

Haryana Academy of History & Culture, Kurukshetra

Subject : *Award of rates contract for printing of Books.*

Online bids (Technical & Financial) from eligible bidders are invited for and on behalf of the Director, Haryana Academy of History & Culture (HAHC), Kurukshetra for printing of Books.

1. Prospective bidders desirous of participating in this tender may view and download the tender document containing the detailed terms & conditions from the website i.e. <https://etenders.hry.nic.in/nicgep/app>
2. The tender document fee of Rs. 500/- and earnest money Rs.8 ,000/- in the form of Demand Draft drawn in favour of Director, Haryana Academy of History & Culture, Kurukshetra must be sent to the office of Director, Haryana Academy of History & Culture on or before of the opening of technical bid.
3. The tender complete in all respect must be submitted online at <https://etenders.hry.nic.in/nicgep/app> as per instruction given in the tender documents.
4. No manual tenders shall be accepted.

Director,
Haryana Academy of History
& Culture, Kurukshetra.

Tender Schedule

Tender No.	HAHC-2020/01
Name of Organization	Haryana Academy of History & Culture, Kurukshetra
Document Download/Sale Start Date	03.03.2020
Last Date and Time for uploading of Technical Bids	16.03.2020 upto 5.00 P.M.
Date and Time of opening of Technical Bids	17.03.2020 at 2.00 P.M.
Date and Time of opening of Financial Bid	17.03.2020 at 2.00 P.M.
Address for Communication	Haryana Academy of History & Culture, Gulzarilal Nanda Centre, Near Brahma Sarovar, Kurukshetra-136118 Website: hahcharyana.com Email: hahckurukshetra@gmail.com

1. Scope of work

Printing of books

Scope of work

S. N.	Description of work	Tentative Qty. in nos.
1.	<p>Book “The Haryanvi Soldier : A Saga of Valour and Scarifies 1947-2018”</p> <ul style="list-style-type: none">• Size 7.5” x 10”, Number of Pages 248 B/W and 15 Colour page. Black and white pages are to be printed on 70 GSM Natural Shade paper and colour pages on Art Paper thickness 120 GSM Perfect Swing binding. Hard Bound Cover 4 Colour and matte Lamination. Flip Cover also. End paper Mahlitho White 120 GSM. For quality ensurances sample of book is available at HAHC. To be followed by printer and rate to be quoted accordingly.	100
2.	<p>Book “Gallantry Award Winners of Haryana”</p> <ul style="list-style-type: none">• Size 7.5” x 10”, Number of Pages 367 B/W and 20 Colour page. Black and white pages to be printed on 70 GSM Natural Shade paper and colour pages on Art Paper thickness 120 GSM. Perfect Swing binding. Hard Bound, Cover 4 colour and matte Lamination. Flip Cover also. End paper Mahlitho White 120 GSM. For quality ensurances sample of book is available at HAHC. To be followed by printer and rate to be quoted accordingly.	100
3.	<p>Book “Haryanvi Shooravir Granthawali: World War First”</p> <ul style="list-style-type: none">• Size 10”x 14” Number of pages 157 Colour page on Art Paper. Thickness 120 GSM Perfect Swing Hard Bound Cover 4 colour and matte Lamination. Flip Cover also. End paper Mahlitho White 120 GSM. For quality ensurances sample of book is available at HAHC. To be followed by printer and rate to be quoted accordingly.	100

4.	Book "Haryanvi Shooravir Granthawali: World War Second" <ul style="list-style-type: none"> • Size 10"x14" Number of pages 250 Colour page on Art Paper. Thickness 120 GSM Perfect Swing Hard Bound. Cover 4 colour and matte Lamination. Flip Cover also. End paper Mahlitho White 120 GSM. For quality ensurances sample of book is available at HAHC. To be followed by printer and rate to be quoted accordingly. 	100
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2. ELIGIBLE BIDDERS:

This invitation for bid is open to all Digital Printers and Agencies having their own printing press in their name.

