

**LOK SABHA SECRETARIAT
(PRINTING SECTION)**

**303, PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001**

**TENDER DOCUMENT
PARLIAMENT OF INDIA : THE FIFTEENTH LOK SABHA, 2009-14 :
A STUDY (EV & HV)**

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INSTRUCTIONS TO THE BIDDERS

PUBLICATION — PARLIAMENT OF INDIA : THE FIFTEENTH LOK SABHA, 2009-14 : A STUDY (EV & HV)

1. **Two Bid System** : The tender is invited under **two bid system i.e. Technical Bid and Financial Bid**. Annexures I, II & V are related to Technical Bid and Annexures III & IV for Financial Bid. The interested companies/agencies/firms are requested to submit two separate sealed envelopes superscribing "**Technical Bids** for printing of Parliament of India : The Fifteenth Lok Sabha, 2009-14 : A Study (EV & HV). Both sealed envelopes should be kept in a third envelope superscribing "**Tender for printing of Parliament of India : The Fifteenth Lok Sabha, 2009-14 : A Study (EV & HV)**". EMD of the requisite amount is to be sent alongwith the envelope of **Technical Bid**.
2. **The Technical Bids will be opened on 15 December, 2014 at 1600 hrs.** at the first stage and evaluated by Competent Authority. At the second stage, **Financial Bids 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.**
3. The prospective bidders may contact the **Manager of Printing, Printing Section (Room No. 303, Lok Sabha Secretariat (LSS), Parliament House Annexe, New Delhi; Phone Nos. 23034303 & 23034309) to obtain the Form of Quotation/features/information and also for any clarifications required in this regard.** It can also be downloaded from official website of Lok Sabha <http://www.loksabha.nic.in>
4. Bidders are also requested to furnish a workable sample (dummy) incorporating the required features and information to be tested on the ground by the **Printing & Publications Service.**
5. Sample may be seen/examined in Printing Section, Room No.303, Parliament House Annexe, Lok Sabha Secretariat, New Delhi-110 001.
6. Detailed Rates be quoted as per given specifications for the printing of publication in *Annexure III*, as per Form of Quotation in *Annexure IV*.
7. **Eligibility of the bidders**
 - (i) Should have minimum **three years** of experience in printing of Publications with Govt. Deptts./PSUs/etc. of similar nature.
 - (ii) Should have minimum turnover of **Rs. 25 Lakhs** per annum during each of the last three years (valid and certified proof has to be attached)
 - (iii) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration has to be given in the prescribed format (*Annexure I*).
 - (iv) Be an Indian Printer/Firm engaged in printing in Delhi/NCR and having its office in Delhi/NCR.

7. Earnest Money Deposit

- (i) An amount of **Rs.20,000 (Rupees Twenty Thousand Only)** should be deposited as Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of **Drawing and Disbursing Officer, Lok Sabha Secretariat** and should be kept in a **separate sealed envelope superscribing as E.M.D. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected.**
- (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.

8. Performance Security Deposit (PSD)

- (i) PSD of an amount of **Rs.1,00,000 (Rupees One lac only)** will have to be deposited by the successful Bidders **within 7 days** of receipt of supply order to ensure due performance of the contract.
- (ii) PSD shall be in the form of Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha Secretariat, New Delhi.**
- (iii) The PSD should remain **valid** for a period of **one year** up to completion of all contractual obligations by the Printer including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of Performance Security Deposit.
- (iv) 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 within the stipulated period.
- (v) No interest will be payable on the amount of Performance Security Deposit (PSD).

9. Documents/Certificates required for Bid

The firms are required to submit the following documents in bid with self attested photocopies with firm/company rubber stamp on each page(s), 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 CST/VAT/TIN Registration Certificates and copy of VAT deposit slip for the financial year 2013-14;
- (c) Copy of PAN/GIR Card;
- (d) Copies of Income Tax Returns filed for last 3 financial years (2011-12, 2012-13 & 20013-14);
- (e) Audited Balance Sheet of the last three financial years having minimum turnover of **Rs. 25 Lakh** per annum;
- (f) Proof of minimum 3 years experience in printing work with Govt. Deptts./PSUs, etc.; List of Clients etc. to be submitted;

- (g) Declaration regarding blacklisting or otherwise (*Annexure-I*); and
- (h) Sample of publication is required to be attached.
- (i) DD of EMD
- (j) Duly filled Proforma of Annexure-IV & V

10. **Mode of Submission and last date for submission**

Tender in a sealed envelope should be addressed to the **Additional Director (Printing), Lok Sabha Secretariat, Room No.303, Parliament House Annexe, New Delhi**, and must reach on or before **15 December, 2014 by 1500 hrs.** Tenders may be delivered at Distribution Branch of the Lok Sabha Secretariat, New Delhi-110001. If delivered by post, Lok Sabha Secretariat shall not be responsible for loss or delay in transit. **Technical Bid will be opened at 1600 hrs.** on the above mentioned date in the Room No.302, PHA, New Delhi. Bidders/Authorised Representative of the Bidders are allowed to be present during the opening of Tender.

