

**DIRECTORATE GENERAL OF TAXPAYER SERVICES
CUSTOMS & CENTRAL EXCISE
C.R. BUILDING, I.P. ESTATE, NEW DELHI-110109
TENDER NOTICE FOR PUBLISHING OF GST FLIERS AND BROCHURES**

Sealed bids are invited under two-packet system i.e. technical bid and financial bid for publishing of **GST FLIERS (four-fold, three-fold and two-fold) and GST BROCHURES (16 Pages and 12 pages)**. The bids shall be submitted in two separate sealed envelopes which shall be superscribed as Technical Bid and Financial Bid and both bids shall be placed in a bigger envelope marked as bids for **PUBLISHING OF GST FLIERS and BROCHURES** which shall also be sealed. The work is most urgent and of time-bound nature. The bidders should be Government approved 'A' Class/ 'B' Class printers registered with Directorate of Printing, Ministry of Urban Development/ 'A' category, 'B' category printers registered with DAVP, Ministry of Information and Broadcasting. The bidders should submit documentary proof in this regard, which shall be submitted in sealed envelope as part of the "Technical Bid". The bidders should also submit documentary proof of having completed similar time bound bulk job in the last 2 years, which again should also be submitted in sealed envelope as part of the "Technical Bid". The printed books have to be delivered at Directorate General of Taxpayer services, Customs and Central Excise, Despatch Section Room No. G-57 Ground Floor C.R. Building, I.P. Estate NewDelhi-110109. The description of the job is as under:-

A. Brochure on GST related topics (English/ Hindi, 16 pages)

i.	Name of Publications	Brochure on GST related topics (The job inclusive of Page setting, Printing, Cutting & Delivery etc.)
ii.	Language	English/ Hindi
iii.	Approx. Trimmed size	Brochure -- 4"x 8.25"size
iv.	No. of Topics	Upto 4 in number
v.	Number of Copies	70,000 copies per topic
vi.	Number of Pages	16 pages
vii.	Number of Color	4 color
viii.	Paper	49 GSM pink colour paper(To be supplied by the department)
ix.	Binding	Central Staple
x.	Proof and Delivery	Proof Within 24 hours of award of Job Delivery within 72 hours of approval of proof

B. Brochure on GST related topic (English/ Hindi, 12 pages)

i.	Name of Publications	Brochure on GST related topics (The job inclusive of Page setting, Printing, Cutting & Delivery etc.)
ii.	Language	English/ Hindi
iii.	Approx. Trimmed size	Brochure -- 4"x 8.25"size
iv.	No. of Topics	Upto 4 in number
v.	Number of Copies	70,000 copies per topic
vi.	Number of Pages	12 pages
vii.	Number of Color	4 color
viii.	Paper	49 GSM pink colour paper (To be supplied by the department)
ix.	Binding	Central Staple
x.	Proof and Delivery	Proof Within 24 hours of award of Job

Delivery within 72 hours of approval of proof

C. Four-fold Fliers on GST related topics

i.	Name of Publication	Fliers on GST related topics (The job inclusive of Page setting, Printing, Cutting & Delivery etc.)
ii.	Language	English/ Hindi
iii.	Approx. trimmed size	4"x8.25"(four fold) (open size 16"x8.25")
iv.	No. of Topics	Upto 35 in number
v.	Number of copies	70,000 copies per topic
vi.	Number of Colors	Four Colour
vii.	Paper & Card to be used	49 GSM pink colour paper (To be supplied by the department)
viii.	Delivery	Proof within 24 hours of job order and delivery within 72 hours of approval of proof

D. Three-fold Fliers on GST related topics

i.	Name of Publication	Fliers on GST related topics (The job inclusive of Page setting, Printing, Cutting & Delivery etc.)
ii.	Language	English/ Hindi
iii.	Approx. trimmed size	4"x8.25"(three fold) (open size 12"x8.25")
iv.	No. of Topics	Upto 10 in number
v.	Number of copies	70,000 copies per topic
vi.	Number of Colors	Four Colour
vii.	Paper & Card to be used	49 GSM pink colour paper.(To be supplied by the department)
viii.	Delivery	Proof within 24 hours of job order and delivery within 72 hours of approval of proof approval of proof

