

National Seeds Corporation Limited
(A Government of India-"Mini Ratna" Company)
CIN:U74899DL1963GOI003913
Beej Bhawan, Pusa Complex, New Delhi-110012

No. 8(3)/Pub-NSC/2018-19

Dated: 25.08.2019

E- Notice Inviting Tender

e-offer are invited through e-portal for Printing of Farmers Seeds Guide & Calander year 2019
Tender Schedule & Contract Details:

Particulars	Details
Date of issue of EOI	27.08.2018
Download Start Date/Time	27.08.2018
Download End Date/Time	17.09.2018 – 15:00 PM
Schedule for online bid submission:	17.09.2018 To 15:00 PM on 17.09.2018
Schedule for opening of Bid	After 3.30PM on 17.09.2018
Application Fee (Non-refundable)	Rs.500/-*
EMD	Rs.30,000/-*
Address for Communication	Smt. Deepika Rani, Asstt.Manager(OL),National Seeds Corporation Ltd., Beej Bhawan, Pusa Complex, New Delhi-110012
Contract Phone No. & E-mail	011-25846292 Mob.9540169109

*The above fees will be applicable to all the categories of Printers including MSME except NSIC. Who are registered for quoted items having UAN(Udhyog Aadhaar Number) along with furnishing request for exemption of EMD & tender cost.

Details of eligibility criteria, tender schedule and other Terms & Conditions can be viewed and downloaded from <https://indiaseeds.eproc.in> & www.indiaseeds.com Interested Parties may submit their bid on or before 03:00 PM on 17.09.2018 through NSC's e-portal i.e. <http://indiaseeds.eproc.in> and has to deposit Tender Cost & EMD. through NSC's e-Tender portal. The bid will be opened on same day at 03:30 PM. NSC reserves the right to make any alteration/modification in Tender Document or scrap the Tender at any stage without assigning any reason. Any further corrigendum(s) to this tender shall be published only on our portal.

(Deepika Rani)
Asstt.Manager(OL)

PROCEDURE UNDER E-TENDERING

INSTRUCTIONS TO APPLICANS

DEFINITIONS:

- a. **CI India Private Limited:** Service provider to provide the e-Tendering Software
- b. **NSCL e-Procurement Portal:** An e-tendering portal of National Seeds Corporation Ltd., (" NSCL ") introduced for the process of e-tendering which can be accessed on <https://indiaseeds.eproc.in>

I. ACCESSING/PURCHASING OF BID DOCUMENTS:

- i. It is mandatory for all the bidders to have Class-III Digital Signature Certificate (**With Both DSC Components, i.e. Signing & Encryption**) from any of the licensed Certificate Agency (bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-tendering of NSCL.
- ii. CI India Pvt. Ltd. Facilitates procurement of Class III DSC's.
- iii. DSC Procurement request may be sent to vikaskumar@clindia.com for more details during NSCL working days.
- iv. To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the NSCL e tendering Portal (<https://indiaseeds.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs.3416/-inclusive of all taxes in favor of M/s. CI India Private Limited through Demand Draft payable at Gurgaon or through Online mode(i.e DD), Validity of Registration is 1 year.
- v. After making the payment through offline mode(i.e DD), Vendors have to send an email intimation to Helpdesk for their profile activation. The account will be activated on receipt DD. In case of online mode (i.e. Net banking, Debit Card, Credit Card), Vendors have to send an email intimation on Helpdesk for their profile activation. The account will be activated within 24 working hours.
- vi. All profile activations will be done only during NSCL working days.
- vii. No profile activation will take place during National Holidays & Gazetted holidays.