3. DOCUMENTS COMPRISING THE BID: The bid prepared by the bidder shall comprise of Technical Bid and Financial Bid.

Technical Bid : The technical bid shall contain the following documents:

- (i) Technical Bid Form with requisite documents mentioned in the form as per Annexure-I.
- (ii) EMD of Rs. 8000/- (Rs. Eight Thousand only) transferred through RTGS/NEFT in Bank A/c : Director, Haryana Academy of History & Culture, Kurukshetra
Bank Name : State Bank of India
A/c No. 39149704726
IFSC : SBIN0000724
- iii) Tender Document Fee of Rs. 500/- (Rs. Five Hundred only) transferred through RTGS/NEFT in Bank A/c : Director, Haryana Academy of History & Culture, Kurukshetra
Bank Name : State Bank of India
A/c No. 39149704726
IFSC : SBIN0000724
- (iv) Declaration as per Annex- II

Financial Bid : The Financial Bid as per the uploaded PDF file on the portal

4. BID PRICES

- i) The offer shall be in firm Indian Rupees. No foreign exchange will be made available by the purchaser.
- ii) The rates quoted shall be inclusive of all taxes and charges as applicable, firm and final against each item as per the Annexure-III. No request for upward

revision in the contract rates will be entertained during the currency period of the contract.

- iii) At the time of payment of bills, TDS and/or any other tax, surcharge etc., shall be deducted as per Government rules and guidelines, applicable from time to time.
- iv) If a firm quotes Nil and unreasonable rate for any item, the bid shall be treated as unresponsive and will not be considered.

5. EARNEST MONEY DEPOSITED (EMD) & TENDER FEE

- i) EMD of unsuccessful bidder will be returned as early as possible after the award of work to the successful bidder. No interest will be paid by the Board on the EMD amount.
- ii) EMD shall be forfeited.
 - (a) If a bidder withdraws his bid during the period of bid validity specified in the Bid document
 - (b) If the bidder is found to have submitted false particulars/fake documents
 - (c) If the bidder is found to have indulged in corrupt practices or manipulation of rates by cartelization
 - (d) If the successful bidder fails to sign the contract.
 - (e) If the successful bidder does not execute the printing work as per specifications in the bid documents.
 - (f) If the bidder withdraw his bid after opening of technical bid

In all the above cases the bidder will not be eligible to participate in the tender for same category for two years from the date of signing of contract. The decision of Committee constituted for this purpose shall be final and binding in this regard.

6. PERIOD OF VALIDITY OF BIDS

- i) Bids shall remain valid upto 31.03.2021 after the date of opening of financial bid. A bid valid for a shorter period shall be rejected by the HAHC as non-responsive.
- ii) In exceptional circumstances, the HAHC may request the bidder for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The EMD deposited by the successful bidder shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his financial bid.

7. SUBMISSION OF BIDS

The bidders must submit their bids only through the online e-Procurement portal i.e. <https://etenders.hry.nic.in/nicgep/app>. The bidders must carefully follow the instructions to submit the bids.

8. OPENING OF BIDS BY COMMITTEE CONSTITUTED FOR THIS PURPOSE

Committee constituted for this purpose shall open first of all the technical bids in the presence of bidders or their authorized representatives who choose to attend on due date and time. The bidders or their representatives, who are present, shall sign in the attendance. Only one person from any bidder shall be permitted to attend the bid opening.

9. TECHNICAL EVALUATION

- i) The evaluation of the tenders will be made by a Committee constituted for the purpose by the HAHC first on the basis of technical information furnished by the bidders in Annexure -1. The financial bid of only those bidders will be opened who are found eligible on the basis of technical parameters (as per Annexure I).
- ii) Bids shall be evaluated to determine whether they are complete in all respect; whether any computational error have been made; whether required documents have been properly signed. During the technical evaluation, if any of the parameter is not met, the bid will be summarily rejected.
- iii) If there is any discrepancy between words and figures, the amount in words shall prevail.
- iv) The reasons for selection or rejection of a particular tender will not be disclosed.

10. FINANCIAL EVALUATION

No Enquiry shall be made by the bidder (s) during the course of evaluation of tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the Committee constituted for this purpose can make enquiry/ seek clarification from the bidders, which the bidder must furnish within the stipulated time else the bid of such bidder will be rejected.

(Signature of the bidder)

General Terms & Conditions

1. Earnest Money (of Rs. 8000/-(Rupees Eight Thousand only) transferred through RTGS/NEFT in Bank A/c : Director, Haryana Academy of History & Culture, Kurukshetra
Bank Name : State Bank of India
A/c No. 39149704726
IFSC : SBIN0000724
2. The tenders without Earnest Money Deposit will be summarily rejected.
3. The tender is not transferable. Only one tender bid shall be submitted by one bidder.
4. The quantity of the printing work even in the bid documents is tentative. The HAHC will get whole printing work of the particular items not at a one time. The printing work of the particular items will be got done as per requirement from time to time at the approved rate of tender for the particular items.
5. The bidders have facility to see samples of each items before quoting their rates in Financial bids, if they so desire. For this they may contract office of Director, HAHC Ph. No. 01744-251650, 9416441650
6. The bid shall remain valid upto 31.03.2021 after the date of bid opening of Financial Bid prescribed in the bid documents.
7. The printing orders will be placed as and when required. Irrespective of the quantity ordered and successful printer will have to meet all the requirements of the HAHC immediately on receipt of the orders.
8. The scope of work may be increased/decreased as per requirement. If the scope of work increased, the agency will be bound to provide the printing work at the approved tendered rate, In case of decrease scope of work the payment will be made accordingly at the time of payment.
9. The agency is required to get the verification certificate of work executed by him from the committee constituted for this purpose by the HAHC and the same may be submitted with the bill at the time of payment to the HAHC.
10. The delivery of the items covered under this tender will have to be made at office of Haryana Academy of History & Culture, Kurukshetra. No packing, transportation etc. will be paid by HAHC.
11. The rates offered have to be uploaded strictly as per the PDF file provided in the Financial Bid in the space allotted. If the format of Financial Bid is found to be modified by the bidder, the bid will be rejected.
12. In case the contractor fails to provide the printing item covered under this bid document, the HAHC will procure the required printing items from the market and the extra amount/cost arising as a result thereof will have to be borne by the bidder.
13. The HAHC reserves the right to terminate the contract/cancel the tender at any time without assigning any reason thereto. The bidder shall not be entitled to any compensation, damage, whatsoever may be, by reason of such termination/cancellation.
14. In case of dispute between the bidder/firm and HAHC, the decision of the Director, HAHC will be final.

(Signature of the bidder)

TECHNICAL BID

Tender No.

Subject: Tender for printing of Books.**PRESCRIBED PROFORMA FOR TECHNICAL BID**

S. No.	Section	Page.
1.	Name of Agency	
2.	Office address with telephone no.	
3.	Nature of concerned (i.e. Sole Proprietor or Partnership firm or a Company or a Government Deptt. or a Public Sector Organization (Attach proof)	
4.	Tender document fee (non- refundable) of Rs. 500/- (Rupees Five Hundred only) (Attach proof)	
5.	EMD of Rs.8,000/- (Rupees Eight Thousand only)	
6.	Average annual turnover of Rs. 10.00 lacs of the agency for the last three year (Attach proof)	
7.	GST Regn. No. (Attach copy)	
8.	Experience of undertaken and completed similar nature of two work with a contract value of Rs. 5.00 lacs each for Central/State Govt./PSUs/Council/Corporations, Boards and reputed organization in the last three year.	
9.	Undertaking (self certificate) that the agency has not been blacklisted by Central/State Govt. Deptt./Institution on the agency's letter head as annexure-III	
10.	Self declaration as per annexure-II	

(Signature of the bidder)

Dated :

Place :

DECLARATION

1. I/We
Son/Daughter of
Sh.Proprietor/Partner/
Director/ Authorised Signatory of M/s am/are competent to sign the
declaration and execute this tender document
2. I have carefully read and understood all the terms and conditions of the
tender which are fully acceptable to me.
3. The information / documents furnished along with the above tender are true
and authentic to the best of my knowledge and belief. I/we, am/are well
aware of the fact that furnishing of any false information/fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

(Signature of Authorised Person)

Full Name: Seal:

Date :

Place:

- Note:**
1. The above declaration by the authorised signatory of the tenderer in token
of acceptance of all the terms and conditions should be uploaded with the
Technical Bid. Technical bids without this form shall be summarily rejected.
 2. The above declaration may also be furnished on the letterhead of bidder.

DECLARATION

I hereby declared that I/firm..... have not been declared black listed by any Central/State Govt. Deptt./Institutions etc. in Haryana or in any other State and my/our EMD/Security deposit has not been forfeited by any Central/State Govt. Deptt./Institutions etc. in Haryana or in any other State.

Date :

Place :

(Tenderer's signature with seal)