E. Two-fold Fliers on GST related topics

i.	Name of Publication	Fliers on GST related topics (The job inclusive of Page setting, Printing, Cutting & Delivery etc.)
ii.	Language	English/ Hindi
iii.	Approx. trimmed size	4"x8.25"(two fold) (open size 8"x8.25")
iv.	No. of Topics	Upto 5 in number
v.	Number of copies	70,000 copies per topic
vi.	Number of Colors	Four Colour
vii.	Paper & Card to be used	49 GSM pink colour paper (To be supplied by the department)
viii.	Delivery	Proof within 24 hours of job order and delivery within 72 hours of approval of proof approval of proof

1. The number of copies of brochure and fliers may increase or decrease and the payment shall be made, accordingly, on pro-rata basis.

2. The no. of topics indicated against each item at Serial Numbers A to E above are indicative only. The actual number will be decided by the department depending upon requirement from time to time.

3. Soft copy of text for composing will be provided. The time schedule is to be strictly adhered to. Printers must ensure that booklets are delivered within the time limit specified by department. Art work for printing will be provided by department.

4. Minor designing work will be done by the printer itself for which no extra payments will be paid by the department.

5. Pink paper will be provided by the department. The wastage permitted will be only actual subject to a maximum of 20% in all. Each single kilogram of wastage shall be returned to the department by the bidder. Further actual quantum of wastage shall be verified by the department by sending their officials from time to time.

6. Pink paper to be supplied by department is about 12 years old. The bidders may inspect the paper before submitting their bids. Our officers shall remain present at CWC godown, Kirti Nagar from 10/10/2017 to 13/10/2017, between 10 AM and 2 PM to facilitate inspection of paper.

7. There shall be a Pre- Bid conference on 16/10/2017 at 12.00 PM. All terms and conditions in respect of tender will be explained to prospective bidders. Prospective bidders are advised to attend the conference.

8. All bidders are required to submit bank draft of Rs. 2,50,000/- in favour of D.D.O., DPPR, New Delhi with their bid as earnest money. The same shall be adjusted against performance security in respect of successful bidder and in respect of unsuccessful bidder it shall be returned to them forthwith. Successful bidder will have to deposit 10 % of the bid amount as performance security. Bidders, who are registered with NSIC and thus exempt from deposition of Earnest money, are also liable to deposit performance security.

9. Technical bid should contain Details of Organization/ Firm, Details of Proprietors/Directors/Partners, Address Proof of Organization/ Firm, GST Registration certificate, evidence of being class 'A' or 'B' printer / category 'A' or 'B' printer, evidence of similar printing works undertaken earlier, Permanent Account Number, Copy of Income Tax return certificate, EMD or NSIC Certificate Copy, Previous Performance/Job orders. The financial bids shall be opened only in respect of those bidders who are found to be technically competent.

10. Successful Bidders will give their requirements for 49 GSM pink paper for printing of 70,000 copies of each publication on award of job. Usage of total paper quantity will be verified by department before making payment to the bidder.

11. Technical and Financial bids may be submitted on the firm's letterhead in sealed covers separately so as to reach this office by name to: The Assistant Commissioner (Admn.), Directorate General of Taxpayer Services, Customs & Central Excise, Room No. 169A, C.R. Building, I.P. Estate, New Delhi-110109, latest by 12.00 Noon. on 30.10.2017. The sealed cover

should be superscribed with “Technical Bid- **PUBLISHING OF GST FLIERS and BROCHURES**” and “financial Bid – **PUBLISHING OF GST FLIERS and BROCHURES**” respectively. Both the above sealed cover and containing technical bid and financial bid should be kept in bigger envelope superscribed with “**PUBLISHING OF GST FLIERS and BROCHURES**”. The technical Bids shall be opened on 31/10/2017 at 12.00 Noon. Bidders are welcome to attend opening of technical bids. The financial bids shall be opened only in respect of those bidders who are found to be technically qualified on 01/11/2017 at 12.00 Noon. **Bids received after the stipulated time on the last date of submission will not be accepted.**

12. Bidders are required to submit their quotations **inclusive of all taxes, including GST**. The quotations must be submitted in the following format.

