

# **Tender Document**

**Printing & Supply of 64<sup>th</sup> Annual Report of  
NSIC for the Financial Year 2018 - 19**

**The National Small Industries Corporation Limited  
(A Government of India Enterprise)  
NSIC Bhawan, Okhla Industrial Estate,  
New Delhi - 110020**

**The National Small Industries Corporation Ltd. (NSIC)**  
**(A Government of India Enterprise)**  
**NSIC Bhawan, Okhla Industrial Estate,**  
**New Delhi – 110 020**

Quotation No. : SIC:SEC:47(81)/18-19 Ptg.

**Notice Inviting Sealed Quotations**


Sealed quotations are hereby invited in two parts (Technical & Commercial) on behalf of Chairman-cum-Managing Director, NSIC for Printing of 64<sup>th</sup> Annual Report of the Corporation (in English & Hindi both) for the year 2018 – 19. The printer must have experience in similar type of work with Central / State Government Undertaking or other reputed organizations in appropriate class. The quotations complete in all respect should reach at the following address before 5:00 p.m. on 6<sup>th</sup> day of the August, 2019:

Shri B. Rajaraman,  
D.G.M. (CS)  
Company Secretary Section,  
NSIC Bhawan, Okhla Industrial Estate  
New Delhi - 110020

|   |  |   |   |
|---|--|---|---|
| A | Name of Work                             | : | Printing of NSIC's 64 <sup>th</sup> Annual Report for the financial year 2018-19 (600 nos. copies in English & 200 nos. copies in Hindi) (160 pages in each copy approx.)   |
| B | Earnest Money Deposit (EMD)              | : | Rs. 10,000/- (Rs. Ten thousand only) by Demand Draft in favour of "The National Small Industries Corporation Ltd." payable at New Delhi.<br><br>However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid registration certificate with NSIC under Single Point Registration Scheme (SPRS) are exempted to submit EMD on submission of requisite proof along with the technical bids. |
| C | Time for Completion of Work              | : | Within ten weeks from the date of order.  |
| D | Date & time of opening of Technical bids | : | 11.00 hrs. on 8 <sup>th</sup> day of the August, 2019   |

The date and time of opening of financial bids shall be informed to the technically qualified bidder.

In the event of the specified date for submission of bids being declared a holiday for NSIC, the bids will be received up to the appointed time on the next working day. NSIC may extend this deadline for submission of bids by amending the bid documents.



D.G.M. (CS)  
Issuing Authority

## **TERMS & CONDITIONS**

1. The sealed quotation shall be submitted in accordance with these instructions and any quotation not conforming thereto is liable to be rejected. These instructions shall form part of the quotation.
2. The quotations shall be submitted in two sealed covers separately i.e. "**Technical Bid**" and "**Commercial Bid**" superscribed with the name of work, due date of submission, in the following manner : -

**a) Technical Bid:**

One sealed cover superscribed as "**Technical Bid for Printing of NSIC's 64<sup>th</sup> Annual Report (in English & Hindi) for the year 2018-19**" containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

**b) Commercial Bid :**

One sealed cover superscribed as "**Commercial Bid for Printing of NSIC's 64<sup>th</sup> Annual Report (in English & Hindi) for the financial year 2018-19**" containing quoted rates ( in words & figures both ) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. The party should have successfully completed printing work of Annual Report costing not less than Rs. 1.00 lakh each. The quotation should also contain the details about the organization, number of years experience in the similar field, infrastructure and other facilities available with them to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by NSIC without any extra payment.

4. The job of printing includes frequent proof-reading of both English as well as Hindi Annual Report, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports, etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.

5. The technical quotation will be accompanied by Earnest Money of Rs. 10,000/- (Rs. Ten thousand only) by way of Demand Draft in favour of "The National Small Industries Corporation Ltd." payable at New Delhi.
6. However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid registration certificate with NSIC under Single Point Registration Scheme (SPRS) are exempted to submit EMD on submission of requisite proof along with the technical bid.

The Earnest Money of Rs. 10,000/- (Rs. Ten thousand only) deposited by successful party other than exempted enterprises as mentioned in point no. 6 above will be converted as part of Security Deposit for performance of the contract after award of the tender. The earnest money will be refunded to all unsuccessful parties. The Earnest Money will not carry any interest.

