



Annual Rate Contract for Printed Material

TENDER DOCUMENT

Tender Notice for Rate Contract for Printing Job

Tender No.: MDIA/14/10/2019-BEE

Dated: 07/06/2019

Start Date for Downloading Tender: 10/06/2019

End date Downloading Tender: 09/07/2019

Due Date for Tender Submission: 09/07/2019



Annual Rate Contract for Printed Material

Tender No.: MDIA/1410/2019-BEE

Bureau of Energy Efficiency

Ministry of Power, Government of India

1. Background

The Government of India has set up Bureau of Energy Efficiency (BEE) on 1st March 2002 under the provision of the Energy Conservation Act, 2001. The mission of Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles with the primary objective of reducing energy intensity of the Indian economy within the overall framework of the Energy Conservation Act, 2001. This will be achieved with active participation of all stakeholders, resulting into accelerated and sustained adoption of energy efficiency in all sectors.

2. NOTICE INVITING TENDER

BEE invites the DAVP/ DOP empaneled printers for the rate contract of various books to be printed for BEE. This will be an **annual contract** bidders will be asked to print as per the specifications of the material. Interested bidders may download the tender documents from the official site of Bureau of Energy Efficiency (<https://www.beeindia.gov.in/>).

Financial bid form complete in all respects must reach the office in separate sealed covers latest by 3 p.m. on 09/07/2019.

3. SCHEDULE OF PROCESSES

Details of the Tender are following:

| | | |
|---|---------------------------|-----------------------------|
| 1 | TENDER NO | MDIA/1410/2019-BEE |
| 2 | TYPE OF TENDER | Limited |
| 3 | START DATE OF TENDER | 10/06/2019 from 12:00 Hours |
| 4 | PRE BID MEETING | 17/06/2019 at 3 PM |
| 5 | BID SUBMISSION START DATE | 10/06/2019 |
| 6 | BID SUBMISSION END DATE | 09/07/2019 by 3PM |



Annual Rate Contract for Printed Material

| | | |
|---|-------------------------------|--|
| 7 | DATE & TIME OF OPENING OF BID | Will be communicated by email |
| 8 | EARNEST MONEY DEPOSIT | Rs 25,000 EMD should be submitted in favour of “ Bureau of Energy Efficiency ”, Payable at New Delhi. The EMD in Sealed Envelope (Super Scribed on envelope “DO NOT OPEN, EMD for Rate Contract for Printing Job”) should be enclosed as part of the bids. |
| 9 | VALIDITY OF RATES | 180 days after tender opening and up to completion of work upon finalization. |

4. PRE-BID MEETING

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting will be scheduled to be held at BEE. The date, time and venue of Pre-Bid Meeting shall be as below:

Date: 17/06/2019

Time: 3PM

Venue: Sewa Bhawan, RK Puram-I, New Delhi – 110006

Bidders are advised to submit their queries addressed to the Director (SD), sdiddi@beenet.in Bureau of Energy Efficiency, by **14/06/2019**. The responses to the queries shall be uploaded on the website of BEE after the pre-bid meeting.

All the interested bidders who wish to attend the Pre-bid meeting kindly confirm their presence one day in advance via mail to sweta.mandilwar@beenet.in, with a copy to sdiddi@beenet.in.

5. COMMUNICATION

All communications including the submission of Proposal should be addressed to:

The Secretary

Bureau of Energy Efficiency

(Ministry of Power, Government of India)

Sewa Bhawan, R K Puram-I, New Delhi -110006



Annual Rate Contract for Printed Material

6. ELIGIBILITY CRITERIA

Printers empaneled with **DAVP** (Directorate of Advertising and Visual Publicity) / **DOP** (Directorate of Printing) are eligible for participation in the bidding

7. **The bid should include the following-** The bid should contain all the details as per the tender document.

List of Documents to be enclosed

- a) DAVP / DOP Empanelment letter
- b) Information about the bidder as per Annexure -I
- c) EMD of Rs. 25000/-

8. **Earnest Money Deposit (EMD)** - Bid should be submitted along with the Earnest Money of Rs 25,000/- (Rupees Twenty Five Thousand only/-) payable in favor of ***“Bureau of Energy Efficiency” at New Delhi.***

9. Financial Proposal

The bid must include financial proposal as per Annexure -II and should be put up in a sealed envelope Marked **“Financial Proposal for Rate Contract for Printing Job for Bureau of Energy Efficiency”** at the top of the envelope.

10. SCOPE OF WORK-

Under the overall guidance of BEE the selected bidder is expected to supply the desired copies of printed material to BEE office or the specified location within NCR. The work will require undertake the below mentioned tasks-

- The successful bidder will be required to do designing/composing/formatting/editing as per the requirement for approval before printing
- The bidder will be required to print the material as per specification given
- The brochure/booklets/leaflets should be bound as required and specified.
- Sample proof of the approved artwork to be submitted before the final printing.

Note : Paper specification is given in the format of financial bid (Annexure- II)

GENERAL INSTRUCTIONS –

- a) The Bidders are advised in their own interest to ensure that complete proposal reaches at the BEE office at the address mentioned on or before the date stipulated in the tender document.
- b) BEE will not be responsible for loss of proposal or for any kind of delay in transit.



Annual Rate Contract for Printed Material

- c) The print order may be increased or decreased by 20% of print order and the printing charges along with time frame shall be calculated on pro-rata basis, if necessary.
- d) The printer shall print each title allotted to him as per the specification provided to him by BEE.
- e) BEE reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by BEE in respect of such proposals.
- f) BEE will carry out the evaluation of all responsive proposals in the manner stipulated in the tender document.
- g) BEE shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- h) Any information contained in the Proposal shall not in any way be construed as binding on BEE, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.
- i) Proposals shall be submitted in the prescribed Proforma along with other documents placed in sealed cover addressed to:

The Secretary

Bureau of Energy Efficiency

(Ministry of Power, Government of India)

Sewa Bhawan, R K Puram-I, New Delhi -110006

11. PROPOSAL SUBMISSION DEADLINES

The Bidders shall submit the proposals as per the timelines stated in tender document.

12. LATE PROPOSALS

Proposals received after the date stipulated in this document for submission mentioned in this RFP shall not be considered and shall be summarily rejected.

13. FORCE MAJEURE

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely BEE and the Contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause immediately amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are



Annual Rate Contract for Printed Material suspended by Force Majeure conditions. **BEE** shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause last.

14. PENALTY CLAUSE

In case the Printer fails to adhere to prescribe time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. 2% of the total cost of printing of that title will be recovered.

15. AWARD OF CONTRACT

The contract will be awarded on **Least Cost Selection basis** in each category and will be awarded to different bidders based on L1.

16. Payment Terms-

The payment will be released after submission of invoice/s supported with delivery challan.
Note : No request for advance payment will be considered.



ANNEXURE - I
INFORMATION ABOUT BIDDER

1. a) Name of Printer with complete address:
- b) Telephone/ Office:
- c) Mobile No.
- d) Email ID-

2. Details of EMD

Amount Rs.....

DD. No.....

Date.....

Bank.....

Signature of Authorized Signatory
(Name, Designation & Signature with seal)

Note:

1. If any information furnished is found to be false at any stage then the EMD shall be forfeited and the printer shall be debarred from any work connected with the Bureau.



Annual Rate Contract for Printed Material

ANNEXURE – II

FINANCIAL BID

Name of the Printer _____

Address: _____

| Size and specification | Paper type | Printing of cover | Tentative Qty | No of Pages | Rate per page for the book including cover | Taxes (%) | Total cost (Col 6 + Col 7) |
|---|------------|-----------------------------|---------------|---------------|--|------------|-------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Booklet A4 (300 GSM Cover and 130 GSM Inner pages) with lamination | Matte | Color- 4 /4 | < 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Matte | Color- 4 /4 | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Matte | B&W (cover to be in color) | < 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Matte | B&W(cover to be in color) | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | Color- 4 | < 50 | 1 to 50 | | | |



Annual Rate Contract for Printed Material

| | | | | | | | |
|---|--------|--------------------------------------|-----------------|---------------|--|--|--|
| | | /4 | Copies | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | Color | >= Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | B&W(cover to be in color) | < 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | B&W (cover to be in color) | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| Booklet B5 (300 GSM Cover and 130 GSM Inner pages) with lamination | Matte | Color | <50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Matte | Color | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Matte | B&W (cover to be in color) | <50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |



Annual Rate Contract for Printed Material

| | | | | | | | |
|--|--------|----------------------------|--------------|---------------|--|--|--|
| | | | | 201 and above | | | |
| | Matte | B&W (cover to be in color) | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | Color | <50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | Color | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | B&W (cover to be in color) | <50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| | Glossy | B&W (cover to be in color) | >= 50 Copies | 1 to 50 | | | |
| | | | | 51 to 100 | | | |
| | | | | 101 to 200 | | | |
| | | | | 201 and above | | | |
| Leaflet Size – A5 Finish Front/Back printing Paper -170 GSM Fabrication – | Matte | Colour-4+4 | | 2000 | | | |
| | | | | 5000 | | | |



Annual Rate Contract for Printed Material

| | | | | | | | |
|-------------|--|--|--|--|--|--|--|
| Cut to size | | | | | | | |
| | | | | | | | |

Note: The Cost should be inclusive of designing, printing, packaging and delivery charges of the printed material.

I/We agree to comply with the terms and conditions and time schedule of supplying the printed material as prescribed by the Bureau of Energy Efficiency.

Signature:

Name with seal:

Date: