



सत्यमेव जयते

**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION**

**“Designing, Printing & Binding of Booklet  
on Water Resources at a glance-2012”**

**Tender Enquiry**

**LAST DATE OF SALE OF TENDER : 09.11.2011**

**LAST DATE OF RECEIPT OF TENDER : 11.11.2011 up to 12:00 noon**

**DATE OF OPENING OF TENDER : 11.11.2011 at 12:30 p.m.**

**COST OF TENDER DOCUMENT : Rs. 500.00**

**Deputy Director  
TD Directorate**

## **SPECIFICATIONS AND GENERAL TERMS & CONDITIONS**

### **1 SCOPE OF WORK**

Designing, Printing and Binding of Booklet on "Water Resources at a glance-2012"

### **2 QUALIFYING REQUIREMENTS**

- 2.1 The firm should have reputation in the field of printing and having own printing press of modern facilities. The firm should have past experience of successfully executing similar one work under any Govt.agency/Govt undertaking or any other reputed agency amounting Rs.3.00 lakh in last 5(five) year.
- 2.2 The firms shall have valid registration of service tax/local tax as applicable with the State/Central Govt. The bidder shall submit PAN / TIN No.
- 2.3 An undertaking that the Contractor has not been blacklisted anywhere in the past.
- 2.4 The offer should be valid for a minimum period of 60 days from the date of opening the tender.

### **3 Tender Documents**

- 3.1 Only one tender can be submitted. An **Earnest Money Deposit** of **Rs.3,000/** shall be deposited in the form of an Account payee Demand Draft/Banker's cheque from a scheduled Bank in favour "**D.D.O-II,CWC** payable at **New Delhi**" The tender unaccompanied by the **EMD** shall be returned unopened. The tender should be sent in a proper sealed cover addressed to Dy. Director (TD), Central Water Commission, Room No.501(S), Sewa Bhawan, R.K. Puram, New Delhi-110066 and Subscribed "Designing, Printing and Binding of Booklet on "Water Resources at a glance-2012" and should be dropped in the Tender Box only, placed at Room No.501(S), 5th Floor, Sewa Bhawan , R.K. Puram, New Delhi. The tender will be received up to **12.00 PM** on 11-11-2011 and will be opened on the same day at **12.30 PM**. The tenders which are not complete in all respect are liable to be rejected. Cutting and overwriting should be avoided. All corrections, if any, must be signed and re-written.
- 3.2 While submitting the tender for this work the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the inquiry for this work. Bidder will indicate the complete address of their firm / office and residence along with telephone numbers.
- 3.3 Bidder will indicate the complete address of their firm/office residence along with telephone numbers.

3.4 The rates should be quoted both in figures and words and every page of tender page is to be signed by the bidders.

#### **4 RATES**

4.1 Rates for the works should be quoted in the prescribed proforma at **Annexure-I**. The rates are not given in this proforma liable to be rejected.

#### **5 TERMS OF PAYMENT**

5.1 No advance payment shall be made. On submission of pre-receipted bill in triplicate, payment will be made by A/C payee cheque. However, payment would be made only after satisfactory completion of work.

5.2 The work done should have a warranty of at least 6 (six) month from the date of completion.

#### **6 TAXES**

6.1 Tax at source (TDS) will be deducted from each bill of the contractor as applicable under the rules in respect of Income Tax, Sales Tax or Work contract or any other Tax. Service Tax/VAT inclusive/exclusive should be clearly mentioned in the bid.

6.2 No claim on account of Tax/levies except VAT/Service Tax for the material used for executing the work awarded under this contract will be entertained by the authorities and all such Taxes should be paid by the contractor himself.

#### **7 ENCLOSURES**

- i) The copy of the following documents should be enclosed with the bid/tender :
- ii) Experience certificate/details of work executed earlier of similar nature
- iii) PAN / TIN No. to be furnished.
- iv) Copy of the Service Tax Registration Certificate issued by Service Tax Department of Govt. of Delhi.
- v) Demand Draft drawn on a local bank/ Pay order/Fixed Deposit Receipt or Bank Guarantee from any commercial bank (as per enclosed Performa) for the EMD drawn in favour of **DDO-II, C.W.C**, New Delhi-110066.
- vi) Schedule of Bids.

#### **8 VALIDITY OF TENDER:**

Tender shall remain valid for a period not less than 60 days from the date opening of Tender.

## **9 EVALUATION OF TENDER:**

The Dept. will evaluate and compare the tenders determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Confirm the terms and conditions mentioned at clause 1 to 14.
- (c) The tender would be evaluated as single item.
- (d) Rate per item of work to be quoted. For composite Tender, besides indicating the combined estimated cost put together, bidder should clearly indicate the estimated cost of each component separately. The eligibility of the Tender will correspond to the combined work cost of different components put together.

## **10 EARNEST MONEY DEPOSIT (EMD)**

The Tender should be accompanied by earnest money amounting to Rs.3,000/ (Rupees Three Thousand)only in the form of A/C payee Demand Draft/Banker's cheque from a scheduled Bank in favour "**D.D.O-II,CWC** payable at **New Delhi**" in a separate envelope. The EMD should remain valid for a period of 60days beyond the final bid validity period. Tender unaccompanied by EMD for the specified amount will be summarily rejected. The EMD of Unsuccessful bidder will be returned duly endorsed for encashment. However, the successful bidder if refused to undertake the contract, the earnest money deposited by him will be forfeited.

## **11 AWARD OF CONTRACT**

- 11.1 The Dept. will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.
- 11.2 The tenderer whose tender is accepted should deposit sample of printing papers within 5 days from the date of issue of work order as per data given to the firm. The work can be started only after getting clearance of the sample approved by DD (TD) PCP.
- 11.3 Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel to process and reject all tenders at any time prior to the award of contract.
- 11.4 Non-supply of the item within the stipulated period mentioned in the job order shall lead to automatic cancellation of the order unless extension of time solicited with justifiable reason before the expiry of due date.

- 11.5 Granting extension of time is at the discretion of the Director(TD) whose decision shall be binding.
- 11.6 The tender whose rate is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the contract.
- 11.7 Material supplied other than specified & approved shall be summarily rejected.

## **12 PERFORMANCE GUARANTEE**

The contractor has to deposit performance guarantee @ 5% of gross amount of work awarded in the form of Bankers cheque/demand draft/FDR in favour of DDO-II,CWC,New Delhi within 7days from the date of issue of acceptance letter by CWC.

## **13 SECURITY DEPOSIT**

Security deposit at the rate of 5% of gross amount of work shall be deducted from the bills of the contractor and refunded after 60 days of satisfactory completion of work. After satisfactory completion of work and deduction security deposit @ 5% of work done, the performance guarantee submitted by the contractor earlier shall be refunded to him.

## **14 GENERAL TERMS & CONDITIONS**

- 14.1 The bidders have been permitted to quote on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office. If the tender be withdrawn / amended or any further conditions are imposed by the tenderer, the earnest money deposited by the tenderer shall be forfeited and his name shall be removed from the approved list of contractors without prejudice to any other right or remedies, the Government may be entitled for such breach on the part of the bidder.
- 14.2 The person signing the tender document on behalf of the Contractor/ firm shall attach with the tender a proper Power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms, whatever the case may be in all the matters pertaining to the contract, including the arbitration Clause.
- 14.3 Acceptance of the tender by the Government shall be communicated to the successful bidder by a formal letter of acceptance of the tender.
- 14.4 If the Booklet is not according to specifications and standard laid down in the job order, the order would be terminated and in that case

the CWC will not accept any responsibility for any loss suffered by the supplier and forfeit the Performance Security.

- 14.5 The acceptance or rejection of a tender will rest with the Director, TD Dte. CWC and he is not bound to accept the lowest tender. Director(TD), also reserves the right to reject any or all the tenders without assigning any reason.
- 14.6 In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the Chairman, CWC whose decision shall be final and binding. The proceedings of the arbitration shall be carried out in New Delhi only.
- 14.7 The contractor shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.
- 14.8 The first proof should be submitted within three days after receiving work/ job order.
- 14.9 The work should be completed within fifteen days after approving the final draft.
- 14.10 If the work is not completed within the stipulated time, a penalty of 5 percent of the tender amount will be imposed.

## SCHEDULE OF BIDS

Tender to be addressed to Bhavan 110066.	Deputy Director (TD), Central Water Commission, Room No. 501(S), Sewa  R.K.Puram, New Delhi –
Last Date & Time for Receipt of Tender	<b>11-11-2011 up to 12.00 PM</b>
Date & Time for Opening of Tender	<b>11-11-2011 at 12.30 PM</b>
Venue for opening of Tender Bhavan 110066.	O/o Deputy Director (TD), Central Water Commission, Room No. 501(S), Sewa  R.K.Puram, New Delhi –
Description of work	Designing, Printing and Binding of Booklet "Water Resources at a glance-2012"

**( RAJESHWAR SAH )**  
**Deputy**  
**Director (TD)**

Earnest money deposited vide Bank draft/Pay order  
No.....dt..... for Rs ..... drawn on.....

Capacity of which the tender is signed by the tenderer

Condition of contract contained in the invitation to the tender and  
instruction.

Accepted/Not Accepted

(If not accepted detailed deviation statement may be attached)

**Signature of the Tenderer**  
**Date**  
**Rubber Seal**

**ANNEXURE-I**

**CENTRAL WATER COMMISSION**

**TD DIRECTORATE**

**Detailed of work and rates to be quoted**

Sl. No.	Description	Qty.	Unit	Rate per unit (In Rs.)		Amount
				In figures	In words	
1	Designing, printing and binding of Booklet on "Water Resources at a glance-2012" with hard cover printed with photographs as per data provided of size 25cm x19cm, data pages, photographs, Charts, Maps, Logo of CWC in multi colour pages (about 36 pages in multi coloured Art paper 90 GSM & 240 pages in black & white with telephone directory E-mail etc. in 70 GSM Paper.) Bilingual (Hindi& English) as per sample.	1500	No.			

**Gross Total Cost for item No.1**  
**Rs.....**

**Date:**

**Signature of Tenderer**

Name of the Authorised Signatory

Rubber Seal

**ANNEXURE-II**

**UNDERTAKING**

I/We hereby under taken that

M/s.....

Has/have not been blacklisted by the Govt. Department/Organization  
anywhere in

the past.

Signature of Tenderer

Name of firm

Rubber Seal

Address

Phone No.