Following may be noted and to be communicated to the bidders through Tender Document-

- i. Applications can be submitted only during the valid period of registration with the NSCL e tendering Portal being managed by CI India Pvt. Ltd. i.e <https://indiaseeds.eproc.in>
- ii. The amendment/clarifications to the tender, if any, will be posted on the NSCL e Tendering Portal(<https://indiaseeds.eproc.in>).
- iii. To participate in bidding, bidders have to pay **EMD(refundable)** as per the amount mentioned in the tender document through offline/online mode in the form of demand draft in favour of National Seeds Corporation Limited or online through NEFT/RTGS after generating E-challan from <https://indiaseeds.eproc.in>

- iv. To participate in bidding, bidders have to pay **Tender Processing Fee of Rs.570/- inclusive all taxes(Non-refundable)** through offline/online mode in the form of demand draft in favour of M/s. C 1 India Private Limited payable a Gurgaon with any scheduled bank or by Online mode(internet banking/debit card/credit card).
- v. Both 'EMD' and "Tender Document Fee' are mentioned in individual tender document as published at NSCL e tendering Portal(<https://indiaseeds.eproc.in>)
- vi. For helpdesk please contact **E-Tendering Cell and Help Desk Support.**

II. PREPARATION & SUBMISSION OF APPLICATIONS:

- i. Detailed RFP may be downloaded from NSCL e-tendering portal and the Application may be submitted online following the instructions appearing on the screen.
- ii. Vender can pay tender document fee as per Tender Document through Demand Draft in Favour of National Seeds Corporation Limited or Online through Internet Banking/ Debit Card/Credit Card.
- iii. Tender Processing Fee of Rs. 570/-(Rupees five hundred seventy only) inclusive of all taxes shall be paid to M/s. C1 India Private Limited payable at Gurgaon with any scheduled bank Online or Offline.
- iv. A Vender manual containing the detailed guidelines for e-tendering system is also available on the portal.

III. MODIFICATION/SUBSTITUTION/WIHDRAWAL OF BIDS:

- i. The Bidder may modify, substitute or withdraw is e-bid after submission prior to the Bid Due Date. No. Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- ii. Any alteration/modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the NSCL, shall be disregarded.
- iii. For modification of e-bid, bidder has to detach its old bid from e-tendering portal and upload/resubmit digitally signed modified bid.
- iv. For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e-bid.

IV. OPENING AND EVALUATION OF APPLICATIONS:

- i. Opening of applications will be done through online process.
- ii. NSCL shall open documents of the Application received in electronic form on the Application due date i.e. in the presence of the Applicants who choose to attend. This Authority will subsequently examine and evaluate the Applications in accordance with the provisions set out in the RFP.
- iii. The Financial Proposal will be opened of the applicants. The date of opening of Financial Proposal will be notified later on.

DISCLAIMER

The Applicant must read all the instructions in the RFP and submit the same accordingly.

Details of Printing Work

A . NSC Executive Guide-2019(Hindi)

1. Quantity : 3000 nos.
2. Mechanical Specifications:
 - (i) Size : 25 Cms x 19 Cms(Before Trimming)
 - (ii) Process of Printing : Offset Printing
 - (iii) No. of colours
 - a. Date pad in double colour and in bi-lingual form
 - b. Information matter in single colour & Message in four colours
 - c. Date pad 208 pages, information 96 pages & message 16 pages
 - (iv) Saka & Gregorian Calendar dates and month in devnagri and Roman Scripts respective would be given in the Dairy portion (date & pad refilled). The date portion would be arranged in three pages week i.e. two dates on two pages and three dates on the third within five ruling with planner.
 - (v) The Guide would contain date pad 208 pages, information 96 pages.
 - (vi) In single colour & message 16 pages in four colour. The number of pages can be more. Rates may please be indicated as per (+) running pages rates.
 - (vii) There would be usual provision for memorandum, previous Year's calendar.
List of holidays, telephone index etc.
Guide counting technical and other matter would be composed in 10 point and tabular matter in 8 points.

Material Specifications

Paper to be used inside the diary would be 70 GSM TA Ballarpur/Andhra only use "A" grade Mill and 100 GSM Magnostar Art Paper for 4 colours printing advt. & Message and end leave pages 170 GSM Magnostar Art Paper with gloss lamination and cover back & Inner 150 GSM Magnostar Art Paper with thermal /uv lamination . Please attach A-4 Sheet for the entire paper sample along with quotation otherwise quotation will be treated as cancelled.

