

Tele: 23010498

Integrated Headquarters
Ministry of Defence (Navy)/DMPR
Room No 32 'A' wing
Sena Bhawan
New Delhi – 110011

DMPR/187019

12

Apr 18

REQUEST FOR PROPOSAL

Invitation of Bids for Supply of
“PRINTING OF RECRUITMENT PUBLICITY MATERIAL”
Request for Proposal (RFP) No A-01/DMPR 2018 Dated 12 Apr 18

1. Online bids are invited for supply of items listed in Part II of this RFP. In addition, the original of EMD and DD of tender fee shall be submitted physically in the sealed tender box prior to bid submission closing date. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

(a) Bids / queries to be addressed to:

JDMPR (Publicity), Room No. 32 'A' Wing
Sena Bhawan, Rajaji Marg,
Integrated Headquarters of
Ministry of Defence (Navy)
New Delhi - 110011

(b) Postal address for sending the Bids:

JDMPR (Publicity), Room No. 32 'A' Wing
Sena Bhawan, Rajaji Marg,
Integrated Headquarters of
Ministry of Defence (Navy)
New Delhi - 110011

(c) Name/designation of the contact personnel:

Cdr Rajeev Sharma, JDMPR (Publicity)

(d) Telephone numbers of the contact personnel: **011- 23010498**

E-mail id of contact personnel: **dmprrpublicity@navy.gov.in**

(f) Fax number: **011- 23010498**

3. This RFP is divided into five Parts as follows:
- (a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - (b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
 - (c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
 - (d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
 - (e) **Part V**- Contains Evaluation Criteria and format for price bids.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
5. You are requested to get registered on <http://navy.govtprocurement.com> for e-Procurement as in the near future, the procurement and related transactions will be done through Internet.



A handwritten signature in blue ink, appearing to read "Rajeev Sharma".

(Rajeev Sharma)
Commander
JDMPPR (Publicity)

PART I – GENERAL INFORMATION**Part I – General information**

1. **Critical Dates.** The critical dates with respect to the Tender A-01/DMPR/2018 dated **Apr 18** are as tabulated:-

<u>CRITICAL DATES</u>			
Ser No	Description	Date	Time
(a)	Published Date	13/04/18	1000 hrs
(b)	Bid Document Download	13/04/18	1030 hrs
(c)	Clarification Start Date	13/04/18	1200 hrs
(d)	Pre-Bid Meeting	19/04/18	1000 hrs
(e)	Bid Submission Start	20/04/18	1600 hrs
(f)	Clarification End Date	19/04/18	1600 hrs
(g)	Bid Submission End (Physically)*	04/05/18	1600 hrs
(h)	Opening of Tender Box for Physical verification of documents	04/05/18	1630 hrs
(j)	Tech Bid Opening start (Online)	07/05/18	1100 hrs
(k)	Commercial Bid Opening start	Will be intimated in due course after Technical Evaluation	

* Last date of online bid submission on the portal is **04 May 18 at 1600 hrs.**

2. **Manner of depositing the Bid.** The bid will be submitted in the following manner:-

(a) The original of following documents shall be submitted physically in the sealed tender box prior to bid submission closing date.

(i) EMD, if applicable or proof of exemption.

(ii) DD of tender fee if applicable. The crossed demand draft/ IPO of **Rs 500.00** should be payable to PCDA, Mumbai. DD should be valid for minimum three months period. Any firm claiming exemption should encl proof of the same.

(iii) Tender samples as per Para 3 of Part II of RFP

(b) **Cover-1.** Cover-1 will contain the Technical Bids consisting of following documents (**This will be submitted on line**):-

(i) PAN No, CST/GST/TIN/Regn. (Scanned and uploaded)

(ii) **Tender Conditions Acceptance Certificate.** The bidder shall certify for acceptance of all the tender conditions of the online RFP. The certificate duly signed shall be scanned and uploaded. In case of any deviations, the bid shall be rejected. If the certificate is signed by legally authorized signatory, a copy of the authorization letter be uploaded.

(iii) Compliance of specifications certificate along with special note if any mentioned in Para 1, Part II of the RFP as per format given at Para 2, Part II of the RFP.

(iv) Copy of EMD

(v) Copy of submission of Tender Fees.