S.No.	Name of Publication	No. of Topics	Unit Price for each Brochure / Flier (Excluding Taxes)	GST payable on Unit Price for each Brochure / Flier	Unit Price for each Brochure / Flier, Inclusive of all taxes, including GST
(1)	(2)	(3)	(4)	(5)	(6)
A.	<u>Brochure (16 pages)</u>	Upto 4			
B.	<u>Brochure (12 pages)</u>	Upto 4			
C.	<u>Four-fold Fliers</u>	Upto 35			
D.	<u>Three-fold Fliers</u>	Upto 10			
E	<u>Two-fold Fliers</u>	Upto 5			

NOTE:- (i) The number of topics indicated above is indicative only. The Department reserves the right to get published brochure/ fliers for lesser number of topics than indicated in column no. (3) or in the opening/ first para above.

(ii) The rates to be mentioned in column nos. (4), (5) and (6) above may be quoted for a single copy of brochure/ flier of any topic.

13. There can be separate or same L1 bidder for all or each category (i.e. serial numbers A to E in the first para) of publications depending upon evaluation of financial bid.. The job order will be awarded to L1 bidder in each of the categories. Job order will be issued to the L1 bidder after L1 bidder submits declaration, agreement, Bank Guarantee attached as Annexures- A, B, C to this tender. The order for publication would be released in installments depending on need of the department, and as indicated above for lesser number of topics.

14. Payment shall be given on satisfactory completion of job order.

15. The contract will remain valid for a period of six months from the date of issue of job order.

16. This Directorate reserves the right to reject any or all bids without assigning any reason for the same.

Sd/-

Assistant Commissioner (Admn.)

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____
_____ Proprietor/Director/authorized signatory of the
agency/Firm M/s _____(Name of the firm), am competent to
sign this declaration and execute this tender document.
2. I/We have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them.
3. I/We have read and examined the notice inviting tender and specifications indicated in
the tender documents, terms and conditions of Contract, clauses of contract, special
conditions & other documents and rules referred to in the conditions of contract and
all other contents in the tender document for the work.
4. I/We hereby declare that our firm is neither blacklisted by any Government
Department nor any criminal case is registered against the firm anywhere in India.
5. I/We hereby tender for the commencement and execution of the work specified for
the President of India within the time specified in specifications provided under tender
notice, and in accordance in all respects with the specifications and terms and
conditions provided in the tender notice.
6. We agree to keep the tender open for ninety days (90) days from the date of its
opening and not to make any modifications in its terms and conditions.
7. A sum of **Rs.** _____ /- has been deposited in cash/Receipt Treasury Challan/
Deposit at Call Receipt of a Scheduled Bank/ Fixed Deposit Receipt of a Scheduled
Bank/ Demand Draft of a Scheduled Bank/ bank guarantee issued by a scheduled bank
as earnest money. If I/We fail to furnish the prescribed performance guarantee within
prescribed period, I/we agree that the said President of India or his successors in office
shall without prejudice to any other right or remedy, be at liberty to forfeit the said
earnest money absolutely. Further, if I/we fail to commence and complete work as
specified, I/we agree that President of India or his successors in office shall without
prejudice to any other right or remedy available in law, be at liberty to forfeit the said
earnest money/performance security/guarantee absolutely, otherwise the said
earnest money shall be retained by the Department, along with balance amount of
performance security/guarantee submitted by us towards security deposit to, execute
all the work referred to in the tender documents upon the terms and conditions
contained or referred to therein. Further, I/we agree that in case of forfeiture of
earnest money or both earnest money & performance guarantee as aforesaid, I/We
shall be debarred for participation in the re-tendering process of the work.

Name, Designation & Seal of Tendering Firm

AGREEMENT

An agreement made thisday
BETWEEN.....

.....
(herein after called the contractor which expression shall include his legal representatives) of the one part and the President of India (hereinafter called the Government) of the other part and WHEREBY the contractor agrees to supply and install to the Directorate General of Taxpayer Services (hereinafter called) the publications at cost mentioned against them:-

S.No.	Name of Publication	Rate	Total Cost
A	<u>Brochure on GST related topics(16 pages)</u>	Rs./ copy	Rs. -(inclusive all tax)
B	<u>Brochure on GST related topics(12 pages)</u>	Rs. / copy	Rs. -(inclusive all tax)
C	<u>Four-fold Fliers on GST related topics</u>	Rs./ copy	Rs. -(inclusive all tax)
D	<u>Three-fold Fliers on GST related topics</u>	Rs./ copy	Rs. -(inclusive all tax)
E	<u>Two-fold Fliers on GST related topics</u>	Rs./ copy	Rs. -(inclusive all tax)

