



Projects & Development India Limited

(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,

Dist. Gautambudh Nagar , Uttar Pradesh

Phone - 0120-2529842/43/47/51/53/54

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GSTIN No: 09AABCP1722G1ZP

CIN:U74140UP1978GO1028629

INVITATION TO BID

To : Open Vendor	ITB Number	11/PNMM/E/2410/2017-18/100931
	Type of Bid	Two part
	Type of Opening	Public Opening
	Date of Issue	24.07.2017
	Bid Closing Date	10-08-2017 Time :11:30:00 AM
	Tech. Bid Opening Date	11-08-2017 Time : 11:30:00 AM
	Price Bid Opening Date & Time	TO BE INFORMED LATER ON.
	Venue of Bid Opening	PDIL BHAWAN,A-14, SEC-1, NOIDA
	Earnest money Deposit	NOT APPLICABLE.
	Delivery/Completion Period	10 DAYS FROM APPROVAL OF FINAL PROOF

Projects & Development India Limited (PDIL) is a Govt. of India Undertaking under the administrative control of the Dept. of Fertilizers, Ministry of Chemicals & Fertilizers. PDIL invites bid in sealed cover addressed to Addl. General Manager and H.O.D (M.M), ITB reference no. and bid closing date & time duly super scribed on the cover for the under mentioned job, subject to the terms and conditions and scope of work attached here in.

SL. No.	Material/HSN Code/ SAC Code	Description	Quantity	Unit
10		Printing of Annual Report	400	BOK

For & on behalf of
Projects & Development India Ltd.

(P. R. Sahu)

Addl. General Manager (MM)

ENCL :

- 1) Pre-Qualification Criteria for Bidders –Annexure-I,2) Instruction to bidder–Annexure-II
- .3) General Conditions of Purchase –III.4) Scope of Supply –Annexure–IV
- .5) Schedule of rate –Annexure-V,6) Check List–Annexure–VI
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PRE QUALIFICATION CRITERIA (PQC)

The Contractor will be evaluated on the basis of following Pre-qualification criteria:-

The Bidder should have satisfactorily executed similar works i.e. "Printing & Supply of Annual Report , minimum 300 (Three hundred) copies in a single order, for PSU/Public Ltd/ Private Ltd. Company/Corporate sector, during the last seven (07) years preceding the month in which ITB/Enquiry is floated.

To meet the above criteria, the bidder shall have to submit proof copy (duly signed & stamped) of documents viz.: Contract/ Purchase order (PO) / Work order (WO) and Experience / Completion certificate &/or relevant document.

INSTRUCTION TO BIDDERS FOR

- 1.0 Any bidder who meets the Bidder's Pre-Qualification Criteria as per ITB and intends to quote against this tender may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.
- 2.0 Submission of Bids: Bidders are required to submit their bids under two envelopes as detailed below:

Envelope (A): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- a. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- b. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexures duly filled in.
- c. **Price Confirmation Copy** - A copy of Priced offer keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- d. Copy of Check List enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- e. Photo copy of PAN card.
- f. Copy of GST registration certificate.

Any other document as per the requirement specified in the ITB.

Envelope (B) : Price Bid: Price Schedule (Annexure-V) with quoted rate in Rs. against each head, signed and stamped.

Both the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. These two envelopes should be sealed and placed in a third envelop which should be addressed to the under mentioned and super scribed with our **ITB No.** on the cover of your quotation with due date. You are requested to clearly mention the details enabling us to identify your quotation for the job under reference. Sealed quotations must be submitted addressed to:

Addl. General Manager &HOD (MM)
Projects & Development India Limited
PDIL Bhawan, A-14, Sector-1,
Noida – 201 301,Gautam Budh Nagar, (U.P.)
e-mail: prsahu@pdilin.com ; sbanerjee@pdilin.com

3.0 Price

Bidder should ensure to fill in the rates in the format as per Price Schedule . Incomplete Price Schedule may result into rejection of bid.

4.0 Opening of Bids

Bid opening will be Public. Envelope' A' only will be opened on Technical Bid Opening Date. Price Bids (Envelope 'B') of only those bidders will be opened which will be considered technically and commercially acceptable.

5.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

6.0 Price Evaluation Criteria

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Price Schedule, along with taxes and duties, on overall lowest bidder considering the CENVAT benefit to PDIL if any.

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

7.0 Earnest Money Deposit (EMD) : Not applicable.

8.0 Validity of Bids

Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

9.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

10.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.

- 11.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 12.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 13.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
 - a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 14.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of AGM & HOD, Materials Management Department, Projects & Development India Ltd. A-14, Sector-1, NOIDA or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about us, please visit our website at <http://www.pdilin.com>

GENERAL CONDITIONS OF PURCHASE

1.0 Scope of supply;

Shall be as per Annexure-IV and Price Schedule as Annexure-V enclosed..

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the delivery/completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis:

Free delivery at PDIL Bhawan, A-14, Sector-1, NOIDA including risk in transit

4.0 Taxes and duties

- 4.1 Goods & Service Tax (GST): GST shall be paid EXTRA as applicable as per GST law. Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) along with corresponding HSN / SAC Code and enclose a copy of GST registration certificate along with the un-priced offer

PDIL shall avail Input Credit against payment of GST. Same will also be considered while evaluating the price bid. Relevant necessary documents shall be provided by the Contractor to enable PDIL avail the above credit set up.

- 4.2 Bidders have to ensure that they **should file** the Tax return on time to avail input Tax credit, else the same shall be deducted from **EMD/Security Deposit/Running Bills**
- 4.3 Statutory variation in taxes & duties including imposition of any new taxes & duties by the statutory authorities during contractual period, the same shall be paid at actual at the prevailing rate only, on production of documentary evidence
- 4.3.1 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the Contract and amendment(s) there to.
- 4.3.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the delivery/ completion period including extended/amended period of P.O, shall accrue to PDIL's a/c.
- 4.4 PDIL shall not issue any form other than Form-38 i.e. Road Permit, if required, on written request by the Supplier.

- 5.0 **Effective date of P.O:** Shall be the Date of issuance of LOI/ P.O.

6.0 Delivery/ Completion Period

The materials(Annual Report) shall be delivered in full quantity within ten (10) days from the date of approval of the final proof.

7.0 Payment Terms

100% Payment shall be released within 30 days of receipt & acceptance of materials on the Invoice duly certified by Co. Secretary, PDIL,NOIDA. Payments will be made by account payee cheque or direct transfer in bank account through RTGS.

7.1 **Tax deduction at source**

Income tax, as applicable as per income tax act, shall be deducted at source from the Supplier's bills and a certificate towards this deduction shall be issued to the Supplier.

8.0 **Price reduction clause**

In the event of delay in delivery/completion beyond contractual delivery/completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total order value shall be recovered from supplier's / Contractor's bill(s).

9.0 **Insurance**

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by supplier at his cost.

10.0 **Rejection**: In the event of rejection of material, it must be replaced by supplier immediately on intimation from PDIL.

11.0 **Termination**

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit.

12.0 **Force Majeure**

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Supplier shall provide justification by documentation countersigned by the local chamber of commerce.

13.0 **Arbitration**

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

"In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law

Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

14.0 Jurisdiction

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

SCOPE OF SUPPLY

Printing and Supply of Annual Report : In book form (Bilingual)

- Size 8.25" x 11"
- Language : Bilingual (English & Hindi)
- Outer cover : - 4 pages 250 gms art card both sides multi colour print & outer side gloss lamination with multi colour designing/ layout of design of total 4 pages.
- Inner page :- 36 pages 100 gms glossy art paper multi coloured offset printing form of 4 pages both sides printed with additional or reduced pages.
- Next inner page :- 116 pages 100 gms glossy art paper double coloured offset printing form of 4 pages both sides printed with additional or reduced pages.
- Binding :- Perfect binding
- Translation in Hindi of both Word and Excel files related to Annual Report attached..

Note :- Number of pages may be varied + - 1 form (consisting of 4 pages) in each category.