For end leave pages 170 GSM Magnostar Art Paper with four colour printing with thermal /uv Lamination to be used for pasting of cover and Last cover page 170 GSM Magnostar Art with thermal/uv lamination inner 2nd cover and 3rd cover with four colour printing with Thermal/UV Lamination. Cover hard Board of 32 ozs of stars paper Mill Silk thread of 12" will be pasted in each diary.

Please attached sample of paper for A-4 size to be used for printing of calendar as well as text page. Sectional sewing bound with cover duly pasted with end leave (aster) pages (inside).

The rates quoted by you will be tread include of proof reading .

The printer will have to ensure free delivery of diary at Beej Bhawan with Polythene cover with Self Adhesive Tape of each diary. Packed in carton Box with 50 dairy in each box

The job will have to be completed within 20 days of the placement of order.

B . Printing of NSC Farmers Seed Guide-2019

1. Quantity : 7000(3500 Hindi & 3500 nos.English)

2. Mechanical Specifications:

(i) Size : 25 Cms x 19 Cms(Before Trimming)

(ii) Process of Printing : Offset Printing

(iii) No. of colours

(a) Date pad in double colour and in bi-lingual form.

(b) Information matter in single colour & Message in four colours

(c) Date pad 208 pages, information 104 pages & message & Advt. 68 pages Colour, 48 pages Black & White Advertisement.

(iv) Saka & Gregorian Calendar dates and month in devnagri and Roman Scripts respective would be given in the Dairy portion (date & pad refilled). The date portion would be arranged in three pages week i.e. two dates on two pages and three dates on the third with in five ruling with planner.

(v) The dairies would contain running matter of about 96 to be type set, 48 pages of Black & White advt. Plus 68 pages in four colour advertisements. The number of pages of can be more. Rates may please be indicated as per page (+) running pages rates.

(vi) There would be usual provision for memorandum, previous Year's calendar. List of holidays, telephone index etc.

3500 copies Hindi version. The Information section the total printing cost may be mentioned for 3500 nos. copies in English of the Guide(diary) counting technical and other matter would be composed in 10 point and tabular matter in 8 points.

Material Specifications

Paper to be used inside the diary would be 70 GSM TA Ballarpur/Andhra only use "A" grade Mill and 100 GSM Magnostar Art Paper for 4 colours printing advt. & 100 GSM Magnostar Art Paper Message and end leave pages 170 GSM Magnostar Art paper with gloss lamination and cover 150 GSM Magnostar Art Paper with thermal/UV lamination Please attach A-4 sheet of all the paper along with quotation; otherwise quotation will be treated as cancelled.

For end leave pages 170 GSM Magnostar Art Paper with four colour printing with thermal /uv Lamination to be used for pasting of cover and Last cover page 170 GSM Magnostar Art with thermal/uv lamination inner 2nd cover and 3rd cover with four colour printing with Thermal/UV Lamination. Cover hard Board of 32 ozs of stars paper Mill Silk thread of 12" will be pasted in each diary.

Please attached sample of paper for A-4 size to be used for printing of calendar as well as text page. Sectional sewing bound with cover duly pasted with end leave (aster) pages (inside).

The rates quoted by you will be tread include of proof reading.

The printer will have to ensure free delivery of diary at Beej Bhawan with Polythene cover with Self Adhesive Tape of each diary. Packed in carton Box with 40 dairy in each box

The job will have to be completed within 20 days of the placement of order.

C . Printing of Calendar (Six Leaf & 12 Pages)

Title	Calander-2019
Quantity	14000 nos.(Forteen thousand) Subject to the revision at the time of placement of order.

