

Government of India, Ministry of Finance
Office of the Director, National Saving Institute
ICCW Building, 4 DeenDayal Upadhyaya Marg, New Delhi-110002

No. ICM/11/6(6)2021/Tender-5/ASLAAS/ 1422

Dated: 02/12/2021

E-TENDER NOTICE-5(2021)

Subject: Inviting online rates for printing & supply of 60 lakh ASLAAS-5 cards for Office of the Director, National Saving Institute, Ministry of Finance.

The online rates are invited from 'A' Class / 'B' Class offset printers empanelled with Directorate of Printing, Ministry of Urban Development or as print media creative agency with Bureau of Outreach and Communication, Ministry of Information and Broadcasting for printing and supply of under mentioned publication, which is required to be printed and supplied as per distribution list Annexure III.

The bids will be finalized in bid system as per details given below:-

1. The description of the job: **Printing and supply of ASLAAS-5 cards**

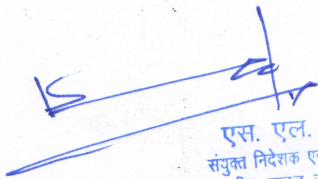
Sl. No.	Name of Publication	ASLAAS-5 card
1.	Size	30 cm X 22 cm (Finished size)
2.	Pages	1 leaf (2 Pages)
3.	Qty.	60,00,000 (Sixty lakh)
4.	Paper for Text	150 GSM white Cartridge paper. (GSM of paper duly certified/verified from the Paper Laboratory Testing centre)
5.	Printing	Black & White with alphanumeric numbering at three places in each card. Alphanumeric pattern will change after each block of 1 lakh
6.	Delivery	Packing in CFC boxes & in corrugated boxes with plastic sheet inner lining as per distribution list Annexure-III

2. **Material for Reproduction:** The matter will be provided in MS Word/PDF. The Printer should produce first proof within one week. Numbering pattern & Series for the cards would be provided by NSI.

2. **Material for Reproduction:** The matter will be provided in MS Word/PDF. The Printer should produce first proof within one week. Numbering pattern & Series for the cards would be provided by NSI.

3. **Time Schedule/Delivery of books:** All the books are required to be delivered as per the distribution list of AAR books **within 45 days** after final approval of the proof.

4. **Mode of Payment:** Rates and all codal formalities will be completed by the Office of the Director, National Saving Institute, Ministry of Finance. The awardee firm will supply the printed books as per the distribution list directly and submit the bill supported with acknowledgement of receipt from consignees as per distribution list and a certificate to the effect that all cards/books as per the tender quantity and numbering patterns and series have been delivered to the consignees and no cards/books are left with the press in the name of Director, National Saving Institute, Ministry of Finance. The payment will be made by the Department directly to the printer after verification.


एस. एल. कुरील / S. L. KUREEL
संयुक्त निदेशक एवं कार्यालय प्रमुख / Joint Director & HOO
राष्ट्रीय बचत संस्थान / National Savings Institute
भारत सरकार, वित्त मंत्रालय (आ. का. वि.) नई दिल्ली
Govt. of India, Min. of Finance (DEA)
New Delhi

5. The scanned copy of the **Earnest Money Deposit (EMD)** of **Rs.2,00,000/- (Rupees two lakh only)** must be uploaded with the Tender and original of the same in a sealed envelope superscribed with the words "**Rates for printing and supply of '60 lakh ASLAAS-5 cards'**" has to be submitted in Room No.12 (twelve), Office of the Director, National Saving Institute, Ministry of Finance latest by **24.12.2021** upto **15.00hrs.**
6. All the documents in support of eligibility criteria are also to be uploaded alongwith Technical bid. The Tenderers are advised in their own interest to submit the desired papers/documents with their bids failing which their bids may be declared non-responsive.
7. The National Saving Institute, Ministry of Finance reserves the right to reject/cancel the tender at any time/stage or relax/ amend/withdraw any of the terms and conditions contained in the tender documents without assigning any reason thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited..
8. Samples of publications can be seen on any working days between 10.30 a.m. to 5.00 p.m. in the Office of the Director, National Saving Institute, Ministry of Finance.

9. **Eligibility criteria of Technical Bid:**

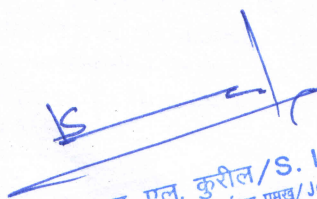
All the following documents of Technical Bid should be submitted online as well as in hard copy in part-I Envelope.

