

Shastri Bhawan, New Delhi,
Dated the 19th September, 2017

Tender Notice

Subject: Annual Rate Contract for printing of Letter Heads/D.O. Letter Heads, visiting cards and other printing items etc. for use in the Ministry of Petroleum & Natural Gas-reg.

Sealed tenders are invited in a two bid system for Annual Rate Contract (ARC) for printing of various stationary items etc. as per Annexure-I for use in the Ministry of Petroleum & Natural Gas. The initial contract would be for a period of one year which may be further extended for a period of two years, one year at a time, on the basis of satisfactory performance of the firm and mutual willingness of both parties.

2. The bid shall consist of two parts—Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in a separate sealed cover clearly super scribing 'Bid for Annual Rate Contract for Printing of various items for use in the Ministry of Petroleum & Natural Gas'. The financial bids of only those parties shall be opened who are found to be technically qualified.

3. **Terms and conditions :-**

- (a) PAN Number (a self attested copy of PAN No. card shall be furnished);
- (b) GST Registration (a Self attested copy of GST Registration Number shall be furnished);
- (c) The firm should furnish details of (02) current Annual Maintenance Contracts for the printing of various stationary items in the government Ministries/Department.
- (d) The bidder should have 03 years experience in the field of printing of various stationery items in the Government Departments/Ministries/PSUs.
- (e) Undertaking from the firm that it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/PSU/Bank and no criminal case is pending/filed against the said firm or its proprietor.

4. **Earnest Money Deposit (Bid Security) - Those firms interested in bidding shall furnish an Earnest Money Deposit (EMD) of Rs.5000/- in favour of 'DDO, Ministry of Petroleum & Natural Gas' payable at new Delhi in the form of Demand Draft/Bankers Cheque. Tenders received without EMD will be summarily rejected.**

5. **Performance Security:** The Performance Security of Rs.20,000/ (Rupees Twenty Thousand only) shall be deposited by the successful bidder within the 15 days of the award of Contract in the form of Fixed Deposit Receipt (FDR) in favour of "DDO, Ministry of Petroleum & Natural Gas' payable at New Delhi. In case of non submission of Performance Guarantee within specified time, the contract will be cancelled and the EMD will be forfeited and the Ministry may consider to debar/blacklist the successful bidder.

6. **General Terms and Conditions:**

6.1 The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information/fact may result in the bid/bidder being summarily disqualified/rejected. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

