

COMMISSION FOR AGRICULTURAL COSTS AND PRICES
(Department of Agriculture, Cooperation & Farmers Welfare)
(Shastri Bhawan, New Delhi)

e-Tender Notice
for Printing of Price Policy Reports of the Commission from the private
printers empanelled with Directorate Of Printing

Tender No. 14- 18/2017-18.Admn.CACP

TABLE OF CONTENTS

Title	Page No.
Notice Inviting Tender	1
Technical & Financial Bid Criteria	2-4
Terms & Conditions of the Contract	5-7
Performa of Technical Bid	8
Performa for Financial Bid	9
Declaration	10
Tender Acceptance Letter	11



(Sube Singh/SUBE SINGH)
सहायक निदेशक/Assistant Director
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
Min. of Agriculture & Farmers Welfare
कृषि लागत और मूल्य आयोग
Commission for Agricultural Costs & Prices
शास्त्री भवन, नई दिल्ली-110001
Shastri Bhawan, New Delhi-110001

F.No.14-18/2017-18/Admn.CACP
Government of India
Ministry of Agriculture & Farmers Welfare
Commission for Agricultural Costs and Prices
(Department of Agriculture, Co-operation & Farmers Welfare)

217, F-Wing, 2nd Floor,
Shastri Bhavan, New Delhi — 110001

Dated the 7th June, 2018.

To

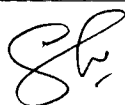
.....
Sub:- Notice inviting e-tender from printers empanelled with Directorate of Printing for printing of Rabi, Kharif, Sugarcane, Copra and Jute Price Policy Reports of the Commission (in English & Hindi) - reg.

The Commission for Agricultural Costs & Prices (CACP) invites e-tender from printers empanelled with Directorate of Printing for printing of its **Rabi, Kharif, Sugarcane, Copra and Jute Price Policy Reports (in English & Hindi)** in two Bid system (i.e. part-I: Technical Bid and part-II: Financial Bid) in prescribed forms. Terms & Conditions, Technical Bid and Financial Bid of the contract are given at Annexure I, Annexure-II and Annexure-III respectively.

2. The detailed tender documents may be downloaded from Commission's Website <http://cacp.dacnet.nic.in> and **Central Public Procurement Portal "http://eprocure.gov.in/eprocure/app"** from **7th June, 2018 to 20th June, 2018 (up to 5.00 p.m.)**

The time schedule is as under:-

(i)	Date of issue of tender documents	07.06.2018
(ii)	Date of start of submission of tender	08.06.2018(10.00 a.m.)
(iii)	Closing date & time for submission of bids	20.06.2018 up to 5.00 p.m.
(iv)	Date and time for Opening of Technical Bids	22.06.2018 (10.00 a.m.)
(v)	Date for Opening of Financial Bids of eligible Tenderers	To be intimated later
(VI)	Place of opening of Technical Bid	217, F-Wing, Shastri Bhawan.



3. The interested service providers may submit the tender **on line at** "<http://eprocure.gov.in/eprocure/app>" in two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-procurement portal. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted.

4. The estimate value of the contract is approx. Rs. 8.00 lakhs.

TWO BID SYSTEM: The bid should be submitted in two parts as under:-

(a) **Technical Bid:** Technical Bid should contain all technical details of the tender document enclosing scan copy of the Earnest Money Deposit (EMD) and other documents etc. as per format in **Annexure-II**.

(b) **Financial Bid:** Financial Bid should be as per **Annexure-III**. (*Uploaded all documents should be duly signed & stamped*).

5. The Technical Bids shall be opened at 10.00 a.m on the date as indicated in the time schedule table (given in Para-2) in presence of such of the bidders or their representatives, who may wish to be present.

6. Financial Bid(s) of only those bidders will be opened on the date as indicated in the time schedule table (given in Para-2), whose bids are considered technically acceptable by the Technical Evaluation Committee.

7. Hypothetical/Conditional/Incomplete bid will not be entertained.

8. **Late Bids** Bids received after the specified date and time, as indicated in Para-2 above, will not be considered.

9. **Earnest Money Deposit (EMD)**

(i) The Earnest Money amounting to Rs. 15,000/-(Rupees fifteen thousand only) should be deposited in the form of Demand Draft/Pay Order(from any Scheduled Commercial Bank) in favour of Pay & Accounts Officer(Sectt.-II),16 Akbar Road Hutments, New Delhi. **Original EMD has to be submitted to Shri Sube Singh, Administrative Officer, Room No, 217, F-Wing, Shastri Bhawan, New Delhi.(Ph: 23388325) one day before** of the last date of bid submission. Bids without EMD and in any form other than prescribed will NOT be considered.



Shri Sube Singh
Administrative Officer
Room No. 217, F-Wing
Shastri Bhawan, New Delhi-110054
(Ph: 23388325)

- (ii) The EMD should remain valid for a period of 60 days beyond the final tender validity period.
- (iii) EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
- (iv) EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security from him.

