

**LOK SABHA SECRETARIAT  
(PRINTING SECTION)**

**303, PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001**

**TENDER DOCUMENT  
FOR  
PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEES (DRSCs)  
REPORTS**

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## INSTRUCTIONS TO THE BIDDERS

### OPEN COMPETITIVE BIDDING FOR THE PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEES (DRSCs) REPORTS

1. **Two Bid System** : The tender is invited under **two bid system i.e. Technical Bid and Financial Bid**. Annexure I, II & V are related to Technical Bid and Annexure III & IV for Financial Bid. The interested companies/agencies/firms are requested to submit two separate sealed envelopes superscribing "**Technical Bids** for printing of Departmentally Related Standing Committees Reports & **Financial Bids** for printing of Departmentally Related Standing Committees Reports". Both sealed envelopes should be kept in a third envelope superscribing "**Tender for printing of Departmentally Related Standing Committees Reports**". EMD of the requisite amount is to be sent alongwith the envelope of Technical Bid.
2. **The Technical Bids will be opened on 21.2.2012 at 1530 hrs.** at the first stage and evaluated by Competent Committee or Authority. At the second stage, **Financial Bids of technically qualified Bidders only will be opened on** for further evaluation and ranking before awarding the contract. **Technically qualified Prospective Bidders will be informed separately to be present at the time of opening of the Financial Bid.**
3. The prospective bidders may contact the **Manager of Printing, Printing Section (Room No. 303, Parliament House Annexe, New Delhi; Phone No. 23034303, 23034309) to obtain the Form of Quotation/features/information and also for any clarifications required in this regard.** It can be downloaded from official website of Lok Sabha <http://www.loksabha.nic.in>
4. Bidders are also requested to furnish a workable sample incorporating the required features and information to be tested on the ground by the **Printing & Publications Service.**
5. Detailed Rates be quoted as per given specifications for the printing of Departmentally Related Standing Committees (DRSCs) Reports in *Annexure III* & Form of Quotation in *Annexure IV*.
6. **Eligibility of the bidders**
  - (i) Should have minimum **3 years** of experience in printing of publications of similar nature (Valid proof has to be attached).
  - (ii) Should have minimum turnover of **Rs. 60 lakh** per annum during each of the last three years ( valid and certified proof has to be attached)
  - (iii) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration has to be given in the prescribed format (*Annexure I*).

7. **Earnest Money Deposit**

- (i) The Earnest Money Deposit (EMD) an amount of **Rs.25,000 (Rupees Twenty Five Thousand Only)** should be deposited in the form of Demand Draft drawn in favour of **Drawing and Disbursing Officer, Lok Sabha Secretariat** and should be kept in a **separate sealed envelope superscribing as E.M.D. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected.**
- (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.

8. **Performance Security Deposit (PSD)**

- (i) PSD an amount of **Rs.50,000 (Rupees Fifty Thousand only)** will have to be deposited by the successful Bidders **within 7 days** on receipt of supply order to ensure due performance of the contract.
- (ii) PSD shall be in the form of Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha Secretariat, New Delhi.**
- (iii) The PSD should remain **valid** for a period of **three years** upto completion of all contractual obligations by the Printer including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of Performance Security Deposit.
- (iv) PSD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.
- (v) Any interest will not be payable on the amount of Performance Security Deposit (PSD).

9. **Documents / Certificates**

The firms are required to submit the following documents in technical bid with self attested photocopies with firm/company rubber stamp on each page(s), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms from Government Department;
- (b) Copy of CST/VAT/TIN Registration Certificates and copy of VAT deposit slip for the quarter ending December, 2011;
- (c) Copy of PAN/GIR Card;
- (d) Copies of Income Tax Returns filed for last 3 assessment years (2009-10, 2010-11 & 2011-12);

**Contd. 4/-**

- (e) Audited Balance Sheet of the last three financial years having minimum turnover of Rs. 60 lakhs per annum;
- (f) Proof of minimum 3 years experience in printing work with Govt. Depts./PSUs, etc.; List of Clients;
- (g) Declaration regarding blacklisting or otherwise (*Annexure-I*); and
- (h) Samples of paper for Text and Cover are required to be attached.

10. **Mode of Submission and last date for submission**

Tender in a sealed envelope should be addressed to the **Director (Printing), Lok Sabha Secretariat, Room No.151, Parliament House Annexe, New Delhi**, and must reach on or before **21 February, 2012 by 1500 hrs.** Tenders may be hand delivered at Distribution Branch of the Lok Sabha Secretariat, New Delhi-110001. If sent by post, Lok Sabha Secretariat shall not be responsible for loss or delay in transit. **Technical Bids will be opened 1530 hrs.** in the above mentioned office. Bidders/Authorised Representative of the Bidders are allowed to be present during the opening of Tender.

