

Bid Document

Bid Details	
Bid End Date/Time	20-01-2023 12:00:00
Bid Opening Date/Time	20-01-2023 12:30:00
Bid Offer Validity (From End Date)	180 (Days)
Ministry/State Name	Ministry Of Statistics And Programme Implementation
Department Name	Na
Organisation Name	N/a
Office Name	Sardar Patel Bhawan, Sansad Marg, New Delhi - 110001
Item Category	Custom Bid for Services - 0
Contract Period	6 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	60 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	2000000
Evaluation Method	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail

Advisory Bank	State Bank of India
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EMD Amount	90000
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	7.50
Duration of ePBG required (Months).	12

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Pay & Account Officer

K L Bhawan, Janpath, New Delhi -01

(Pay And Accounts Office, Ministry Of Statistics And Programme Implementation)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1672142903.pdf](#)

Instruction To Bidder:[1672142907.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1672142914.pdf](#)

Scope of Work:[1672142924.pdf](#)

Service Level Agreement (SLA):[1672142935.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1672142953.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1672142958.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1672142971.pdf](#)

Payment Terms:[1672142978.pdf](#)

Penalties:[1672142990.pdf](#)

GEM Availability Report (GAR):[1672143007.pdf](#)

Buyer's Competent Authority Approval:[1672143023.pdf](#)

Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):[1672143204.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
09-01-2023 11:00:00	Room no. 607 K L Bhawan, Janpath New Delhi 01

Custom Bid For Services - 0 (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	0
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Nitin Ranjan	110001,East Block-6, R K. Puram, New Delhi	1	N/A

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.

14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---



सत्यमेव जयते

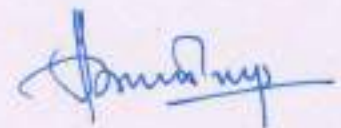
**Tender Document
for**

PRINTING OF MPLADS GUIDELINES

Government of India
Ministry of Statistics and Programme Implementation
MPLADS DIVISION
Web site: <https://www.mospi.gov.in>

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Government of India
Ministry of Statistics and Programme Implementation
MPLADS DIVISION
Web site: <https://www.mospi.gov.in>

Dated: 27/12/2022

NOTICE INVITING TENDER (NIT)

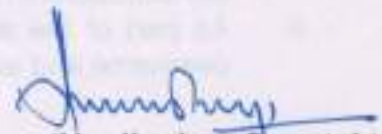
For and on behalf of the President of India, MPLADS Division, Ministry of Statistics & Programme Implementation invites Advertised e-Tender for a printing of MPLADS guidelines from reputed Providers of Printing and Binding for the period of one years which can be extended year to year basis subject to mutual consent between the service provider and the user department and also upon satisfactory performance of the service provider. The quantum of Technical support may be increased or decreased depending upon the workload of the Organization. Complete Tender documents (including additional Terms and conditions) will be available at GeM portal as well as at the official website of the Ministry <https://www.mospi.gov.in>.

Bidders are advised to go through the Tender documents thoroughly and check their eligibility before participating in the bid.

in Two-Bid System as Technical Bid and Financial Bid.

2. The tender document is available on Ministry website at <https://www.mospi.gov.in> from 27/12/2022. In case of discrepancies, if any, found between the English text version and Hindi translation, the English version shall prevail.
3. Tender has to be submitted online on GeM Portal by 20/01/2023. Manual bids shall not be accepted. Tenderers are advised to follow the instructions provided in the tender documents for the e-submission of the bids online. The important information of the Bid is as under:

EMD (Bid Security)	Rs.90,000/- (Rupees Ninty Thousand Only)
Date & Time Of Publishing Of Tender	27/12/2022; 17:00 Hrs
Date & Time Of Pre-Bid Meeting	09/01/2023; 11:00 Hrs
Last Date & Time For Submission Of Bid	20/01/2023; 12:00 Hrs
Date & Time For Opening Of Technical Bid	23/01/2023; 15:30 Hrs
Date & Time For Opening Of Financial Bid in respect of Technically qualified Bidders only	To Be Conveyed Separately
Validity Of Bid	60 Days From The Last Date Of Closing