- i) Sample of paper duly signed and stamped. **GSM of paper duly certified/verified from the Paper Laboratory Testing centre.**
- ii) EMD or NSIC or MSME certificate copy (if any).
- iii) Signed and stamped copy of Acceptance of Terms & Conditions of Tender.
- iv) **Self attested undertaking that the firm has never been black listed by any Government Department, Ministry, Organisation /PSUs etc.**
- v) Attested copy of GST registration number
- vi) Attested copy of Permanent Account Number (PAN)
- vii) Copy of Previous performance / job orders undertaken
- viii) The printer shall be empanelled with as 'A' Class /B' Class offset printers with Directorate of Printing, Ministry of Urban Development or as print media creative agency with Bureau of Outreach and Communication, Ministry of Information and Broadcasting as on date. Copy of empanelment should be attached.

All the above documents are to be submitted duly self attested including tender document.

10. **Earnest Money Deposit:-**

An earnest money deposit (EMD) of **Rs.2,00,000/- (Rupees two lakh only)** with validity of six months from the date of issue, in the form of FDR/Bank Guarantee from any of the Commercial Bank drawn in the favour of **PAO (Sectt.), DEA, MOF, New Delhi** shall accompany the tender. The scanned copy of the Earnest Money Deposit must be uploaded with the tender and original to be deposited in a sealed envelope in the **National Savings Institute, Ministry of Finance** as per instructions in para 5 above. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempt from submitting EMD.


एस. एल. कुरील / S. L. KUREEL
संयुक्त निदेशक एवं कार्यालय प्रमुख / Joint Director & HOO
राष्ट्रीय बचत संस्थान / National Savings Institute
भारत सरकार, वित्त मंत्रालय (आ. का. वि.) नई दिल्ली
Govt. of India, Min. of Finance (DEA)
New Delhi

11. **Bid Evaluation Criteria:-**

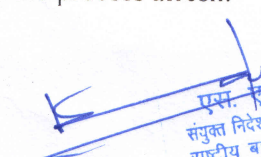
- (a) The **Technical Bid** shall be opened at **11.00 hrs.** on **28.12.2021** and **financial bid of technically qualified bidders** shall be opened at **11.00 hrs. on 31.12.2021**.
- (b) The Bidder shall submit the financial bid in the prescribed format enclosed at **Annexure-I** of the tender documents. The bidders are advised to quote their rates excluding GST. The GST will be applicable as per rule.

12. **General terms and conditions of the Tender:**

- (a) Technical bid shall be opened first and only those who qualify shall participate in the financial bid.
- (b) Incomplete or conditional tenders will not be entertained. The National Saving Institute, Ministry of Finance reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.
- (c) The successful firm is also required to submit a **Performance Security Deposit** for an amount of **Rs.5,00,000/- (Rs. five lakh only) with validity of one year** from the date of issue, is required to be submitted within five days time in the shape of FDR/Bank Guarantee from any of the Commercial Bank drawn in the favour of **PAO (Sectt.), DEA, MOF, New Delhi**. If security deposit is not submitted within the specified time, entire Earnest Money deposited by the firm shall be forfeited and in the event of non-supply of material in time/as per the requirement of Department/Ministry, entire amount of the Security Deposit shall also be forfeited to Government Account.
- (d) The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to accept order within the stipulated period. No interest will be payable on this Amount. The EMD shall also stand forfeited in the event of premature withdrawals of the tenders by any of the Tenderers.
- (e) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read to understand fully the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Department.

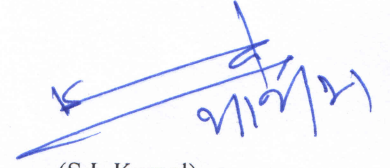
13. **General terms & conditions of the Contract:-**

- (a) Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by The National Saving Institute, Ministry of Finance. The National Saving Institute, Ministry of Finance reserves the right to reject the entire or part supply of defected material which is not found satisfactory as per demand. In such cases The National Saving Institute, Ministry of Finance shall be entitled to get the work done from elsewhere and recover the consequential loss sustain from the firm for getting the work done either through other firm or the firms selected through the process afresh.