(vi) Documents required as mentioned in Encl 2& 3

(c) **Cover II.** Commercial Bid will be submitted as Cover II and will consist of following and **will be submitted online:-**

(i) Commercial bid in the form of "BOQ" (Bill of Quantities)

3. Time and date for opening of Bid. 1100 hrs on 07/05/18 or earlier (If due to any exigency, the due date for opening of the Bid is declared a closed holiday, the Bid will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the Tender Box. Tender Box marked as "**DMPR RECRUITMENT PUBLICITY Tender Box**" kept near the reception office of **Gate no. 1 of Sena Bhavan, New Delhi – 110 011**. Following guidelines may be followed while submitting requisite physical documents as indicated in the RFP. **No Technical and Commercial bids will be dropped in the Tender Box except those mentioned at Para 2(a) above.**

(a) The physical receipt of specified documents shall be mandatory prior to bid submission end date & time mentioned at critical date sheet at 1 above.

(b) The non receipt of the physical documents shall result in rejection of bid.

(c) Only those documents specified in the tender document and found in the tender box will be opened.

(d) Physical documents, as specified in case dropped in the wrong Tender Box will be rendered invalid.

(e) The envelope containing the requisite physical documents should be addressed to **DMPR (Publicity), Integrated Headquarters of Ministry of Defence (Navy), 32 'A' Wing, Sena Bhavan, New Delhi – 11**. The requisite physical documents may be send by hand/post/speed post/courier. However, it is the sole responsibility of the tenderer to ensure requisite physical documents are received in the buyer's office prior to bid submission end date & time. The buyer by no means will be responsible for any delay in receipt of requisite documents.

(f) No post-bid clarification on the initiative of the bidder will be entertained.

5. Opening and Verification of Documents. The physical verification of the specified documents as asked for in the RFP (**not applicable in this case**) will be done at **DMPR(Publicity), Integrated Headquarters of Ministry of Defence (Navy), 32 'A' Wing,**

Sena Bhavan, New Delhi – 11 on the day of on line opening of the bids. The bidder may depute their representatives, duly authorized in writing, to attend the event on the due date.

6. Forwarding of Bid.

(a) The documents specified in Para 2(a) to be deposited physically as per instructions envisaged at Para 4 above. The physical receipt of these documents is mandatory. The technical bids shall not be accepted if these documents are not received prior to bid opening.

(b) The Technical and Commercial bid will be submitted **“Online Only”** less the documents mentioned at Para 2(a) above.

(c) The Technical Bid and the Commercial Bid should be submitted **ONLINE** by the bidders duly digitally signed by the legal owner of the firm or the person authorized by him to do so.

7. Modification and Withdrawal of Bid.

(a) The Bidder may modify (resubmit) his bid **Online** after submission, as per the provisions available on the portal. No bids shall be modified after deadline for submission of bids.

(b) If the bidder desires to withdraw before bid submission closing date/time, he may do so **ONLINE** in the portal. EMD (in case) submitted in physical form shall be returned offline. However, the cost of the tender will not be refunded to the firm. Once the bid is withdrawn by any firm online, that firm will not be permitted to participate again in this tender.

(c) No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of the specified bid validity. Withdrawal of a bid during this period will result in forfeiture of Bidder's Bid security/ EMD.

8. Clarification regarding contents of the RFP. A prospective Seller who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective Sellers who have received the bidding documents.

9. Rejection of Bid. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

10. Unwillingness to Quote. Bidder unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

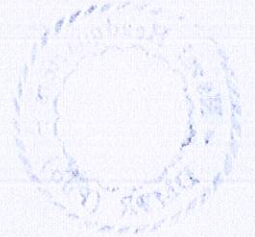
11. Validity of Bid. The Bid should remain valid for 180 days from the last date of submission of the Bid.

12. Earnest Money Deposit. Bidders are required to submit Earnest Money Deposit



(EMD) for amount of **Rs. 3, 00,000/- (Rupees Three lakh only)**. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

13. Pre-Bid Vendor Conference: To bring interested vendors at par, a pre bid meeting will be held at 1100 Hrs, IHQ MOD (Navy) Sena Bhawan, New Delhi 110011 on **19/04/18** The contact person of AHSP, Cdr Rajeev Sharma at Tel No 011-23010498 at IHQ MoD(N)/JDMPR, Room No. 32, 'A' Wing, Sena Bhawan, New Delhi-110011 is to be contacted for details. A maximum of two representatives of vendor would be permitted to attend the conference. Vendor willing to participate in the conference may confirm their nomination by 18 Apr 18 to JDMPR (Publicity) on telephone **011-23010498, Tele Fax No. 23010498.**



PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements** – List of items required to be printed within the scope of this RFP are as follows: -

JOB A-1: DESIGNING AND PRINTING OF WALL CALENDAR 2019 (8-SHEETER)

Recruitment publicity wall calendar comprising one fly leaf and six main sheets to be printed in five colours on both sides. The eighth leaf of calendar will have recruitment information on both sides. The sheets may be required to be perforated (for future use as posters), which will be decided later. Calendar will display one transparency blown up on each side of the 6 sheets, with one/two inset transparencies. The calendar will have one month date pad. Out of the total quantity 6000 calendars are to be bound on ceremonial packing (Wrapped Type) Printed cardboard box as per sample. Specification and relevant criteria for submitting quotes is as follows:-

Finished Size	:	17" (Width) x 22" (Height)
Paper	:	130 GSM imported art paper gloss.
Binding	:	Top quality Wire-o-Wire binding (black) on 17" side (Top) along with 14 Gauge metal hangers & Mill Board of 16 oz for support.
Packing	:	6000 Calendars to be packed in a 300 GSM HWC carton having a design of Indian Navy logo printed in 2 colours.
Quantity	:	1, 30,000
Design	:	Design to be developed by firm based on IHQ MoD(Navy) guidelines.
Proofing	:	Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images	:	Images will be provided by IHQ MoD (N). The cost is to include Drum/High Resolution scanning of 60 photographs with proof in 11"x14" size and in same paper.
Delivery	:	At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000 hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy	:	Soft copies of the wall calendar in open file format are to be (handed over to IHQ MoD Navy) and shall be the property of IHQ MoD (Navy) thereafter.
Special	:	Samples of paper/material for every job is to be attached along with the criteria Technical Bids.
Consignee	:	JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Details Integrated Headquarters, Ministry of Defence (Navy) New Delhi-110 011

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.



JOB A-2: DESIGNING AND PRINTING OF WALL CALENDAR-2019 (5-SHEETER)

Recruitment publicity wall Calendar comprising one fly leaf and three main sheets to be printed in five colours on both sides. The fifth leaf of calendar will have recruitment information on both sides. The sheets may be required to be perforated (for future use as posters), which will be decided later. Calendar will display one transparency blown up on each side of the three sheets, with one/two inset transparencies. The calendar will have two months date pad. Out of the total quantity 3000 calendars are to be bound on ceremonial packing (Wrapped Type) Printed cardboard box as per sample. Specification and relevant criteria for submitting quotes is as follows:-

Finished Size:	17" (Width) x 22" (Height)
Paper	: 130 GSM imported art paper gloss.
Binding	: Top quality Wire-o-Wire binding (black) on 17" side (Top) along with 14 Gauge metal hangers & Mill Board of 16 oz for support.
Packing	: 3000 Calendars to be packed in a 300 GSM HWC carton having a design of Indian Navy logo printed in 4 colours.
Quantity	: 60,000
Design	: Design to be developed by firm based on IHQ MoD(Navy) guidelines.
Proofing	: Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images	: Images will be provided by IHQ MoD (N). The cost is to include Drum/ High Resolution scanning of 60 photographs with proof in 11"x14" size and in same paper.
Delivery	: At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000 hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy	: Soft copies of the wall calendar in open file format are to be given to IHQ MoD (Navy) along with publication of the issue, and shall be the property of IHQ MoD (Navy) thereafter.
Special criteria	: Samples of paper/material for every job is to be attached along with the Technical Bids.
Consignee Details	: JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Integrated Headquarters, Ministry of Defence (Navy) New Delhi-11

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.



JOB A-3: DESIGNING AND PRINTING OF U/V WALLCALENDAR-2019
(8-SHEETER) PORTRAIT FLASH CUT WITH FULL GROUND

Recruitment publicity U/V wall calendar (8-Sheetter) portrait flash cut with full ground comprising one fly leaf and six main sheets to be printed in five colours on both sides. The eight leaf of calendar will have recruitment information on both sides. The sheets may be required to be perforated (for future use as posters), which will be decided later. Calendar will display one transparency blown up on each side of the 6 sheets, with one/two inset transparencies. The calendar will have one month date pad full U/V is to be undertaken for all sheets. Out of the total quantity 5000 calendars are to be packed in a 300 GSM HWC carton having a design of Indian Navy logo printed in 4 colours. 1000 VIP calendars are to be packed in 170 GSM art paper having a design of Indian Navy logo printed in 4 colours. Specification and relevant criteria for submitting quotes is as follows:-

Finished Size:	19" (Width) x 25" (Height)
Paper	: 170 GSM imported art paper gloss and 300 GSM for 1000 VIP calendars
Binding	: Top quality Wire-o-Wire binding (black) on 19" side (Top) along with 12 gauge metal hanger & Mill Board of 16 oz for support.
Packing	: 6000 Calendars to be packed in a 300 GSM HWC carton (with adhesive paper for securing on both ends) having a design of Indian Navy logo printed in 2 colours. 1000 VIP calendars are to be packed in 170 GSM art paper having a design of Indian Navy logo printed in 4 colours.
Quantity	: 50,000
Design	: Design to be developed by firm based on IHQ MoD(Navy) guidelines.
U/V Coating	: Full UV coating is to be undertaken for all sheets.
Proofing	: Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images	: Images will be provided by IHQ MoD (N). The cost is to include Drum/ High resolution scanning of 50 photographs with proof in flash cut size and in same paper.
Delivery	: At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000 hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy	: Soft copies of the wall calendar in open file format are to be handed over to IHQ MoD(Navy) and shall be the property of IHQ MoD (Navy) thereafter.
Special criteria	: Samples of paper/material for every job is to be attached along with the Technical Bids .
Consignee details	: JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Integrated Headquarters, Ministry of Defence (Navy) New Delhi-11

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.



JOB A-4: DESIGNING AND PRINTING OF EXECUTIVE DIARY- 2019 (DAY AT A GLANCE)

Recruitment publicity Executive Diary (Day at a Glance) comprising of 322 Two Colour pages printed with water mark of Navy's logo and 42 colour pages [16 for text & 26 for photographs] giving details of Types of Recruitment in the Indian Navy. The BW pages are to be printed with Navy Blue Colour. Specification and relevant criteria for submitting quotes is as follows:-

Size	:	Width 7.5" x Length 10"
Quantity	:	17,000
Material	:	Imported leatherite bound with Indian Board (Star) of 2.5 mm thickness having imported Brass Corners (Two) for front cover. 130 GSM imported art paper gloss for '4' colour pages and 90 GSM from any A class paper mill for '322' pages. Each month must be depicted with change of colour.
Packing	:	Each diary is to be packed in a 300 GSM HWC carton having a design of Indian Navy logo printed in 4 colours.
Design	:	Design to be developed by firm based on IHQ MoD(Navy) guidelines.
Index	:	Month wise index cutting to be done.
Cutting	:	
Proofing	:	Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images	:	Images will be provided by IHQ MoD (N). The cost is to include Drum/ high resolution scanning of 30 photographs with proof in actual size and in same paper.
Delivery	:	At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000 hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy	:	Soft copies of the Executive Diary in open file format are to be given to IHQ MoD(Navy) along with publication of the issue, and shall be the property of IHQ MoD (Navy) thereafter.
Special criteria	:	Samples of paper/material for every job is to be attached along with the Technical Bids .
Consignee details	:	JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Integrated Headquarters, Ministry of Defence (Navy) New Delhi-11

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.



JOB A-5: DESIGNING AND PRINTING OF EXECUTIVE DIARY- 2019 (WEEK AT A GLANCE)

Recruitment publicity Executive Diary (Week at a Glance) comprising of 112 'TWO' colours pages printed with water mark of Navy's logo and 54, 'FOUR' colour pages [22 for text & 32 for photographs] giving details of Types of Recruitment in the Indian Navy. Specification and relevant criteria for submitting quotes is as follows:-

- Size** : Width 7.5" x Length 10"
Quantity : 17,000
Material : Imported leatherite bound with Indian Board (Star) of 2.5 mm thickness having imported Brass Corners (TWO) for cover. 130 GSM Imported art paper gloss colour pages and 90 GSM from any A class paper mill (White Shade) for 'TWO' colours pages. Each month must be depicted with change of colour.
Packing : Each diary is to be packed in a 300 GSM HWC carton having a design of Indian Navy logo printed in 4 colours.
Design : Design to be developed by firm based on IHQ MoD(Navy) guidelines.
Index : Month wise index cutting to be done.
Cutting
Proofing : Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images : Images will be provided by IHQ MoD (N). The cost is to include Drum/ high resolution scanning of 30 photographs with proof in actual size and in same paper.
Delivery : At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy : Soft copies of the Executive Diary in open file format are to be given to IHQ MoD(Navy) along with publication of the issue, and shall be the property of IHQ MoD (Navy) thereafter.
Special criteria : Samples of paper/material for every job is to be attached along with the **Technical Bids**.
Consignee details : JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Integrated Headquarters, Ministry of Defence (Navy) New Delhi-11

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.