(Hauliankap Suantah)
Under Secretatry to the Govt. of India

INSTRUCTIONS TO THE TENDERERS

1.1. Brief description of Bidding Process

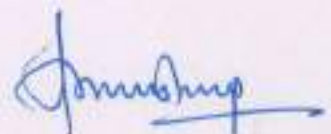
The MPLADS Division has adopted a two-stage online bidding consisting of submission of a Technical Bid and a Financial Bid (both terms are defined hereafter) (the "Bidding Process"), their test to check the responsiveness, fulfillment of Eligibility Criteria. The Bidding Documents in its entirety will be available for download from the GeM portal and from the web-site of the Ministry from the date mentioned in the schedule. To participate in the Bidding Process, the Bidder should complete all stages of download from the GeM Portal and final bid submission through the GeM Portal. Bids which are submitted on the GeM Portal alone will be accepted by the Authority. The Bidders are advised to download the Bidding Documents latest by one day prior to the Bid Due Date so as to safeguard their participation and avoid any delay. The Bidders are advised to upload the Bid sufficiently before the specified time on the Bid Due Date to avoid any technical issues or malfunction in the network caused by heavy internet traffic on the Bid Due Date. The Authority shall not be responsible for any failure, malfunction or breakdown of the GeM Portal during the Bidding Process. The Bidders are required to register on GeM Portal. Bidders are also required to obtain digital signature to upload the Technical and Financial bid. Bidders are requested to visit GeM Portal for the details related to online registration and submission of Bids. In addition to the terms and condition of the bid documents, GeM's terms and condition shall also be binding for the bidders willing to participate in the bidding process.

2. INSTRUCTIONS TO THE BIDDERS (ITB)

This section of the bidding documents provides the information necessary for bidders to prepare online responsive bids, in accordance with the requirements of the BUYER. It also provides information on online bid submission, opening, evaluation and contract award. The bidders are required to submit soft copies of their bids electronically on the GEM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GEM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GEM Portal.

2.1 REGISTRATION

- i. Bidders are required to enroll on the GEM Portal is free of charge.
- ii. During enrolment / registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- iii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.



2.2 PREPARATION OF BIDS

- i. For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum, if any published, before submitting their bids. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- ii. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Any clarifications, if required, then same may be obtained online through the tender site, or in writing through the contact details given in the tender document.
- iv. Bidder should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip formats. If there is more than one document, they can be clubbed together using zip format.
- v. Bidder can update well in advance, the documents such as experience certificates, financial reports, PAN, TIN, service tax, VAT, registration certificate and other relevant details etc., under "My Space" option, which can be submitted as per tender requirements.

This will facilitate the bid submission process faster by reducing upload time of bids.

2.3 BID SUBMISSION

Only Online Bids need to be submitted on GEM Portal. The tenders shall be of 2 bid system (Technical Bid & Commercial Bid). Manual bids will not be accepted. While submitting the bids online, the bidder shall read the terms & conditions (of GEM portal) and accepts the same in order to proceed further to submit their bid. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

2.3.1 Submission of EMD:

Demand Draft/Bankers cheque for EMD, should be submitted in the **Tender Box** placed at **MPLADS Division, Ministry of Statistics and PI Khurshid Lal Bhavan, New Delhi -110001** on or before the closing of bid. If claim for relaxation of MSME, Start-ups etc as per rule, valid certificate has to be attached.



2.5 Submission of Technical Bids

The bidder should upload the scanned copy of the following document as part of the Technical Bid.

