

**O/o Additional Deputy Commissioner-cum- District Mission Director,  
HSRLM, Rohtak**

**Notice Inviting Sealed Tender for Printing of books of accounts (with material)**

Sealed Tenders are invited from the reputed firms/agencies/ Printer for Printing of books of accounts (with material) under HSRLM, Rohtak.

1. Starting Date for receipt of sealed tender: - 29.08.2019 up to 5.00 PM.
2. Ending Date for receipt of sealed tender: - 04.09.2019 up to 5.00 PM.
3. Date of opening of Technical bid: - 05.09.2019 at 11.00 AM.
4. Date of opening of Financial bid: - 05.09.2019 at 3:00 PM.
5. Validity of Quoted rates: - Up to 31.03.2020.
6. **Address to which Tender to be send (Hard Copy):-**

Additional Deputy Commissioner – cum  
District Mission Director,  
HSRLM, 2<sup>nd</sup> Floor, Room No. 201  
Zila Vikas Bhawan, Rohtak.  
Telephone No. 01262-247799

  
Additional Deputy Commissioner-cum-  
District Mission Director,  
HSRLM, Rohtak.

(Each page to be signed)

**Terms & Conditions for Technical BID & Financial BID for the printing of books of accounts (with material) under HSRLM, Rohtak.**

- 1- The tender document can be downloaded from the website <http://rohtak.gov.in>
  - a) Tender document fee of Rs. 500/- (Non-refundable) in the form of demand Draft (DD) drawn in Favour of "ADC-cum-District Mission Director (HSRLM), Rohtak" to be enclosed with technical BID.
  - b) Processing Fee of Rs. 1180/- in shape of Demand Drafts at call duly pledged in favour of Society of IT Initiative Fund for e-Governance payable at Chandigarh.
- 2- The Tender document comprises of TWO Parts: I) **Technical BID** II) **Financial BID**
- 3- Earnest money deposit (EMD) of Rs. 50000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in favour of "ADC-cum-District Mission Director (HSRLM), Rohtak" Payable at Rohtak to be submitted along with Technical BID in a separate envelope marked as Earnest Money Deposit. BIDs received without EMD & Tender fee will be rejected.
- 4- Tender fee and EMD must be attached to the Technical BID Only and not to the Financial Bid.
- 5- You are requested to make **two different envelopes for Technical BID & Financial BID** and put them in a single envelope and send it to us. All two envelopes should be sealed & signed, will be received in the office of Additional Deputy Commissioner, Room no. 201, 2nd Floor, Zila Vikas Bhawan, Rohtak upto 5:00 PM on 04.09.2019. Tender received after mentioned date & stipulated time will be rejected. Envelope 1 should be containing only technical bid including EMD & tender fees draft and all documents duly sealed. Envelope 2 should contain only financial bid duly sealed.
- 6- At the first stage, the technical BID will be opened in the presence of Tenderers, who would like to be present at 10:00 AM on dated 05.09.2019 in the office of Additional Deputy Commissioner, Rohtak at room no. 201.
- 7- The Financial BID will be opened on 05.09.2019 at 3:00 PM in the office of ADC, Rohtak. The Financial bids will be opened of only those tenderers who will apply online & be declared qualified by the competent committee.
- 8- The Tender is not transferable under any circumstances.
- 9- The price shall be quoted both in Figures & words in Indian rupees only.
- 10- Conditional or incomplete tenders will not be accepted.
- 11- Tender in any form other than the prescribed form issued by HSRLM, Rohtak will not be entertained and will be summarily rejected.
- 12- Tender with revised/Modified rates/ offer, after the opening of the tenders will be summarily rejected and the entire Earnest money deposit submitted with the tender will be forfeited.
- 13- The committee reserve the right to accept or reject any or all or any part of the Tender without assigning any reason thereof, and the decision of the committee in the respect will be final.
- 14- The printer/Firms will be responsible for layout, design and inputs related to the Books of Accounts.
- 15- The printing work must be completed within Fifteen days after the receipt of order of work from the Department.
- 16- The proof of the Books of Accounts must have the due approval from the Additional Deputy Commissioner, Rohtak before printing.
- 17- No advance payment what so ever, shall be released for any printing work.
- 18- PAN No. & GST number, latest audited balance sheet, copy of the latest income tax return of the firm/company must be mentioned and a photocopy of the same should be attached with the bid documents.
- 19- Company should have an annual turnover of Rs.10.00 lakhs in printing/publishing for each of the last financial year. (Copy of Balance Sheet as proof be attached)
- 20- Affidavit on non-Judicial stamp paper attested by a Magistrate/Notary Public to the effect that the firm is not black listed by any Centre /State Govt. or any autonomous body.
- 21- TDS shall be deducted from the bill as per Govt. Rules.
- 22- Payment will be made only after submission of the original invoice and the satisfactory completion of the work on time.

- 23- An amount of Rs. 50000/- (Rs. Fifty Thousand) as a EMD deposit will be refunded after the successful completion of the work only.
- 24- If the work is not completed by the schedule date of the said work order shall be deemed to have been automatically cancelled and EMD of Rs. 50000/- will be forfeited.
- 25- In case of delayed/Defective delivery, penalty shall be imposed as per the decision of the ADC, Rohtak, after assessing the extent of loss suffered by the HSRLM.
- 26- The Payment would be made after receipt of the printed item in required standard, specification/format/design and quantity along with proper bill.
- 27- In case of any dispute, the decision of the Deputy Commissioner, Rohtak shall be final and binding.
- 28- The validity period of successful tender will be up-to 31-03-2020.
- 29- **Penalty cause: -The EMD shall be forfeited by the HSRLM in case.**
- a) The agency withdraws their offer during the period of tender validity, without prior notice.
  - b) The Agency fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
  - c) Change in design from the approved design.
  - d) Not supplying the quantity for which tender has been called for.
  - e) For non-performance and on Mid way unilateral withdrawal from the assignment by the agency, the EMD deposit will be forfeited.
  - f) If agency did not completed the work in time.

