

## 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**

**ANNEXURE –B**  
**COVER –B**

**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.

Sr. No.	Description of Job Card	Total Rate per Job Card (inclusive of all taxes, duties etc.) (in Rupees)	
(1)	(2)	(3) in words	(4) in figures
I	<p><b>Paper Quality :</b> 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.</p> <p><b><u>Job Card Inner pages(Size A5)</u></b> Employment Sheet: 22 pages Attendance Sheet: 6 Pages These should be of 90 GSM maplitho paper with single colour printing and 85 percent brightness.</p> <p><b><u>Outer Pages:- Size A 5)</u></b> 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.</p> <p>Code:- State Code 12 District Code:- 15</p>		

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  
alongwith stamp of Firm/ Tenderer

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

**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.

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/ cooperative society etc. ( Documentary proof to be attached)	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 turn over of Rs.10.00 Lakhs In printing / publishing business for each of the last financial year. Relevant document should be enclosed.	Yes/No
13	The Tenderer is required to sign each page of terms & conditions with rubber stamps.	Yes/No
14	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.)

Please  
Dated.

Signature of Tenderer

**(To be submitted by each Tenderer in technical bid Envelope)**

**(Each page to be signed)**

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

- 1- The tender document can be down loaded 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 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- 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, 2nd Floor Mini Sectt. Hisar upto 2:30 PM on 05-07-2018 Tender received after mentioned date & stipulated time will be rejected. Envelope 1 should be contains 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 2:45 PM on 05-07-2018 in the office of Additional Deputy Commissioner, Hisar.
- 7- The Financial BID will be opened on 05-07-2018 at 3:15 PM in the office of ADC, Hisar. The Financial bids will be opened of only those tenderers who will 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 DRDA, Hisar 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 will be responsible for layout, design and inputs related to the Job cards.
- 15- The printing work must be completed with in seven days after the receipt of order of work from the Department.

- 16- The proof of the Job card must have the due approval from the Additional Deputy Commissioner, Hisar before printing.
- 17- No advance payment whatsoever, 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 document.
- 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 attest by a Magistratr/Notrary Public to the effect that the firm is not black listed by any Centra /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, Hisar, after assessing the extent of loss suffered by the DRDA.
- 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, Hisar shall be final and binding.
- 28- The validity period of successful tender will be upto 31-03-2019.
- 29- **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.
  - 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)

**Office of Additional Deputy Commissioner cum C.E.O Distt.Rural Development Agency,Hisar.**

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 Steel) 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](http://hisar.gov.in) or can be obtained upto 04-07-2018 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 05-07-2018 and technical bid will be opened on 05-07-2018 at 2:45 PM and financial bid of the qualified tenderers on 05-07-2018 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.



**Office of Additional Deputy Commissioner cum C.E.O Distt.Rural Development Agency,Hisar.**

Telephone No. 01662-232692

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. Date for receipt of sealed tender:- 05-07-2018 upto 2:30 PM.
2. Date of opening of Technical bid:- 05-07-2018 at 2:45 PM.
3. Date of opening of Financial bid:- 05-07-2018 at 3:15 PM.
4. Validity of Quoted rates:- upto 31-03-2019
5. **Address to which Tender to be send**

Additional Deputy Commissioner cum Chief  
Executive Officer, Distt.Rural Development  
Agency, 2<sup>nd</sup> Floor Mini Sectt.Hisar.

Project Officer,  
For Additional Deputy Commissioner,  
Hisar.