SCHEDULE OF RATES

Sl.No.	Description	Item 'HSN' Code	Unit	Qty.	Rate perBook (Rs.)	Total Price (Rs.)
1.0	<p>Printing and Supply of PDIL's Annual Report in Bilingual (English & Hindi) in well binded Book form. One (01) Book consisting of total 156 pages ± 05 pages in any specification as specified below.</p> <p>a) <u>Outer cover page</u> : 4 pages in each book, 250 gms Art Card both sides multi colour print & outer side gloss lamination with multi colour designing</p> <p>b) <u>Inner page (Multi Coloured)</u>: 36 pages in each book, 100 gms Glossy Art Paper multi colour offset printing both sides printed with additional or reduced pages.</p> <p>c) <u>Next inner page(Double coloured)</u>: 116 pages in each book, 100 gms glossy art paper double coloured offset printing in both sides.</p>		Book	400		
1.5	GST @.....%					
1.6	Total Charges including GST					
1.7	Total price including taxes & duties in words: Rupees.....					

Note:

- i) Bidders are required to quote their rate strictly as per above format.
- ii) Present applicable rate in %age and corresponding amount of GST and **HSN/SAC Code against item** shall be indicated in the above Schedule of Rates.

Signature of Bidder :

Co's Name and Address : _____

GSTN No : _____

Date :

Stamp

CHECK LIST

(BIDDER MUST CONFIRM POINT BY POINT AND STRIKE OUT WHICHEVER IS NOT APPLICABLE)

NAME OF BIDDER:
 OFFER NO.:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION/ ACCEPTANCE/ COMMENTS
1.	<u>Price Basis</u> : Free delivery at PDIL Bhawan, A-14, Sector-1, NOIDA including risk in transit	Confirmed
1.1	<u>Firm Price</u> : Rates shall be firm and subject to no escalation till the Contract Period. As per Clause 2.0 of Annexure-III of ITB	Confirmed
2.	<u>Payment Terms</u> : 100% payment shall be made, within 30 days of receipt & acceptance of materials. As per Clause 7.0 of Annexure-III of ITB	Accepted
3.	<u>Delivery/ Completion Period</u> :The materials(Annual Report) shall be delivered in full quantity within ten (10) days from the date of approval of the final proof.	Confirmed
4.	<u>Price Reduction Clause</u> : @ 0.5% per week or part thereof subject to maximum 5 % of total order value. As per Clause 8.0 of Annexure-III of ITB	Confirmed
5.	<u>Validity</u> : Shall be 90 days from date of opening of technical bids Bid. As per Clause 8.0 of Annexure-II of ITB	Confirmed
6.	<u>Price Confirmation Copy</u> - A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√ ", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted along with Un-priced Techno Commercial BID.	Submitted
7.(A)	Whether the Company is registered as M S E (Micro & Small Enterprises) if 'Yes', indicate the registration No. and enclose a copy of Registration Certificate.	YES / NO.
(B)	Whether the M S E Company is owned by SC / ST	(YES / NO.)
8.0	Photocopy of PAN card	Submitted
9.0	Copy of GST registration certificate.	Submitted
10.0	Address of IT counter where the bidder files Income Tax.	
11.0	Name, Designation, Telephone Nos. & Fax No. of Contact Person for this Enquiry.	

It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in this summary shall prevail.

SIGNATURE & STAMP OF THE BIDDER:

(Self Declaration on Bidder's Letter Head as per below performa)

DECLARATION

To ,

Projects and Development India Lid.

Noida – 201301

Subject : ITB No.Dt.

Sir ,

We hereby declare that M/s is neither put on Holiday or Black-listed by any Government / PSU / Private firm or Financial Institution .

Signature

Name :

Designation :

Seal of the Bidder.

FORMAT OF DETAILS FOR PAYMENT

Bidders are required to submit the following details on the company's letter head for online transfer to amount to their account:

1	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2.a)	Name of the Bank	
b)	Address of the Branch	
	Telephone No.	
c)	9 Digit Code number of the Bank and Branch appearing on the MICR cheque issued by the Bank	
d)	11 Digit NEFT/IFSC Code of the Bank Branch	
e)	Account Type (SB/CC/CA)	
f)	Account Type (SB/CC/CA)	
g)	Permanent Account Number (PAN) Under Income Tax Act.	
h)	Service Tax Registration Number	
i)	Name of Authorized Signatory	
j)	Contact Person Name	

We hereby declare that the particulars given above are correct and complete

Authorized signatory of the bidder

Title.....

Designation.....

Date:.....

Note: Please furnish the above declaration for online payment duly typed on the Company's Letter head, filled in, signed by the authorized person with your Company's Seal.