



**BUILDING MATERIALS & TECHNOLOGY PROMOTION COUNCIL**  
**Ministry of Housing & Urban Poverty Alleviation, Govt. of India**  
**Core-5A, First Floor, India Habitat Centre,**  
**Lodhi Road, New Delhi - 110003**

Tender No.: BMT/Printing/01/2014

Date: 23<sup>rd</sup> June, 2014

**TENDER DOCUMENT – EMPANELMENT OF PRINTERS**  
**(Last Date for submission : 9<sup>th</sup> July, 2014)**

The Building Materials & Technology Promotion Council, Ministry of Housing & Urban Poverty Alleviation, Govt. of India is required on regular basis production/printing of Guidelines, Manuals, Books, Booklets, Brochures, Maps, Folders, collateral material etc.

In this regard, BMTPC is interested in undertaking the process of fresh empanelment of Printing Agencies for a period of **TWO years**. The Panel of Printers selected through this Tender shall become eligible to participate in future tenders/quotations to be floated by the Council to undertake the various types of jobs, as and when required.

**1. Scope of Work**

- (a) Production/Printing of Publicity material and collaterals including Guidelines, Manuals, Books, Booklets, Brochures, Maps, Folders, etc. and as required by the Council from time to time.
- (b) Proper waterproof packaging of the material produced / printed, to facilitate easy dispatch of the same.

**2. Eligibility Criteria** (Documentary proof for items (a) to (g) to be submitted, a letter to be submitted in respect of (h) and (i)).

- (a) Printing Agencies must have been in operation for a minimum period of 5 years in printing / production of Guidelines, Manuals, Books, Booklets, Brochures, Maps, Folders, collateral material, etc. Proof to be submitted should be in the form of Registration / Incorporation Certificate in the name of the agency submitting the bid or CA's certificate.
- (b) The Agency must have an annual turnover of Rs. 30 lakhs in each of the last three financial years (2011-12, 2012-13 and 2013-14). Thus the cumulative turnover of the agency in last three financial years should be Rs.90 lakhs. A certificate from the Chartered Accountant must be submitted in this regard.
- (c) If the Agency is an excise unit, a certificate in this regard may be attached.

- (d) Empanelment with DOP and / or DAVP / any other Govt./Pvt.
- (e) Type / Class of empanelment
- (f) The Agency should have a valid TIN Number for registration under VAT and a PAN number for Income Tax
- (g) The Agency must have its Office and Press located in the NCR of Delhi.
- (h) The Agency should have state of art facilities for off-set and colour printing, drum scanning, system work and all auxiliary facilities.
- (i) The Agency should be able to provide a dedicated team for timely production and supply of the publicity material and collaterals tendered for.

### **3. Pre-Bid Meeting**

A pre-bid meeting will be held in BMTPC, Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003 at 1100 hrs. on 30<sup>th</sup> June, 2014 for clarifications required on any aspect pertaining to the Tender Document.

Based on discussions held during the pre-bid meeting, amendments / clarifications in the Tender Document will be hosted on the websites of the Council – [www.bmtpc.org](http://www.bmtpc.org) by 1700 hrs. on 30<sup>th</sup> June, 2014.

### **4. Guidelines for Submission of Proposals:**

Proposal should be submitted in a sealed envelope containing the following documents:

- (a) Documents of proof of items (a) to (e) of Eligibility Criteria at Para-2 above.
- (b) Profile and Track Record of the agency including previous work handled, major clients, empanelment with other PSUs/Departments/Ministries, if any and list of technical persons available. To be submitted on the letter head of the company duly signed and stamped.
- (c) Samples of Publicity Material and Collaterals printed in the last 2 years.
- (d) Photo copy of PAN Card / TIN No. and latest income tax return of last three years.
- (e) Details of equipment / machines available in the Press.

