30 PM at a non-refundable tender fee of Rs.100/- (Rupees One hundred only) payable through demand draft/Banker cheque of any nationalized bank drawn in favor of "ESI Fund Account No.1" payable at Gurgaon. Tender Document can also be downloaded from 'Tenders' link of the ESIC Headquarters website www.esic.nic.in or ESIC SRO Gurgaon website www.esicgurgaon.in or Central Public Procurement Portal www.eprocure.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.100/- shall be deposited along with E.M.D. Cost of Tender document is not refundable.

Last date of Receipt: The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the Tender Box kept at the Facilitation Center, ESIC Sub-Regional Office, Gurgaon (Haryana) by the stipulated date and time. Tender submitted or received after the closing date and time will not be considered. In case the tender is so bulky/ voluminous that it cannot be dropped into the tender-box, the same may be handed-over to Assistant Director (General), ESIC Sub-Regional Office, Gurgaon by the stipulated date and time. Late Bids i.e. bids received after the specified date and time of receipt, will not be considered. Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders are not entertained and shall be rejected.

Opening of Tenders: The Tender will be opened at 2.30 PM on 06/05/2014 at Conference Room, ESIC Sub-Regional Office, Gurgaon (Haryana) in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the Director (Incharge) to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened on 13/05/2014 at 11:00 A.M. in Conference Room, ESIC Sub-Regional Office, Gurgaon (Haryana) in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

2.1 Signing of Tender: Individuals signing tender or other documents connected with the contract specify:

- (1.i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
- (1.ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
- (1.iii) Whether signing for the firm "Per Procuracionem."
- (1.iv) In the case of companies and firms registered under the Indian Partnership Act/the Companies Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc. and enclose a copy of a document, empowering him to do so. In case of unregistered firms all the members of the firm should sign the tender and relevant documents.

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Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the ESIC Sub-Regional Office.

3. VALIDITY OF TENDERS: The validity of rates quoted will be for a period of one year from the date of award of contract. However, the Director (Incharge) may extend the validity for further period of one year on same terms, conditions and rates.

4. PROCEDURE FOR SUBMITTING TENDERS

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

(A) Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, undertaking as per instructions etc.

(B) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for printing and supply of forms and stationery items” and “Financial Bid for printing and supply of forms and stationery items” respectively. An Earnest Money Deposit of Rs.8,000/- (Rs. Eight Thousand only) in the form of Demand Draft or Banker’s Cheque only of any nationalized bank should be placed at the top of the technical bid. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.100/- shall also be deposited along with E.M.D. Both the envelopes containing technical bid and financial bid should be put in a third sealed envelope and should be super scribed “Tender for printing and supply of forms and stationery items”. Sealed tenders should be addressed to the Director (Incharge), ESIC Sub-Regional Office, Gurgaon.

5. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit and cost of tender document, in case the same has been downloaded from website.
- c) Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2010-11, 2011-12, 2012-13
- d) Photocopy of PAN No. of the Firm/Company/Proprietor.
- e) Photocopy of VAT/Trade Tax return in for last 3 years i.e. 2010-2011, 2011-2012, 2012-2013 in support of the annual turnover .
- f) Copies of two Purchase Orders (of Rs.1 lac or more) received from Govt. Departments/ PSUs/Nationalized Banks during each of the last three years i.e. 2010-11, 2011-12, 2012-13 in support of the experience.
- g) Pre-receipt for release of EMD after finalization of tender.
- h) The undertaking (Annexure-“C”) duly signed by the tenderer.

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

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6. PRICES:

- a) Price should be quoted for all the items listed in Annexure "B" without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
 - b) VAT should be quoted separately for each item. Price Bids showing rates like "Tax Included/Inclusive of tax/Tax paid" etc. are not acceptable and such offer shall not be considered.
 - c) The rates should be inclusive of freight charges, packing charges etc.
 - d) Conditional bids shall be rejected.
 - e) The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
 - f) Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
 - g) The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the Director (Incharge), ESIC, Gurgaon reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.
- 7. RIGHT OF REJECTION OF TENDER: The Director (Incharge), ESIC, Gurgaon reserves the right to accept or reject any or all the tenders without assigning any reason.**
- 8. EVALUATION OF BIDS: On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of VAT) worked out in the price bid. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.**

GENERAL TERMS & CONDITIONS OF CONTRACT

1. DELIVERY OF STORES :

- a) A purchase order will be issued specifying the specifications, quantities, types etc. of the stationery items required by ESIC from time to time. The contractor will be required to submit a proof of each item mentioned in the purchase order for approval within 3 days of issue of purchase order. The actual printing and supply is to be undertaken after approval of the proof.
- b) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the ESIC, Sub-Regional Office, Gurgaon within 7 days from the date of approval of proof.
- c) No additional charges for preparation and submission of proof/revised proof/samples shall be payable as the cost thereof is presumed to be contained in the prices quoted in the price bid. No charges shall be payable even if proof is not approved or the Purchase Order is canceled before supply.

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- d) The supply shall have to be made in several times during the year depending on the requirements for which separate purchase orders will be issued.
- e) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.
2. **PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.
3. **PAYMENT :** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of ESIC. No advance payment shall be made.
4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the Director (Incharge). In the event of the contractor contravening this condition, the Director (Incharge) has right to terminate the contract.
5. **PENALTY CLAUSE & RISK PURCHASE-** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
- a. **For Delay in Supply-** Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.
- b. **For Non Supply-** If the order is still not supplied , the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
6. **SECURITY DEPOSIT:** Performance security of Rs.20,000/- shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "ESIC Fund Account No. 1" payable at Gurgaon or Bank Guarantee as per Annexure "D". The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.
7. **DISPUTES AND ARBITRATION :** In case of any dispute the decision of the Director (Incharge) will be final. The venue of any arbitration shall be Gurgaon. The Director (Incharge) also reserves the right to terminate the contract at any time without assigning any reason(s) therefor.

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SPECIAL TERMS & CONDITIONS OF CONTRACT

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "B")

2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of Director(I/C). Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the Director(I/C), shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the SRO Gurgaon. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.

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TECHNICAL BID

1. Name of Firm : _____
2. Address for Correspondence: _____

3. TeleNo./FaxNo. and E-mailaddress: _____
4. Person responsible for conduct of business: _____
5. PAN No.: _____
6. VAT No/TIN No.: _____
7. Annual Turnover: 2010-2011 _____
- 2011-2012 _____
- 2012-2013 _____
8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks
2010-2011 (1) _____ Value Rs. _____
 (2) _____ Value Rs. _____
2011-2012 (1) _____ Value Rs. _____
 (2) _____ Value Rs. _____
2012-2013 (1) _____ Value Rs. _____
 (2) _____ Value Rs. _____

I _____, proprietor/partner/director of _____
_____ (name of the company/firm) hereby declare that the information given in this form
is true and correct to the best of my knowledge and belief.

Dated: _____

Signature with Stamp : _____

Place : _____

PRICE BID

1 Forms Specifications:- Single color printing (with Graphics & Logo) on both sides on 57 GSM Paper of Kuntam Brand						
		Annual Approx Quantity	Unit Cost	Total Cost	VAT	Total Cost Including VAT
1.1	A2 Size	1000 sheets				
1.2	A3 Size	1000 sheets				
1.3	A4 Size	20000 sheets				
1.4	A5 Size	10000 sheets				
1.5	A6 Size	2000 sheets				
1.6	A7 Size	2000 sheets				
1.7	Forms Binding: Glue Binding with cover & card board back of 16 ounce	350 pads				
2 Registers Specifications:- Single color printing (with Graphics & Logo) on both sides on 70 GSM Lazer Paper of Ballarpur Brand						
2.1	A2 Size	2000 sheets				
2.2	A3 Size	5000 sheets				
2.3	Legal Size (8.2" X 13")	10000 sheets				
2.4	Rexine Binding:- Hard Cover Binding with cloth spine & saddle stitching using 32 ounce card board covered with rexine	50 registers				
2.5	Leather Binding:-Hard Cover Binding with leather spine & saddle stitching using 32 ounce card board covered with rexine	10 registers				
3 Handouts Specifications:- Multi color printing (100% print area coverage) on both sides on 90 GSM Art Paper of Ballarpur Brand						
3.1	A4 Size	10000 Handouts				
3.2	A5 Size	5000 Handouts				
4 Newspaper Insertions / Handouts Specifications:- Single color printing (with graphics & logos) on single side on 45 GSM Paper of desired color						
4.1	A4 Size	10000 Handouts				
4.2	A5 Size	5000 Handouts				

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5	Pamphlets Specifications:- Multi color printing (100% print area coverage) on both sides on 170 GSM Art Paper of Ballarpur Brand					
5.1	21cm X 55cm Size (Five Fold)	2000 Pamphlets				
6	Posters Specifications:- Multi color printing (100% print area coverage) on single side on 170 GSM Art Paper of Ballarpur Brand					
6.1	A2 Size	2000 Posters				
7	File Covers Specifications:- 400 GSM Card Paper of desired colors with Eyelet on top left corner & printed on the front face in single color and with central cloth strip on inner side					
7.1	10'' X 14'' Size	7000 Covers				
8	Calender Specifications:- Multi color printing (100% print area coverage) on both sides on 170 GSM Art Paper of Ballarpur Brand					
8.1	A2 Size	4000 Sheets				
8.2	Wiro Binding	500 Calenders				
8.3	Strip Binding with Metal Patti	500 Calenders				
9	Envelops Specifications:- White color 75 GSM paper with Sender's Name & Logo printed on front face in single color					
9.1	C6 Size (114mm X 162mm)	10000 envelops				
9.2	C6 Size (114mm X 162mm) Window Envelop	30000 envelops				
	Specifications:- Yellow color 150 GSM paper with cloth lining with Sender's Name & Logo printed on front face in single color					
9.3	C3 Size (324mm X 458mm)	1000 envelops				
10	A.D. Specifications:- Single color printing (with graphics and logo) on both sides on 200 GSM Card Paper of Kuntam Brand					
10.1	9cm X 14 ¹ / ₂ cm Size	25000 A.D.s				
11	Visiting Cards Specifications:- Multi color single side printing on 300 GSM Art Card Paper / Ivory Sheet					
11.1	2'' X 3 ¹ / ₂ '' Size	1000 Cards				

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12	Magazines / Booklets Specifications:- Multi color printing (100% print area coverage) on both sides on 130 GSM Art Paper of Ballarpur Brand (including designing, layout & typesetting)					
12.1	A4 Size (Min. 60 different pages)	15000 sheets				
12.2	A5 Size (Min. 12 different pages)	6000 sheets				
	Magazine / Booklet Covers Specifications:- Multi color printing (100% print area coverage) on both sides on 200 GSM Art Paper of Ballarpur Brand					
12.3	A4 Size Cover Page	1000 sheets				
12.4	A5 Size Cover Page	2000 sheets				
12.5	Gloss/Matte Lamination A4 Size (outer side only)	1000 sheets				
12.6	Gloss/Matte Lamination A5 Size (outer side only)	2000 sheets				
12.7	<u>Magazine Binding</u> : Saddle Stitched Binding with stainless steel wire staples	1500 magazines				
TOTAL COST =						
GRAND TOTAL AMOUNT IN WORDS :RUPEES						

Date:

Place:

Signature & Seal of the Tenderer

Undertaking

To,

The Director (Incharge)
ESIC Sub-Regional Office
Plot No. 47, Sector-34,
Gurgaon (Haryana)

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization /institution in NCR region at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the Director (Incharge) to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorised Signatory)

Name :

Designation:

Seal:

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

(to be submitted at the time of award of tender)

To,

The Director (Incharge)
ESIC Sub-Regional Office
Plot No. 47, Sector-34,
Gurgaon (Haryana)

WHEREAS _____ (Name and address of the supplier), hereinafter called the "supplier", has undertaken for supply of Stationery items (herein after called "The contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.20,000/- (Rs. Twenty thousand only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 24(Twenty Four) months from the date of notification of award i.e. up to _____(indicate date).

.....
(Signature with date of the authorized officer of the bank)

.....
(Name & designation of officer)

.....
.....
.....
(Seal, name & address of the bank and address of the branch)