NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION, DELHI

TENDER DOCUMENT

( FOR YEARLY EMPANELMENT OF PRINTING OF FLEX BANNERS )

CLOSING DATE – 15:00 hr on 29.10.2020.
OPENING DATE – 16:00 hr on 29.10.2020.

Sealed Tenders are invited by NSFDC (A Govt. of India Undertaking), 14th Floor, SCOPE Minar, Laxmi Nagar Distt Centre, Delhi – 110092 in “Single Bid System” i.e. ‘Technical Bid’ for empanelment to provide Printing of Flex Banner services on regular basis as per need of the Corporation, as per details mentioned hereunder:

1. General Terms & Conditions

1.1 Submission of Tender

The tender must be submitted to The Chief Manager (Administration), NSFDC, 14th Floor, Scope Minar, Delhi – 110092 in Single Bid System i.e. ‘Technical Bid’.

1.2 The estimated annual value of the contract would be about ₹50,000/- approx. The tenderer shall be required to deposit ₹1,000/- as Bid Security (refundable) alongwith the Tender Document. The amount may be paid in the form of Pay order/Demand Draft/ Bankers Cheque in favour of National Scheduled Castes Finance and Development Corporation payable at Delhi. MSEs registered with NSIC are exempted from paying Bid Security Amount provided copy of the registration letter is submitted.

The bid of only such tenderer would be considered, who furnish the Bid Security amount. The Bid security shall be refunded to the tenderers who do not qualify subject to finalization of the Service provider.

2. Opening of Bids:

The bid will be opened on 29.10.2020 at 16:00 hrs in the presence of representatives of firms, who are interested to be present during the opening of Tender.
3. Evaluation of Bids
The Bid shall be evaluated by a Committee formed by the NSFDC. The Committee at its discretion might visit Agencies Office/work place to check infrastructure/relevant documents as available with the Tenderer.

4.0 PRE-QUALIFICATION
(Refer Annexure-II for Documentation)
(Tenderer i.e. Company/Agency/Firm)

The Tenderer should be registered with Deptt. of GST/any other statutory bodies, as applicable. (Please attach documentary proof alongwith PAN).

The Tenderer should be able to provide the services at short notices on priority, as and when required (Annexure-III).

The Tenderer should have proper arrangement for collection and delivery of material from NSFDC, Head Office, without any extra charges (Annexure-III).

The Tenderer should have proper infrastructure for making Flex banners (Attach list of Printing and Designing machines etc.)

The Tenderer should quote only for such services for which they have got In-house facility of Printing Flex (An undertaking to this effect should be attached alongwith Bid) (Annexure-III).

The Tenderer should attach the list of credentials and clientele.

The Tenderer must submit the rates in following manners:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Qty</th>
<th>Cost per sq.ft.</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Multicolor Printing of Flex Banner without frame</td>
<td></td>
<td>Normal</td>
<td></td>
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<tr>
<td>ii.</td>
<td>Normal Printing of Flex mounted on Iron frame with printing</td>
<td></td>
<td>Normal</td>
<td></td>
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<tr>
<td>iii.</td>
<td>Normal Printing of Flex mounted on wooden frame with printing</td>
<td></td>
<td>Normal</td>
<td></td>
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</tbody>
</table>

The above cost shall also include designing, mounting and erection of Flex.

The printed Flex material shall be delivered free of cost at our Office address. Transportation shall be applicable only in case of delivery other than the office address, on actual basis.

Item-wise tax as per applicable shall be mentioned against each job as applicable.

शारीरि/Contd…3/-
Terms & Conditions for Contract:

The Tenderer should be capable of satisfactory and timely completion of the work.

The Tenderer have to send their representative to our office for collecting the work and deliver the completed material within the stipulated time.

The interested Tenderer shall furnish the detailed quotations of the charges for the above work for consideration of empanelment.

A single comprehensive rate quotations or incomplete quotations shall be rejected.

The payment shall be released after submission of the bill.

Value of Contract

The estimated annual value of the contract would be about ₹50,000/- approx. The tenderer shall be required to deposit 2% of the estimated value i.e. ₹1,000/- as Bid Security (refundable) along with the Tender Documents.

Performance Security

The selected firm shall be required to deposit 10% of the estimated value i.e. ₹5,000/- as Performance Security (non-interest bearing) in the form of Pay order/Demand Draft/Bankers Cheque in favour of National Scheduled Castes Finance and Development Corporation, payable at Delhi. The Performance Security shall be refunded subject to satisfactory and timely completion of job.

Contract Period

The contract shall be for a period of two years in total. Depending upon the performance, the Corporation may extend the contract on the same approved contract rates.