(the actual contents of the table above will depend upon the job order)
and on the terms and conditions hereinafter mentioned :-

1. That all booklets will be delivered at Directorate General of Taxpayer services, Customs Central Excise, Despatch Section Room No. G-57 Ground Floor C.R. Building, I.P. Estate NewDelhi-110109
by M/s.....
2. That all fliers, and brochure will be of good quality and of the specifications provided in the tender notice.
3. **That the inspection of the publications shall be carried out by the committee or any other authority/officer appointed by the competent authority and that the publications rejected must be removed by the Contractor within a week from the date of rejection. All publications not accepted shall lie at the risk of the contractor. If not removed within the period specified above the Directorate General of Taxpayer Services, Delhi shall have the right to dispose of such stores as it thinks fit at the risk of the Contractor and on his account or if it prefers to charge him rent for the space occupied by same.**
4. That the time of delivery stated above shall be of the essence of the contract and should the printer fail to deliver the whole/ any part of the books within the period specified tender notice , the Directorate General of Taxpayer Services, Delhi shall have the right to forfeit the deposit mentioned in **Para 8** of the Terms and Conditions of the of tender notice .

5. That the Committee or any other authority/officer appointed by the competent authority shall have full power to reject the whole or any part of the stores which to the true intent and meaning is not in exact accordance with the design and specifications mentioned in tender notice.

6. That the contractor will deposit a sum equal to 10 percent of the value of the contract as security/ performance guarantee for compliance with the terms and condition of this contract.

7. That the Contractor will be entirely responsible for the execution of this contract in all respect in accordance with the terms and conditions of this tender/contract and shall not assign or sublet the same.

8. Any defect noticed within fourteen (14) months from completion of job shall be rectified/ repaired by the bidder free of cost.

9. If the Contractor becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract, then notwithstanding any previous waiver of such default or action being taken under any other clause hereof the Directorate General of Taxpayer Services , Delhi may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the Contractor any loss suffered by the Government on account of the contract being terminated.

10. If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Directorate General of Taxpayer Services, New Delhi and if he is unable or unwilling to act as arbitrator to the arbitration, of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

In Witness whereof the parties have hereunto set their hands the day and year first above written.

Signed by the said contractor.....

In the presence of:-

1st Witness

Address

2nd Witness

Address

Signed by the said for and on behalf of the
President of India

In the Presence of:-

1st Witness

Address

2nd Witness

Address

Note:- The format of agreement is indicative only.

BANK GUARANTEE

In consideration of the President of India (hereinafter called “the Government”) having agreed to exempt..... (hereinafter called “the said contractor(s)”) from the demand, under the terms and conditions of an Agreement dated.....made between and..... for-----and printing and supply of 6000 copies of coffee table booklet (hereinafter called “the said Agreement”) of security deposit for the due fulfillment by the said contractors) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for..... (Rupees.....only).We(candidate the name of the bank)..... (hereinafter referred to as “the Bank”) at the request of.....Contractor(s) do hereby undertake to pay to the Government an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said contractors) of any of the terms or conditions contained in the said Agreement .

2. We (indicate the name of the Bank) do hereby to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said Contractor’s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability, under this Guarantee shall be restricted to an amount not exceeding..... .

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) supplier(s) in any suit or proceeding pending before any court or Tribunal relating thereto: our liability under this Guarantee being absolute and unequivocal. The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the contractors) shall have no claim against us for making such payment.

4. We,(indicate the name of the Bank)..... further, agree that the Guarantee herein contained shall remain in full force and effect during the period that

would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till Officer/ Department / Ministry of..... certifies that the terms and conditions of The said Agreement has been fully and properly carried out by the said contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made onus in writing on or before the We shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for anytime or from time to time any of the powers exercisable by the Government against the said contractors) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability be reason of any such variation, or extension being granted to the said Contractor or for any forbearance, actor commission on the part of the Government or any indulgency by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ Supplier(s).

7. We, (indicate the name of the Bank) lastly under take not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

Dated day of for
(Indicate the name of the Bank).

Note: - The format of bank guarantee is indicative only.