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N S I C

# **Tender Document**

## **Printing & Supply of 67<sup>th</sup> Annual Report of NSIC for the Financial Year 2021 - 2022**

**[Website : www.nsic.co.in/tenders](http://www.nsic.co.in/tenders)**

**or**

**[www.eprocure.gov.in](http://www.eprocure.gov.in)**

**[Email : csec@nsic.co.in](mailto:csec@nsic.co.in)**

**or**

**[procurement@nsic.co.in](mailto:procurement@nsic.co.in)**

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

Signature of Authorised Signatory of Bidder with Stamp

**Notice Inviting Tender**

NSIC Limited invites sealed tenders in **SINGLE STAGE, TWO ENVELOPE METHOD**, (Techno-Commercial in one envelope and Financial Bid in another envelope) for Printing of 67<sup>th</sup> Annual Report of the Company (in English version & Hindi version both) for the year 2021 – 2022.

It is specified that the Bids are being invited on **Limited Tender basis** from "A" & "B" Class Printers empaneled by **Bureau of Outreach & Communication**, Ministry of I&B (Printed Publicity Wing), Government of India, New Delhi. The Bidder should be located in Delhi / New Delhi only, where the work should be carried out. The printer must have experience in similar type of work with Central / State Government Undertaking or other reputed organizations in appropriate class. The tenders complete in all respect should be submitted in Tender box kept at C&P cell, NSIC Bhawan, Okhla industrial estate, New Delhi or by registered post so as to reach on or before the due date of opening at the following address before 2:00 p.m. on 23<sup>rd</sup> day of May, 2022:

General Manager (C&P),  
Contract & Procurement Cell  
NSIC Limited,  
NSIC Bhawan, Okhla Industrial Estate  
New Delhi - 110020

A	Name of Work	:	Printing of NSIC's 67 <sup>th</sup> Annual Report for the financial year 2021-2022 (200 number of copies in English version & 150 number of copies in Hindi version) (350 pages in each copy approx.)
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B	Earnest Money Deposit (EMD),  <u>Tender fees is NIL</u>	:	Rs. 10,000/- (Rs. Ten thousand only) by Demand Draft in favour of " <b>The National Small Industries Corporation Ltd.</b> " payable at <b>New Delhi</b> .  However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid UAM No./UDYAM registration or having Single Point Registration Scheme (SPRS) with NSIC 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 submission of Bids	:	14.00 hrs. on 23.05.2022
E	Date & time of opening of Technical Bids	:	15.00 hrs. on 23.05.2022

The date and time of opening of financial Bids shall be informed separately to all the technically qualifying 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.

G.M. (C&P)  
NSIC Limited  
New Delhi-110020

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**TERMS & CONDITIONS OF CONTRACT**

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. "**Techno-Commercial Bid**" and "**Financial Bid**" superscribed with the name of work, due date of submission, in the following manner :-

**a) Techno-commercial Bid (First sealed Envelope):**

First sealed cover superscribed as "**Techno-commercial Bid for Printing of NSIC's 67<sup>th</sup> Annual Report (in English version & Hindi version) for the year 2021-2022**" containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

**b) Financial Bid (Second Sealed Envelope):**

Second sealed cover superscribed as "**Financial Bid for Printing of NSIC's 67<sup>th</sup> Annual Report (in English & Hindi) for the financial year 2021-2022**" containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. **QUALIFYING REQUIREMENTS:**

The party should have successfully completed one printing work of Annual Report Printing, costing not less than Rs. 1.00 lakh. The tender should also contain the following:

- (a) Copy of Purchase or work order of Rs 1.0 lakh or above value,
- (b) Details about the organization,
- (c) Number of years' of experience in the similar field, similar means Annual report printing,
- (d) Infrastructure and other facilities available with Tenderer 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 and all the charges are deemed to be included in the offered price.

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  
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Tender No. : SIC: SEC: 67/Tender/21-22/Ptg.  
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 offer will be accompanied by Earnest Money Deposit 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**. However, Micro & Small Enterprises - as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 and having valid UAM No./Udyam registration or having Single Point Registration Scheme (SPRS) with NSIC are exempted to submit EMD (on submission of requisite proof along with the technical Bids).

6. The Earnest Money of Rs. 10,000/- (Rs. Ten thousand only) deposited by successful Bidder other than exempted enterprises as mentioned in point no. 5 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 Bidders after the award of Order. The Earnest Money will not carry any interest.

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

7. Successful Bidder will have to deposit additional amount of Rs. 2,500/- (Rs. Two thousand five Hundred only) totaling Rs. 12,500/- (refer clause 5) towards security deposit which will not carry any interest.