All tenders which are received without earnest money will be rejected.

8. Successful party will have to deposit additional amount of Rs. 10,000/- (Rs. Ten thousand only) totaling Rs. 20,000/- (refer clause 5) towards security deposit which will not carry any interest
9. Security Deposit of Rs. 20,000/- (Rs. Twenty thousand only) will be refunded to the successful bidder after satisfactory completion of job.
10. The quotation along with its documents shall be in English and / or Hindi language only.
11. The quotation shall remain valid for 120 days from the date of opening of quotation(s) unless otherwise stipulated.
  - a) Only technically qualified quotations will be eligible to be considered under commercial specifications.
  - b) Telegraphic or Telefax quotation(s) will not be accepted. If delivered by post, NSIC shall not be responsible for loss or delay in transit.
  - c) Before submitting the quotation, the party, if required may visit the NSIC Office to acquaint with the nature of the work and may obtain all necessary information which may influence or affect his quotation.
  - d) Prices should be inclusive of all prevailing taxes mentioning the percentage and amount of taxes.
  - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered.

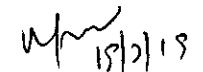
12. If the party fails to comply with the instructions, the work shall be got done by NSIC at the cost, risk and responsibility of the bidder. In such case the expenses incurred will be deducted from successful bidder.
13.
  - i) Successful party has to submit 5 (Five) cover designs of Annual Report for approval in case of award of quotation.
  - ii) Successful party has to submit 5(Five) designs of graphs for Annual Report for approval in case of award of quotation.
14. Successful party shall have to submit a draft of the printed Annual Report before finalizing the job. The printing will start only after obtaining written approval from NSIC.
15. As, the time is the essence of work, The total time allowed for completion of the work is ten weeks { for 800 copies (600 copies in English and 200 copies in Hindi ) } from the date of award of contract and if the party fails to deliver any or all the printing material(s) or to perform the services within the period(s) specified in the contract, NSIC shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages of @ Rs.250/- per day for the period of delay from the due delivery date. In addition to this, the Corporation shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the Annual Reports are not printed and delivered to this office within the specified delivery schedule.
16. Successful party shall have to deliver all copies of 64<sup>th</sup> Annual Report at NSIC, Company Secretary Section at his own cost.
17. Full & final payment shall be made within 30 days on satisfactory completion and delivery of work / Annual Reports after deducting TDS / WCT wherever applicable.
18. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.
19. The party should have printing facility in **Delhi / New Delhi** where the work should be carried out.
20. The document should be submitted as per the checklist of both Technical and Commercial specifications.
21. The rates are to be quoted for 160 pages approximately. For increased number of pages over and above of 160 pages approximately, rates per page are to be quoted separately.

## 22. **ARBITRATION**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of NSIC or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in New Delhi.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in New Delhi.

For and on behalf of NSIC Ltd.

  
15/12/18  
D.G.M. (CS)

## TECHNICAL SPECIFICATIONS

|  |   |   |
|--|---|---|
| <b>Name of Work</b>                          | : | <b>64<sup>th</sup> Annual Report 2018 - 19</b>  |
| <b>Number of Copies</b>                      | : | i. <b>600 copies in English</b><br>ii. <b>200 copies in Hindi</b>   |
| <b>Number of pages</b>                       | : | <b>Text Pages 160</b>   |
| <b>Size of Publication</b>                   | : | <b>8-1/2" x 10-1/4"</b>   |
| <b>Paper</b>                                 | : | i. <b>For Cover</b><br>(Card 56cms x 71 cms / 300 gsm<br>Imported Art Card Magno Gloss)<br>ii. <b>For Text</b><br>(Imported Art Paper Magno Gloss –<br>130 gsm) |
| <b>Photo Composing</b>                       |   |   |
| Tabular matter in 8 pt.                      | : | <b>80 Pages (Approx.)</b>   |
| Running matter in 10 pt.                     | : | <b>80 pages (Approx.)</b>   |
| <b>Printing of Cover</b><br>(Process Offset) | : | <b>4 Colours</b> (Designing of the Cover shall be<br>the sole responsibility of the<br>Printer)   |
| <b>No of Pages</b><br>(Process Offset)       | : | <b>160 pages - 4 colours</b>  |
| <b>Printing</b>                              | : | <b>Throughout Four Colour</b>   |
| <b>Graph processing</b><br>( 4 colours )     | : | <b>4 ± 1</b> (Designing of the Graphs shall be the<br>sole responsibility of the Printer)   |
| <b>Lamination</b>                            | : | <b>Thermal Gloss (Front/Back Cover only)</b>  |