JOB A-6: DESIGNING AND PRINTING OF DIARY (MONTH AT A GLANCE)

Recruitment publicity Executive Diary (Month at a Glance) comprising of 96 colour pages [56 for calendar, printed with water mark of Navy's logo and 40 for text/photographs] giving details of Types of Recruitment in the Indian Navy. Specification and relevant criteria for submitting quotes is as follows:-

Size	:	9" x 11.5"
Quantity	:	9,000
Material	:	Hard bound with lamination on cover in 4 colour and with Indian Board (Star) of 2.5 mm thickness for cover. 130 GSM imported art paper gloss for colour pages for text/photographs and 90 GSM paper from any A class mill (White Shade) for colour pages for calendar.
Input	:	10 to 12 Transparencies to be printed in 4 colours. 16 pages on 130 GSM imported art paper gloss and 4 pages on 130 GSM Gloss and 48 pages 54 colour printing on 90 GSM printing with 80 Transparencies to be printed in 4 colour + 8 end leaf on 120 GSM paper from any A class paper mill.
Design	:	Design to be developed by firm based on IHQ MoD(Navy) guidelines. (As per Sample)
Proofing	:	Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images	:	Images will be provided by IHQ MoD (N). The cost is to include Drum scanning of 15 photographs in high resolution with proof in actual size and in same paper.
Delivery	:	At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy	:	Soft copies of the Diary (Month at a Glance) in open file format are to be given to IHQ MoD(Navy) along with publication of the issue, and shall be the property of IHQ MoD (Navy) thereafter.
Special criteria	:	Samples of paper/material for every job is to be attached along with the Technical Bids .
Consignee details	:	JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Integrated Headquarters, Ministry of Defence (Navy) New Delhi-11

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.



JOB. A-7: DESIGNING AND PRINTING OF WEEKLY PLANNER (IN DESK FORMAT)

Specification and relevant criteria for submitting quotes is as follows:-

Size	:	5½" x 8½" (64 Leafs)
Quantity	:	9,000
Material	:	Inner Pages:- 40 pages of 150 GSM , from any A class paper mill (2 sided printing) and cover of Art Card (250 GSM) with colour design and lamination and with Mounted Board with Stand.
Input	:	Colour printing in all pages (in 4 colour on one side and 2 colour on reverse side). Photos will be printed as water marks.
Binding	:	Spiral Binding (Mounted Board with Stand)
Design	:	Design to be developed by firm based on IHQ MoD(Navy) guidelines. (As per Sample)
Proofing	:	Final proof to be shown before printing, correction/amendment if any to be accepted without additional payment.
Images	:	Images will be provided by IHQ MoD (N). The cost is to include Drum scanning of 70 photographs in high resolution with proof in actual size and in same paper.
Delivery	:	At Sena Bhawan by transport as arranged by the Printer (L1 Firm) and between 1000hrs to 1600 hrs except on Sat/Sun/Closed holidays.
Soft Copy	:	Soft copies of the Weekly Planner in open file format are to be given to IHQ MoD (Navy) along with publication of the issue, and shall be the property of IHQ MoD (Navy) thereafter.
Special criteria	:	Samples of paper/material for every job is to be attached along with the Technical Bids.
Consignee details	:	JDMPR (Publicity), Room No. 32 'A' Wing, Sena Bhawan, Rajaji Marg, Integrated Headquarters, Ministry of Defence (Navy) New Delhi-11

Note: - Firms to render assistance of two Dispatch Assistants (as per Delhi Govt existing Wages) comprisingly for a period of 12 months post-delivery of items for packing/dispatching of recruitment publicity materials.

(2) **Delivery Period.** Delivery period for supply of items would be **08** weeks from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause (**Refer to Para 8 of Part III of this Tender**).