#	Criteria	Supporting Document required
1.	Legal Entity: Bidder should have a legal status, as a single legal entity, must be incorporated and registered in India under the Indian Companies Act 1956 or a Limited Liability Partnership (LLP) registered under the LLP Act, 2008 or Indian Partnership Act 1932 and should have been in operation in India.	Certificate of Incorporation and Articles of Association of the Participant in case of Company/Limited Liability Partnership Agreement in case of LLP
2.	Bidder should have Certificates of GST, VAT and PAN	Copies of PAN Card, GST Registration and TIN
3.	Bidder should have Average Annual Turnover during the last three financial years generated from IT Services \geq 0.60 Crore	Turnover certificate from a qualified Chartered Accountant.
4.	The Bidder should be in existence for over 5 years. Must have experience in printing works of quality booklets/documents.	The bidder must furnish Work Order/ Work completion certificates of minimum Three years' experience.
5.	Bidder shall have presence in Delhi/NCR. The bidder shall have more than 30 technical staff on their pay roll in the Service Support based in Delhi & NCR	Proof of having presence in the National Capital Region (NCR) and Proof of 30 staff on payroll (Certificate from HR must be submitted).
6.	The Bidder should not be, blacklisted by any firm/organization/PSU in the last three years.	An affidavit on Rs. 100 stamp paper stating: Bidder/firm has not been blacklisted by any firm/organization/PSU in the last three years.

2.6 Submission of Commercial Bid (Financial Bid)

Price Bid (Scanned copy of Commercial Bid as per **Annexure-IV**) should be submitted online only. The Financial Bid shall contain only the rates as per the format enclosed as **Annexure VI**. The bidders are advised to use the prescribed format, failing which the Financial Bid shall be summarily rejected.

3. BID OPENING & EVALUATION:

- a. The Technical bids will be opened online at the time & date as specified in the tender document. All the statements, documents, certificates, DD etc. uploaded by bidder will be verified & downloaded, for technical evaluation.
- b. The bidder can witness bid opening from their respective locations logging in through their login ID, password at the designated time of bid opening.
- c. The Technical Bid will be evaluated against the specified parameters/criteria given in the Tender Document and prevailing policy/ Guidelines of Government of India by duly constituted Tender Evaluation Committee (TEC). Thereafter, technically qualified bidders (substantially responsive and technically complied) will be identified by the TEC.
- d. The TEC may inspect the premises of the technically qualified firms. During the inspection if the Committee finds any shortcomings, the firms which are already technically qualified will be disqualified. This is binding and final.
- e. Price bids of only the technically qualified bidders will be opened online for evaluation.
- f. The bidder qualifying in the technical evaluation and quoting the lowest price will be declared L1 for the purpose of awarding the work order after getting concurrence of IFD and approval of the Competent Authority of the MoSPI.

4. AWARD CRITERIA FOR AWARD OF CONTRACT

- a. MPLADS Division, MoSPI will issue "Letter of Offer" to the successful Bidder. The successful bidder shall be required to accept the Offer and furnish a Performance Security of Rs. 1.50 Lakh.
- b. Thereafter, an agreement will be made between MPLADS Division, MoSPI and successful bidder and requisite Purchase/work Order will be issued to the successful bidder.
- c. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD/Performance Security. In this case, MPLADS, MoSPI may invite next bidder at L1 Price with the approval of the Competent Authority.

5. PRE-QUALIFICATION REQUIREMENT (PQR)

#	Criteria
1.	Legal Entity: Bidder should have a legal status, as a single legal entity, must be incorporated and registered in India under the Indian Companies Act 1956 or a Limited Liability Partnership (LLP) registered under the LLP Act, 2008 or Indian Partnership Act 1932 and should have been in operation in India.
2.	Bidder should have Certificates of Valid GST, VAT and PAN

3.	Bidder should have Average Annual Turnover during the last three financial years \geq 0.60 Crore
4.	The Bidder should be in existence for over 5 years in the trade and at least three year experience in field of Printing.
5.	Bidder shall have presence in Delhi/NCR. The bidder shall have more than 30 staff on their pay roll in the Service Support based in Delhi & NCR.
6.	The Bidder should not be, blacklisted by any firm/organization/PSU in the last three years.
7.	The Bidder should be ISO 9001:2008, ISO 20000-1: 2005 & 27001: 2005 certified for servicing.

6. EVALUATION OF BIDS

6.1 Selection will be done on the basis of two Bid system i.e. Quality cum Cost Based Selection (QCBS) - 30:70

The technical shall be given weightage of 30%, the method of evaluation of technical qualification shall follow the procedure given below. The financial proposal of only those bidders who qualify technically shall be opened. Only those bidders, who obtained at least 70% Technical score shall be considered as technically qualified. The financial proposal with the lowest cost shall be given a financial score of 100 and the other financial proposal shall be given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weightage of 70%. For working out the combined score, MPLADS Division shall use the following formula:

$$\text{Total score} = 0.3 \times \text{TS} + 0.7 \times \text{FS},$$

$$[\text{FS} = \{(\text{LEC} / \text{EC}) \times 100\}]$$

TS = Technical score

FS = Financial score of the financial proposal

LEC = Lowest Evaluated Cost of the financial proposal

EC = Evaluated Cost of the particular financial proposal.

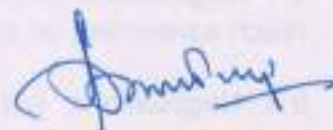
Example :- If the lowest bid price is Rs. 100, the lowest evaluated bidder will get a score of 100. If the second lowest bid is Rs. 150, the bidder will get a score of $(100/150) \times 100 = 66.66$. The scores will be calculated up to 2 decimal places.

The proposals will be ranked in terms of total scores of each applicant. The proposal with the highest total score (Technical + Financial) will be considered for award of contract and will be called for negotiations, if required.

6.2 Technical scoring criteria

Table:1

S. No.	Parameters	Markings	Max. Marks	Documentary evidence to be submitted
1.	Turn over for similar project during the last three Financial Years (FY)	INR 30 to 50 Lakhs/Year : 5 Marks INR above 50 Lakhs/Year : 15 Marks	15	Certificate from statutory auditors
2.	Work Experience: Experience in number of year(s) in Printing and Publication work	2 to 5 years : 4 5 to 7 years : 6 More than 7 years : 10	10	Copy of the Work Order/Work completion Certificate/ on-going contract from end user.
3.	Manpower: No of the person engaged on payroll of the firm as on 31-03-2022.	i. Less than 5 = 5 ii. 5 to 10 = 7 iii. above 10 = 10	10	Certificate from user department is mandatory as per Annexure 6:
4.	No of books printed by the firm in last 3 years.	No of each work done upto 50 books = 5 50-80 books = 7 Above 80 = 10	10	Relevant documents/Certificate required
5.	Creativity of Proposed Concept/design/layout, Quality of Paper, Binding, etc. as submitted (in blank dummy).	25	25	Sample guidelines should be provided to the Committee for quality analysis.
6.	Physical onsite visit of shortlisted vendors	Update Printers = 5 marks Office set up = 5 marks	10	As recommended by visiting officers
7.	Sample observation by Evaluation committee	20	20	To be filled by the Evaluation Committee.
Total:			100	



7. PROPOSAL EVALUATION

General

7.1 From the time the proposals are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained Evaluation of Technical Proposals.

7.3 The evaluation committee appointed by the Client as a whole, and each of its members individually evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.

7.4 Technical Scores & Financial Scores should be not less than 60% of the total scores.

8. Public Opening and Evaluation of Financial Proposals:

8.1 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will not be opened. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail or notified in the e-portal.

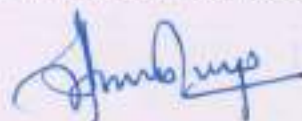
8.2 The Financial Proposals shall be opened publicly in the presence of the consultants/bidder's representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

8.3 The vendor achieving the highest combined technical/financial score will be invited for negotiations.

9. NEGOTIATIONS

9.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

9.2 Negotiations will include a discussion of the Technical Proposal, the proposed



methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and Consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the —Description of Services which form part of the contract. Special attention will be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.

9.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.

9.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff was offered in the proposal without confirming their availability, the Consultant may be disqualified.

