

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs) ::  
TIS HAZARI COURTS:: DELHI**

No. 56910-933 /Purchase Cell/16

Dated \_\_\_\_\_

24 DEC 2016

**LIMITED TENDER IN TWO BID SYSTEMS**

- To,
1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, New Delhi.
  2. The Manager, NCCF India Ltd., 92, Deepali Building, 6<sup>th</sup> Floor, Nehru Place, ND.
  3. The Manager, DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi.
  4. The Manager DCCW Store Limited, Karam Pura Road, Moti Nagar, New Delhi-15
  5. The Manager, Delhi State Consumer Co-operative Federation Ltd., E-579 Palam Extn. (Ramphal Chowk) Sector-7, Dwarka, New Delhi-110077
  6. The Manager, Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35.
  7. Notice Board:- At Tis Hazari, Patiala House, Karkardooma, Saket, Dwarka and Rohini Courts, for information to other Government stores/Emporium/General enderers.
  8. **District Court Website Committee, Tis Hazari Courts with the request to place the tender form on the website of District Court, Delhi and proof of uploading be also sent to this office.**
  9. M/s Sudhir Printers, 151, D.B. Gupta Market, Karol Bagh, New Delhi-110005
  10. M/s Abha Publicity, 163, D.B. Gupta Market, Karol Bagh, New Delhi-110005
  11. M/s Ravindra Offset Press, J-1, 1422 Moti Ram Road, Mansarovar Park, Shahdara, Delhi-32
  12. M/s Chauhan Art Press, 150, D.B. Gupta Market, Karol Bagh, New Delhi-110005
  13. M/s Unique Vision, 162, D.B. Gupta Market, Karol Bagh, New Delhi-110005.
  14. M/s India Offset Press, A-1, Maya Puri Indust. Area, Phase-1, New Delhi-110064.
  15. M/s D.R. Printers, D/52, Anand Parbat, Karol Bagh, New Delhi-110005.
  16. M/s Jaina Offset Printers, 1008, Tiraha Behram Khan, Darya Ganj, New Delhi-110002.
  17. M/s Vyapar Bharti Press, B-28/16, Lawrence Road Industrial Area, Delhi-110034.
  18. M/s Dolphin Printo-Graphics, 4E/7, First Floor, Pabla Building, Jhandewalan Extension, New Delhi-110055.
  19. M/s A.P. India, D-15/1, Okhla Industrial Area, Phase-1, New Delhi-110020.

Sub: **PRINTING OF TRAINING MANNUAL. 200 copies each of (i) TRAINING MANUAL FOR REFERRAL (ii) TRAINING MANUAL FOR REFERESHER COURSE (iii) TRAINING MANUAL FOR CAPSULE COURSE (iv) TRAINING MANUAL FOR AWARENESS PROGRAMME as per following SPECIFICATIONS :-**

SN	Name of Item	Quantity	Specifications
1	Printing of Training Manual	200 copies of each manual	<ul style="list-style-type: none"> <li>▶ <b>QUALITY OF PAPER &amp; ITS GSM:</b> Cover Page 300 GSM Art Card, Text page 90 GSM</li> <li>▶ <b>SIZE OF PAPER/TRAINING MANUAL:</b> 11.25" x 8.5"</li> <li>▶ <b>NO. OF PAGES :</b> EACH BOOK 40 PAGES</li> <li>▶ <b>NO. OF PHOTOGRAPHS :</b> One photograph on each Training Manual</li> <li>▶ <b>TYPE OF PRINTING :</b> Offset</li> <li>▶ <b>Any other specification :</b> Perfect Binding.</li> </ul>

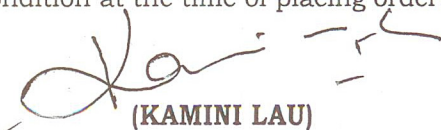
EMD :- ₹ 1800/-

- Limited tenders are invited in two bid systems i.e. Technical & Financial bid separately for **Printing of Training Manual (as per description as above)**. The Technical Bid should contain the details specifications/description along-with necessary documents as mentioned in the terms & Conditions. The Financial Bid should contain competitive price for the subject item and other relevant description.
- The quotation / tenders complete in all respect must be put only in the tender box placed **in room no. 09, Ground Floor, Tis Hazari Courts, Delhi on or before 21.01.2017 by 4.15 P.M.** which will be opened on the same day or some other day in the presence of tenderers.

