

DELHI DEVELOPMENT AUTHORITY  
PRINTING PRESS

No. F5(3)2020/PP

Dated : 23.11.2020

NOTICE INVITING TENDER WITH TERMS & CONDITIONS AND SCHEDULE FOR  
PRINTING AND SUPPLY OF **VARIOUS TYPES OF STATIONERY**

Rates are invited from reputed printers/agencies (MSME preferable) through a two bid system (i.e. technical and financial) for printing and preparation of different printed stationery with paper and other allied materials to be provided/supplied by DDA. The printed stationery have to be printed as per the quantity indicated below. The detailed specifications of the job are as under:

Name of job and short description	Detailed Specification of registers i.e. size, colour scheme etc.
1) Official slip book containing 100 sheets in size 21.5 cm x 13 cm (finish size) with DDA's logo and ruling with cover printed in four colours and Hard Board backing, format to be provided by DDA.	Slip Book as prescribed in column No. 1 to be printed in blue and white using Coloured paper (45 - 50 GSM) and binding has to be done using hard board with outer backing of Hard Board and canvas cloth on top as per sample The paper and material will be provided by DDA.  i) Slip Book. 7250 Nos.
2). Register to be printed in size 8" x 13" (finished size) to be prepared with section sewing and hard binding, containing 20 Section/Juzz (of 10 sheets) format to be provided by Department.	Registers as prescribed in column No. 1 to be printed in black & white using White Printing Paper (58-60 GSM) and binding has to be done using hard board with outer backing of canvas cloth and double backing (astar) has to be pasted as per sample. The paper and material, except binding cloth, will be provided by DDA. The binding cloth of superior quality (Jhandewala quality type) will have to be used by the Agency for fixing of double aster and inner backing.  Diary Register - 760 Nos.
3). Register to be printed in A/4 size (finished size) to be prepared with section sewing and hard binding, containing 10 Section/Juzz (of 10 sheets) format to be provided by DDA.	Registers as prescribed in column No. 3 to be printed in black & white using White Printing Paper (58-60 GSM) and binding has to be done using hard board with outer backing of canvas cloth and double backing (astar) has to be pasted as per sample. The paper and material, except binding cloth, will be provided by DDA. The binding cloth of superior quality (Jhandewala quality type) will have to be used by the Agency for fixing of double aster and inner backing.  Transit Registers - 750 Nos.

## 1. Instructions to bidders:

## General

a) The interested service provider/printers have to submit the Tender in the Tender Box as per required packet/cover contents in two separate envelopes subscribing 'Technical Bid' and 'Financial Bid'. Both these envelopes will have to be attached alongwith super subscribing "Tender for Preparation of Registers".

b) The bidders may download the Tender documents and Terms and Conditions from the DDA's website i.e. [www.dda.org.in](http://www.dda.org.in).

c) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.

d) It shall be the responsibility of the successful tenderer to deliver the Folders at DDA premises by stipulated date/time of work order and no extra cartage for loading & unloading will be paid.

e) The bidders should have at least one dedicated landline telephone connection and one mobile for contact. The details of the same may be furnished in the bid.

2. Tenure of Contract: The contract shall be for a period of two months from the date of letter of awarding the contract.
3. Bid Validity: The bid must be valid for a minimum period of ninety days from the date of opening of Financial bid.
4. Delivery of 1<sup>st</sup> lot consisting of at least 25% of each item, are to be given to Nazarat store of DDA in one lot within 12 days from date of placing of award letter and remaining material should be supplied within the stipulated period.
5. Eligibility Criteria for qualifying the Technical Bids:
  - a) Bidders should have completed two major work orders satisfactorily, valuing at least Rs. 1/- lac each during the Financial Year 2016-17, 2017-18, 2018-19 and 2019-20, awarded to them by the Government Departments, PSUs and reputed Business Organizations as on date.
  - b) Bidders are required to have PAN Card in r/o firm, GST Registration Certificate allotted by concerned authorities.
  - c) Bidders should not have been black listed by any Ministry/Department/Organization.
  - d) The sample of cloth to be fixed in Registers will have to be furnished with Tender which should be as per DDA's sample.
  - e) Cover letter from Company that it accepts all the Terms & Conditions of tender documents shall be attached alongwith certificate on I above .
6. Earnest Money Deposit (EMD):
  - a) Each quotation must be accompanied by Earnest Money Deposit (exempted for MSME units) which shall be in the form of Demand Draft/Pay Order in the name of DDA payable at 'New Delhi'. Quotations received without EMD are liable to be rejected and no exemption will be granted except for MSME units.
  - b) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
  - c) The Earnest Money of all the unsuccessful tenderers will be returned as early as possible after award of contract letter. No interest will be payable by the Department on the Earnest Money Deposit. Earnest Money of successful bidder shall be returned after furnishing of security.
7. Bid submission:
  - a) Bidders may inspect the samples of Registers before bidding or quoting rates on any working day between 02.00 PM to 05.00 PM.
  - b) The 'Technical Bid' shall be opened on the scheduled date and time i.e. 03.12.2020 at 03.30 P.M. by the Committee in the presence of Tenderers, who may like to be present. The 'Technical Bid' should contain the following:
    - i) Samples of binding cloth which will be used by the agency for fixing in the back and astar.
    - ii) Bidders should have completed two major work orders satisfactorily, valuing at least Rs. 1/- lac each during the Financial Year 2016-17, 2017-18, 2018-19 and 2019-20, awarded to them by the Government Departments, PSUs and reputed Business Organizations as on date.
    - iii) Bidders are required to submit PAN Card in r/o firm, GST Registration Certificate allotted by concerned authorities.
    - iv) Bidders are required submit a Declaration on letter head stating that the bidders has not been black listed by any Ministry/ Govt. Department/Organization.

v) Bidders are required to submit the EMD of Rs. 7,000/- (exempted for MSME units) which should be in the form of Pay Order/Bank Draft, issued by any commercial bank in favour of 'DDA' payable at New Delhi.

vi) The Earnest Money Deposit should be submitted alongwith the Technical bid, in the Tender Box kept outside the office of Director (Nazarat) i.e. Room No. B-18, Ground Floor, 'B' Block, DDA, Vikas Sadan, INA, New Delhi – 110023 upto 03.12.2020 till 03.00 P.M., without which the quotations will be considered invalid and be summarily rejected.

c) The rates quoted must be inclusive of freight, transportation, packing, forwarding, handling etc. but excluding of GST which shall be paid by the Department on applicable rates as per format given below:

Name of job and short description	Detailed Specification of Registers i.e. size etc. & (approx) quantity	Amount quoted. Inclusive cost of composing, processing and printing & finishing cartage including GST etc. for complete work.	
		In figures (Rs.)	In words
1) Official slip book containing 100 sheets in size 21.5 cm x 13 cm with DDA's logo and ruling with cover printed in four colours and Hard Board backing, format to be provided by DDA.	Slip Book as prescribed in column No. 1 to be printed in blue and white using Coloured paper (45 – 50 GSM) and binding has to be done using hard board with outer backing of Hard Board and canvas cloth on top as per sample The paper and material will be provided by DDA.  i) Slip Book. 7250 Nos.		
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d) All entries in the tender form should be legible and filled clearly. No correction either in the Technical Bid or Financial Bid is permitted. The Financial Bid for the complete lot (item wise) has to be submitted in the letter head as per the above format of the Tender Notice. The lowest firm will be decided on the basis of rate quoted for each item. In no case there should be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma mentioned for the purpose will be rejected summarily.

e) It may specifically mentioned that the bid should be strictly as per terms and conditions of the tender.

8. Bid evaluation & award of work :

a) Duly constituted committee shall first open and evaluate Technical Bids. Financial Bids of only those bidders shall be opened who are technically qualified as per terms and conditions of tender. Intimation to this effect shall be separately sent to the bidders whose bids are found technically acceptable. The lowest quoted bidders(s) shall be awarded the work.

b) The Department reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever

9. Security :

The successful bidder shall require to submit a Security Deposit of Rs. 25,000/- (Twenty five thousands) for item No 1, Rs. 45,000/- (Forty five thousand) for item no 2 and Rs. 25,000/- (Twenty five thousands) for item No. 3, within a week of issue of Acceptance of bid letter by the Department as security of material to be issued by Press Manager. The Security Deposit may be in the form of Demand Draft/Pay Order/Bank Guarantee. In case, the printer fails to provide satisfactory services during the term of contract, the Security Deposit submitted by the firm will be forfeited without prejudice to other remedies. No interest will be payable on the Security Deposit. Security Deposit should be valid for a period of 2 months from the date of acceptance of award.