9.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Consultant will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

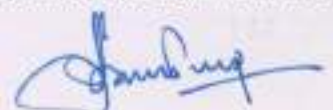
10. AWARD OF CONTRACT

10.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful.

10.2 The Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

11. CONFIDENTIALITY

11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning Consultant has been notified that it has been awarded the contract **Two Bid System**: The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. Annexures I, II & IV are related to Technical Bid and Annexure III for Financial Bid. The interested printing presses/agencies/firms are requested to submit two separate sealed envelopes superscribing "Technical Bid", and second envelop superscribing "Financial Bid" containing bid of the publication. Both sealed



envelopes (Technical Bid & Financial Bid) should be kept in a third envelope superscribing "Tender for printing of MPLADS guidelines". EMD of the requisite amount is to be kept in separate envelop alongwith the Technical Bid documents.

12. OPENING OF TECHNICAL BIDS;

12.1 The Technical Bids will be opened on (23-01-2023) at 15:30 hrs. at the first stage and evaluated by the Competent Authority. At the second stage, Financial Bid of only technically qualified Bidders will be opened thereafter for further evaluation and ranking before awarding the contract. Technically qualified prospective bidders will be informed separately to be present at the time of opening of the Financial Bid.

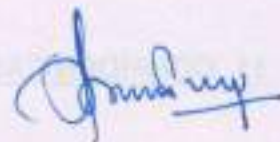
12.2 The prospective bidders may contact MPLADS Division, Room No 614, 6th Floor, Khurshid Lal Bhavan, New Delhi) to obtain the Form of Quotation/features/information and also for any clarifications required in this regard. Form of Quotation/features/information can also be downloaded from official website of the Ministry i.e. <https://www.mospi.gov.in>

12.3 Sample copy may be seen/examined by the concerned authorized person.

12.4 Detailed Rates be quoted as per given specifications for the printing of publication in **Annexure III**

12.5 Eligibility of the bidders

- (i) Should be an Indian Printing Press/Firm engaged in printing in Delhi/NCR and having its office in Delhi/NCR only and Registered as per existing norms from Government Department
- (ii) Should have minimum turnover of Rs. 80 lakh per annum during each of the last three years (valid and certified proof are to be attached).
- (iii) Should have minimum three years of experience in printing of Publications.
- (iv) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration to this effect is to be submitted in the prescribed format (Annexure I).



13. **EARNEST MONEY DEPOSIT/PSD;**

13.1 An amount of Rs.90,000 (Rupees Ninty Thousand Only) should be deposited as Earnest Money Deposit (EMD) and an amount of Rs.1,50,000 (Rupees One lakh fifty thousand Only) should be deposited as Performance Security Deposit (PSD) in the form of Demand Draft (DD) drawn in favour of "**Pay & Account Office, Ministry of Statistics and Programme Implementation**" and should be kept in a separate sealed envelope super scribing EMD/PSD on it and kept with the technical bid documents. The value of DD should not be mentioned on the cover. Tender received without EMD/PSD or EMD/PSD for lesser amounts will be summarily rejected.

13.2 EMD/PSD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders EMD/PSD will be refunded to the unsuccessful bidders.

13.3 No interest will be payable on the amount of EMD/PSD.

13.4 The EMD/PSD should remain **valid** for a period of **one years** upto completion of all contractual obligations by the Printer including warranty obligation, if any, on receipt of EMD/PSD.

13.5 EMD/PSD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily or within the stipulated period.

13.6 Exemption under Rule 170 of GFR 2017 is permissible.

14. **DOCUMENT/CERTIFICATE REQUIRED**

14.0 For bidding, the firms are required to submit the following self-attested and duly rubber stamped (on each page) photocopies of the following documents relating to their printing press/ firm, failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

- a. Registration Certificate as per existing norms from Government Department;
- b. Copy of CSTNAT/TIN Registration Certificates;
- c. Copy of PAN/GIR Card;
- d. Copies of Income Tax Returns filed for last 3 financial years (i.e 2019-2020, 2020-2021, 2021-22);
- e. Balance Sheet of the last three financial years (i.e 2019-2020, 2020-2021, 2021-22); showing minimum turnover of Rs. 80 lakh per annum;
- f. Proof of minimum 3 years' experience of printing work.
- g. Deptts, Ministry, Company, PSUs etc having similar kind of jobs; A list of Clients etc. to be submitted;
- h. Declaration regarding blacklisting or otherwise (*Annexure-1*); and
- i. DD of **EMD/PMD**
- j. Duly filled Proforma of Annexure-II & III.
- k. MSME Certificate, if any.