PART III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Agents / Agency Commission:** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor

has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. Access to Books of Accounts: In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. Non-disclosure of Contract documents: Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

9. Termination of Contract: The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the material is delayed for causes not attributable to Force Majeure beyond the scheduled date of delivery for each deliverable as indicated at Part II of this RFP.

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

(c) The delivery of material is delayed due to causes of Force Majeure by more than 03 months provided Force Majeure clause is included in contract.

(d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.



10. Notices: Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. Transfer and Sub-letting: The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. Patents and other Industrial Property Rights: The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. Taxes and Duties:

(a) **In respect of Foreign Bidders:** All taxes, duties, levies and charges which are to be paid for the delivery of goods, including advance samples, shall be paid by the parties under the present contract in their respective countries.

(b) **In respect of Indigenous bidders:**

(i) **General**

1. If Bidder desires to ask for excise duty or GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

2. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.

3. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

4. If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is



available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

5. Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

ii) **Customs Duty –**

1. For imported stores offered against forward delivery, the Bidder shall quote prices thereof exclusive of customs duty. The Bidder shall specify separately the C.I.F. prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e. (i) Triplicate copy of the bill of entry; (ii) copy of bill of lading; (iii) a copy of foreign principal's invoice. However, if the Bidder imports the stores in question against his own commercial quota Import Licences, he will also be required to submit in addition the triplicate copy of bills of entry etc. a certificate from his Internal Auditor on the bill itself, to the effect that the following items/quantity in the bill of entry related to the stores imported against Defence Buyer contract number..... dated.....

2. Subsequent to the reimbursement of customs duty, the Bidder will submit to the concerned Payment Authority a certificate to the effect that he has not obtained any refund of customs duty subsequent to the payment of duty to the Customs authority by him. In addition, he shall also submit to the Paying Authority concerned a certificate immediately after a period of three months from the date of payment of the duty to customs authorities to the effect that he has not applied for refund of the customs duty subsequent to the payment of duty to the customs authorities by him.

3. In case the Bidder obtains any refund of customs duty, subsequently to the payment of the same by him to the customs authorities and reimbursement of the customs duty to him by the Payment Authority, he should forthwith furnish the details of the refund obtained and afford full credit of the same to the Buyer.

iii) **GST**

1. If it is desired by the Bidder to ask for GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it



will be presumed that the prices quoted by the Bidder are inclusive of GST and no liability of sales tax will be developed upon the Buyer.

2. On the Bids quoting GST tax extra, the rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to GST and the same is payable as per the terms of the contract.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee.**

Indigenous cases. The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

2. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 25% plus/minus increase or decrease the quantity of the required goods upto that limit without any change in the terms & conditions and prices quoted by the Seller. **While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.**

3. **Payment Terms for Indigenous Sellers.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant **e-payment** details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is **at Form DPM-11 (Available in MoD website and can be given on request)**. The payment will be made as per the following terms, on production of the requisite documents:

(a) 100% payment on delivery and acceptance by the user.

4. **Advance Payments.** No advance payment(s) will be made.

5. **Paying Authority:** The paying authority for job under taken to this TE will be **Principal Controller of Defence Accounts (Navy), No. 1, Cooperage Road, Colaba, Mumbai - 39.**



(a) The payment of bills will be made on submission of the following documents by the Buyer to the Paying Authority, as received from the seller, along with the bill:-

- (i) Ink-signed copy of contingent bill / Seller's bill.
- (ii) Ink-signed copy of Commercial invoice / Seller's bill.
- (iii) Copy of Supply Order/Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- (iv) CRVs in duplicate.
- (v) Inspection note.
- (vi) Claim for statutory and other levies to be supported with requisite documents / proof of payment such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable.
- (vii) Exemption certificate for Excise duty/Customs duty, if applicable.
- (viii) Bank guarantee for advance, if any.
- (ix) Guarantee/Warranty certificate.
- (x) Performance Bank guarantee/Indemnity bond where applicable.
- (xi) DP extension letter with CFA's sanction, U.O. number and date of IFA's concurrence, where required under delegation of powers, indicating whether extension is with or without LD.
- (xii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
- (xiii) Any other document / certificate that may be provided for in the Supply Order / Contract.
- (xiv) User Acceptance.
- (xv) Xerox copy of PBG.

