

EdCIL/Admin./Ptg. Stn./2022-23

09/12/2022

**All Interested Bidder**

**Subject: Empanelment of agency on rate contract for supply of Printed Office Stationery Items for Noida/Delhi base project offices for a period of one year.**

Dear Sir,

EdCIL (India) Limited is a Mini Ratna Category – I CPSE under Administrative control of Ministry of Education having its Corporate office in Noida at EdCIL House, Plot No. 18A, Sector 16A. EdCIL is interested to invites sealed quotations from qualified and eligible bidders to empanel agencies for '**Printing and Supply of Printed Stationery items**' against Rate Contract for one year.

Interested and eligible bidders with sufficient experience may submit their offer quoting their most competitive rates as per the terms & conditions and eligibility criteria given in this Bid document.

**Last date & Time of Bid Submission: 23/12/2022 at 03:00 PM**

**(Before submission of the bid, kindly visit EdCIL, Noida to check the existing samples)**

**Date & Time of Bid Opening: 23/12/2022 at 04.00 PM**



**Manager (HR & Admin.)**



## **I. Scope of Work:**

- i) Printing & supply of printed stationery items as specified in the description of items list as per make model mentioned and as per sample seen by bidder in this office lying with store of EdCIL, Noida.
- ii) **Quantity:** Estimated quantity of items required is mentioned in the Description of Items. However it should be clearly noted that EdCIL shall place the order only as per the actual requirements from time to time.
- iii) **Supply Requirement:** The supply of item shall be made to this office within 3-4 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. EdCIL will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

## **II. Instructions to the Bidder**

### **A. Eligibility Criteria :-**

- i) The bidder must have experience of printing and supply of stationery preferably to Govt. Departments / PSUs./MNCs & Pvt. Ltd. firms. Copy of purchase orders of last 5 years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22) should be submitted with the bid.
- ii) Bidders should have minimum three years experience of supplying printed stationery items in bulk to the PSUs/Govt. Offices/MNCs & Pvt. Ltd. firms. Copies of five purchase work orders of the value of 20,000/-or two work order of the value of Rs. 50,000/- or one work order of the value of Rs.1,00,000/- received from Govt. Depts./PSUs during last five years should be enclosed.
- iii) The bidder must have valid PAN No. and GST No. Photocopy of PAN Card of the company/Firm and GST certificate should be attached along with the Bid document.
- iv) The annual turnover of the bidder for the previous 5 years should not be less than Rs.10 lakhs per annum. Separate proof by way of audited balance sheet & P&L A/c or certified from CA to be attached for 5 years i.e. for F.Y. 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.

### **B. Submission of Bid**

- i) The bidder shall furnish an amount of Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) by way of Demand Draft drawn in favour of "EdCIL (India) Limited" payable at Noida. Any bid received without EMD will be summarily rejected. The EMD will be returned interest free to the unsuccessful tenderers after three months from the closing date of the tender or one-month after the award of the contract whichever is later. However, Bidders registered with NSIC /MSME are exempted from payment of EMD.



- ii) Bid shall be enclosed in sealed envelopes addressed to the Manager, (HR & Admin.), EdCIL (India Ltd., Plot No. 18A, Sector- 16A, Noida. Bid should be sent either by registered post or by hand. All Bids should reach the office at the above mentioned address on or before **15:00 hrs on 23/12/2022**. Bids received after the specified due date and time shall not be accepted and summarily rejected.
- iii) All the interested agencies are advised to visit the store of EdCIL to have an idea of actual Printing work involved.
- iv) Bid must be submitted in sealed envelope & shall contain all the basic documents as mentioned in the eligibility criteria.
- v) It may be clearly noted that, in case the Bid submitted by agencies are not accompanied by all or any of the documents stated under eligibility criteria, along with the original Bid document duly signed and stamped on each page, the same will be rejected by EdCIL.
- vi) The rates should be conspicuously written in figures. Any overwriting, correction or insertion should be duly signed by the authorized signatories of the bidder. The Bidders shall quote rates for all the items in the Schedule of Rates (SOR) in Annexure-I. Omission or non quoting of rate for any single item will render the bid of the Bidder disqualified/rejected.
- vii) Bidder should clearly indicate the name & address of their Firm/Company/Enterprise as the case may be, on the envelop and should clearly indicate the name of job/Work for which Bid has been invited.
- viii) The Bid offer shall be valid for 120 days from the date of opening of Bids.
- ix) The Bid shall be opened at **1600 hrs on 23/12/2022** in presence of the agencies who may wish to remain present.

