

F. No. P.29/1/2022/NSS/DTE/1312
Government of India
Ministry of Youth Affairs & Sports
DIRECTORATE OF NSS
Ground Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg, New Delhi-110001

Dated : 05.12.2022

Tender Notice

Sub: Quotation for Printing of Backdrop, Banners, Certificate, Diary, Directory etc. during Republic Day Parade Camp, 2023

Directorate of NSS, Ministry of Youth Affairs & Sports, Government of India is organizing NSS Republic Day Parade Camp, 2023 from 1 – 31 January, 2023 at New Delhi. In this camp, 200 NSS Volunteers (100 Boys and 100 Girls), 15 Programme Officers and 15 Officials will be participating. It is proposed to prepared for Republic Day Parade Camp, 2023 backdrop & banners, signage, certificate, diary, directory, standee, Lapel Card printed for Republic Day Parade Camp, 2023

2. Quotations are invited from the interested firms for the above job indicating their rates for printing including materials on following terms & conditions :-

Terms & Conditions :-

- (i) The firms should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government/autonomous body supported by proper documents.
- (ii) Please bear in mind while quoting their rates that they have to quote an all inclusive rate which should include all cover printing, layout, composing, setting, processing, binding, gloss lamination of over pages, packing and delivery in Directorate of NSS.
- (iii) The firm should send samples of the articles as listed i.e. lapel card, NSS Diary, NSS Directory, Certificate etc.
- (iv) Any change in quality may result in forfeiture of the payment along with earnest money and blacklisting the firm. Directorate of NSS will not be responsible for any loss/damage to the firm due to it. Decision of Directorate in this regard will be final & binding.
- (v) Soft copy of the material of Citation booklet will be provided by this office. You are advised to see/obtain a sample copy of previous citation booklets for your reference.
- (vi) The complete work should be perfect to the requirement and satisfaction of this office. Quality should be maintained.
- (vii) Tender contract would be awarded to that firm, whose sample is passed by the Committee and has the lowest financial bid.

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नई दिल्ली-110001



- (viii) Tenders incomplete in any respect are liable to be rejected without assigning any reason thereof. This office reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be no obligation on the part of this office to inform the unsuccessful tenderer of the outcome of the tender process.
- (ix) Tender document for technical bid should not be exceeded from maximum limit of total pages (20 pages).
- (x) **Item wise rates will not be considered separately. The party quoting lowest rates in Grand Total will be awarded the contract.**

3. The quotation should be submitted in two parts :-

- (i) **First part** should be submitted for **Technical Bid (as per Annexure-I)** and it should contain all technical details such as EMD, copy of Income tax return filed (A.Y. 2022-23), experience certificate/document, GST Registration certificate etc. duly signed by the authorized person of firm/vendors/bidders. Sample of articles should be submitted in the office.
- (ii) **Second part** should be submitted for **Financial Bid (as per Annexure-II)**. Rates should be quoted without tax.

4. Technical Bid :-

- (i) Bid Security (EMD) :-

S. No.	Contract Period of the Camp	Expected Volume of contract	EMD @ 5% of Estimated Value of the goods to be procured
1	1-31 January, 2023	Rs. 3,00,000	Rs. 15,000

- (ii) EMD of Rs. 15,000 in the form of an account payee demand draft in favour of **"Accounts Officer, PAO (Sports)"**, fixed deposit receipt or banker's cheque issued by any nationalized bank payable at Delhi valid for a period of 45 days beyond the contract period i.e. upto 17.03.2023. Name and address should be written on the reverse side of the DD/Bankers cheque. DD/Bankers Cheque should be kept in the separate envelop attached with technical bid.
- (iii) EMD will be refunded to the unsuccessful tender within 15 days from the date of issue of work order to the successful tenderer and no interest would be paid thereon. The vendors shall send a request letter in the office for returns of EMD.
- (iv) EMD of the successful tenderer will be released only after completion of the camp and no interest will be paid for EMD.
- (v) Documents for Technical Bid :-
- Earnest Money Deposit (EMD)
 - Self-attested copy of the PAN card
 - Income Tax Return filed for the last assessment year (i.e. A.Y 2022-23)
 - Experience Certificate/document (Please mentioned the no. of years)
 - Goods and Service Tax Registration Certificate
 - Articles as sample

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5. Financial Bid :-

- (i) Financial Bids of only those contractors will be opened, who are found eligible in Technical Bid, on the same day in the presence of bidders or their representative.
 - (ii) The date will be finalized by the Committee for opening of financial bids after evaluation of Technical bid/quality basis.
6. The last date of submission of the tender is 16.12.2022 at 2.00 PM. Technical bids will be opened on the same day at 3.00 PM or any subsequent day/time in the presence of bidders or their representative. Those who do not fulfil the conditions, quotation will be rejected at any time.
7. If the work of the contractor is found unsatisfactory, contract can be terminated by this office at any time without assigning any reason/notice. In this respect, the decision of this office shall be final and binding.

Encl: as above


(Dr. Kamal Kumar Kar)
Assistant Programme Adviser
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Annexure – I**REPUBLIC DAY PARADE CAMP, 2023
TECHNICAL BID FOR PRINTING**

Sl. No.	Particulars	
1	Name of Firm/vendors	
2	Address	
3	Contact No.	(O) : (M) :
4	E-mail Address	
5	PAN No.	
6	Service Tax/GST No.	
7	TAN/TIN No. (if any)	
8	Enclosures (Technical Details)	EMD Yes/No
		Experience Yes/No
		Sample (paper) Yes/No
		PAN Card Yes/No
		I. Tax Return filed A.Y. 2022-23 Yes/No

(Signature of the Authorized Person)**(Seal)**

**REPUBLIC DAY PARADE CAMP, 2023
RATES FOR PRINTING**

To

Director
Directorate of NSS
Ground Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg, New Delhi-110001

Sir,

In response to your letter No. F. No. P.29/1/2022/NSS/DTE/ dated calling sealed quotations for Printing services during NSS Republic Day Parade Camp, 2023, we quote our rates as under :-

Particulars	Total No. or actual	Rate (in Rs.)	Tax (if any)
Backdrop (size 20'x 10') for stage	2		
Banner with frame (size 8'x 4')	5		
Standee (size 6'x3')	6		
Podium (size 4'x2')	1		
Pen (Gel Pen) with printed matter	300		
Photo Identity Card (size 4' x 5.5') Multicolour, laminated with photo and printed multicolour lanyard	300		
NSS Diary (size 8" x 6") (140gsm – cover page) (inner page – normal) (approx. 80 page)	300		
NSS Directory (approx. 80 pages) – 300gsm – cover page and 140 GSM inner page) (four colour glossy)	250		
Certificate (size 10" x 14") printing with Logo (hard paper) – 350 gsm (Multicolour)	250		
Total			

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of the Authorized Person)

(Seal)