

MAULANA AZAD EDUCATION FOUNDATION  
(MAEF)

Bid Document for "Selection of Printing Agency for Designing  
and Printing of Calendars & New Year Greeting Cards"



Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Station Entry Gate,  
Paharganj side, New Delhi – 110055  
[www.maef.nic.in](http://www.maef.nic.in)

## Bid Summary

Name of Bid Publishing Organization	Maulana Azad Education Foundation
Type of Organisation	Autonomous Body (Under Aegis of Ministry of Minority Affairs (MoMA), GoI)
Address & Contact Number	Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Station, New Delhi – 110055. Phone: +91-11- 23583788, 23583789.
Name of Work	Designing and Printing of Calendars & New Year Greeting Cards
Tender Currency Settings	Indian Rupee (INR)
Joint Venture\Consortium	Not Applicable
Bid Processing Fee	Rs.2,500/- (Rupees Two Thousand Five Hundred Only) in form of Demand Draft (Non Refundable)
Mode of Bid Processing Fee	Non-refundable Demand Draft in favour of “Maulana Azad Education Foundation” payable at New Delhi.
Earnest Money Deposit (EMD)	Rs.50,000/- (Rupees Fifty Thousand Only)
Mode of EMD	By Demand Draft in favour of “Maulana Azad National Academy for Skills” payable at New Delhi.
Estimated Cost of the Work	Rs.10 Lakh
Bid upload Date	31.12.2019
Last Date & Time for Submission of Technical Bid & Financial Bid	6.1.2020 at 1100 Hrs
Date of Tender opening	6.1.2020 at 1300 Hrs
Bid Validity Period	90 days from opening of price bid

## INSTRUCTIONS TO BIDDERS

### **A. EXPERIENCE CRITERIA**

Financial Stability	<p>The average minimum turnover during the last three (3) financial years should be Rs. 50,00,000 (Rupees Fifty Lakh Only)</p> <p>Annual Turnover Certificate by C.A. shall be submitted along with bid.</p>
Experience	<p>The Applicant shall have successfully carried out and completed with a single point responsibility similar work for Government involving Designing and Printing of Calendars and New Year Greeting Cards during the last 3 years</p> <p>The relevant documentary proof in the form of work orders and/or satisfactory performance certificates to be enclosed with the technical bid documents.</p>
Infrastructure/Legal	<ul style="list-style-type: none"><li>• The Applicant should be a single entity and no consortium is allowed.</li><li>• The Applicant should not be black listed by any Govt. Companies/ Govt. organization/ Govt. Agencies etc. in India or abroad.</li><li>• EMD exemption,if the firm/agency registered with MSME.</li><li>• The Agency should be empaneled with DAVP.</li></ul>

### **B. BID EVALUATION CRITERIA:**

- a. The bidder should accept all the Technical specifications and scope of work as given in the tender.
- b. Technically and commercially acceptable bids will be evaluated on overall L-1 basis

c. Bidders to quote for all items of BOQ.

**c. REJECTION CRITERIA:**

The bids are liable for rejection in following cases:

- a. Bids received after the due date and time of bid submission shall be summarily rejected.
- b. Bids without Tender Fees and EMD: Bids received without/ with insufficient Tender Fees
- c. EMD (in original with the Technical Bid), before the bid closing date & time shall be summarily rejected. However, Govt. Deptt. /PSUs/ firms registered with NSIC/MSE (Micro & Small Enterprise) are exempted from submission of EMD. Such bidders shall submit relevant documentary proof towards waiver, along with technical bid of the tender.
- d. Non-adherence to technical / commercial terms, Unpriced bid and Price bid not in the prescribed format, incomplete bids and bids with deviations in the tendered scope of work shall be rejected.
- e. Offer sent without having the prescribed bidding document of MAEF and without complying with the terms and conditions of bidding document for submitting the offer, shall be summarily rejected.
- f. Bids with deviations in the tendered scope of work.
- g. Bids found to have been submitted with falsified/ incorrect information.
- h. If Bidder is in the Blacklist of any State PSU/ Central or State Government Undertaking. Bidder shall give a self-declaration to this effect.
- i. Bidder to quote for all items enlisted in the BOQ, otherwise bid shall be rejected.

**d. SUBMISSION OF OFFER:**

The bidder should submit its offer in three (3) envelopes in the following manner:-

- a. 1<sup>st</sup> sealed Envelope is marked as “Envelop No.-1 (Technical Bid)”. This shall contain complete supporting documents fulfilling eligibility criteria as mentioned above along with supporting documents. There should be no mention of the prices in the Technical

Bid Document. All documents with signature & seal of the submitting company shall be considered as authentic. Filling up the prices with Technical Bid will disqualify the Bidder. It shall contain:

- i. EMD, Bid cost and documents in support of Eligibility of the Contractor Firm as mentioned above.
  - ii. Entire Bid documents duly signed downloaded from website and papers showing eligibility as per tender documents.
  - iii. The Bid documents should be spiral bound, properly stapled. Loose documents shall not be accepted.
- b. 2<sup>nd</sup> sealed Envelope, marked as “Envelope No. 2 (Price Bid)” shall contain the Financial Offer. Financial Offers of those agencies shall be opened who meet the eligibility criteria.
  - c. 3<sup>rd</sup> sealed Envelope should contain the Bid Processing Fee of Rs. 500/- (Non Refundable) and EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in form of Demand Draft drawn in favour of ‘Maulana Azad Education Foundation’ payable at New Delhi.
  - d. The first, second & third sealed envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed & stamped. The bids complete in all respect must be submitted through Speed Post/Courier or by hand in the office of MAEF.

#### **E. SCOPE OF WORK:**

1. Designing & Printing of 5000 Wall Calendar with first page Flyleaf : 100 gsm super print white and rest of the calendar pages: 170 gsm imported art paper. The Binding of calendar will be Wire binding in black colour.
  - a. 2500 Big Size Wall Calendar - 17 (W) X 22 (H) INCH
  - b. 2500 Small Size Wall Calendar - 11 (W) X 17 (H) INCH
2. Designing & Printing of 2500 Table Calendar for all pages printing on 300 gsm imported art card gloss finish with 2 mm card board stand which is pasted with 170 gsm glossy paper laminated and an envelope printed (in single or two colour or four colours as per your preference) with logo etc. on 120 gsm super print white
3. Designing & Printing of 3000 New Year Greeting Cards with 300 gsm imported art card and Envelope : 100 gsm super print white or art paper if it is four coloured printed with following size:
  - a. New Year Greeting Card Size:  
Close Size: 8.5 (w) x 5.5 (h) inch  
Open Size: 17 (w) x 5.5 (h) inch

- b. Envelope Size:  
Close Size: 9 (w) x 6 (h) inch  
Open Size; 18.25 (w) x 8.8 (h) inch

**F. VALIDITY OF OFFERS:**

The Bidder agrees that the rates submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the Bids.

**G. ACCEPTANCE OF BIDS:**

The acceptance of bid will rest with MAEF and does not bind to accept the lowest bid and reserves the authority to reject any or all of the bids received, without assigning any reason.

Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. MAEF does not bind itself to accept the lowest or any bid and reserves to itself the right of accepting the whole or any part of the bid and the Bidder shall be bound to perform the same at the rates quoted. If any Bidder stipulates any conditions of his own, such conditional bid is liable to be rejected. Upon acceptance of the Bid by MAEF, the Bidder shall undertake to agree with terms and conditions of MAEF's Award Letter for the works awarded to him under the Bid.

**H. PAYING AUTHORITY: CEO & Secretary, MAEF.**

Payment Terms: 100% of the payment will be made on successful completion of the work subject to completion of Printing Work and receipt of the final bill within thirty (30) days. No advance payment would be done. All payments will be subjected to TDS as applicable.

**I. VARIATION:**

The quantities given in the BoQ can be increased/decreased by plus/minus 20% at the quoted/negotiated rates of the bidder.

**J. TAXES:**

The rates quoted by the Bidder shall be deemed to be exclusive of the GST and other levies, VAT, duties, royalties, cess, labour cess, toll, taxes of Central and State Governments, local bodies and authorities that the Bidder will have to pay for the performance of this contract.

**K. DISPUTES / ARBITRATION:**

In the event of any dispute or difference arising between MAEF and the Bidder in any matter covered by this contract or arising directly or indirectly therefrom or connected or concerned with the said contract in any manner of implementation of contract, in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to the CEO & Secretary, MAEF, within 30 days of occurring of dispute who may himself act as sole arbitrator or may name as sole arbitrator an officer of MAEF notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The Bidder expressly agrees that the arbitration proceedings shall be held at New Delhi. In case the Bidder wants to take the dispute to a court of law after arbitration award as aforesaid, it is clearly understood that only courts in Delhi shall have the jurisdiction.

**L. FORCE MAJEURE:**

The following occurrence may according to the circumstances constitute a case of Force Majeure.

- a. The unforeseen act of the third party for which the Contractor Firm is not responsible
- b. An official prohibition preventing the performance of the order.
- c. A natural catastrophe such as an earthquake, lightening or civil war.

**M. TERMINATION OF CONTRACT:**

In case of failure of the Bidder to perform the contract as per the terms and conditions and to the satisfaction of MAEF, MAEF reserves the right to terminate the contract without assigning any reason. MAEF shall have a right to complete the work through any Consultant/ Firm at the risk and cost of the Consultant/ Firm.

Technical Bid Format  
(on Letter Head of the Consultant/Firm)

Date\_\_\_\_\_

To,  
The CEO & Secretary ,  
Maulana Azad Education Foundation,  
Maulana Azad Campus, Chelmsford Road,  
Opposite New Delhi Railway Station  
New Delhi –110055

Subject:Technical Bid for Selection of Agency to carry out Printing of  
Calendars & New Year Greeting Cards.

Sir,

Please find enclosed Technical Bid in response to Bid Documents issued by Maulana Azad Education Foundation for Selection of Agency to carry out Printing of Calendars & New Year Greeting Cards.

We agree and undertake to abide by all these terms and conditions stipulated in the Bid Document issued by MAEF. The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge.

We acknowledge that MAEF reserves the right to accept or reject the proposal without assigning any reason or otherwise.

Thanking you.

For and on behalf of

Signature of Authorized Representative/Signatory

Name  
Designation  
(Company Seal)



Financial Bid Format  
(on Letter Head of the Consultant/Firm)

Date\_\_\_\_\_

To,  
The CEO &Secretary,  
Maulana Azad Education Foundation,  
Maulana Azad Campus, Chelmsford Road,  
Opposite New Delhi Railway Station,  
New Delhi –110055

Subject: Financial Bid for Selection of Agency to carry out Printing of  
Calendars & New Year Greeting Cards

Sir,

Please find enclosed Financial Bid as per the Terms of Reference given in this Tender Document of MAEF, within the time specified and in accordance with the specifications and instructions as per general terms and conditions. The detailed price bid in prescribed format is enclosed herewith.

Thanking you.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)

## Details of Agency

S. No.	Particular	Details
1	Name of Firm	<i>Enclose Registration Certificate</i>
2	Type of firm	<i>Enclose Registration Certificate</i>
3	Registration No. & Date of Registration of Firm	<i>Enclose Registration Certificate</i>
4	Name of Director(s)/CEO/President/Head	
5	Contact Details of Director(s)/CEO/President/Head	<i>Contact No./ Email id</i>
6	Registered Head Office Address	<i>As per Registration Certificate</i>
7	Correspondence Address	
8	Name of Authorized Representative	
9	Mobile No. of Authorized Representative	
10	Email id of Authorized Representative	
11	Fax No.	
12	Website Address of Firm (if available)	
13	PAN Card Number	<i>Enclose copy of PAN card</i>
14	GST No.	<i>Enclose GST Certificate</i>
15	Registration with MSME	<i>Enclose Copy</i>

### **Prior Exposure of Agency**

Details of similar work executed in last three (3) years

S. No.	Financial Year	Name of Funding Agency	Description of Work	Value of Contract in Rs.
1				
2				
3				

- Each of the listed works shall be supported with the copy of the work order or work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- Non-disclosure of any information in the schedule will result in disqualification of the firm.

## Financial Details of the Contractor Firm

(On the Letterhead of Chartered Accountant with date, Signature, Registration No. and Seal)

This is to certify that the (Name of Consultant/ Firm) having its registered office at (Address) has an average turnover of \_\_\_\_\_ or more in the last three consecutive years (FY1, FY2, FY3). The annual turnover of the Consultant/ Firm is as under –

S. No.	Financial Year	Annual Turnover (INR)
1		
2		
3		

For and on behalf of

Chartered Accountant Signature

Name

Registration No.

(Company Seal)

(An affidavit on a non-judicial stamp paper of Rs.100/- by the Consultant/ Firm)

AFFIDAVIT for NON-BLACKLISTED/NON-BANNED PARTY

(Name of Consultant/ Firm) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned/debarred by any Central Government/State Government/Semi Government Organization/PSU or any other Contractor Firm.

It is also certified that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

The information/documents submitted along with the Proposal are complete/true to the best of our knowledge.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)