10. Performance Security.

- (i) The successful bidder will have to furnish **Performance Security of 5 to 10% of total tender value** in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in favour of **Pay & Accounts Officer(Sectt.-II), 16-Akbar Road Hutments, New Delhi within 5 days of award of contract.**
- (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- (iii) Performance Security will be refunded to supplier without any interest after the completion of contract period as mentioned in tender documents, whatsoever, once he duly performs and completes the contract in all respects.
- (iv) Performance Security will be forfeited if the firm fails to perform any of the term(s) and condition(s) of the contract, besides it may also be black listed.
- (v) The bidders should quote their **unconditional rates** strictly as mentioned in **Annexure-III**. Cutting/overwriting, if any, will not be accepted. **Each page of the tender should be duly stamped and signed by the authorized signatory.**
- (vi) In case any bidder is already providing the services to any other Ministry/Department of Central Govt. details thereof should also to be uploaded.

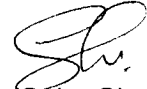
The Technical bid should contain the following details:-

- (i) The firm must have at least three years' experience of providing services of printing of the reports in Govt./Semi-Govt./PSUs. Copies of communications may be uploaded.



Ministry of Agriculture & Farmers Welfare
Department for Agricultural Costs & Prices
New Delhi-110001

- (ii) Copies of latest two years Income Tax Returns , **PAN Number**(with proof) and 15 Digit **Service Tax Code Number** (with proof) to be uploaded.
- (iii) A self-certificate (I) declaring that the firm has not been black listed by any Central Ministry/Department, PSUs or bank etc.(ii) that all the terms and conditions of the contract are acceptable to him.
- (iv) The firm/ Company are advised to read the instructions above and the terms conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical bid for consideration.



(Sube Singh)
Assistant Director (Admn)
Tele: 23388325



श्री. सुबी/सुबी सिंघा
सहायक निदेशक/Assistant Director
सरकार/ Govt. of India
कृषि एवं किसान कल्याण विभाग
Min. of Agriculture & Farmers Welfare
कृषि लागत और मूल्य आयोग
Commission for Agricultural Costs & Prices
शास्त्री भवन, नई दिल्ली-110001
Shastri Bhawan, New Delhi-110001

Annexure-I

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF RABI, KHARIF, SUGARCANE, COPRA AND JUTE PRICE POLICY REPORTS OF THE COMMISSION (IN ENGLISH & HINDI)

Specification

- Outer and Inner page:

Outer/Cover page	300 GSM Imported Art Matt Paper with
Inner/Text pages	130 GSM Art Matt Paper

- Binding : Perfect Binding
- Paper Size : A4 Size
- No. of pages (Text) : As per samples provided by the CACP
Mentioned above at Para 4
- Cover page color : Multi color offset printing with embossing.
- Inner pages :
 - (a) Text : Four color offset printing
 - (b) Diagrams/Charts/
Graphs : Multi color offset printing

Pre-Press Job

- Text of both the documents will be provided by CACP in electronic format (MS Word/ MS Exel /PDF).


Schedule of work

- The work should be completed in all respects and material should be delivered within stipulated time period from the date of placement of printing order as mentioned below:

- Submission of 1st draft proof: within 03 days from issue of letter.
- Submission of final proof: within 03 days of receipts of corrected Version of draft proof.
- Supply of printing material: within 03 days of receipts of approval of final proof

Quotation

- The rate quoted should be inclusive of paper, creative options, plate layout design, proofreading, positives, printing, binding etc. and supply of materials.


Secretary/Assistant Director
Ministry of Agriculture & Farmers Welfare
Government of India
Commission for Agricultural Costs & Prices
Block No. 1, Sector 1, Connaught Place
New Delhi-110001

- Vendor should be able to execute all the required jobs together, part quotation will not be entertained.

Agency

The bidder should have latest high quality color printing machines in their own name. They should have latest printing software and hardware & sufficient manpower to operate it.

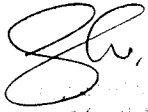
Penalty

In case of default in maintaining time schedule, the CACP will impose a penalty of amount equivalent to 2% of the total tender cost per day subject a maximum of 5 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the Printing Order cancelled. CACP will in no way be held responsible for the loss, whatsoever, attributed due to the delay in printing of Reports etc.


Note: The vendor must ensure safe custody and maintain confidentiality in the Printing material supplied by CACP.

Other Terms & Conditions

- Two bids viz., Technical and Financial should be submitted online separately which may be super scribed as "Quotation for Printing Works". The technical bid (Annexure-II) will provide the detail about the firm, its capacity, printing experience machines, manpower, clientage, sample of paper to be used etc. Financial Bid (Annexure -III) will contain the rates/per page (excluding GST) . Tender Processing Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid. Tender will be awarded to the firm which quotes latest rate.
- The bidder should have the following qualifications for bidding:-
 - Shall have been in existence for not less than five years.
 - Shall be having sufficient experience and expertise in the relevant field.
 - Should have PAN/TAN number, Sales tax registration, GST registration.
 - Shall have experience in dealing with Government Departments.
- The price quoted should be exclusive of all taxes.
- The tender validity period is 90 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, whichever is later.


