



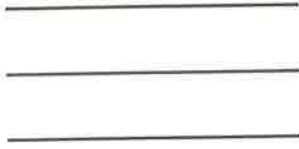
नेशनल सफाई कर्मचारी फाईनेंस एंड डेवलेपमेंट कॉरपोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय के अंतर्गत भारत सरकार का उपक्रम)
National Safai Karamcharis Finance & Development Corporation
(A. Govt. of India Undertaking, Under the Ministry of Social Justice & Empowerment)



An ISO 9001 : 2008
Certified Company

NSKFDC /P&A/Printing & Stat./26/2020/454

Date:-30.07.2020



TENDER DOCUMENTS

NSKFDC is an apex Corporation under the Ministry of Social Justice & Empowerment, Govt. of India working for Socio-economic upliftment of Safai Karamcharis, Scavengers & their dependants by providing financial assistance at concessional rates of interest across the country.

The Corporation was incorporated on 24th January, 1997 as a Company not for profit under Section-25 of the Companies Act, 1956 (now under Section 8 of the Companies Act, 2013), with an objective to promote economic and developmental activities for the benefit of Safai Karamcharis, Manual Scavengers and their dependants. The inviting sealed Tenders by NSKFDC, NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020 in **Single Bid System (Financial Bid)** from agencies having a proven track record in the field of Printing of Annual Report.

General Guidelines

1. **Submission of Tender:** The tender must be submitted to **Chief Manager (P&A), NKSFDC, NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020** in Single Bid System (**Financial Bid**) in Sealed tender shall be received in this office up-to **1500 hrs on 25.08.2020**.
2. **Opening of Bids:** The Bid will be opened on **28.08.2020** at **1600 hrs** in the presence of representatives of firms, who are interested to be present during opening of Tender.
3. **Selection of Vendor:** The Bidder who quoted the lowest rates the bidder who satisfy the below mentioned Pre Quotation (PQ) Criteria will be considered for the award of contract.
 - 3.1 The agency (tenderer) should have adequate infrastructure for Designing & preparation of approved printing materials.
 - 3.2 The agency should have adequate arrangement for translation and printing of approved material to all regional languages. The Goggle translation not be accepted by NSKFDC.
 - 3.3 The agency (tenderer) should have adequate infrastructure for timely delivery of printed material at NSKFDC office. In respect of 3.1 to 3.2 the relevant details to be attached.
 - 3.4 The agency (tenderer) should attach the list of credentials and clientele alongwith their work orders.

हम हिन्दी में पत्राचार का स्वागत करते हैं

एनटीएससी, तीसरा तल, ई-ब्लॉक, एनएसआईसी, ओखला इंडस्ट्रीयल इस्टेट फेज-3, नई दिल्ली-110020
NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020
(Entry from Gate No-4 Near Govind Puri Metro Station)
Telephone Nos. 011-26382476, 26382477, 26382478 Fax:26382479
Website: <http://www.nskfdc.nic.in> **E-mail:** nskfdc-msje@nic.in

3.5 The annual turnover of the agency (tenderer) exclusively **from Printing Jobs itself**, should not be less than **Rs. 10.00 lacs** every year during last three years.

(Please attach certified copies of last three year Profit & Loss Account).

4. **TERMS & CONDITIONS:** Earnest money amounting to Rs. 5,000/- (Rupees Five Thousand only), is to be deposited with the tender in the form of Bank Draft on Delhi Branch of any Nationalized Bank in favour of National Safai Karamcharis Finance & Development Corporation payable at New Delhi. The Earnest Money deposited shall be converted as initial security deposit in the case of successful tenderer Preference will be given to those firms/agencies who are registered Micro Small & Medium Enterprise (MSME) & same will be exempted from depositing of EMD.

4.1 The delay in completion after due date will attract penalty@ **Rs.500/-** per day, besides forfeiture of earnest money until & unless the date of completion of work is extended by the Competent Authority.

4.2 The Corporation reserves the right to cancel the contract and forfeit the EMD in case the quality of the service is not found to be of the desirable standard.

4.3 The job awarded would need to be completed within the stipulated time frame after the approval of final proof of text and the cover design.

4.4 The number of pages to be printed would be tentative only and cost adjustment factor for increase/decrease in the number of pages should also be quoted for arriving at the final amount after the completion of entire job. This should take into account all the relevant costs i.e. Composing, typesetting, laser Printing, paper cost etc.

4.5 The Management reserves the right to select or reject any quotation or entire Tender without assigning any reasons thereof.

4.6 The Bidder should have the Registration Certificate of the company

4.7 In case of unsatisfactory services, the NSKFDC has the right to cancel the tender, at any point of time, by giving notice.

4.8 All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Managing Director of the Corporation shall be the Competent Arbitration Officer for the purpose of this contract.