8. Security Deposit of Rs. 12,500/- (Rs. Twelve thousand five Hundred only) will be refunded to the successful Bidder after satisfactory completion of job.

9. The tender along with its supporting documents shall be in English and / or Hindi language only.

10. The tender shall remain valid for 120 days from the date of opening of Technical Bid of tender.

a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening which shall be suitably intimated to qualifying Bidders.

b) Telegraphic or Telefax tender(s) will not be accepted. If delivered by Registered post, it should reach on or before the due date of opening of Bid, NSIC shall not be responsible for any loss or delay in transit.

c) Before submitting the tender, the party may visit the NSIC Office so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.

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- d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
- e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
11. If the successful Bidder fails to comply with the tender conditions, the work shall be got done by NSIC at the risk and cost of successful Bidder and its responsibility will be fully with the Bidder. In such case, the expenses incurred will be deducted from the payment due to successful Bidder.
12. i) Successful Bidder has to submit 5 (Five) cover designs of Annual Report for approval in case of award of tender.  
ii) Successful party has to submit 5(Five) designs of graphs for Annual Report for approval in case of award of tender.
13. Successful party shall have to submit a draft copy of the printed Annual Report to the NSIC, before starting the Print job. The printing will start only after obtaining written approval from NSIC.
14. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is ten weeks {for total Three Hundred Fifty (350) copies (200 copies in English version and 150 copies in Hindi version) } from the date of award of contract. If the successful Bidder fails to deliver any or all the printing material to the satisfaction of NSIC or fails to perform the services within the specified period in the contract, NSIC shall, without prejudice to its other remedies available under the offer letter, deduct an amount at the rate of Rs.250/- per day from the Contract Price, as liquidated damages for the period of delay from the due delivery date to a maximum of 10% of contract price. In addition to this, the Company shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the successful Bidder if the Annual Reports are not printed and delivered to this office within the specified delivery schedule.
15. Successful Bidder shall have to deliver all copies of 67<sup>th</sup> Annual Report at NSIC Limited, Company Secretary Section, NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020 and the prices shall be deemed to be included with the offer price.
16. **Payment terms:** Full & final payment shall be made within 30 days of satisfactory completion and delivery of work order ( Annual Reports 67<sup>th</sup> of NSIC for FY 2021-2022) after deducting TDS / WCT wherever applicable.

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17. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
18. The Bidder should have printing facility in **Delhi / New Delhi** only where the work should be carried out.
20. The Tender offer should be submitted as per the checklist for both, Techno-Commercial and Financial Bid.
21. The rates are to be quoted for 350 pages approximately for one Annual Report. For increased number of pages over and above this 350 pages, rates per page are to be separately quoted in Price Bid and for pages increasing above 350 pages shall be additionally paid as per quoted rate.
22. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.
23. **EVALUATION CRITERIA:** Bidder quoting the lowest amount for total 350 copies of Annual Report shall be awarded the work order.
24. **ARBITRATION CLAUSE:**  
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 (or as amended from time to time). 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.

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**TECHNICAL SPECIFICATIONS**

<b>Name of Work</b>	:	<b>67<sup>th</sup> Annual Report 2021 - 2022</b>
<b>Number of Copies</b>	:	i. <b>200 copies in English version</b> ii. <b>150 copies in Hindi version</b>
<b>Number of pages</b>	:	<b>Text Pages 350 (approx.)</b>
<b>Size of Publication</b>	:	<b>8-1/2" x 10-1/4"</b>
<b>Paper</b>	:	i. <b>For Cover</b> (Card 56cms x 71 cms / 300 gsm Indian Art Card) ii. <b>For Text</b> (Indian Art Paper – 130 gsm)
<b>Photo Composing</b>		
Tabular matter in 8 pt.	:	<b>175 Pages (Approx.)</b>
Running matter in 10 pt.	:	<b>175 pages (Approx.)</b>
<b>Printing of Cover</b> (Process Offset)	:	<b>4 Colours</b> (Designing of the Cover shall be the sole responsibility of the Printer)
<b>No of Pages</b> (Process Offset)	:	<b>350 pages - 4 colours</b>
<b>Printing</b>	:	<b>Throughout Four Colour</b>
<b>Graph processing</b> ( 4 colours )	:	<b>4 ± 1</b> (Designing of the Graphs shall be the 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>175 Pages (Approx.)</b>
<b>Running matter in 12 pt.</b>	:	<b>175 pages (Approx.)</b>

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

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**Special Conditions of Contract:**

