

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/AAR/ 1393

Dated: 25.11.2021

**E-TENDER NOTICE-4(2021)**

**Subject: Inviting online rates for printing & supply of 10 lakh AAR books (without denomination) 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 bidders should also submit documentary proof of having completed similar time bound bulk job offered by a central government department in the last 2 years, which again should also be submitted online as part of the technical bid.


1. The description of the job: **Printing and supply of AAR book(without denomination)**

Sl. No.	Name of Publication	AAR Books (without denomination)
1.	Size	30 cm X 21.5 cm
2.	Pages	20 foils+ cover pages
3.	Qty.	10 lakh (ten lakh)
4.	Paper for Text	60 GSM Maplitho Printing Paper (GSM of paper duly certified/verified from the Paper Laboratory Testing centre)
5.	Paper for Cover	75 GSM Pink/blue colour paper (GSM of paper duly certified/verified from the Paper Laboratory Testing centre)
6.	Printing	Black & White alpha numeric numbering. Each serial no. for book will be given 000001 to 010000 numbers along with above series and their respective foils will be given 000001 to 200000 number along with above series. (each series will include 10,000 books and 2 Lac pages/folios)
7.	Binding	Side stitching
8.	Delivery	Packing in CFC boxes & in corrugated boxes with plastic sheet inner lining as per distribution list Ann.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.

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 successful completion of job satisfactorily and verification.

  
एस. एन. कुरील/S. L. KUREEL  
संयुक्त निदेशक एवं कार्यकारी 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. 5,00,000/- (Rupees five lakh only)** must be uploaded with the Tender and original of the same in a sealed envelopes superscribed with the words "**Rates for printing and supply of '10 lakh AAR books (without denomination)**" has to be submitted in Room No.12 (twelve), Office of the Director, National Saving Institute, Ministry of Finance latest by **21.12.2021 upto 15.00 hrs.**

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:**

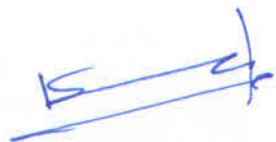
**All the following documents of Technical Bid should be submitted online as well as in hard copy in part-I Envelope.**

- 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. 5,00,000/- (Rupees five 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:-

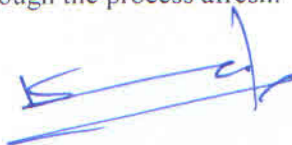
- (a) The **Technical Bid** shall be opened at **11.00.hrs.** on **22.12.2021** and **financial bid of technically qualified bidders** shall be opened at **11.00 hrs.** on **27.12.2021.**
- (b) The Bidder shall submit the financial bid in the prescribed format enclosed at **Annexure-I** of the tender 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.10,00,000/- (Rs. Ten 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:-

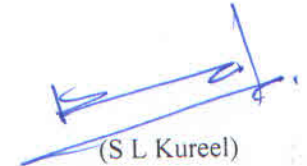
- (a) Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by The National Saving Institute, Ministry of Finance. The National Saving Institute, Ministry of Finance reserves the right to reject the entire or part supply of defected material 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 (आ.का.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) The bid will remain valid for a period of 180 days from the date of issue of job order.
- (g) All the disputes are subject to the Delhi jurisdiction.

The tenders will be accepted upto 15.00 hrs. on 21.12.2021 online and **Technical bid will be opened at 11.00 hrs. on 22.12.2021** followed by **opening of financial bid** of the technically qualified firms at **11.00 hrs. on 27.12.2021**. 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 & Bid Inviting Authority  
National Savings Institute, Ministry of Finance

New Delhi  
KUREEL  
संयुक्त निदेशक एवं तालीम/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

**Annexure-I**

**Format of Price/financial bid**

Annexure-I of the Price/financial Bid (BOQ).

Sl. No.	Description of work	No. of Copies	Per book rates and total cost to be entered by the bidder with packing & delivery charges excluding GST (GST will be applicable as per rule)
1.	AAR Books (without denomination)	10 lakh (Ten 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 Deen Dayal Upadhyaya Marg  
New Delhi-110002

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: .....

Name of Tender/Work:- Printing of AAR books (without denomination) 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 AAR books (without denomination) 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)

Annexure-III

Distribution list of 10 lakh AAR books  
(without denomination) to PSDs

S.No.	Name of PSD	Quantity of AAR books to be distributed
1	Kolkata	200000
2	Guwahati	10000
3	Ludhiana	50000
4	Saharanpur	100000
5	Delhi	10000
6	Ahmedabad	120000
7	Lucknow	200000
8	Raipur	20000
9	Nagpur	60000
10	Shimla	10000
11	Thrissur	80000
12	Jaipur	20000
13	Nashik	20000
14	Hyderabad	30000
15	Bhubaneswar	40000
16	Jammu	30000
Total:		10,00,000

## AAR book (without denomination) series register

Each book has 20 foils/pages.

### Indent No. AAR/2021

<u>Book No.</u>	<u>Folio no.s for corresponding book</u>	<u>Allotted PSD</u>
<u>Series</u> No.	<u>Series</u> No.	
CCA U 000001	CCA U 000001 to CCA U 000020	
CCA U 000002	CCA U 000021 to CCA U 000040	
CCA U 000003	CCA U 000041 to CCA U 000060	
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This Series continues upto

CCA U 010000 CCA U 199981 to CCA U 200000

Series **CCA U** will include 10,000 books alongwith 2,00,000 pages/  
foils as mentioned in above format.

<u>Book No.</u>	<u>Folio no.s for corresponding book</u>	<u>Allotted PSD</u>
<u>Series</u> No.	<u>Series</u> No.	
CCA V 000001	CCA V 000001 to CCA V 000020	
CCA V 000002	CCA V 000021 to CCA V 000040	
CCA V 000003	CCA V 000041 to CCA V 000060	



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This Series continues upto

CCA V 010000 CCA V 199981 to CCA V 200000

Series **CCA V** will include 10,000 books alongwith 2,00,000 pages/foils as mentioned in above format.

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Book No. Folio no.s for corresponding book Allotted  
PSD

<u>Series</u> No.	<u>Series</u> No.
CCE P 000001	CCE P 000001 to CCE P 000020
CCE P 000002	CCE P 000021 to CCE P 000040
CCE P 000003	CCE P 000041 to CCE P 000060
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This Series continues upto

CCE P 010000 CCE P 199981 to CCE P 200000

Series **CCE P** will include 10,000 books alongwith 2,00,000 pages/foils as mentioned in above format.

For printing of **10 lakh** crossed cheque book, the following series of books and foils may be allotted -  
each book has 20 foils

Sr. no.	<u>For book</u> <u>Series no.</u>	<u>For foils of respective book</u>	Remark
1	CCA U	1 CCA U	
2	CCA V	2 CCA V	
3	CCA W	3 CCA W	
4	CCA X	4 CCA X	
5	CCA Y	5 CCA Y	
6	CCA Z	6 CCA Z	
7	CCB A	7 CCB A	
8	CCB B	8 CCB B	
9	CCB C	9 CCB C	
10	CCB D	10 CCB D	
11	CCB E	11 CCB E	
12	CCB F	12 CCB F	
13	CCB G	13 CCB G	
14	CCB H	14 CCB H	
15	CCB I	15 CCB I	
16	CCB J	16 CCB J	
17	CCB K	17 CCB K	
18	CCB L	18 CCB L	
19	CCB M	19 CCB M	
20	CCB N	20 CCB N	
21	CCB O	21 CCB O	
22	CCB P	22 CCB P	
23	CCB Q	23 CCB Q	
24	CCB R	24 CCB R	
25	CCB S	25 CCB S	
26	CCB T	26 CCB T	
27	CCB U	27 CCB U	
28	CCB V	28 CCB V	
29	CCB W	29 CCB W	
30	CCB X	30 CCB X	
31	CCB Y	31 CCB Y	
32	CCB Z	32 CCB Z	
33	CCC A	33 CCC A	
34	CCC B	34 CCC B	
35	CCC C	35 CCC C	
36	CCC D	36 CCC D	
37	CCC E	37 CCC E	
38	CCC F	38 CCC F	
39	CCC G	39 CCC G	

40	CCC	H
41	CCC	I
42	CCC	J
43	CCC	K
44	CCC	L
45	CCC	M
46	CCC	N
47	CCC	O
48	CCC	P
49	CCC	Q
50	CCC	R
51	CCC	S
52	CCC	T
53	CCC	U
54	CCC	V
55	CCC	W
56	CCC	X
57	CCC	Y
58	CCC	Z
59	CCD	A
60	CCD	B
61	CCD	C
62	CCD	D
63	CCD	E
64	CCD	F
65	CCD	G
66	CCD	H
67	CCD	I
68	CCD	J
69	CCD	K
70	CCD	L
71	CCD	M
72	CCD	N
73	CCD	O
74	CCD	P
75	CCD	Q
76	CCD	R
77	CCD	S
78	CCD	T
79	CCD	U
80	CCD	V
81	CCD	W
82	CCD	X
83	CCD	Y
84	CCD	Z
85	CCE	A

40	CCC	H
41	CCC	I
42	CCC	J
43	CCC	K
44	CCC	L
45	CCC	M
46	CCC	N
47	CCC	O
48	CCC	P
49	CCC	Q
50	CCC	R
51	CCC	S
52	CCC	T
53	CCC	U
54	CCC	V
55	CCC	W
56	CCC	X
57	CCC	Y
58	CCC	Z
59	CCD	A
60	CCD	B
61	CCD	C
62	CCD	D
63	CCD	E
64	CCD	F
65	CCD	G
66	CCD	H
67	CCD	I
68	CCD	J
69	CCD	K
70	CCD	L
71	CCD	M
72	CCD	N
73	CCD	O
74	CCD	P
75	CCD	Q
76	CCD	R
77	CCD	S
78	CCD	T
79	CCD	U
80	CCD	V
81	CCD	W
82	CCD	X
83	CCD	Y
84	CCD	Z
85	CCE	A



86	CCE	B	86	CCE	B
87	CCE	C	87	CCE	C
88	CCE	D	88	CCE	D
89	CCE	E	89	CCE	E
90	CCE	F	90	CCE	F
91	CCE	G	91	CCE	G
92	CCE	H	92	CCE	H
93	CCE	I	93	CCE	I
94	CCE	J	94	CCE	J
95	CCE	K	95	CCE	K
96	CCE	L	96	CCE	L
97	CCE	M	97	CCE	M
98	CCE	N	98	CCE	N
99	CCE	O	99	CCE	O
100	CCE	P	100	CCE	P

Each serial no. for book will be given 000001 to 010000 numbers along with above series and their respecting foils will be given 000001 to 1000000 number along with above series.

For example no. will be following for books and foils

Sr. no. 1- for books **CCA U 000001** to **CCA U 010000** and foils **CCA U 000001** to **CCA U 200000**

Each series i.e. CCAU will include 10,000 books and 2 Lac pages/folios.

Pattern will continue for all series allotted. Pattern for CCAU, CCAV and CCAW for above mentioned serial number 1,2 and 3 are explained in details for providing numbers to books and respective pages/foils.

Remark – We have also enclosed specimen of AAR book of crossed cheque with first and last page.