4.9 The bidder should have GST & PAN No

4.10 The Bidder should submit the last three years Income Tax Return (ITR)

5 **Standard Terms & Conditions & Details of the Annual Printing Work of the Corporation-** (enclosed in the Annexure A & B)

In case your firm is interested and capable of giving the above services, you are requested to submit your sealed quotations latest by 25.08.2020 (**1500 hrs**), alongwith the bid amount in envelope of Financial Bid, mentioning Phone No./Cell Phone No./Fax No. The quotation may please be dropped in the Tender Box to the **The Chief Manager (P&A)**, NSKFDC, NTSC,



3rd Floor, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020; with sender's name and address in full on the envelope.

6. The bidder should have experience in printing of Annual Report in PSUs/Govt. Departments at least 3 years. The documentary evidence in the form of certificate and work order from the customers must be submitted along with the tender.
7. The work order for printing of Annual Report of NSKFDC for the year 2019-20 will be given to the L-I Party after approval of the Competent Authority and the work printing of Annual Report another one year will be allotted to the same party on same rates on the basis of performance of the agency & discretion of the Management.
8. NSKFDC reserves the right to cancel the tender/work order for printing of Annual Report for the year 2019-20 at any time after giving notice to the selected party, without assigning any reason what so ever.

Yours faithfully,


(Suresh Kumar)
Chief Manager (P&A)

STANDARD TERMS & CONDITIONS

1. Opened/stapled/improperly sealed/late tenders shall not be entertained.
2. Tenders not confirming to prescribed requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
3. All documents enclosed with the tender should be signed by the tenderer with seal of Agency/Firm.
4. The Tenderer should take care that the rate and amount should be written in such attached format No blanks rates Colum should be left which would be otherwise make the tender liable for rejection.
5. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
6. Any Act on the part of tenderer to influence anybody in the Organisation is liable to rejection of his tender.
7. The Quotations must be Un-conditional.
8. The successful bidding agency shall not engage any sub-contractor or transfer the contract to any other persons in any manner.
9. The Corporation reserves the right to cancel the contract the quality of the service is not found to be of the desirable standard.
10. In case of any dispute, the decision of the MD of the NSKFDC shall be final and binding.
11. In case of delayed and un-satisfactory service, NSKFDC reserves the right to cancel the contract at any time.
12. NSKFDC reserves the right to postpone/recall/reject the full or part of the tender without assigning any reasons thereof.
13. NSKFDC shall not be responsible either for non-receipt of the quotation or its receipt after the stipulated date and time due to any reasons what so ever.
14. When deemed necessary, NSKFDC may seek clarifications on any aspect from the firm. However, that would not entitle the firm to change or cause any change in the substance of the tender submitted or price quoted.
15. Price quoted should be inclusive of taxes payment will be done only after delivery of finished product in ordered quaintly to NSKFDC
16. Printing agency would be required to deliver the Annual Reports for the year 2019-20 in the office of NSKFDC, No charges of transportation would be separately paid by NSKDFC.
17. The work order for printing of Annual Report of NSKFDC for the year 2019-20 will be give to the L-I Party after approval of the Competent Authority and the work



printing of Annual Report another one year will be allotted to the same party on same rates on the basis of performance of the agency & discretion of the Management.

18. **NSKFDC** reserves the right to cancelled the tender/work order for printing of Annual Report for the year 2019-20 at any time after giving notice to the selected party, without assigning any reason what so ever.

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be a name, possibly "S. K. Singh" or similar, though it is difficult to decipher due to the cursive style.

National Safai Karamcharies Finance & Development Corporation (NSKFDC)

**Rates should be quoted in the below mentioned format
for printing of Annual Report 2019-20**

Sl. No.	Particular	Appro. Qty.	Language	Per page rate to be quote by the party
1.	Annual Report Approximate 200 pages (Glossy paper) in 90 GSM pages in single color each.(+) (-) (per page rate)	200 (Hindi 100 & English 100)	Hindi/ English	
2.	Printing of approximately 20-30 Colour photographs in inside pages each annual report (party to be quote each photographs rate)			
3.	Cover Page Size.8.5x11(inch), cover in 300 GSM (Glossy paper) sinarmas art paper cover in 4+4 colors with approximate 6-8 color photographs alongwith name and logo of the Corporation on each annual report (per page rate)	200 (Hindi 100 & English 100)	Hindi/ English	
4.	Designing charges (Per page rate)	200 (Hindi 100 & English 100)	Hindi/ English	
5.	Translation From English to Hindi (Per page rate) (Google Translator will not be accepted)	200 (Hindi 100 & English 100)	Hindi/ English	
6.	GST %			
7.	GST No :			
	PAN No:			
8.	Account Details Name of the Bank Account No: IFSC code: Branch			

(Full Name of the Agency
with signature & Stamp)

Name of the Contact person _____

Mobile No: _____

E-mail ID: _____