Secretary/Assistant Director
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
कृषि खात और भूख अयोग
Commission for Agricultural Costs & Prices
शास्त्री भवन, नई दिल्ली-110001
Shastri Bhawan, New Delhi-110001

- v. The rates quoted by the selected firm, and approved by the Commission shall remain valid throughout the period of contract and requests to increase the rates for any item(s), during the currency of the contract, shall not be considered.
- vi. The contract will remain operative for a period of one year from date of award of the same and the vendor/printer may be asked to print additional copies. Charges for the additional number of copies will be determined as per the quoted rates.
- vii. This Commission, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of the Commission his contract is liable to be terminated at any point of time without giving any prior notice.
- viii. Supply order, after due compliance of all formalities, will be placed on the selected supplier(s) to effect the supply.
- ix. The selected firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the CACP. The selected Firm shall ensure the delivery of the items in the office of the Commission. No separate charges shall be paid for delivery of goods.
- x. Supply should normally be made during the office hours on any working day. The Commission 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.
- xi. Order for items will be placed on requirement basis. No advance payment will be made by the Commission. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the commission.
- xii. The Commission will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Commission.
- xiii. Contract will be awarded to the contractor **whose total cost of printing all the Reports (As given in Annexure III) is lowest .**
- xiv. The Commission reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- xv. The period of contract may be extended further based upon the satisfactory performance of the firm.

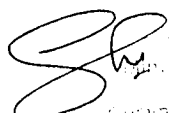

(Signature)
Assistant Director
Ministry of Agriculture & Farmers Welfare
Government of India
National Commission for Agricultural Costs & Prices
Bhawan, New Delhi-110001

ANNEXURE-II

PROFORMA FOR TECHNICAL BID

1.	Details of empanelment with Directorate of Printing	Uploaded scanned copy of Certificate of proof
2.	Name of the Firm & Owner: (with Telephone /Mobile No.)	Uploaded scanned copy of proof
3.	Office address with Tel./Fax/Mob. Nos.	Uploaded scanned copy of proof
4.	Present Address with Te./Fax/Mob Nos.	Uploaded scanned copy of proof
5.	Contact persons(s) Name Tele/Mob./Fax	Uploaded scanned copy of proof
6.	Annual Turnover i) 2015-16 ii) 2016-17 iii) 2017-18	Uploaded scanned copy of proof Rs. Rs. Rs.
7.	Make/Model of Printing Machines available	Uploaded scanned copy of proof
8.	TIN/No./Service Tax/GST No.	Uploaded scanned copy of proof
9.	Past experience with Govt. Department –Name and Period to whom service Provided	Uploaded scanned copy of proof
10.	Total staff strength of Service Provider	Uploaded scanned copy of proof
11.	Whether sample paper of each item attached	Uploaded scanned copy of proof
12.	Whether Terms & Conditions issued by CACP are acceptable to the Firm	
13.	Other details, if any	Uploaded scanned copy of proof
14.	EMD paid.	Uploaded scanned copy of draft/pay order.

(Signature of Owner/Authorized Representative)


Secretary
Ministry of Agriculture & Fisheries
Commission for Agricultural Costs & Prices
Sardar Bhawan, New Delhi-110002


ANNEXURE-III

PROFORMA FOR FINANCIAL BID

S. No.	Description	English / Hindi	Number of Pages	Qty. of Reports (Copies)	Rate Quoted / per page in Rs.*
1.	2	3.	4.	5.	6.
i)	Rabi Price Policy Report (2018-19)	English	150	100	
		Hindi	150	60	
ii)	Kharif Price Policy Report (2018-19)	English	200	100	
		Hindi	200	60	
iv)	Sugarcane Price Policy Report (2018-19)	English	100	70	
		HINDI	100	25	
v)	Copra Price Policy Report (2018-19)	English	100	50	
		HINDI	100	20	
vi)	Jute Price Policy Report (2018-19)	English	100	50	
		HINDI	100	20	

* (excluding GST etc.)

(Signature of Authorized Representative/Owner)


Secretary/Accounts Officer
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
कृषि लागत और मूल्य आयोग
Commission for Agricultural Costs & Prices
शास्त्री भवन, नई दिल्ली-110001
Shastri Bhawan, New Delhi-110001

TENDER ACCEPTANCE LETTER

(To be given on Firm/Company Letter Head)

Date:

To

.....
.....
.....

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:.....

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/work" from the web site(s) namely:

as per your advertisements, given in the above mentions website(s).

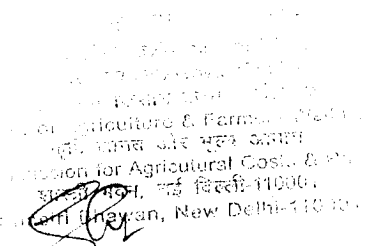
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.....to.....(including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality /entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,


The Director
Department of Agriculture & Fisheries
Government of India
Ministry for Agricultural Cost & Services
New Delhi-110002

(Signature of the Bidder, with Official Seal)