The envelope containing the proposal along with the above enclosures should be sealed, superscribed "Tender for Empanelment of Printing Agencies in BMTPC". The envelope should carry the name of the agency, contact person, address, telephone nos. and e-mail address. The envelope should be addressed to the Executive Director, BMTPC, Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003 and submitted on or before 1630 hrs. on 9<sup>th</sup> July, 2014.

The Council will not be responsible for any courier/postal delays/non-receipts.

**5. Assessment of proposals:**

Proposals received will be assessed by a Committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies (as per eligibility criteria listed at para 2) based on profile & track record, previous experience in carrying out works of similar nature and quality of sample materials printed / produced by the agency. The Agencies will be empanelled in the respective Classes/Types. Agencies having in house expertise / facilities will be given preference.

**6. Consignee**

The consignments of material printed / produced by the selected agency for each job would have to be delivered to the BMTPC office at Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi. Packing should be in corrugated boxes lined with waterproof polythene sheets in packages/boxes. Each box should not exceed a weight of 20-25 Kgs. The packing and delivery cost should be included in the net cost of undertaking the printing / production work, while submitting financial quotes to the Council for each job tendered.

**7. Delivery period**

The printing jobs assigned are time bound and the printer would be required to complete the jobs within the time frames set by the Council, failing which penalty clauses as detailed in each quotation issued, would be applicable.

Further, the Printed material may also be required to be produced/ printed/ delivered at short notice.

If the printing materials require designing also, the Agency will have to work in coordination with the nodal officer in the Council and in time-bound manner. Machine proof of the product / publication will be shown to the Council, for approval.

**8. Other important information**

- (a) The Empanelment is valid for a period of TWO years. However, BMTPC reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment. The empanelment may be extended for the third year on mutually

acceptable terms and conditions between printing agency(ies) and the Council.

- (b) Unsatisfactory performance of any agency in terms of poor quality of printing/production, delays, repeated non participation in bids, withdrawing from bids on opening of financial bids resulting in re-tendering of job, etc. can result in dropping the Agency from the panel.
- (c) The applications should be complete in all respects. Conditional /incomplete applications are liable to be rejected.
- (d) BMTPC reserves the right to empanel one or more than one agency for its printing requirements.
- (e) BMTPC reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation / enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.
- (f) Consortium of Agencies / Sub-Contract of work is not allowed without prior permission of BMTPC.
- (g) After empanelment of Printing Agencies, printing jobs will be awarded purely on tender/quotation process.
- (i) The empanelled printer will deposit as Security an amount of Rs.25,000/ (Rupees Twenty five thousand only) in the form of Fixed Deposit Receipt (FDR) in favour of BMTPC, New Delhi which will be refunded after satisfactory completion of the empanelment period.
- (j) BMTPC will periodically review the performance of the empanelled Printing Agencies and reserves its right to withdraw their empanelment at any time.
- (k) BMTPC will take action as deemed fit in cases of under performance, submission of erroneous bids, irregularity in participation in the Ministry's tender processes / bids, etc. Action taken could include removal of the agency from the empanelled list.

## **9. Payment**

Request for advance payment will not be entertained. Payment for work awarded will be made to agency(ies), after completion of work to the satisfaction of the Council. The agency(ies) will also be responsible for packaging and delivery of the material printed / produced as detailed in para 6 above. Empanelled printing agency (ies) who are awarded jobs on the basis of tender process, will submit pre-receipted bills in triplicate for settlement.

## **10. Penalty Clause**

Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, poor quality of printing/production, under performance, etc. will be levied on job to job basis. The penalty could be in the form of deduction from the total amount payable to the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

## **11. Termination by Default**

BMTPC reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

## **12. Force Majeure**

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

## **13. Arbitration**

Venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

## **14. Jurisdiction**

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

Any other clause / information in regard to the tender/quotation will be enumerated in each of the tender/quotation documents issued.

Interested agencies may submit proposals as stated under guidelines for submission of proposals to the Executive Director, BMTPC, Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003 and submitted on or before 1630 hrs. on 9<sup>th</sup> July, 2014.

Chief (Admn)