11. **Rejection of incomplete and conditional tenders**

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

12. **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.

13. **Non-transferability**

This tender is non-transferable.

14. **Extension of last date at the Discretion of LSS**

Lok Sabha Secretariat, New Delhi, may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders. In case of government holidays/saturdays/sundays, the tenders will be opened on next working day.

15. **Termination of Contract**

LSS reserves the right to terminate the contract at any time without assigning any reason.

16. **Relaxation to Empanelled Printers of Prestigious Publications of Lok Sabha.**

The empanelled printers are exempted from above-mentioned terms & conditions for technical bid.

**TERMS & CONDITIONS
FOR THE PRINTING OF PARLIAMENT OF INDIA :
THE FIFTEENTH LOK SABHA, 2009-14 : A STUDY (EV & HV)**

Rates/ Prices

1. The rates should be quoted in Indian Rupees in words as well as in figures.
2. Prices should be quoted F.O.R. Destination (Free delivery at LSS)

Penalty

3. 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 Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
4. In the event of failure on the part of Bidder/Firm/Printer, the LSS may get the work completed from another Printer and the bidder will have to reimburse the extra expenditure incurred by the Secretariat.

Settlement of disputes

5. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Secretary-General, Lok Sabha 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

6. The LSS reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
7. The LSS reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

Execution of Job

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

Process of Printing

9. Multi-colour Offset printing by CTP Plate making.

Delivery

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

Mode of Payment

11. Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of the Lok Sabha Secretariat (LSS). No interest will be payable on the delayed payments. Payment will be made direct to the Printer through **A/c payee cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

Change in quantity

12. Approximate quantity only of the required item is given in the tender notice. The quantity is likely to be +/- 10 % of the given figure.

Agreement

13. The bidder who is awarded the contract will be required to sign **Proforma Rate Contract Agreement** with the Lok Sabha Secretariat (LSS) as per the specimen (*Annexure II*).

General /others

14. The bidder will be bound by the details furnished by him / her to LSS, 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.**
15. 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.
16. Sample of dummy is to be attached as per detail given in Annexure-III.
17. PDF/Open (MS Word) file of the publication alongwith high resolution photographs used in the publication have to be provided.

**PRINTING OF PUBLICATION PARLIAMENT OF INDIA :
THE FIFTEENTH LOK SABHA, 2009-14 :
A STUDY (EV & HV)**

DECLARATION

To

The Additional Director (Ptg.),
Lok Sabha Secretariat,
Room No. 303,
Parliament House Annexe,
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.

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

3. 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 Additional Director (Ptg.), Room No. 303, Parliament House Annexe, Lok Sabha Secretariat, 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 Firm

Date:

**PROFORMA RATE CONTRACT AGREEMENT
PRINTING OF PARLIAMENT OF INDIA :
THE FIFTEENTH LOK SABHA, 2009-14 : A STUDY (EV & HV)**

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 _____, 2014 between M/s. _____ herein referred to as the Printer under the name and style of M/s. _____ of the one part.

Lok Sabha Secretariat (LSS), acting through the **Additional Director (Ptg.)**, herein after referred to as the other part whereas the said contractor has agreed with the **Lok Sabha Secretariat** 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:

01. 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.
02. The printing of publication which are not in conformity with the requirements/specifications are liable to be rejected.
03. This contract shall be effective from _____ to _____.
The Tender is valid for **One time** from the date of signing of the agreement. The quantities shown in the tender with +/- 10% variation will be procured by placing purchase order.
04. The Printer shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Secretariat. 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 Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
05. 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. **Additional Director (Ptg.) in charge of the Printing Section** on behalf of the

Lok Sabha Secretariat 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.

06. The Performance Security Deposit (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.
07. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Secretary-General, Lok Sabha 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.
08. The Security Deposit is to be forfeited to the Lok Sabha Secretariat without any prejudice to any other rights and remedies of Lok Sabha Secretariat in case the printer fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.
09. LSS reserves the right to terminate the contract at any time without assigning any reason.
10. That the tender schedule and terms & conditions shall also form part of the agreement.
11. 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 Lok Sabha Secretariat 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
Company/Firm

Signature of the authorized official of the LSS

Signature:

Signature:

Name :

Name :

Address :

Address :

**SPECIFICATIONS FOR THE PRINTING OF PARLIAMENT OF INDIA :
THE FIFTEENTH LOK SABHA, 2009-14 :
A STUDY (EV & HV)**

Following are the specifications for the printing of Publication:

- | | | |
|---|---|--|
| (i) Name of the Publication | : | Parliament of India : The 15 th Lok Sabha (2009-14) — A Study (EV & HV) |
| (ii) No. of copies | : | 450 copies (EV)

250 copies (HV) |
| (iii) Size of the book | : | A-4 |
| (iv) No. of Mss. pages | : | 800 single side typed pages approx. |
| (v) Type Setting | : | Soft copy of (EV only) text matter will be supplied by Secretariat and type setting will be according to sample. |
| (vi) Photographs | : | 140 photographs approx. (Photographs will be provided by Secretariat) |
| (vii) Graphs | : | 16 Graphs |
| (viii) Paper for text, graphs & photographs | : | 100 GSM Matt Finish Indian Art Paper |
| (ix) Jacket | : | 170 GSM Imported Art paper (Multi-colour printing with lamination) |
| (x) Process of Printing | : | Single colour offset printing of text and multi-colour offset printing of graphs & photographs in cluster (photographs will be placed together in middle & beginning of book) by CTP Plates. |
| (xi) Binding | : | Hard Bound 3mm Imported Board to be used with self-pasted cover with Jacket |
| (xii) DVD | : | DVD of the publication to be attached with each book |

Specimen of the publication may be examined in Printing Section, Room No.303, Parliament House Annexe. After examining/seen the approved sample, the dummy sample to be furnished alongwith quotation documents.

- | | |
|---------------------------------|---|
| 2. Proof Reading | First Proof Reading of the Text is to be done by the Secretariat. Revised proof/ferro proof to be furnished until final approval of competent authority. Final Proofs are to be thoroughly checked by the Printer himself to ensure that all corrections, alterations, additions and deletions, etc. are carried out. Supply of Proofs/Revised Proofs/Ferro Proofs is subject to requirements. Final printing must be error free in all respects. |
| 3. Time Schedule | Proofs/Revised proof are to be submitted as and when required. The Printer has to make arrangements for collecting manuscripts and proofs from the Secretariat immediately during office hours or on odd hours and on holidays as and when called for. |
| 4. Delivery of printed material | The publication is to be supplied in packing to the Distribution Branch/General Store, Lok Sabha Secretariat, Parliament House Annexe, New Delhi alongwith properly arranged Author Proofs and DVD. of the publication. |
| 5. Validity of Tender | One time |

The sample of the publication is available in the Room No. 303, Printing Section of Lok Sabha Secretariat. **Quotations may be submitted after examining the sample of Publication.** Manuscript of publication will be supplied by the Secretariat in English and Hindi.

**FORM OF QUOTATION
PARLIAMENT OF INDIA : THE FIFTEENTH LOK SABHA, 2009-14 :
A STUDY (Hindi & English Version)**

1. Type Setting, Processing, CTP Plate making
And single colour offset printing of text
(Rate per page) Rs. _____
2. Cost of paper (per page per 100 copies) Rs. _____
3. Photographs scanning charges
(Rate per photo) Rs. _____
4. Cost of printing of colour photographs
and graphs (Rate per page) Rs. _____
5. Cost of preparation and designing of
Colour graphs, if required
(Rate per graph) Rs. _____
6. Cost of multi-colour printing of Laminated Jacket
(Rate per Jacket) Rs. _____
7. Hard Board with 3mm Imported
Board to be used in Binding (Rate per Cover) Rs. _____
8. Cost of DVD (Rate per DVD) Rs. _____

Dated :

(Signature of Tenderer with seal of the Firm)

The rates should be all inclusive and quoted in Indian Rupees (in words as well as in figures) only. VAT as admissible.

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

PROFORMA FOR THE CHECK-LIST

Name & Address of Firm/Company _____

Tel. No:

- | | |
|---|---|
| 1. DD/Pay Order No.; amount & date of EMD | DD/Pay Order No.
Bank
Amount Rs. Dated..... |
| 2. Registration
Certificate from Govt. Deptt. | No. & Date
Issuing Authority |
| 3. CST/VAT/TIN Registration No.; and

Enclose copy of VAT deposit slip for
the financial year 2013-14; | No. & Date

Yes.....
No..... |
| 4. PAN/GIR Card No. | No. & Date |
| 5. Income Tax Returns
(last 3 financial years) | 2011-12 _____
2012-13 _____
2013-14 _____ |
| 6. Audited Balance Sheets indicating turn
over for last 3 financial years | 2011-12 _____
2012-13 _____
2013-14 _____ |
| 7. Proof of 3 years experience
in printing work with Govt./
Deptt./PSU's etc. | Yes.....
No..... |
| 8. Declaration for not blacklisted by the
Govt. Deptt./PSUs. Etc. | Yes.....
No..... |
| 9. Attach dummy of publication | 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 Authorised Signatory & Seal of the Firm