

DELHI ELECTRICITY REGULATORY COMMISSIONTENDER DOCUMENTJune 2018

Tender No. F.2(120)/Estt./DERC/2017-18

Name of work: **Tender for Rate Contract for Printing Works in DERC.**

Complete bid document which includes Eligibility criteria, Technical Specifications, various conditions of contract, formats, etc. can be downloaded from DERC website: www.derc.gov.in. Any amendment(s)/ corrigendum / clarifications with respect to this Bid shall be uploaded on above websites only. The Bidder should regularly follow up for any Amendment / Corrigendum / Clarification on the above website.

Sub: Tender for Rate Contract for Printing Works in DERC.

Dear Sir/Madam,

1. The Commission intends to carry out the work for Rate Contract for Printing Works in DERC.
2. The **Notice Inviting tender sheet** is enclosed at **Annexure 1**
3. The **General Terms & Conditions** are enclosed at **Annexure 2**
4. The **Technical Bid** to be submitted in the letter head of the in the format provided at **Annexure 3**
5. The **Financial Bid** to be submitted in the letter head of the Bidder in sealed cover as per schedule of requirement enclosed at **Annexure 4**
6. The **Technical Specifications** for Printing works enclosed at **Annexure- 5**
7. The last date and time of receipt of tender is **22.06.2018** at **1500 Hrs.**
8. Tender received after stipulated date and time will not be considered. The bids received within the stipulated date and time will be opened by the Purchase & Works Committee on the same day i.e., **22.06.2018** at **1600 Hrs.**

(Nalini Dubey)
Personnel Officer

Notice Inviting tender sheet	
Tender No :	F.2(120)/Estt./DERC/2017-18
Organization Name :	DELHI ELECTRICITY REGULATORY COMMISSION
Contact Details	Official's Name Nalini Dubey, Personal Officer
	Address O/o the Secretary ,DERC , Viniyamak Bhawan, C -Block, Shivalik, Malviya Nagar, New Delhi -110017 PH : 011-26673608/41080417
	City New Delhi
Name of Work :	Tender for Rate Contract for Printing Works in DERC.
Mode of Tender Submission :	Sealed bid
Tender Type :	Open
Type of Contract:	Works
Last date & time of submission of tender document :	22.06.2018 at 15.00 hrs
Date & time of opening of tender document :	22.06.2018 at 16.00 hrs
Base Currency :	INR
Payment Details	
EMD Amount (INR):	Rs. 20000/-
Bid Validity Period (Days):	90 Days
Project Duration :	Annually
Eligibility Criteria :	<ol style="list-style-type: none"> 1. Average annual financial turnover of the Bidder during the last three years, ending 31st March 2018 should be Rs. 10 Lakhs. 2. The Bidder should have experience of having successfully supplied in any department of Central Govt. or Central autonomous body or Central PSUs or any department of State Govt. or State autonomous body or State PSUs during last Seven Years ending previous day of last date of submission of tender: <ol style="list-style-type: none"> a. Three similar supplies each costing not less than Rs.4 Lakhs or b. Two similar supplies each costing not less than Rs. 5 Lakhs or c. One similar supplies costing not less than Rs.8 Lakhs <p>(Similar work means: Printing works of books, Letter Heads, Visiting Cards, Water Marks etc.)</p> 3. The Bidder should have Goods and Service Tax (GST) registration. 4. The Bidder shall file a self-declaration that they have not been black listed/debarred by any department of Central / State Government/ PSU in last 5 years
Documents to be submitted :	<ol style="list-style-type: none"> 1. A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity. 2. A document showing the financial turnover of the Bidder during last 3 years, certified by the CA.

3. Completion certificates of works. The completion certificate should be signed by an officer not below the rank of the officer who signed the award letter.
4. Goods and Service Tax (GST) registration letter.
5. Copy of PAN card of the bidder.

Note-

1. EMD in the shape of Demand Draft in favour of "Secretary, Delhi Electricity Regulatory Commission, New Delhi" should be of exact amount and should not have been issued by the bank before the date on which NIT was published on the website.
2. The Bidder shall attach self attested photo copies of the above documents along with his bid.
3. The Bidders furnishing false /fabricated experience certificate /documents shall be debarred from participating in DERC future tenders.

Nalini Dubey,
Personal Officer

General Terms & Conditions

1. **Description of Work.** Tender for Rate Contract for Printing Works in DERC.
2. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs. 20,000/-** along with their bids. However, Bidders registered with Micro Small and Medium Enterprises / National Small Industries Corporation (MSME/NSIC) are exempted from depositing EMD as per the provisions of GFR 181. The EMD is to be submitted in the form of an Account Payee Demand Draft in favour of "*Secretary, Delhi Electricity Regulatory Commission*" payable at New Delhi from any of the Public Sector Banks. The EMD or MSME/NSIC certificate is to be submitted in a separate sealed envelope which shall be opened first. In case, there is no appropriate EMD or MSME/NSIC certificate in that envelope, then the Technical & Financial Bids will not be opened for that Bidder. Bids without EMD will be rejected as non responsive.
3. EMD of the unsuccessful bidders will be returned after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the successful completion of work.
4. **Manner of depositing the Bids**
 - i. **Bids shall be submitted in three envelopes, namely;**
 - (i) **Earnest Money Deposit**
 - (ii) **Technical bid**
 - (iii) **Financial bid**

The envelopes shall mention name of assignment and content of envelope (Technical Bid/Financial Bid/EMD) at the top, and the name of the submitting bidder at the left hand corner of the envelope. The bids shall be submitted in the enclosed formats.
 - ii. **These three envelopes shall be sealed in a large envelope. This envelope shall mention name of assignment at the top and the name of the submitting bidder at the left hand corner of the envelope.**
 - iii. Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) in form of Demand Draft in favour of Secretary, DERC, payable at New Delhi, shall be kept in a separate sealed envelope. **In case, separate envelope carrying suitable EMD is not found in the large envelope, technical bid of such bidders shall not be opened.** Any tender not accompanied by acceptable Earnest Money Deposit will be summarily rejected as non-responsive.
 - iv. The Technical bid shall comprise of duly filled Annexure-3 along-with all enclosures specified at Annexure-3. **In case all the documents in support of eligibility criteria mentioned in Annexure-3 are not found enclosed in the technical bid envelope, the bid shall be summarily rejected as non-responsive and financial bid of such bidders shall not be opened.** All Technical documents like literature, catalogues, etc., if any, shall be placed in the same sealed cover of technical bid. The technical bid shall not indicate particulars of the Financial bids otherwise the bids shall be liable to be rejected.
 - v. Each page of bid should be numbered and signed by the authorized signatory with the seal of the Bidder. Further, any cutting, addition or overwriting on any page of the bid, shall be clearly marked and signed by the authorized signatory.

- vi. A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, shall be submitted.
5. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of bidder/supplier.
6. Sealed Bids should be either dropped in the Tender Box placed at Commission's Reception or sent by registered post at the address of Commission so as to reach on or before by 1500 Hrs on 22.06.2018. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or E-mail will not be considered.
7. Bidders are advised to visit the O/o DERC to assess the required work and familiarize themselves with the local conditions and the work involved. The Bidders may, accordingly, quote their rates for the required work.
8. **Specifications.** Tender for Rate Contract for Printing Works in DERC shall strictly as per the specifications (Annexure-5).
9. **Time and date for opening of Bids.** The bids will be opened on **22.06.2018 at 1600 Hrs.** If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by DERC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids. This event will not be postponed due to non-presence of representative of the bidder.
10. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional/part tenders will also be rejected.
11. **Validity of Bids.** The prices quoted in the Bids shall remain valid for **90 days** from the last date of submission of the Bids.
12. **Bid Tender amount, Taxes and Duties.** The Bidder shall quote separately, the base price of Goods & applicable taxes. The evaluation of the Financial Bids will be based on the total price, i.e., base price + Taxes. The base price of Goods & services shall be firm and final. No escalation whatsoever shall be payable. The applicable taxes and duties shall be paid as per actual.
13. **Defect Liability Period.**

The successful bidder shall sign an agreement within 7 days of issuance of Work Order by the Commission and also simultaneously furnish a "Performance Bank Guarantee" of 10% (Ten percent) of the Contract value in form of Bank Guarantee/Fixed Deposit Receipt in favour of "Secretary, Delhi Electricity Regulatory Commission", to be valid upto a period of 15 months from the date of award and expendable as desired by DERC. In case, the successful bidder fails to furnish the desired "Performance

Bank Guarantee” within stipulated time period, the Commission reserves the right to terminate the Contract.

14. **Terms of Work Order.**

(a) The successful bidder shall have to complete the all printing works as when required in DERC.

15. **Liquidated Damages.** The printer should have the ability to work at short notice within 7 days and deliver quality products within the stipulated time frame, failing which a penalty @ Rs. 2,000/- per day may be levied beside imposing any other penalty as may be deemed fit by the Commission.

16. **Payment terms**

No advance payment will be made for the printing work. Payment will be released only after supply/delivery of items against each work order subject to satisfactory completion of work order and on submission of pre-receipted bills.

The invoice shall be raised in favor of “*Secretary, Delhi Electricity Regulatory Commission*”.

Payment will be released through RTGS/NEFT/IMPS in the name of Contractor.

17. **Termination of Contract.** The Commission shall have the right to terminate this Contract in part or in full in any of the following cases, if:-

(a) The work is delayed for more than 15 days beyond the scheduled date indicated in the Work Order, for reasons attributable to the Contractor.

(b) The Contractor is declared bankrupt or becomes insolvent.

(c) For any other reasons which is in the opinion of Commission warrants cancellation of contract award.

18. **Indemnity Bond.** The successful Bidder shall submit an indemnity bond, indemnifying DERC from the following, on a stamp paper of Rs. 100 duly signed by the authorized signatory within 3 working days from the date of work order, and before commencement of work at site:

(a) Any third party claims, civil or criminal complaints /liabilities, site mishaps, fire hazards & other accidents including death of any person/s or dispute and /or damages occurring, or arising out of any mishaps at site due to his/his employee/representative fault or negligence.

(b) All claims, demands, actions, proceedings, losses, damages, liabilities, cost, charges, expenses or obligations that are occasioned to or may occasion to the Contractor as a result of nonpayment of any statutory dues levied/Taxes e.g. leviable on the Contractor or the Contractor committing breach of any of the rules, regulations, orders, directives, instructions that may be issued by any authority under the Central Government/State Govt. or any statute or law for the time being in force.

19. Rates quoted should be inclusive of cost of paper of different GSM, designing, printing, binding, delivery of goods in DERC office etc. No additional charge for transportation/cartage will be payable.

The number of pages mentioned is an approximation. The actual number of pages may vary in which case the rates will be calculated on prorata basis.

The quality of pages/printing/booklets should be very good and shall be strictly as per the specifications. Any shortfall in the specifications shall not be acceptable and the firm be asked and bound to undertake the work again as per specifications, at no extra cost.

Before submission of quotations, samples of items to be printed should be inspected at the Commission.

20. The sealed proposal should be submitted to the following address:-

The Secretary,

Delhi Electricity Regulatory Commission,

Viniyamak Bhawan, C-Block, Shivalik,

Malviya Nagar, New Delhi-110017.

Ph. No.: 011-26673608, 41080417

21. DERC reserves the right to accept or reject any/all proposals without assigning any reason or incurring any liability whatsoever.

(Nalini Dubey)
Personnel Officer

TECHNICAL BID
(In the letter head of Bidder)

1.	Full name of the Agency	
2.	Complete Address	
3.	Name of Proprietor / Partners / Directors	
4.	Contact Number	Office : Residence
5.	Commercial Registration Number (enclose proof)	
6.	PAN Number, (attach copy of PAN Card)	
7.	GST Number (enclose a copy)	
8.	Turn Over of last 3 financial years i.e., FY 2017-18, FY 2016-17 & FY 2015-16 (enclose CA certificates)	
9.	Bank Account Details	

Declaration:

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

I further declare that my/our Firm has never been blacklisted / debarred by any department of Central / State Government/ PSU in last 5years.

Enclosures with technical bid:

- a) *A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity.*
- b) *CA certificate in support of last three years turnover.*
- c) *Copy of valid Goods & Service Tax of Delhi state.*
- d) *Copy of PAN card.*
- e) *Completion certificates of works. The completion certificate should be signed by an officer not below the rank of the officer who signed the award letter.*

(Signature of Bidder)

Place :

Name

Date:

Designation

Annexure-4

FINANCIAL BID
(In the letter head of Bidder)

Tender for Rate Contract for Printing Works in DERC.

To,

The Secretary,
 DERC, New Delhi.

Sir,

- I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
- I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish applicable Performance Bank Guarantee for obtaining the Work Order.
- I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or has been blacklisted / debarred by any department of Central / State Government/ PSU in last 5years, nor any criminal case registered against them / the firm. I/We further undertake to report to Secretary DERC, New Delhi immediately if any such action is taken in future against the Firm / Proprietor / Partners / Directors.
- Financial Bid** - For **Tender for Rate Contract for Printing Works in DERC**, our lowest rates are as follows:-

I. Annual Accounts: (Hindi, English, Urdu & Punjabi)

Description	Thickness	B/W or Colour	No. of books to be printed	No. of pages in each book (approx.)	Rate per book	Applicable tax, if any	Total Amount (in Rs.)
Cover Page & Back Cover	300 GSM each	Four Colour (Gloss finish, Laminated)	250	100			
Text page	100 GSM	Black & White					
Partition page	100 GSM	Four Colour					

II. Annual Report: (Hindi & English Bilingual)

Description	Thickness	B/W or Colour	No. of books to be printed	No. of pages in each book (approx.)	Rate per book	Applicable tax, if any	Total Amount (in Rs.)
Cover Page & Back Cover	300 GSM each	Four Colour (Matt Finish Thermal Laminated)	250	100			
Text page	150 GSM	Black & White (Matt Finish, Thermal Laminated))					
Partition page	100 GSM	Four Colour					

III. Tariff Order Books:

Description	Thickness	B/W or Colour, Gloss / Matt
Cover Page & Back Cover	300 GSM each	Four Colour (Gloss finish laminated)
Text page	100 GSM	Black & White
Partition page	100 GSM	Four Colour

Details of Tariff Order Books

S. No.	Utilities	No. of pages approx.	Total No. of Book	Rate per book	Applicable tax, if any	Total Amount (Rs.)
1.	IPGCL	92	110			
2.	PPCL	78	110			
3.	DTL	86	110			
4.	BRPL	418	125			
5.	BYPL	362	125			
6.	TPDDL	276	125			
7.	NDMC	162	110			

IV. Letter Heads, Water Mark, Visiting Card, A4 Window Envelope

S. No.	Particulars	Paper, Thickness, size	Rate per 100 (all inclusive) (in Rs.)
1	Chairman and Members DO Letterhead	Ivory / White Bond, 100 GSM, A4	
2	Letterheads for Chairman & Members	Ivory / White Bond, 100 GSM, A4	
3	Letterheads for EDs & Secretary	Ivory / White Bond, 90 GSM, A4	
4	Letterheads for Admin	Ivory / White Bond, 90 GSM, A4	
5	DERC Watermark	Ivory Bond, 90 GSM, Legal	
6	Visiting Card Chairman / Members	Ivory / White, 300 GSM, ----	
7	Visiting Card all other officers	Ivory / White, 250 GSM, ----	
8	Window Envelope	White, 90 GSM, A4	

Grand Total of I + II + III + IV	Rs.
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(Signature of Bidder)

Name

Designation

Place:

Date:

TECHNICAL SPECIFICATIONS**I. Annual Accounts:** 250 copies (Hindi, English, Urdu & Punjabi) (100 page approx.)

Description	Thickness	B/W or Colour
Cover Page & Back Cover	300 GSM each	Four Colour (Gloss finish, Laminated)
Text page	100 GSM	Black & White
Partition page	100 GSM	Four Colour

II. Annual Report: 250 copies (Hindi & English Bilingual) (100 pages approx.)

Description	Thickness	B/W or Colour
Cover Page & Back Cover	300 GSM each	Four Colour (Matt Finish Thermal Laminated)
Text page	150 GSM	Black & White (Matt Finish, Thermal Laminated))
Partition page	100 GSM	Four Colour

III. Tariff Order Books:

Description	Thickness	B/W or Colour, Gloss / Matt
Cover Page & Back Cover	300 GSM each	Four Colour (Gloss finish laminated)
Text page	100 GSM	Black & White
Partition page	100 GSM	Four Colour

Details of Tariff Order Books

S. No.	Utilities	No. of estimated pages for Tariff Order Books based on actual	No. of estimated Tariff Order Books based on actual
1.	IPGCL	92	110
2.	PPCL	78	110
3.	DTL	86	110
4.	BRPL	418	125
5.	BYPL	362	125
6.	TPDDL	276	125
7.	NDMC	162	110

IV. Letter Heads, Water Mark, Visiting Card, A4 Window Envelope

S. No.	Particulars	Paper, Thickness, size
1	Chairman and Members DO Letterhead	Ivory / White Bond, 100 GSM, A4
2	Letterheads for Chairman & Members	Ivory / White Bond, 100 GSM, A4
3	Letterheads for EDs & Secretary	Ivory / White Bond, 90 GSM, A4
4	Letterheads for Admin	Ivory / White Bond, 90 GSM, A4
5	DERC Watermark	Ivory Bond, 90 GSM, Legal
6	Visiting Card Chairman / Members	Ivory / White, 300 GSM, ----
7	Visiting Card all other officers	Ivory / White, 250 GSM, ----
8	Window Envelope	White, 90 GSM, A4