14.1 Mode of Submission and last date for submission

BID is to be submitted as per Annexure online on GeM portal.

14.2 Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

14.3 Non-acceptance of the tenders received after the last date

Tenders received after the closing date and time prescribed in the tender enquiry shall not be accepted under any circumstances.

14.3 Non-transferability

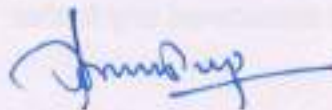
This tender is non-transferable.

14.4 Extension of last date at the Discretion of MPLADS Division, MoSPI

MPLADS Division, MoSPI, may at their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Tenderers. In case of government holidays/Saturdays/Sundays, the tenders will be opened on next working day.

14.5 Termination of Contract

MPLADS Division, MoSPI reserves the right to terminate the contract at any time without assigning any reason.



TERMS & CONDITIONS

PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEE REPORTS

Rates/ Prices

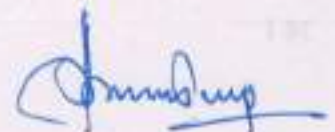
1. The rates should be quoted in Indian Rupees (in both words and figures) only.
2. Prices should be quoted F.O.R. Destination (Free delivery at Khurshid Lal Bhavan, Janpath Road, New Delhi).

Penalty

3. In case the Printer fails to adhere to prescribe time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the EMD/PSD is liable to be forfeited and penalty can be imposed as deemed fit by the Ministry.
4. In the event of failure on the part of Bidder/Printing Press/Firm, the Ministry may get the work completed from another printing press/firm and the previously engaged printing press/ firm will have to reimburse the extra expenditure incurred by the Ministry.
5. In the case of any damage to Government status, additional penalty amounts over and above the liquidated damage shall be deducted.
6. In case of any non-performance or deficiency in material or in services, the bidder/ firm will be held responsible and liable for the consequences thereof and will be penalized by way of deducting up to 50% of the amount payable from their bill.
7. In case, during the validity period, the offer is withdrawn by the bidder or the bidder fails to deposit performance security, earnest money so deposited shall be forfeited.
8. In case of any delay wholly attributable to the institution(s)/services liquidated damages @ 1% per day subject to the maximum of 5% or part thereof without prejudice to other remedies available to MoS&PI under contractual agreement shall be levied.

Settlement of disputes

9. 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 **Deputy Director General (PI)** 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.



Purchasers Rights

- 10 The MoSPI, MPLADS Division reserves the right to accept or reject any or all the Tenders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
- 11 The Ministry of Statistics & PI reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

Execution of Jobs

- 12 Printing of publication should be as per the specifications (*Annexure III*).

Process of Printing

- 13 Process of printing should be as per requirement of the job i.e, single colour offset printing and multi-colour printing of cover of MPLADS guidelines.

Delivery

- 14 Publication will have to be supplied as and when required after approval of the final proof.

Mode of Payment

- 15 Payment against Bill/ Invoice shall be released only after supply of the items to the satisfaction of the MDLADS Division. No interest will be payable on the delayed payments. Payment will be made directly to the Printer's bank account through **e-payment** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

Change in quantity

- 16 Approximate quantity of the publication is given in the tender documents.

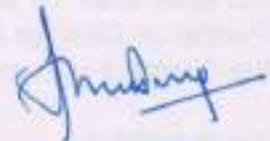


Agreement

- 17 The Tenderer who is awarded the contract will be required to sign **Contract Agreement** with the MPLADS Division, MoS&PI as per the specimen (*Annexure II*).