11. **Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

12. **Non- acceptance of the tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

13. **Non-transferability**

This tender is non-transferable.

14. **Extension of last date at the Discretion of LSS**

Lok Sabha Secretariat, New Delhi, may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

## **TERMS & CONDITIONS**

### **FOR THE PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEES DRSCs REPORTS**

#### **Rates/ Prices**

1. The rates should be quoted in Indian Rupees in words as well as in figures only.
2. Tender rates should be valid for Three years from the date of awarding of the contract. Tender quoted for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
3. Prices should be quoted F.O.R. Destination (Free delivery at LSS)

#### **Penalty**

4. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
5. If the Bidder/firm leaves the supply without completing it, the LSS may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.

#### **Settlement of disputes**

6. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Secretary-General, Lok Sabha 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 agreement shall be suspended on the ground of pending arbitration proceedings.

**Contd. 6/-**

### **Purchasers Rights**

7. The LSS reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
8. The LSS reserves the right to award the tender to more than one Bidder.
9. The LSS reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

### **Execution of Job**

10. Printing of Departmentally Related Standing Committees (DRSCs) Reports should be as per the specifications (*Annexure III*).

### **Process of Printing**

11. Single colour Offset printing by CTP Plate making.

### **Delivery**

12. Delivery of printed copies are to be supplied as and when required by Secretariat which would be mentioned in P.O.

### **Mode of Payment**

13. Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of the Lok Sabha Secretariat (LSS). No interest will be payable on the delayed payments. Payment will be made direct to the supplier through **A/c payee cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

### **Change in quantity**

14. Approximate quantity only of the required item is given in the tender notice. The quantity is likely to be +/- 20 % of the given figure.

### **Agreement**

15. The bidder who is awarded the contract will be required to sign **Proforma Rate Contract Agreement** with the Lok Sabha Secretariat (LSS) as per the specimen (*Annexure II*).

**Contd. 7/-**

**Imprint Line**

16. The imprint line of the Press must be printed on the back of inner cover page on each Report or in the manner indicated by the Lok Sabha Secretariat.

**General /others**

17. The bidder will be bound by the details furnished by him / her to LSS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of the contract.**
18. No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
19. Samples of Papers to be attached alongwith the tender, –
  - (i) Text (70 GSM Sunshine Offset Printing Paper/TA Maplitho Neutrals Super Deluxe Ballarpur Mill)
  - (ii) Cover (210 GSM Indian Art Card)

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**PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEES DRSCs REPORTS**

**DECLARATION**

To

The Joint Director (Ptg.)  
Printing Section  
Lok Sabha Secretariat,  
Room No. 303  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security Deposit (PSD), as applicable, in the format to be provided by your office as per-condition for obtaining the Purchase Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Director (Ptg.), Room No. 151, Parliament House Annexe, Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm  
Date:

**Contd. 9/-**



**PROFORMA RATE CONTRACT AGREEMENT**

**PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEES DRSCs REPORTS**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

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**AGREEMENT**

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2012 between M/s. \_\_\_\_\_ herein referred to as the Printer under the name and style of M/s. \_\_\_\_\_ of the one part.

**Lok Sabha Secretariat (LSS)**, acting through the **Director (Ptg.)**, herein after referred to as the other part whereas the said contractor has agreed with the **Lok Sabha Secretariat** for printing and supply of the required publication with the specifications.

Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

01. The contractor agrees to undertake to **printing of Departmentally Related Standing Committees DRSCs Reports** as per the requirement as agreed to in their tender and letter dated \_\_\_\_\_ at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
02. The printing of **Departmentally Related Standing Committees DRSCs Reports** which are not in conformity with the requirements/specifications are liable to be rejected.

**Contd. 10/-**

03. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_.
- The Tender is valid for a period of **Three years** from the date of signing of the agreement, which can be extended for a further period may be fixed on the same rate & terms and conditions if the both parties agreed. The quantities shown in the tender with +/- 20% variation will be procured by placing purchase order.
04. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Secretariat. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
05. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **Director (Ptg.) or Joint Director (Ptg.) in charge of the Printing Section** on behalf of the Lok Sabha Secretariat to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfil or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
06. The Performance Security Deposit (PSD) shall be released without any interest after two months after successful completion of the work at the end of the contract period including the extended period, if any.

07. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Secretary-General, Lok Sabha under the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties to this contract. Provisions of the Indian Arbitration Act, 1996 and any statutory modification / enactments thereto and the rules made there under from time to time shall apply to such arbitration.

08. The Security Deposit is to be forfeited to the Lok Sabha Secretariat without any prejudice to any other rights and remedies of Lok Sabha Secretariat in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.