एस. एल. कुरील / S. L. KUREEL
संयुक्त निदेशक एवं कार्यालय प्रमुख / Joint Director & HOO
राष्ट्रीय बचत संस्थान / National Savings Institute
भारत सरकार, वित्त मंत्रालय (संयुक्त वि) नई दिल्ली
Govt. of India, Min. of Finance (DEA)
New Delhi

- (b) The firm will have to ensure the safety of printed material during binding, packing & delivery and restrict the printing strictly as per number and series given by NSI in this tender.
- (c) The rates should be quoted both in the words and figures.
- (d) **Firms backing out after participating in the tendering process shall be liable for black listing including forfeiture of EMD.**
- (e) Conditional rates or terms attached with the rates will not be accepted and all such rates will be rejected out rightly.
- (f) In case of any dispute the matter will be referred to the Arbitration appointed by The National Saving Institute, Ministry of Finance
- (g) All the disputes are subject to the Delhi jurisdiction.

The tenders will be accepted upto **15.00 hrs. on 24.12.2021** online and **Technical bid will be opened at 11.00 hrs. on 28.12.2021** followed by **opening of financial bid** of the technically qualified firms at **11.00 hrs. on 31.12.2021**. The firms may nominate their authorized representative to be present at the time of opening of Technical bids. **Late bids will not be considered.**



(S L Kureel)
Joint Director & HOO
Tender Inviting Officer
National Savings Institute, Delhi

एस. एल. कुरील/S. L. KUREEL
संयुक्त निदेशक एवं कार्यालय प्रमुख/Joint Director & HOO
राष्ट्रीय बचत संस्थान/National Savings Institute
भारत सरकार, वित्त मंत्रालय (आ. का. वि.) नई दिल्ली
Govt. of India, Min. of Finance (DEA)
New Delhi

Annexure-I

Format of Price/financial bid

Annexure-I of the Price Bid (BOQ).

Sl. No.	Description of work	No. of Copies	Lump-sum rates and per card rate to be entered by the bidder with packing & delivery charges excluding GST (GST will be applicable as per rule)
1.	ASLAAS-5 card	60,00,000 (Sixty lakh)	

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Dated:.....

To

The Joint Director & HOO,
National Saving Institute,
Ministry of Finance
ICCW Building,
4 DeenDayalUpadhyayaMarg
New Delhi-110002

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:- Printing of ASLAAS-5 cards for the Department of National Saving Institute,
Ministry of Finance, New Delhi-reg.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the website(s) namely: "Printing of ASLAAS-5 cards of the Department of National Saving Institute, Ministry of Finance, New Delhi" as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to(including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your Department/Ministry too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totally/entirely.
5. In case any provisions of this tender are found violated, then your Department/Ministry shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

**Distribution List of 60 lakh ASLAAS-5 cards to
Directorate of Small Savings**

S.N.	Directorate of Small Savings Address where cards to be supplied	Quantity
1	Naharlagun - ARUNACHAL PRADESH	10000
2	Guwahati- ASSAM	180000
3	CHANDIGARH (U.T.)	20000
4	Raipur - CHHATTISGARH	200000
5	Panaji - GOA	6000
6	Ahmedabad - GUJARAT	400000
7	Chandigarh - HARYANA	200000
8	Shimla - HIMACHAL PRADESH	300000
9	Bagaluru - KARNATAKA	200000
10	Thiruvananthapuram - KERALA	600000
11	Bhopal - MADHYA PRADESH	300000
12	Mumbai - MAHARASHTRA	1000000
13	Shillong - MEGHALAYA	10000
14	Bhuvneshwar - ODISHA	150000
15	Ludhiana - PUNJAB	212000
16	Jaipur - RAJASTHAN	500000
17	Chennai - TAMIL NADU	300000
18	THE DADRA AND NAGAR HAVELI, DAMAN AND DIU - Silvassa	2000
19	Agartala - TRIPURA	10000
20	Lucknow - UTTAR PRADESH	800000
21	Dehradun - UTTARAKHAND	150000
22	Kolkata - WEST BENGAL	450000
TOTAL		60,00,000

[Handwritten signature]
21/7/24

एस. एल. कुरील/S. L. KUREEL
संयुक्त निदेशक एवं कार्यालय प्रमुख/Joint Director & HOD
राष्ट्रीय बचत संस्थान/National Savings Institute
भारत सरकार, वित्त मंत्रालय (आ. का. वि.) नई दिल्ली
Govt. of India, Min. of Finance (DEA)
New Delhi