

Tender notice no.
Government of India
Central Hindi Directorate
(Department of Higher Education)
Ministry of Education
West Block VII, R.K. Puram,
New Delhi.

Subject: Printing of Certificate Publication.

Sealed tenders are invited in two bid system on behalf of President of India from Empanelled "A" class offset printers and Digital printer of Directorate of Printing, New Delhi also having their own infrastructure in all respects such as printing, binding, Packing etc.

12000 Certificate in Digital Printing in four colour size A-4 on 300 GSM art card with desining as per our requirement .

Firms are requested to cleck/see samples of similar works before quoting the rates. These samples can be seen at A.D. Printing CHD.

2. Scope of work are as under:

- 2.1 Designing the cover page, - at least three samples to be submitted by the vendor within 7 days frm the date of work order from the Directorate.
- 2.2 Bringing final proof of cover, content and text, layout designs to the Directorate for approval.
- 2.3 Soft copy (in MS-Word and PDF format in CD/DVD) of the final version in Hindi to be provided which should be capable of being uploaded on website.
- 2.4 The interested firms may submit sealed tended in two separate sealed envelopes on or before ~~7-12-2020~~ by 3:00 PM and Technical bid opening will start at 3:30 PM in the presence of Authorized representatives of the firms.
- 2.5 One sealed envelope for Technical Bid as per format prescribed in Annexure 'A' with a forwarding letter on official letter head of the firm super scribing "Technical Bid for "Printing of four publications of Dictionary" at top of the envelope and Financial Bid as per format prescribed in Annexure 'B' in another envelope.

3. Technical Bid

- 3.1 Technical Bid in sealed cover should be then placed in a sealed cover superscribed with "printing of four publications of Certificate" on the top of the envelope and should be dropped in the tender box placed in the Directorate.
- 3.2 The authorized signatory of the tenderer (who have signed the bid) should sign and affix stamp on each page of the tender document as a token of having read, understood and

accepted the terms & conditions of the content therein and submit the same along with the technical bid.

- 3.3 The EMD should be valid for 90 days.
- 3.4 The firm/tenderer should submit the complete information/documents indicated in the format prescribed for technical bid (Annexure-A) only. No modification in the bids will be allowed after submission of bids to Directorate, under any circumstances. It may please be noted that tenders which are not as per the prescribed format or are without complete information/documents or conditional tenders/bids will be summarily rejected. Tenders received after due date and time will not be considered. There should be no erasing/overwriting/cutting/ fluiding in the bids, failing which the bids will be summarily rejected.
- 3.5 EMD of the unsuccessful tenderers will be returned to them without interest whatsoever, at the earliest after expiry of the final tender validity period/conclusion of the contract, as the case may be.
- 3.6 EMD (Rs.5000/-) of the successful tenderer will be adjusted as performance security which is 5% of the Order Value.
- 3.7 If the successful tenderer fails to furnish the required performance security 5% of the total Value within the specified period, its EMD will be forfeited.
- 3.8 TDS and other taxes as applicable will be deducted from each bill.
- 3.9 The Directorate reserves the right to accept or reject any or all the tenders/quotation(s) without assigning any reasons therefore.
- 3.10 The material/document/CD supplied by Directorate should be returned to Department after the job is completed along with the bill.

4. Earnest money deposit:

An earnest money deposit (EMD) Rs.5000/- (Rupees Five Thousand Only) in the form of crossed Demand Draft/FDR/Bankers Guarantee drawn in favour of "P.A.O. CHD Higher education, New Delhi" shall accompany the tender.

5. Performance Security:

5% Performance Guarantee of the order value with GST must be submitted within 3 working days.

6. Opening of Price/Financial Bid:

Before opening of the financial bid department will display the technically qualified firms on the Website of the department and individually by mail. Financial bid opening will be intimated 3 day prior.



(H.C. Meena)
Asst. Director (ptg.)
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