### **III. General Conditions of Work**

- i) Rates shall be quoted in the Performa attached herewith in original in Annexure -I, otherwise their bids will be summarily rejected.
- ii) Make, brand and quality of printing and Stationery items including paper quality shall be strictly adhered to and any deviation shall be out rightly rejected by EdCIL at the risk and cost of the agency.
- iii) The contract will be initially for a period of one year, extendable by three more years on mutually agreed rates and terms & conditions.
- iv) EdCIL however, reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons thereof.
- v) The rates quoted by the bidder shall be fixed during the period of the contract and in between no escalation will be considered.



- vi) The material shall be delivered at the nominated places without any additional cost.
- vii) No additional charges for preparation and submission of proof / revised proof / samples shall be payable as the cost thereof is presumed to be contained in the prices quoted in the price bid. No charges shall be payable even if proof is not approved or the Purchase Order is cancelled before supply.

**VI Performance Security Deposit:** The successful bidder whose rates are finally accepted shall deposit a sum of ₹ 25,000/- (Rupees Twenty Five Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Bank Guarantee/Bankers Cheque/ Demand Draft which will be valid for a period of 6 more months beyond the period of contract. No interest will be paid on the performance security.

**V Liquidated Damage:** The agency, to which the job will be awarded, is expected to complete the job within the timeline. If the completion period exceeds the stipulated time as defined in the tender, a liquidated damage @ 0.5% per week subject to maximum of 5% contract value will be imposed (GST will be charged extra).

**VI Adherence to the Bid:**

- i) The Bidder is required to submit the acceptance of all the Bid conditions mentioned therein, within Ten days from the date of award of Work.
- ii) Samples of all the quoted items must be submitted, so as to reach us before the due date of opening of Bid or along with the Bid document. This must be submitted, either through post or in person. Samples must be carefully packed and labeled clearly with our enquiry number subject and sender's name for easy identification.
- iii) The successful Bidders/bidders shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful Bidders/bidders shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.

**VII Amendment of the Bid documents:**

- i) EdCIL reserves the right to amend the Bid document, if considered necessary, with due intimation to respective Agencies prior to the last date of submission.
- ii) EdCIL also reserves the right to extend the date of submission and opening of Bid, if considered necessary to allow reasonable time to the Agencies in such cases.
- iii) EdCIL reserves the right to accept or reject any Bid in part or in full without assigning any reason whatsoever.

**VIII Payment:**

- i) Payment shall be made after receipt of complete materials mentioned in the purchase order and due inspection by the nominated official of EdCIL. Payment will be made direct to the supplier through **NEFT/RTGS** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
- ii) Payment will be made after deduction of the Income Tax and any other dues, as applicable, at source.

**IX Termination of the Work:**

- i) During the period of the contract, if the services of the successful Bidder are not found to be satisfactory, EdCIL reserves the right to terminate the Work with one month prior notice without payment of any compensation or whatsoever.
- ii) Security deposit will be forfeited in case of premature termination of the Work.
- iii) The contract between EdCIL and the successful Bidder can be terminated by EdCIL with one month notice without assigning any reason and with no liability on EdCIL.

**X Force Majeure**

- i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

**XI Arbitration:**

In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairperson & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

Yours faithfully,

  
(Sushant Dey)  
Manager (Admin.)

**EdCIL (India) Ltd.**  
Corporate Office, Noida

**ANNEXURE – I**

**Price Bid for Printing and Supply of Stationery items**

<b>S.No.</b>	<b>Description</b>	<b>Minimum Quantity required</b>	<b>Price (Rs.)</b>
1	White envelopes (120 gsm.) with window with company's address printed in Two color (bilingual) - <b>(Size: 5" X 11")</b>	Upto 500	
		Upto 1000	
2	White envelopes (120 gsm.) with window with company's address printed in Two color (bilingual) – <b>(Size: 12" X 10")</b>	Upto 500	
		Upto 1000	
3	White envelopes (120 gsm.) without window with company's address printed in Two color (bilingual) - <b>(Size: 5" X 11")</b>	Upto 500	
		Upto 1000	
4	White envelopes (120 gsm.) without window with company's address printed in Two color (bilingual) – <b>(Size: 12" X 10")</b>	Upto 500	
		Upto 1000	
5	Laminated <b>A4 size</b> envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
6	Laminated <b>A3 size</b> envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
7	Cloth bound <b>A4 size</b> envelopes (yellow colour only) to be printed in double colour (bilingual) screen printing- 100 gsm	Upto 500	
		Upto 1000	
8	Cloth bound <b>A3 size</b> envelopes (yellow colour only) to be printed in double colour (bilingual) screen printing- 100 gsm	Upto 500	
		Upto 1000	
9	Self adhesive Laminated <b>A4 size</b> envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
10	Self adhesive Laminated <b>A3 size</b> envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	



11	Letterheads in two colour offset printing (Bilingual) on Executive Bond paper 80 gsm (A4 size)	Upto 500	
		Upto 1000	
12	Letterheads in two colour offset printing (Bilingual) on Executive Bond Paper 100 gsm (A 4 size)	Upto 500	
		Upto 1000	
13	Continuation Sheet for letter head in double color on Executive Bond Paper 80 gsm (A 4 size)	Upto 500	
		Upto 1000	
14	D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A4 size	Upto 100	
		Upto 500	
15	D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A4 size	Upto 100	
		Upto 500	
16	Desk Slip (bond paper-3"x4") with double colour printing	Upto 100	
17	Visiting cards - single side (on Matt card) - on good quality card in two colour digital printing	Upto 100	
		Upto 200	
18	Visiting cards - both side (bilingual) (on Matt card) - on good quality card in two colour screen printing	Upto 100	
		Upto 200	
19	Visiting cards - both side (bilingual) (on Khadi card) - on good quality card in four colour emboss printing	Upto 100	
		Upto 200	
20	Visiting Card - both side (bilingual) embossed printing (Multicolor) Card Quality - IVORY	Upto 100	
		Per 200	
21	Visiting card thin plastic - both side (bilingual) embossed printing (Multicolor)	Upto 100	
		Upto 200	
22	Good quality imported galgo paper, Both side multi colour Digital printing, thermal Matt lamination, UV coating, name in Golden block printing	Upto 100	
		Upto 200	



23	Conference Pad A-5 size containing 20 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
24	Spiral Pad A-5 size containing 50 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
25	Spiral Pad A-5 size containing 100 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
27	L-shape Plastic folder (solo/worldwide) on the top logo of company and below in the centre is company address is to be printed in single colour printing	Upto 100	
		Upto 500	
28	32 kg special Cobra Office File (Double punch) with single color printing  <b><i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i></b>	Upto 100	
		Upto 500	
29	32 kg special Cobra Office File [Single Punch] with single color printing  <b><i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i></b>	Upto 100	
		Upto 500	
30 3	32 kg special Cobra Office File [with spring] with single color printing  <b><i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i></b>	Upto 100	
		Upto 500	
31	Printing of requisition forms in 1+ 2 (first white copy, second yellow copy and third green copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)	
32	Printing of receipt books 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)	
33	Printing of vouchers on A4 size JK Maplitho coloured paper (white/yellow/green/red) in single colour offset printing	Per 2000 sheets	

23	Conference Pad A-5 size containing 20 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
24	Spiral Pad A-5 size containing 50 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
25	Spiral Pad A-5 size containing 100 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
27	L-shape Plastic folder (solo/worldwide) on the top logo of company and below in the centre is company address is to be printed in single colour printing	Upto 100	
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32	Printing of receipt books 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)	
33	Printing of vouchers on A4 size JK Maplitho coloured paper (white/yellow/green/red) in single colour offset printing	Per 2000 sheets	

34	Good quality Identity cards with card holder		Per 01 card	
35	Lan Yard for ID card with printing of logo and name of company		Upto 100	
			Upto 500	
36	Certificate multi color printing ( <b>paper quality: 250 gsm Important Matt</b> )		Upto 25	
			Upto 50	
37	Gate pass Book Single Color Printing (1+3) – 50 leafs with hard binding		Per Book	
38	Square Sticker Printing on gum sheet	A4 size paper	Upto 25	
		2 sticker on A4 size paper	Upto 50	
		8 sticker on A4 size paper	Upto 100	
		16 sticker on A 4 size paper	Upto 100	
39	Laminated Sticker	6 x 4 cm	Upto 50	
		8 x 11 inch	Upto 50	
40	Round Sticker printing on gum sheet	A4 size paper	Upto 25	
		2 sticker on A4 size paper	Upto 50	
		8 sticker on A4 size paper	Upto 100	
		16 sticker on A 4 size paper	Upto 100	
<b>GST extra as applicable</b>				

**NOTE: BEFORE SUBMISSION OF THE QUOTES, KINDLY VISIT EdCIL, NOIDA TO CHECK THE EXISTING SAMPLE**

Signature of authorized person on each page with Stamp & Date