6. **Fall Clause.** The following Fall clause will form part of the contract placed on successful Bidder -

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the



contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced. The above stipulation will, however, not apply to:--

- (i) Exports by the Seller.
 - (ii) Sale of goods as original equipment at price lower than lower than the prices charged for normal replacement.
 - (iii) Sale of goods such as drugs which have expiry dates.
 - (iv) Sale of goods at lower price on or after the date of completion of sale/placement of the order of goods by the authority concerned under the existing or previous Rate Contracts as also under any previous contracts entered into with the Central or State Govt. Depts, including their undertakings excluding joint sector companies and/or private parties and bodies.
- (c) The Seller shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract:--

"We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organisation including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate Contract at price lower than the price charged to the government under the contract except for quantity of stores categories under sub-clauses (a),(b) and (c) of sub-para (ii) above details of which are given below -

7. **Risk & Expense Clause.**

(a). Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to **cancel the contract** wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase,



manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

- (i) Such default.
- (ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(d). Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER.

8. **Force Majeure Clause**

(a) Neither party shall bear responsibility for the complete or partial non performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

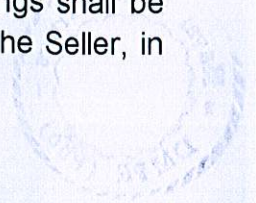
(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

9. **Specification Clause.** The following Specification clause will form part of the contract placed on successful Bidder:-

(a) The Seller guarantees to meet the specifications as per Part-II of RFP and to incorporate the modifications to the existing design configuration to meet the specific requirement of the Buyer Services as per modifications/requirements recommended after the Maintenance Evaluation Trials. All technical literature and drawings shall be amended as the modifications by the Seller before supply to the Buyer. The Seller, in



consultation with the Buyer, may carry out technical upgradation/alterations in the design, drawings and specifications due to change in manufacturing procedures, indigenisation or obsolescence. This will, however, not in any way, adversely affect the end specifications of the equipment. Changes in technical details, drawings repair and maintenance techniques along with necessary tools as a result of upgradation/alterations will be provided to the Buyer free of cost within 20 days of affecting such up gradation/alterations.

10. **Quality.** The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per RFP and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller confirms that the stores to be supplied under this Contract shall be new i.e. not manufactured before (Year of Contract), and shall incorporate all the latest improvements and modifications thereto and spares of improved and modified equipment are backward integrated and interchangeable with same equipment supplied by the Seller in the past if any. The Seller shall supply an interchangeability certificate along with the changed part numbers wherein it should be mentioned that item would provide as much life as the original item.

11. **Pre Dispatch inspection (Random):** The buyer's representatives will carry out Pre-Dispatch Inspection randomly as and when required depending on discretion of the buyer.

12. **Joint Receipt Inspection:** Joint Receipt Inspection will be carried out by the buyer post-delivery of items.

13. **Inspection Authority.** The board nominated by the Buyer will carry out the Inspection. The mode of Inspection will be Departmental Inspection and User Inspection.

14. **Franking clause.** The following Franking clause will form part of the contract placed on successful Bidder –

(a) **Franking Clause in the case of Acceptance of Goods.** “The fact that the goods have been inspected after the delivery period and passed by the Inspecting Officer will not have the effect of keeping the contract alive. The goods are being passed without prejudice to the rights of the Buyer under the terms and conditions of the contract”.

(b) **Franking Clause in the case of Rejection of Goods.** “The fact that the goods have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the Buyer in any manner. The goods are being rejected without prejudice to the rights of the Buyer under the terms and conditions of the contract.”

15. **Claims.** The following Claims clause will form part of the contract placed on successful Bidder: –

(a) The claims may be presented either: (a) on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in



packing, or (b) on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

(b) The quantity claims for deficiency of quantity shall be presented within 45 days of completion of JRI and acceptance of goods. The quantity claim shall be submitted to the Seller as per Form DPM-22 (Available in MoD website and can be given on request).

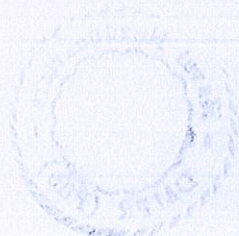
(c) The quality claims for defects or deficiencies in quality noticed during the JRI shall be presented within 45 days of completion of JRI and acceptance of goods. Quality claims shall be presented for defects or deficiencies in quality noticed during warranty period earliest but not later than 45 days after expiry of the guarantee period. The quality claims shall be submitted to the Seller as per Form DPM-23 (Available in MoD website and can be given on request).