09. That the tender schedule and terms & conditions shall also form part of the agreement.

10. That the contractor acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and the Lok Sabha Secretariat has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the  
Company/Firm

Signature of the authorized official of  
the LSS

Signature:

Signature:

Name :

Name :

Address :

Address :

**SPECIFICATIONS FOR THE PRINTING OF DEPARTMENTALLY RELATED  
STANDING COMMITTEES DRSCs REPORTS**

Following are the specifications for the printing of DRSCs Reports:

1. Size : Royal Octavo
2. No. of copies : English - 1000 to 1400 (tentative)  
Hindi – 400 to 600 (tentative)
3. Volume of work : Average 75 printed pages of each Report. Manuscripts may consist of handwritten and/or typed pages.
4. Composing : English – 10 point Times Roman; and Hindi – 12 point Chanakya or Devanagari fonts. (with auto leading)
5. Proof Reading : First Proof Reading of the Text is to be done by the Secretariat. Final Proofs are to be thoroughly checked by the Printer himself to ensure that all corrections, alterations, additions and deletions, etc. are carried out. Final printing must be error free in all respects.
6. Mode of printing : Single colour Offset printing by CTP plate making.
7. Paper : Text : 70 GSM Sunshine Offset Printing Paper/  
T.A. Maplitho Neutral Super Delux, Ballarpur Mill with single colour printing.
8. Cover : 210 GSM Indian Art Card with two colour offset printing.
9. Binding : Centre Stitching
10. Time Schedule : Proofs & Printed copies are to be provided as and when required by Secretariat.  
  
The Printer has to make arrangements for collecting manuscripts and proofs from the Secretariat immediately during office hours or on odd hours and on holidays as and when called for.

11. Delivery of printed material : The printed copies are to be supplied in convenient bundles wrapped in kraft paper to the Distribution Branch, Lok Sabha Secretariat, Parliament House Annexe, New Delhi alongwith properly arranged Author Proofs and C.D. of the text.

12. Validity of Tender : Three years

The contract is purely on ad-hoc basis for a period of three years, further extendable for another two/three years on the basis of mutual consent.

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FORM OF QUOTATIONS FOR DEPARTMENTALLY RELATED  
STANDING COMMITTEES DRSCs REPORTS

\* Rate (Rs.)

1. Per Page Rate

- (i) Inclusive of composing/laser typesetting, processing, plate making, single colour offset printing on 70 GSM Sunshine offset printing paper/ TA Maplitho Neutral Super Deluxe Ballarpur Mill  
[First Proof Reading is to be done by the Secretariat. Final proofs are to be thoroughly checked by the printer himself]
- : **English**  
(1000 copies) Rs. \_\_\_\_\_  
[Rupees.....]
- : **Hindi**  
(400 copies) Rs. \_\_\_\_\_  
[Rupees.....]

- (ii) **Cost of Paper for 100 copies**  
(in case of increase/decrease in number of copies of both version)
- : Rs. \_\_\_\_\_  
[Rupees.....]

2. Cost of cover

- On 210 GSM Indian Art Card with Two colour offset printing  
(per cover)
- : Rs. \_\_\_\_\_  
[Rupees.....]

3. Binding charges (Centre Stitch)  
(per book)

- : Rs. \_\_\_\_\_  
[Rupees.....]

(Signature of Tenderer with seal of the Firm)

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\*The rates should be quoted in Indian Rupees in words as well as in figures only.

The following proforma of the Check-list has to be filled by the Tenderer.

**PROFORMA FOR THE CHECK LIST**

Name & Address of Firm/Company \_\_\_\_\_

Tel. No: .....

1.	DD/Pay Order No.; amount & date of EMD	DD/Pay Order No. ...., Bank ..... Amount Rs. .... Dated.....
2.	Registration Certificate from Govt. Deptt.	No. & Date ..... Issuing Authority .....
3.	CST/VAT/TIN Registration No.; and  Enclose copy of VAT deposit slip for the quarter ending December, 2011;	No. & Date .....  Yes..... No.....
4.	PAN/GIR Card No.	No. & Date .....
5.	Income Tax Returns (last 3 assessment years)	2009-10 _____ 2010-11 _____ 2011-12 _____
6.	Audited Balance Sheets indicating turn over for last 3 years	2008-09 _____ 2009-10 _____ 2010-11 _____
7.	Proof of 3 years experience in printing work with Govt./ Deptt./PSU's etc. (Attach samples of similar jobs)	Yes.....  No.....
8.	Declaration for not black listed by the Govt. Deptt./PSUs. Etc.	Yes.....  No.....
9.	Attach samples of paper, — (i) Text (ii) Cover	Yes.....  No.....

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated: .....

Name with Designation of Authorised Signatory & Seal of the Firm