General /others

- 18 The Tenderer will be bound by the details furnished by him/ her to MPLADS Division, MoS&PI, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for **legal action besides termination of the contract**.
- 19 No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
- 20 PDF/Open (MS Word) file of the publication have to be provided.



DECLARATION

To

The Under Secretary,
MPLADS Division, MoSPI
Room No.614, 6th Floor, Khurshid Lal Bhavan,
New Delhi -110001

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Earnest Money (EMD)/Performance Security Deposit (PSD), as applicable, in the format to be provided by your office as per conditions for obtaining the Purchase Orders.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealing. I/We further undertake to report to the DDG(PI), MoS&PI, Khurshid Lal Bhavan, New Delhi immediately after we are informed, but in any case, not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Printing Press/Firm

Date:



PROFORMA RATE CONTRACT AGREEMENT- MPLADS GUIDELINES

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, 2023 between M/s.....herein referred to as the Printer under the name and style of M/s..... of the one part.

MoS&PI, acting through the **Under Secretary/DD (MPLADS Division)** herein after referred to as the other part whereas the said contractor has agreed with the **MoS&PI** for printing and supply of the required publication with the specifications.

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 publication as per the requirement as agreed to in their tender and letter dated: at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
2. The printing of publication 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 Printer shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Ministry. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Earnest Money Deposit (EMD)/Performance Security Deposit (PSD) is liable to be forfeited and penalty can be imposed as deemed fit by the Ministry.
5. The security deposit paid by the printer 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. **DDG (PI)** on behalf of the Ministry 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/ fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
6. 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.
7. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Deputy Director General (PI) under the Arbitration and Conciliation Act, 1996. 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.

8. The EMD/PSD is to be forfeited to the MoSPI without any prejudice to any other rights and remedies of MoSPI in case the printer fails to undertake the contract work, as per the work orders and as per the terms and conditions given intender schedule during the currency of the contract including the extended period, if any.
 9. MPLADS Division, MoSPI reserves the right to terminate the contract at any time without assigning any reason.
- That the tender schedule and terms & conditions shall also form part of the agreement.
 - That the printer acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same. In witness whereof, the printer has set his hand and the Division 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 of the authorized official of the MPLADS Division, MoS&PI

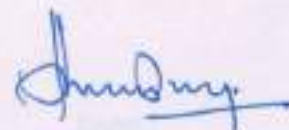
Signature:
Name:
Address:

Signature:
Name:
Address:



SPECIFICATIONS FOR THE PRINTING MPLADS GUIDELINES (ENGLISH & HINDI VERSIONS)

- | | | |
|-----|------------------------------|---|
| 1. | Size | 9 * 7 Inches |
| 2. | No. Of copies | 15000 In English
5000 In Hindi |
| 3. | Volumes of work | 20000 Number of copies. |
| 4. | No. of pages | 80 pages (approximately) |
| 5. | Type setting/
Composing | 10 point. Time Romans for English and 12 points of Devanagari for Hindi. Leading: Auto. |
| 6. | Proof Reading | I. First proof of the Report is to be checked by the Ministry.
II. Final proofs are to be thoroughly checked by the Printer himself to ensure that all corrections, alterations, additions and deletions, etc. are carried out.
III. Final printing must be error free in all respects. |
| 7. | Paper for Text | 128GSM Art Paper Matt in multicolour. |
| 8. | Cover | 350GSM UU with Gold foil and matt lamination with Ashoka emblem in the centre. |
| 9. | Binding | Suction swing cover drawn/Perfect binding |
| 10. | Mode of printing | 4 * 4 offset printing of cover. |
| 11. | Time Schedule | Proofs & printed copies are to be provided as and when required by the Ministry. |
| 12. | Delivery of printed material | The printed copies are to be supplied in convenient bundles wrapped in kraft paper to MPLADS Division, MoSPI, Khurshid Lal Bhavan, Janpath Road, New Delhi alongwith properly arranged Author Proofs |
| 13. | Soft copy | Open file (MS Word) and PDF (copyable) file of the publication must be supplied to the Ministry by the Printer. |