Material Specifications

1.	Size	18 x 23 inches(Before Trimming)
2.	Paper	170 GSM Imported Art Paper
3.	No. of pages	6 leaf (12 pages)
4.	Process of Printing	Offset
5.	Colour	Four
6.	Binding	Good Quality Spiral
7.	Packing	25 nos. Each bundle packed with brown packing paper
8.	Design	Two

Separate name address of 40 dealers will be printed on 4,000nos. Calendars i.e. 100 calendar each dealer of 12 pages calendar. Each page 150 Calendar Packed in carton Box .

Also please quote your rates for extra page, single colour & four colour advertisement and calendar with extra name of dealers to be printed per 100 calendars in 12 pages & Single pages.

D . Printing of Single Page Calendar -2019

Title	Calander-2019
Quantity	15000 nos.(Fifteen thousand) Subject to the revision at the time of placement of order.

Material Specifications

1.	Size	18 x 23 inches (Before Trimming)
2.	Paper	170 GSM Imported Art Paper
3.	No. of pages	One
4.	Process of Printing	Offset
5.	Colour	Four
6.	Binding	Good Quality Iron Pati(Heavy)
7.	Packing	100 nos. Each bundle packed with brown packing paper
8.	Design	Three(5000 nos. each design)

Separate name address of 150 dealers will be printed on 15,000nos. Calendars i.e.

100 calendar each dealer of Single page calendar. Packed in carton Box

Note: Tenderer may please be submitted along with Rs.30,000/-(Rupees Thirty thousand only)Demand Draft EMD in favor of National Seeds Corporation Ltd., Beej Bhawan, Pusa Complex, New Delhi - 110012 or may pay through online mode (RTGS/NEFT).Bank details , Draft No. and Amount. Also the tenderer has to deposit tender document fee of Rs.500/-(Non refundable) on line. However MSEs registered with NSIC are exempted from payment of tender fee & EMD as per MSME order 2012.

FORM FOR TECHNICAL BID :

To
Asstt. Manager(OL)
National Seeds Corporation Ltd.
Beej Bhawan, Pusa Complex,
New Delhi-110012

From.....
.....
.....

Sir/Medum,

The printing agency/Press should have, Profiles of our company/firm as under:

1. Particulars of the company/firm

Name of the company with complete address, contact No. & E-Mail address	Type of Firm i.e. proprietorship/partnership/Pvt.Ltd. company/society/Ltd. Etc with its Registration No.	Name & Contact no. of Proprietor's/Partners/Directors etc.

Attached the necessary valid documents in support of Claim

2. Details of the Past Experience for the Printing/Manufacturing and or supply of item quoted with list of client and value of materials supplied(last FIVE years) (**Attached copies of PO**)

S.No	Name of the Govt. Agency/Govt.Deptt.	Year of Supply	Items Supplied	Quantity & Amount

3. Capabilities with respect to personnel, equipment and manufacturing facilities with details:

Full address where factory is situated	No. of Skilled Labour	No. of Unskilled Labour	Details of Infrastructure available like Full fledged printing press established in New Delhi with necessary infrastructure Pre-Press, Cutting, Power Backup, Binding Unit, Packing Unit, Manpower, Proof Reading and Printing facilities etc.	List of machines/ Equipment with Full details per day Capacity(Items Quoted)

Attached Consent letter from concerned Firm in case of Hired Facility and **attach the necessary valid documents in support of claim.**

4. Financial statement including Annual Report (i.e. Balance Sheet and profit & Loss account) duly signed by Statutory Auditor of last 3 years along with copies. Annual Turnover of last three years should not be less than **3 Crores:-**

Financial year	Annual Turnover(Rs. in lakhs)	Annual Profit/Loss(Rs.in Lakhs)	Remarks
2017-18			
2016-17			
2015-16			

Attach the necessary valid document in support of claim.

5.Registration: GST

GST No

6.Income tax Details:

PAN No.	Return for Last two years(attached)	
	Year	Copy
	2017-18	
	2016-17	

7.Particular of Banker:

Name and address of Banker	Type of Account	Account No.	IFS Code	MICR code

8. The facility to new Startups enterprises regarding criteria/requirement prior turnover and prior experience is relaxed as per Government Guidelines. Startups Registration details (MSME with NSIC).