**Declaration:** - I/we undertake that the printing of the Job cards shall be done in strict accordance with the terms and specifications of the tender set out above.

**Date:**

**Signature  
(With stamp)**

## Acceptance Certificate

(To be submitted along with Technical/Financial Bid)

I ..... (Designation) ..... of (Name of the Company) ..... Have read/understood and hereby accept the terms and conditions of the tender for the Printing of the books of accounts (with material) under HSRLM, Rohtak.

Date:

Place:

Signature of Authorized signatory

(Company /Firm seal /Stamp)

**ANNEXURE-A  
COVER-A  
(TECHNICAL- Bid)**

**Tender for Printing of books of accounts (with material) under HSRLM, Rohtak.**

**TECHNICAL BID**

**(To be sealed in separate Envelope Marked as "TECHNICAL BID".)**

Performa for Evaluation of technical performance of The Tendering Firm/person

Ref: Advertisement for tenders in The..... Newspaper, Dated.....

in connection with printing of books of accounts (with material) under HSRLM, Rohtak.

Sr.No.	Particulars	
1	Name of the organization firm, location of Head Office with complete address and Mobile No./Telephone No.	Yes/No
2	Year of establishment of the Firm/Agency/Company	Yes/No
3	PAN No.	Yes/No
4	GST No.	Yes/No
5	Earnest Money	Yes/No
6	Bank Draft for earnest money is to be enclosed with Technical Bid	Yes/No
7	Bank Draft for Tender fee is to be enclosed with Technical Bid	Yes/No
8	Nature of Organization (Whether Private/Public Sector/ Sole/ Proprietor/Partnership/ Co-Operative Society etc.) <b>Documentary proof to be attached.</b>	Yes/No
9	A copy of the latest Audited Balance Sheet attached.	Yes/No
10	Whether the firm is income Tax assesses or not? Copy of return be attached.	Yes/No
11	The company should have an annual turnover of Rs. 10.00 Lakhs in printing/publishing business for each of the last financial year. <b>Relevant document should be enclosed.</b>	Yes/No
12	The Tenderer is required to sign each page of terms & conditions with rubber stamps.	Yes/No
13	Affidavit on non-Judicial stamp Paper attested by a magistrate/notary public to the effect that the firm is not blacklisted by any Central/State Govt. Deptt. Or any autonomous body.	Yes/No

(Please enclose self-attested copy of all the documents mentioned above.)

**I/We hereby declare and certify as under: -**

1. That I/We have gone through the tender documents read and understood all the Terms and Conditions and therefore, agree to abide by the same.
2. That I/We have gone through the tender documents containing the scope of work, quantity, specifications, general terms and conditions and the specific terms and conditions mentioned at the bottom of each individual item in the enclosed schedule.

3. The company has technical & financial resources to provide goods and services & has a contingency plan to meet manpower/ equipment requirement.
4. The company abides by the prevailing Labour laws, statutory obligations & Law of land.
5. That, I /We understood that Initially Technical Bid will be opened and short listing will be made on the basis of accessing the Technical capability. Financial bid of only those applicants will be opened who will be found technically qualified as per Technical capability.
6. It is further certified tender is unconditional and strictly as per the schedule.

Date:  
Place

**Signature of the authorized representative  
Name (in Capital letters)  
Seal of the Agency/Service Provider**

**ANNEXURE-B  
COVER-B  
(FINANCIAL- BID)**

**Tender for Printing & Supply of books of accounts (with material) under HSRLM, Rohtak.  
(To be sealed in separate envelope marked as: -Financial-Bid)**

I/We hereby offer following rates for printing of books of accounts (with material) under HSRLM, Rohtak as per specification and terms and conditions contained in the tender document.

Sr. No.	Name of the item	Quantity to be printed	Total No. of pages excluding title	Size of book	Nature of binding	GSM of paper		Total Rate per Job Card (inclusive of all taxes, duties etc.) (in Rupees)	
						Text	Cover Art (Art paper)	(in Words)	(In figures)
1.	SHG Proceeding Book	2000	250 pages (125 leafs)	8"x13"	With side/ corner rexine binding & rexine binding from centre	70 (ledger paper)	-		
2	SHG Loan Ledger	2000	250 pages (125 leafs)	8"x13"	With side/ corner cloth binding & rexine binding from centre	70 (ledger paper)	-		
3	SHG General Ledger	2000	250 pages (125 leafs)	8"x13"	With side/ corner cloth binding & rexine binding from centre	70 (ledger paper)	-		
4	SHG Cash Book	2000	250 pages (125 leafs)	8"x13"	With side/ corner cloth binding & rexine binding from centre	70 (Ledge paper)	-		
5	Individual Pass Book	22400	30 pages saving & 30 inter loaning	Half of A 4 size	With stitch binding and hard cover	70	Cover page (front & back) Glossy paper		
6	Receipt book	2000	100 pages	1/3 <sup>rd</sup> of A4 size	With stitch binding and hard cover	70	-		
7	Voucher	2000	100 pages	1/3 <sup>rd</sup> of A4 size	With stitch binding and hard cover	70	-		

Note:

- (a) Taxes are to be included in the quotation  
(b) The rates include Taxes, cost of printing, cost of paper; including, labour, delivery etc.

**Signature of the Firm/ Tenderer  
along with stamp of Firm/ Tenderer**