### **For Hindi Version of the Report**

#### **Photo composing**

|                                 |   |                           |
|---------------------------------|---|---------------------------|
| <b>Tabular matter in 10 pt.</b> | : | <b>80 Pages (Approx.)</b> |
| <b>Running matter in 12 pt.</b> | : | <b>80 pages (Approx.)</b> |

All other specifications for Hindi Version will remain same as in the case of English Version.



**Conditions:**

1. Printer shall have to quote the rates inclusive of typing (if required), composing, platemaking, colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English & Hindi) before Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination etc. and any other related aspect of Printing of 64<sup>th</sup> Annual Report for the year 2018 - 19.
2. Printer can visit the office for any clarification before quoting the rates.
3. Quotations not accompanied with samples of Text Paper and Cover Card to be used with specifications thereof on it will be rejected.
4. An incomplete quotations and/or late quotation are liable to be ignored. The party must accompanied samples of Text Paper and Cover Card to be used with specifications thereof
5. All the valid certificates should be submitted alongwith the Technical Bid otherwise the quotation will be outrightly rejected.
6. Quality and Style should be maintained throughout all the copies of the Annual Report.
7. The Corporation will give text material for the printing in the form of hard copy, CD (wherever available), photographs etc. and the same will have to be returned to NSIC as per instructions.
8. The Corporation reserves the right to curtail or increase the number of pages and / or copies of the Annual Report. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

Signature  
Name (in Block Letters)  
Designation & Name of the Company

## Commercial Specifications

Quotation No. SIC:SEC:47(81)/18-19 Ptg.

Date \_\_\_\_\_

To:

The DGM (CS)  
The National Small Industries Corporation Ltd.  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi - 110 020

**Sub: Printing of 64<sup>th</sup> Annual Report (in English & Hindi)  
for the year 2018 - 19**

Sir/Madam

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 800 nos. (600 copies in English & 200 copies in Hindi) of NSIC's 64<sup>th</sup> Annual Report for the year 2018 - 19 in conformity with the said quotation for a sum of Rs. \_\_\_\_\_) inclusive of all applicable taxes.

We undertake, if our quotation is accepted, to deliver the Annual Reports in accordance with the delivery schedule specified in the terms & conditions.

If our quotation is accepted, we will deposit additional sum of Rs. 10,000/- (Rs. Ten thousand only) for the due performance of the Work, as specified in the terms & conditions.

We agree to abide by this quotation for a period of 120 days from the date of opening of quotation and it shall remain binding upon us and may be accepted at anytime before the expiry of that period.

This quotation together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any quotation you may receive.

Dated this ..... day of ..... 2019.

.....  
(Signature)

.....  
(In the capacity of)

Duly authorized to sign quotation for and on behalf of .....

## **Checklist for Technical Specification / Technical Bid**

The following documents must accompany with the Technical Bid:

1. Demand Draft / Pay order of Rs. 10,000/- in favour of "The National Small Industries Corporation Ltd." payable at New Delhi.
2. A valid certificate of the Scheme that the bidder is registered with NSIC under Single Point Registration Scheme.
3. Copy of valid GST Regn. No. / Certificate self -attested.
4. Self-attested Copy of Permanent Account Number (PAN).
5. Self-attested Copy of Registration certificate of the organization i.e. proprietorship, partnership, company etc.
6. Signed Sample of Cover page (Card 56cms x 71cms - 300gsm Imported Art Card Magno Gloss)
7. Signed Sample of Text page (Imported Art Paper Magno Gloss - 130 gsm)
8. Copy of Annual Report printed alongwith its proof.
9. A brief note about the Organization.
10. Proof of TAN No. of Works Contract Tax / TAN Number.
11. Copy of invoice / order or any other proof as regards Printing of Annual Report not less than Rs. 1,00,000/-.

## **CHECKLIST FOR COMMERCIAL SPECIFICATION**

1. Commercial specification should be duly signed mentioning the quoted amount. It should be inclusive of all applicable taxes and the amount of taxes may also be specified.