9. MSME/NSIC registration details:**(a) With NSIC**

Registration No.	Validity Period	Registered Items/Items	Quantity Capacity	Monetary Limit

(b). With Authorities

Registration No.	Validity Period	Registered Items/Items	Quantity Capacity	Monetary Limit

(c) Startup Enterprises registration details:

Registration No.	Validity Period	Registered Items/Items	Quantity Capacity	Monetary Limit

10. A undertaking on Rs.100/- Non judicial stamp paper or self attested stating that firm is not block listed by any Govt. Department/Institution/Public Enterprises Undertaking and no arbitration case is lying pending with this office as on date as per Performa attached in annexure A-1.

11. Evidence of Access of Finance Required(With Valid proof):-

12. Please quote your rates including composing, proof reading, and binding , GST etc. i.e. total Production cost of Guide and Calander with design making.

Printers should have one complete unit i.e. pre press, printing machines and binding under one roof.

FORM FOR PRICE BID

To
Asstt. Manager (OL)
Natal Seeds Corporation Ltd,
Beej Beej Bhawan, Pusa Complex
New Delhi-110012

Sir,

We have examined the prescribed specification and read the Terms & condition of Tender No.....Our rates for the following items & Qty. according to your specification, Terms & Conditions are as under:

S.No.	Name of item	Qty (Nos)	F.O.R price (Rs.)	Unit	Rate of GST(%)	Total amount (Rs.)
A	Printing of Farmers Seeds Guide and Calendars					
	Printing of Executive Guide -2019	3000				
	Printing of Farmers Seeds Guide-2019(Hindi)	3500				
	Printing of Farmers Seeds Guide-2019(English)	3500				
	Printing of Calendar(Six Leaf and 12 page)-2019	14000				
	Printing of Calendar Single page-2019	15000				
B	Price Bid for printing of Extra Pages					
	Printing Charges for Extra Black & White on Executive Guide per page	1				
	Printing Charges for Extra Colour pages on Farmers Seeds Guide per page	1				
	Printing Charges for Extra pages(Black&White) pages on calendar per pages) minimum Qty. 100 for single colour.	1				
	Printing Charges for Extra pages (Coloured pages on Calendar per Pages minimum Qty. 100	1				

We agree to the terms and conditions specified in the tender No..... It is certified that the price quoted is reasonable and not higher than the price usually charged for stores of the same nature to the other purchasers.

Signature :
Name of Authorized Signatory:.....
Address
Phone/Mob. No.....
Place.....
Date.....

SEAL

NOTE Our rates are F.O.R door delivery at NSC's Godown destinations.

TERMS AND CONDITIONS

Annexure-I

1. The Publications will be printed in English/Hindi or in digital form as required
2. Proof will be produced by the press in made-up pages and press will be responsible for the first & Second proof reading. Press will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this office. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers. The press shall also make arrangements for delivering the proof to the concerned officers & collecting them back.
3. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding poor colour scan etc, a penalty of the 5% of the total value of the each work order may be imposed as decided by the competent authority.
4. Each job shall be completed and copy delivered within the stipulated schedule from date of clearance of final proof, If not this office will have the right to impose a Penalty @ 5% per week on the total cost of work.
5. Sample of each paper should be attached A-4 size with details
6. Pre-sensitized (PS) plates are to be used for ensuring high production quality for this jobs, and exceptionally high quality should be ensured, were COMPUTER TO PLATE (CTP) technology is to be used.
7. The printed material is to be delivered for NSC Head Office, Beej Bhawan, Pusa Complex, New Delhi.
8. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected outright by the competent authority
9. The Original manuscripts along with their input material such as photographs, graphs, illustrations, etc,& Open file are to be returned to this office after the completion of the work.
10. The tenderer shall submit along with tender (in the technical bid) documents one copy of his/ her best publications bearing print line of the press as a sample for the rates quoted ,so as to assess the quality printing /workmanship.
11. In case the goods are not supplied according to specifications and it is decided to retain the inferior quality goods at the discretion of the Corporation. The supplier will be entitled to receive the payment at the rate fixed by the corporation or penalty as per specification after taking into consideration and unsatisfactory quality of the material supplied and not at the rate mentioned in the order..
12. All tax as applicable must be quoted clearly, and the rates quoted shall be inclusive of all taxes.
13. **The tenderer shall submit the tenders, (technical bid & financial bid) if the above terms & conditions are acceptable, for which the tenders shall affix their signature hereunder. The tenderer shall verify that they fulfill the eligibility criteria as envisaged in the tender.**
14. The firm should have facilities /access to prepress, laminating machine four colour printing machine ,drum scanner, adequate power backup supply generator, proof reader, CTP, prefect binding machine, composing etc.

15. Tender will be TWO BID process. One technical bid and secondly Financial Bid.

16. Technical Bid should contain documents pertaining to ownership of Printing press, total Turnover, GST No. & PAN No. Etc as envisaged in the eligibility criteria.
17. A committee will visit thereafter to check the site of printing and authenticate the documents.
18. Any printing firm having being blacklisted by Govt. or CPSEs will be disqualified. They should submit declaration to this effect that they have not been blacklisted.
19. EMD & Tender cost is exempted to MSE enterprises registered in NSIC only. Subject to has UAN with furnishing request.
20. The EMD amount will be returned to successful bidder on submission of Security Deposit. No interest will be given on EMD amount.
21. For unsuccessful bidder the EMD amount will be returned after the finalization of tender or after expiry of validity period whichever is earlier. No interest will be given on EMD amount.
22. Security Money : The successful Tender within 15 day from date of issue of print order shall furnish the security money in accordance with the condition of the contract, in the Security Money it can be furnished @10% of the value of the print order in shape of Demand Draft or in form Bank Guarantee in the prescribed Format.
23. **Forfeiture of Earnest Money** : Earnest Money may be forfeited.
 - (a) If a tenderer withdraw its tender during the period of Tender validity specified by the Tenderer on the Tender Form:

Or
 - (b) In case of a successful Tenderer, if tenderer fails:
 - (i) To sign the contract
 - (ii) To furnish security deposit.
 - (c) The successful tenderers shall within two weeks of having been called upon by notice to do so, be bound to execute a formal agreement with NSC. The cost of the Stamp duty is to be borne by the tenderer.
 - (d) Arbitration – Any or all disputes arising out between NSC and Printers and or/regarding the execution, implementation or interpretation of the tender/agreement or any provisions thereof shall be referred to the Sole Arbitrator to be appointed by Chairman cum Managing Director of NSC in accordance with the provisions of the Indian Arbitration & Conciliation Act – 1996 or any other statutory modifications or re-enactment thereof. Such Arbitration shall be held in the city of Delhi and the proceedings shall be conducted in English/Hindi Language. The award given by the Arbitrator shall be final and binding on both NSC and printers.
 - (e) 2 Set of CDs containing the complete work material in English & Hindi to be provided in open file and PDF version.
 - (f) All the disputes/differences or claims arising out of the tender shall have Delhi as its jurisdiction
 - (g) If the tenderer accept the terms & Conditions of tender, they may give in writing regarding their consent and also give their signs on the terms & condition
 - (h) The validity of Bid period is for 180 days

Annexure A-1

Affidavit Certificate

I _____ (Name, Designation and Address)
hereby declare that my firm/Company has not been debarred/black-listed by any of the
Govt. Department/Govt. Agency where I had supplied the goods during the last

Year and no arbitration case pending in NSC office.

Name _____
Designation _____
Name of the Firm/Company _____
Full Address _____

Rubber stamp _____

Place _____
Date _____