ANNEXURE-IV

FORM OF QUOTATIONS FOR PRINTING OF MPLADS GUIDELINES (ENGLISH & HINDI VERSIONS)

1. Per Page Rate (for full quantity)	1. English	Rates Rs...../-
(Inclusive of composing/laser typesetting, processing, plate making, single colour offset printing on 70 GSM Sunshine offset printing paper/ TA Maplitho Neutral Super Deluxe paper.	(forcopies)	
	2. Hindi	Rs...../-
	(forcopies)	

[Proof Reading of the first proof is to be done by the MPLADS Division. Final proofs are to be thoroughly checked by the printer himself]

2. Cost of Paper for 100 copies Rs...../- for 100 copies

(in case of increase/decrease in number of copies of both version)

3. Cost of Cover Rs...../- for 100 copies

On 210 GSM Indian Art Card with Two colour offset printing

(per cover)

4. Binding Charges (Centre Stitch) Rs...../- for 100 copies

(per booklet)

Dated:
with seal of
the Printing Press/Firm)

(Signature of Tenderer)

*The rates should be quoted in Indian Rupees only (both in figures and words)

Annexure-V

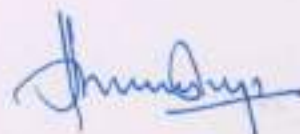
The information shall be used for technical assessment of the bidder

(Evaluation based on documents submitted by firm for each item)

1.	Name of Agency/Firm Address of the Agency: Telephone Nos: Fax: E-mail:	
2.	Year of Inception Documents required Copy of Registration. PAN Card Detail GST No.	(Documents enclose)
3.	Total cumulative turnover of last three years (in Rs. Crore). (provide supporting documents)	2019-20 2020-21 2021-22 (Additional may be provided upto 5years, if any)
4.	Number of experience in number of year(s) in Printing and Publication work	
5.	No of the person engaged on payroll of the firm as on 31-03-2022.	
6.	No of books printed by the firm in last 3 years	
7.	Sample copy	
8.	Details of EMD	

Authorized Signatory:

Name:
Mobile:



ANNEXURE V(A)

The following proforma of the Check-list has to be filled by the Tenderer Mandatorily.

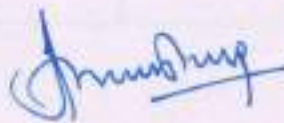
PROFORMA FOR THE CHECK-LIST

- | | |
|---|-------------------------|
| Name & Address of Firm/Company | Tel. No: |
| 1 DD/Pay Order No.; amount & date of EMD/PMD DD/Pay Order No | Bank Dated..... |
| 2 Registration | No. & Date |
| 3 Certificate from Govt. Deptt | Issuing Authority |
| 4 CSTNAT/TIN Registration | No. & Date |
| 5 PAN/GIR Card No. | |
| 6 Income Tax Returns (last 3 financial years) | 2019-20 _____ |
| | 2020-21 _____ |
| | 2021-22 _____ |
| 7 Balance Sheets (last 3 financial years) | 2019-20 _____ |
| | 2020-21 _____ |
| | 2021-22 _____ |
| 8 Proof of 3 years' experience in printing work having similar kind of jobs | Yes/No. _____ |
| 9 Declaration for not backlisted by the Govt. Department/PSU etc. | Yes/No. _____ |

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Name with Designation of
Authorized Signatory & Seal of the Firm



PROFORMA FOR THE BREAK UP OF EXPENDITURE

Sr. no. (in INR)	Particulars	Nos	Amount
1	Cost of Pages.		
	(i) Cover Pages.....GSM		
	(ii) Normal Pages.....GSM		
2		
3		
4	Other miscellaneous exp		
5	GST and other govt taxes		

Total Cost (Estimated)

Rs.....

Name with Designation of
Authorized Signatory & Seal of the Firm