Acceptance Certificate

(To be submitted alongwith 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 Job Cards under MGNREGA.

Signature of Authorized signatory
Company/Firm seal/Stamp

Date:

Place
Financial Bid

Tender for Printing of Job Cards under MGNREGA of DRDA, Hisar.

**Financial BID**

*(To be sealed in separate envelope marked as: Financial Bid”)*

I/We hereby offer following rates for printing of Job Cards under MGNREGA as per specification and Terms and conditions contained in the tender document.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Job Card</th>
<th>Total Rate per Job Card (inclusive of all taxes, duties etc.) (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Paper Quality</strong>: The size/Quality should be as per specimen. A booklet of A5 size (portrait layout) with a minimum of 28 pages excluding the cover pages is proposed. <strong>Job Card Inner pages (Size A5)</strong> Employment Sheet: 22 pages Attendance Sheet: 6 Pages These should be of 90 GSM maplitho paper with single colour printing and 85 percent brightness. <strong>Outer Pages: Size A5</strong> Outer pages (front and back) would be 300 GSM Glossy paper with lamination. Background colour of the cover pages on the front &amp; back may be yellow in colour and in text may be in blue. Code:- State Code 12 District Code:-15</td>
<td>(3) in words</td>
</tr>
</tbody>
</table>

Note:
1. Taxes are to be included in the quotation
2. 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
Tender For Printing Of Job Cards under MGNREGA

**TECHNICAL BID**

To be sealed in separate Envelope Marked as “TECHNICAL BID”

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

Ref: Advertisement for tenders in The...................... Newspaper, Dated.................... in connection with printing of Job Cards under MANREGA.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the organization firm, location of Head office with complete address and mobile No./Telephone No.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2</td>
<td>Year of establishment of the Firm/Agency/Company</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3</td>
<td>PAN No.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4</td>
<td>GST No.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5</td>
<td>Earnest Money</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6</td>
<td>Bank Draft for earnest money is to be enclosed with Technical Bid</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7</td>
<td>Bank Draft for Tender fee is to be enclosed with Technical Bid</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8</td>
<td>Nature of Organization (whether Private/public sector/sole/ Proprietor/partnership/ cooperative society etc. (Documentary proof to be attached)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9</td>
<td>A copy of the latest Audited Balance sheet attached.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>10</td>
<td>Whether the firm is income Tax assesses or</td>
<td>Yes/No</td>
</tr>
<tr>
<td>S. No.</td>
<td>Description</td>
<td>Option</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>11</td>
<td>The company should have an annual turn over of Rs.10.00 Lakhs In printing / publishing business for each of the last financial year. Relevant document should be enclosed.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>13</td>
<td>The Tenderer is required to sign each page of terms &amp; conditions with rubber stamps.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>14</td>
<td>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.</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

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

Please

Dated.                                                                                     Signature of Tenderer
Terms & Conditions for Technical BID & Financial BiD for the printing of Job Cards under MGNERGA.

1- The tender document can be downloaded from the website hisar.gov.in
   Tender document fee of Rs. 500/- (Non-refundable) in the form of demand Draft (DD)
   drawn in favour of “Additional Deputy Commissioner, Hisar” to be enclosed with it
   technical BID.

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 “Additional Deputy Commissioner Hisar” Payable at Hisar 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- Envelope No. 2 should be marked as “Financial BID” and sealed.

6- You are requested to make two different envelopes for Technical BID & Financial BID
   and put onto 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, 2nd Floor
   Mini Sectt. Hisar upto 2:30 PM on 11-06-2018 Tender received after mentioned date &
   stipulated time will be summarily rejected.

7- At the first stage, The technical BID will be opened in the presence of Tenderers, who
   may like to be present at 2:45 PM on 11-06-2018 at ADC Office, Hisar.

8- The Financial BID will be opened on 11-06-2018 at 3:15 PM in the office of ADC, Hisar.
   The Financial bids of only those tenderers will be opened who are declared qualified by
   the competent committee.

9- The Tender is not transferable under any circumstances.

10- The price shall be quoted both in Figures & words in Indian rupees only.

11- Conditional or incomplete tenders will not be accepted.

12- Tender in any form other than the prescribed form issued by DRDA, Hisar will not be
    entertained and will be summarily rejected.

13- 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.

14- 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.

15- The printer will be responsible for layout, design and inputs related to the Job cards.

16- The printing work must be completed with in seven days after the receipt of order of
    work from the Department.
17- The proof of the Job card must have the due approval from the Additional Deputy Commissioner, Hisar before printing.

18- No advance payment whatsoever, shall be released for any printing work.

19- PAN No. & GST number of the firm/company must be mentioned and a photocopy of the same should be attached with the bid document.

20- TDS shall be deducted from the bill as per Indian Govt. Rules.

21- Payment will be made only after submission of the original invoice and the satisfactory completion of the work on time.

22- An amount of Rs. 50000/- (Rs. Fifty Thousand) as a EMD deposit will be refunded after the successful completion of the work.

23- 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.

24- In case of delayed/Defective delivery, penalty shall be imposed as per the decision of the ADC, Hisar, after assessing the extent of loss suffered by the DRDA.

25- The Payment would be made after receipt of the printed item in required standard, specification/format/design and quantity along with proper bill.

26- In case of any dispute, the decision of the ADC, Hisar shall be final and binding.

27- The validity period of successful tender will be upto 31-03-2019.

28- **Penalty cause:- The EMD shall be forfeited by the DRDA 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.

**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)

No. / Tender 2018 Dated:-

Tender invitation Notice of Printing of Job Cards under MGNREGA.

Sealed tenders are invited for Printing of approximately 70,000 job cards under MGNREGA from reputed printers/firms/companies/Agencies who are authorized to quote in response to this notice as per specifications given below:-

(i) Paper Quality: The size/Quality should be as per specimen.

A booklet of A5 size (portrait layout) with a minimum of 28 pages excluding the cover pages is proposed.

a) Cover pages

Cover pages (Front and back) may be of 300 GSM glossy paper. The inner and outer portions of the front and back cover pages may be laminated, and multi-colour printing is suggested for these pages. Variable data printing may be enabled on the cover pages. Background colour of the cover pages on the front and back may be Yellow in colour and the text may be in Blue.

b) Inner Pages

The Job Card booklet may include a minimum of 28 pages of 90 GSM maplitho paper with single colour printing and 85 percent brightness. The pages may be White in colour and the printed text may be in Black.

c) The booklet should be centrally stapled with 2SS (Stainless Stell) pins.

d) Employment Sheet (22 Sheets /folded)

e) Person-days Matrix/Attendance Sheet (6 Sheets for 6 Years /folded

Specimen of the job card can also be seen in any working hours from 9.00 A.M to 5.00 P.M in the office of Additional Deputy Commissioner cum CEO DRDA Hisar.
Other terms and conditions for technical and Financial Bid and complete tender form can be downloaded from our website hisar.gov.in or can be obtained upto 08-06-2018 in working hours from the office of Additional Deputy Commissioner cum CEO Distt. Rural Development Agency, Hisar by sending a demand draft of Rs.500/- (Rupees five Hundred Only) drawn in favour of Additional Deputy Commissioner, Hisar payable at Hisar. Tender will be accepted upto 2:30 PM on 11-06-2018 and technical bid will be opened on 11-06-2018 at 2:45 PM and financial bid of the qualified tenderers on 11-06-2018 at 3:15 PM in the presence of bidders. Bidders are requested to submit tender in sealed envelope.

Note: Quantity can be increased or decreased as per requirement of office.

Project Officer,
For Additional Deputy Commissioner,
Hisar.
Notice Inviting Sealed Tender for Printing of Job Cards Under MGNREGA

Sealed Tenders are invited from the reputed firms/agencies/ Printer for Printing of JOB Cards under MGNREGA

Name of Item : JOB CARDS UNDER MGNREGA.

1. Tender Refer No...................../ tender2018
2. Issue of tender from
3. Date for receipt of sealed tender:- 11-06-2018 upto 2:30 PM.
4. Date of opening of Technical bid:- 11-06-2018 at 2:45 PM.
5. Date of opening of Financial bid:- 11-06-2018 at 3:15 PM.
6. Address to which Tender to be send
   Additional Deputy Commissioner cum Chief Executive Officer, Distt.Rural Development Agency, 2rd Floor Mini Sectt.Hisar.

Project Officer,
For Additional Deputy Commissioner,
Hisar.