**TERMS & CONDITIONS**

1. **The tenderers are required to submit two sealed envelopes. One envelope should contain technical bid and the other financial bid. Both these envelopes must be contained in a big single envelope.** On the said Big single envelope the name of the article must be mentioned clearly for which quotation/quotations has/have been called.
2. **The name of bid i.e. Technical or Financial as contained in both these envelopes must be mentioned on both the envelopes separately.**
3. The tender must be accompanied with sample of the item. Without sample of the item, tender shall not be considered. The sample should be submitted at Purchase Cell, Room no. 214, 2<sup>nd</sup> floor, Tis Hazari Courts, Delhi.
4. Each sample should be marked and numbered by the firm, clearly visible, failing which the sample may not be considered.
5. The financial bid/bids of only those tenderer/tenderers shall be considered who are eligible and qualified in their technical bid.
6. "IN CASE THE EMD OF BIDDER IS LYING IN THIS DEPARTMENT FOR ANY PREVIOUS SUCCESSFUL OR UNSUCCESSFUL TENDER, THE SAID EMD SHALL NOT BE CONSIDERED WHILE EVALUATING THIS TENDER. ONLY THE BIDS WITH FRESH EMD SHALL BE CONSIDERED. THE DATE OF EMD SHOULD BE POST PUBLICATION DATE. THE EMD HAVING PRE PUBLICATION DATE SHALL NOT BE CONSIDERED".
7. Quotations through byhand, courier, post (i.e. Speed Post, Regd. Post etc.) and any other means, shall not be accepted/ entertained in any case.

8. **The tenderers must have PAN number & copy of the same be also enclosed with Technical Bid.**
9. The goods, including for works contract, shall be supplied by bidder or its authorized distributor in Delhi and against a sale invoice issued from Delhi. The delivery of goods shall also be made from Delhi. The bidder or dealer as the case may be, who supplies the goods should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.
10. The tenders/Quotations received after due date and time shall not be considered.
11. **Rates should be quoted in tender inclusive of all applicable taxes & duties and the BID should be valid for a period of 90 days.**
12. The firm must have Sales Tax/VAT/TIN.no. and those firm who are not having the same, need not apply. Also the firm must submit proof of depositing Sales Tax/VAT. **Copy of filing of VAT Return for the last Financial Year i.e. 2015-16 be also enclosed alongwith technical bid.**
13. **The PAN number should be in the name of firm/company proprietorship failing which Tax at Higher Slab @ 20% in terms of Section 206AA shall be deducted.**
14. Random checking of the sample/supply of the articles will be done at the cost of supplier as per rules & the sample so used/damaged in the random checking should be replaced by the supplier.
15. No payment will be made in advance to the tenderers. Payment of the bill will be paid only after the complete supply of the articles and completion of inspection process.
16. **The rates should be written in words as well as in figures and should be inclusive of all taxes and duties.** Further, rates should be valid for a period of one year from the date of order.
17. The rates as well as supply should be F.O.R. Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka and Saket Courts, Delhi/New Delhi or as directed by this office. No cartage/ transport charges will be paid extra.
18. **The Department may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.**
19. The tenderers are required to attach either photocopy of current Sales Tax Clearance Certificate or copy of filing of VAT return (DVAT) for the last financial year 2015-16.
20. The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason and contract shall be cancelled. Certificate regarding non-blacklisting be also submit alongwith technical bid.
21. In case any working day is declared a holiday then the tenders will be opened on the next working day or any other day subject to convenience.
22. In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
23. The Purchase Committee in its discretion may reject or accept any or all the quotations/tenderer at any time without assigning any reasons.
24. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
25. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.
26. The tenderers should submit separate quotation for each item as mentioned in the subject.
27. In case of disputes the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier and Delhi Courts alone would have the Jurisdiction.
28. **Each tender form should be accompanied by FDR/Bank Guarantee as EMD in favour of District & Sessions Judge (HQs), Tis Hazari Courts, Delhi for an amount as mentioned against the item hereinabove which should be valid for a period of 45 days beyond the final validity of bid (i.e. 90 + 45 = 135 days).**
29. The respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security in terms of rules as laid down in the General Financial Rule 2005 in the form of Account Payee Demand Draft/Pay Order/Bank Guarantee/FDR. The said performance security should remain **valid for a period of sixty days beyond the date of completion of all contractual obligations** of the supply including warranty obligations.
30. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
31. The department reserves the right to impose any other condition at the time of placing order.

  
**(KAMINI LAU)**  
**Chairperson, Purchase Committee/  
 Additional District & Sessions Judge, Delhi.**