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 version & Hindi version) 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 67<sup>th</sup> Annual Report for the year 2021 - 2022.
2. Printer can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. Tenders (Techno-commercial Bid) not accompanied with samples of Text Paper and Cover Card, to be used with work order shall be rejected.
4. An incomplete tenders and/or late tender are liable to be rejected. **The Bidder must submit Paper samples of Text Paper and Cover Card to be used with specifications thereof.**
5. All the valid certificates (as indicated in checklist) should be submitted alongwith the Techno-commercial Bid, otherwise the tender shall be out rightly rejected.
6. Quality and Style (as approved by NSIC) of Text/Letters, should be maintained throughout in all copies of Annual Report.
7. The NSIC will give text material for printing in the form of hard copy, pen drive, CD (wherever available), photographs, etc. and the same will have to be returned to NSIC as per instructions.
8. The Company reserves the right to decrease 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 of the tender(s), wholly or partly, without assigning any reason whatsoever.
- 10.No advance payment shall be given.

11. **Code of Ethics:**

The contract can be cancelled if : Tenderer enters into a contract with the Company in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority/Engineer-in-Charge;

or

Offers or gives or agrees to give to any person in Company's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other Contract for the Company;

or

Obtains a Contract with the Company as a result of ring tendering or other non-bonafide methods of competitive tendering;

Signature

Name (in Block Letters)

Designation & Name of the Company

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Tender No. : SIC: SEC: 67/Tender/21-22/Ptg.  
**Form of Tender**

**Tender No. SIC: SEC: 67/Tender/21-22/Ptg.**      Date \_\_\_\_\_

To:

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

**Sub: Printing of 67<sup>th</sup> Annual Report (in English version & Hindi version) for  
the year 2021 – 2022**

Sir/Madam

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 350 nos. (200 copies in English & 150 copies in Hindi) of NSIC's 67<sup>th</sup> Annual Report for the year 2021 - 2022 in conformity with the said tender for which the price inclusive of all applicable taxes is quoted in Financial Bid of this tender.

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

If our tender is accepted, we will deposit additional sum of Rs. 2,500/- (Rs. Two thousand five hundred only) for the due performance of the Work, as specified in the terms & conditions.

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

This tender 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 tender you may receive.

Dated this ..... day of ..... 2022.

.....  
(Signature)

.....  
(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....  
(Please specify here Name of the Bidder with complete address of Company and Phone no.)

Signature of Authorised Signatory of Bidder with Stamp

**Checklist for Techno-Commercial Bid :**

The following documents are required to be submitted along with the Techno-commercial Bid (**all self-attested copies**):

1. Demand Draft/Pay Order of Rs.10,000/- in favour of "**The National Small Industries Corporation Ltd.**" payable at **New Delhi**.
2. A copy of valid certificate of NSIC's Single Point Registration Scheme or Udyog Aadhar/Udyam registration, etc, if the Bidder is seeking exemption from submission of Earnest Money Deposit.
3. Self-attested copy of valid GST Regn. No./Certificate.
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 Indian Art Card Magno Gloss)
7. Signed sample of Text page (Indian 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 one Invoice or work order or purchase order or any other proof as regard to Printing of Annual Report with value of minimum Rs.1,00,000/- (one lakh) or above.
12. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions

**Checklist For Financial Bid :**

1. Financial Bid should be duly signed & stamped indicating clear **firm price offer for 350 copies**. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

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**FINANCIAL - BID / PRICE - BID**

<b>S. No.</b>	<b>Description</b>	<b>No. of Copies</b>	<b>Unit Rate (for one copy)</b>	<b>Amount (in Rs) (in Figures) (3 x 4)</b>	<b>Amount (in Rs) (in Words) (3 x 4)</b>
1	2	3	4	5	6
1	Annual Report of NSIC, 200 number, English version print complete copies (upto 350 pages approx.)	200			
2	Annual Report of NSIC, 150 number, Hindi version print complete copies (upto 350 pages approx.)	150			
	<b>TOTAL (in Rs) (in Figure)</b>				
	<b>TOTAL (in Rs) (in Words)</b>				
	<b>GST (%age) and Amount (in Rs)</b>				
	<b>GRAND TOTAL (in Rs) (in Figure)</b>				
	<b>GRAND TOTAL (in Rs) (in Words)</b>				
3	Extra print per page (both side) charges for English version (inclusive taxes)				
4	Extra print per page (both side) charges for Hindi version (inclusive taxes)				
5.	GST (%age) on S.no. 3 & 4				

Note: Bidders to quote prices for per page in Row 3 and 4, rationally and reasonably based on charges indicated for unit rate of one copy. NSIC reserves the right to rationalize it based on unit rate (if rate indicated by Bidder is seen non-rational), at the time of award of contract and it will be applicable only when pages in one annual report exceeds 350 pages for making additional payment.

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