10. Termination/cancellation of Contract:

a) The quality of printing should be of good standard and as per requirement. In case it is found that the services are not upto the mark and ordered specification, it would be open to the Department to terminate the Agreement and forfeit the Security and black list the firm.

b) If after award of the contract, the successful bidder (L-1) fails to provide required printed/stationery items, the contract will be liable to be cancelled. EMD and security will be forfeited and other consequential actions such as blacklisting of the firm etc. will be taken.

c) If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit as the case may be, will be forfeited and no excuse what-so-ever will be entertained therefore.

11. Payment: Payment will be made through ECS to the firm only on satisfactory execution of the work as well as receipt of pre-receipted bill in triplicate. In case, any item is found to be not as per ordered specification or does not meet the requirement or found to be of substandard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.

If the printer/agency fails to deliver any or all of the goods within the period specified in the purchase order, the Department shall without prejudice to its other remedies, deduct as liquidated damage 5% on the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 25% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the printer/party. Department shall be at liberty to terminate the agreement, cancel the order and may also forfeit the Security Deposit, in case, printer/vendor fails to deliver the finished items within the stipulated delivery period.

12. Arbitration:

If any dispute arises between the Parties hereto during the subsistence or thereafter, in any connection with the validity, interpretation, implementation or alleged material thereof any provision of Contract by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such disputes amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts, which attempt shall continue for not less than 30 (thirty) days, give 15 days notice thereof to the other Party in writing.

The dispute shall be referred for adjudication through arbitration by a sole arbitrator who shall be technical person having the knowledge and experience of the trade, (to be appointed by the consent of both the parties). In case both the parties does not do not agree to appoint a sole arbitrator then in that case Secretary, DDA will appoint an Arbitrator under the provision of Arbitration and Conciliation (Amended) Act, 1996 w.r.t. appointment of Arbitrator shall apply and would be binding on both the parties. The parties hereto agree that the seat and place of adjudication by the Arbitrator shall be Delhi/New Delhi only.

It is also a term of this contract that if the contractor does not make any demand for appointment of arbitrator in respect of any claims in writing, as aforesaid within 90 days of receiving intimation from the Officer in Charge that the final bill is ready for the payment, the claim of the contractor, shall be deemed to have waived.

The arbitration proceedings shall be governed by the Arbitration and Conciliation Act., 2015 (No. 3/20160 effective from 23.10.2015 (an Act to amend the Arbitration and Conciliation Act, 1996) and/or any statutory modifications or enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is also a term of this contract that if any fees are payable to the arbitrator, these shall be equally paid by both the parties. Further "Where the arbitral award is for the payment of money no interest shall be payable on whole or any part of the money for any period till the date on which the award is made".

13. In the event of any dispute or disagreement under or in relation to this agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on the mutual consent, then Department will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 will apply. The Arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to Arbitration under the Indian Arbitration and Conciliation Act, 1996 or of any modifications or reenactment there of including the rules framed there under.
14. Force Majeure: Notwithstanding the provision of the Clause 9, the firm shall not be liable for forfeiture of its security, liquidated damages or termination for breach, if and to the extent that, it's delay in performance or other failure to perform in its obligation under the agreement is the result of an even of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the firm and not involving the firm's fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of the 'Department' either in its sovereign or contractual capacity wars or revolutions, fire, floods, epidemics, quarantine restrictions and freight embargoes. If the Force Majeure situation arises, the firm shall promptly notify the Department in writing, the firm shall continue to perform its obligation under the agreement as far as reasonable practical, and shall seek all reasonable alternate means for performance not prevented by the Force Majeure event.
15. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.

Sd/ x x x  
Dy. Director (Nazarat)

Accepted

Tenderer's signature with stamp