(d) The description and quantity of the stores are to be furnished to the Seller along with concrete reasons for making the claims. Copies of all the justifying documents shall be enclosed to the presented claim. The Seller will settle the claims within 45 days from the date of the receipt of the claim at the Seller's office, subject to acceptance of the claim by the Seller. In case no response is received during this period the claim will be deemed to have been accepted.

(e) The Seller shall collect the defective or rejected goods from the location nominated by the Buyer and deliver the repaired or replaced goods at the same location under Seller's arrangement.

(f) Claims may also be settled by reduction of cost of goods under claim from bonds submitted by the Seller or payment of claim amount by Seller through demand draft drawn on an Indian Bank, in favour of Principal Controller/Controller of Defence Accounts concerned.

(g) The quality claims will be raised solely by the Buyer and without any certification/countersignature by the Seller's representative stationed in India.



Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:-
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - (b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of each item as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
 - (c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will not be used for L1 determination.
 - (d) The Bidders are required to spell out the rates of Customs duty, GST, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs duty / GST is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty/GST upto any value of supplies from them, If any concession is available in regard to rate/quantum of Customs duty / GST, it should be brought out clearly.
 - (e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the **unit price will prevail** and the total price will be corrected. If there is a discrepancy between words and figures, **the amount in words will prevail** for calculation of price.
 - (f) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.



(g) **Qualification Criteria for Printers**. The qualification criteria for applying for the jobs as mentioned Tender Enquiry is summarized as follows:-

<u>Sl. No.</u>	<u>Qualification Criteria</u>
(a)	Printers having own setup/ infrastructure of printing machines in <u>Delhi and National Capital Region (NCR) only are eligible to apply.</u>
(b)	Printers empanelled as ' A ' Class Printer with Directorate of Printing (DOP), Govt. of India OR Directorate of Advertisement and Visual Publicity (DAVP), I&B Ministry OR who have worked satisfactorily for IHQ MoD(Navy)/DMPR for at least three years in the last five years. are eligible to apply.
(c)	All Firms having <u>yearly Turnover of more than Rs 1.30 Crore</u> , (Rs One Crore thirty lakhs), for the last three consecutive years can only apply for this Tender.
(d)	Printers to have printing machine as follows: - (i) At least two 5/4 colour printing machines (ii) At least one Single colour printing machine of size 23"x33"
(e)	Printers should possess in-house Pre-Press and Post-Press facilities
(f)	Experience Certificate of printing of calendars with job order from any Govt. sector of last three years may be attached along with Technical Bid.

(h) The following documents may be submitted along with the Technical Bid in support of eligibility conditions specified at sub Para 1 (g) above:-

- (i) Firm Registration/ Government License. Details of the Firm's set up /infrastructure in Delhi/ NCR.
- (ii) The organisational set up of the firm.
- (iii) Printers should have done Job for more than 25 lakhs in the last three year for any Govt. Undertaking Agency. Proof of same is to be submitted.
- (iv) Audited Balance Sheet as a proof of Average Annual Financial Turnover of the firm is to be submitted.
- (j) A Board of officers nominated by the IHQ-MoD (Navy) may visit the premises of any/all the printers/firms before tender opening to assess their capabilities on ground and for Technical evaluation. IHQ-MoD (Navy) reserves the right to reject any firm based on its lack of infrastructure/capability/ experience as recommended by the Board.

2. Price Bid Format: Commercial Bid format is provided below. Bidders are advised to upload quotes as .PDF files strictly as per format. Bids not received as per format specified are liable to be rejected summarily.

Price bid Format (to be used for L-1 determination): The Price bid Format in general is given below and Bidders are required to fill this up correctly with full details, as required



under Part –II of RFP (The format indicated below is only as an illustration. This format should be filled up with items/ requirements as mentioned in Part –II of RFP.) –
Basic price of –

a.	Item (s) -	Unit Price	Qty	Total
i	A			
ii	B			
iii	C			
iv.	Total price of items (s)			
b.	Accessories			
c.	Installation / commissioning			
d.	Training			
e.	Technical literature			
f.	Tools			
g.	AMC			
h.	Any other requirement			

Note. 1. Determination of L-1 will be done based on total of basic prices (not including levies, taxes and duties levied by central/state/Local governments such as GST, etc on final product of all items /requirements as mentioned above.

3. Additional information in Price bid on Taxes and Duties (not in scope of L-1 determination) –
- a. Is GST extra