Standard Terms & Conditions - (enclosed in the Annexure-I)

In case your firm is interested and capable of giving the above services, it is requested to submit the sealed quotation in Single Bid giving the above services, it is requested to submit the sealed quotation in Single Bid enclosing as per Annexure-II & Annexure-III compulsorily. The Tender may either be dropped in the Tender Box placed at SCOPE Minar, Office or may be sent by post to the Chief Manager (Admn), NSFDC, SCOPE Minar, 14th Floor, Laxmi Nagar District Centre, Delhi – 110 092 superscribing the “Printing of Flex banners” and sender’s name and address in full on the envelope.
1. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

2. Open/stapled/improperly sealed/received by fax/tenders received after stipulated time and date shall not be entertained. NSFDC shall not be responsible either for non-receipt of the quotation or its receipt after the stipulated date and time due to any reasons whatsoever.

3. Tenders not confirming to prescribed requirements will be rejected and no correspondence thereof shall be entertained whatsoever.

4. All documents enclosed with the Tender should be signed by the Tenderer with seal of Agency/Firm.

5. Any Act on the part of tenderer to influence anybody in the Organisation is liable to rejection of his tender.

6. The Tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise making the tender liable for rejection.

7. The Tenderer shall comply with all legal requirements involved/applicable in discharge of the assigned job/work.

8. The Tender must be Un-conditional.

9. The successful bidding agency shall not engage any sub-contractor or transfer the contract to any other persons in any manner.

10. The Corporation reserves the right to cancel the contract and forfeit the Performance Security in case the quality of the service is not found to be of the desirable standard.

11. In case of delayed and unsatisfactory service, NSFDC reserves the right to cancel the contract at any time by giving one month’s notice.

Jारी/Contd…
12. When deemed necessary, NSFDC may seek clarifications on any aspect from the firm. However, that would not entitle the firm to change or cause any change in the substance of the tender submitted or price quoted.

13. NSFDC reserves the right to select/postpone/recall/reject any quotation or the full or part of the tender without assigning any reasons thereof.

14. All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Chairman-cum-Managing Director, NSFDC shall be the Competent Arbitration Officer for the purpose of this contract. In case of any dispute, the decision of the CMD, NSFDC shall be final and binding.

15. The contract amount once fixed will remain in force for a period of **two years** and no increase, on account of any reason, whatsoever, shall be entertained during the contract period.

16. All tendering process will be undertaken strictly as per Govt. Rules (GFR etc.), CVC guidelines and compliance of all other statutory requirements.
**Tender – Printing of Flax Banner**

**Prescribed Format for Pre-Qualification (Compulsory)**

**Section I: Compliance with Minimum Eligibility Criteria**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Details of Supporting documents attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>निविदाकार को जीएसटी विभाग/किसी अन्य वैधानिक निकाय, लागू अनुसार, से पंजीकृत होना चाहिए। (कृपया पैन सहित दस्तावेजी प्रमाण संबंध करें) The Tenderer should be registered with Deptt. of GST/any other statutory bodies, as applicable. (Please attach documentary proof alongwith PAN).</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>अनुमनक-III के अनुसार अपवा दिया जाए। Undertaking to be provided as per Annexure-III.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>फ्लेक्स बैनर बनाने के लिए प्रिंटिंग और डिजाइनिंग अवसर प्रति की मूल्य संबंध करें। List of Printing &amp; Designing infrastructure to be attached for making of Flex Banners.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>List of credential and clientele to be attached. साह-पत्र और ग्राहक मूल्य संबंध करें।</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Bid Security amount (refundable) of ₹1,000/- (Rupees one thousand only) in the form of Pay Order/Demand Draft/Bankers’ Cheque in favour of NSFDC payable at Delhi. MSE registered company are exempted. एमएसईएफडीसी के पद में दिल्ली में देख भूगतान आदेश/मांग ड्राफ्ट/वैंकर्स चेक के रूप में रू.1,000/- (रुपए एक हज़ार मात्र) की बोली प्रतिस्थापी राशि। एमएसई पंजीकृत कंपनी को छूट दी गई है।</td>
<td></td>
</tr>
</tbody>
</table>

अधिकृत व्यक्ति के हस्ताक्षर/Signature of authorized person

दिनांक/Date: पूरा नाम/Full Name:

स्थान/Place: मुहर/Seal:
1. We declare that we provide the services at short notices, as and when required.

2. We declare that we have proper arrangements for collection and delivery of the material from NSFDC Head Office without any extra charges.

3. We declare that we have all services available in-house.

4. We declare that the information/documents furnished along with the above application 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.

अधिकृत व्यक्ति के हस्ताक्षर/Signature of authorized person

Date:
Full Name:

Place:
Seal: