



Projects & Development India Limited

(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,

Dist. Gautambudh Nagar , Uttar Pradesh

Phone - 0120-2529842/43/47/51/53/54

Fax - 01202529801/2541493

GSTIN No: 09AABCP1722G1ZP

CIN:U74140UP1978GO1028629

INVITATION TO BID

To : Open Vendor	ITB Number	11/PNMM/E/2401/2021-22/101240
	Type of Bid/	Two Part
	Type of Opening	Public Opening
	Date of Issue	09.07.2021
	Bid Closing Date	23-07-2021 Time :11:00:00 AM
	Tech. Bid Opening Date	23-07-2021 Time : 12:00:00 PM
	Price Bid Opening Date & Time	SHALL BE INTIMATED LATER
	Venue of Bid Opening	PDIL, NOIDA
	Earnest money Deposit	N.A.
	Completion Period	AS PER CLAUSE 6.0 OF ANNEXURE-III OF ITB

Projects & Development India Limited (PDIL) is a Govt. of India Undertaking under the administrative control of the Dept. of Fertilizers, Ministry of Chemicals & Fertilizers. PDIL invites bid in sealed cover addressed to Addl. General Manager and HOD (MM), ITB reference no. and bid closing date & time duly superscribed on the cover for the under mentioned job, subject to the terms and conditions and scope of work attached here in. Bidders are requested to onboard themselves on GeM portal for participating in similar tenders in future.

SL. No.	Material/HSN Code/ SAC Code	Description	Quantity	Unit
10	9989	Printing of Annual Report	400	Book

For & on behalf of
Projects & Development India Ltd.

(P. R. Sahu)

Addl. General Manager (MM)

Item : Printing & Supply of PDIL's Annual Report 2020-21**LIST OF CONTENTS**

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ANNEXURE-I

Item : Printing & Supply of PDIL's Annual Report 2020-21

PRE QUALIFICATION CRITERIA (PQC)

The Bidder should have satisfactorily executed similar works i.e. "Printing & Supply of Annual Report, minimum 300 (Three hundred) copies in a single order, for PSU/Public Ltd/Private Ltd. Company/ Corporate sector, during the last seven (07) years preceding the month in which ITB/Enquiry is floated.

To meet the above criteria, the bidder shall have to submit proof copy (duly signed & stamped) of documents viz.: Contract/ Purchase order PO) / Work order (WO) and Experience / Completion certificate &/or relevant document.

ANNEXIURE – II**Item : Printing & Supply of PDIL's Annual Report 2020-21****INSTRUCTION TO BIDDERS (e-PUBLISH)**

1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope A: Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with "Deviations"/ "Exception" sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- iv. Copy of Check List enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of GST registration certificate
- vii. Any other document as per the requirement specified in the ITB.

Envelope B: Price Bid

Price Schedule as per Annexure-V with quoted rates in Rs. and Taxes & Duties, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective **Envelope no., ITB No.** and **closing date of the bid**. Both the (02) envelopes should be sealed and placed in a third envelop which should also be super scribed with our **ITB No.** and **closing date of the bid** and addressed to the under mentioned:

HOD (MM)

Projects & Development India Limited
PDIL Bhawan, A-14, Sector 1,
Noida – 201 301, Gautam Budh Nagar (UP)

Tel: 0120-2529842/43/47/51/91 (Extn. 115, 301), Fax: 0120 – 2529801
e-mail: prsahu@pdilin.com; anjali@pdilin.com; sushilkumar@pdilin.com;

3.0 Opening of Bids

Bid opening will be Public. Envelope A only will be opened on Technical Bid Opening Date. Price Bids (Envelope B) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

5.0 Price Evaluation Criteria

Price Evaluation of Bids shall be done considering the quoted prices by the bidder in the Price Schedule along with GST and order shall be awarded on such lowest (L1) quoted bidder subject to provision of purchase preference as per Public Procurement Policy (PPP) for MSEs, Order', 2012.

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

Incomplete Price Schedule may result into rejection of bid.

6.0 Earnest Money Deposit (EMD) : N.A.

7.0 **Validity of Bids** Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will

presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.

- 10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 **SITE VISIT:** **If needed**, Bidder may visit the site before quoting their rates. For site visit and any clarifications please contact to:
- Company Secretary.
Projects & Development India Limited,
PDIL Bhawan, A-14, Sector-1,
Noida – 201301.
Tel: 0120 – 2529827(D), 2529842/43/47/51/91 (Extn. 415), Fax: 0120 – 2529801
E-mail: CSBKSahoo@pdilin.com;
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD (MM), Materials Management Department, Projects & Development India Ltd., PDIL Bhawan, A-14, Sector-1, Noida, Pin 201301, Gautam Budh Nager (UP)** or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

ANNEXURE-III**Item : Printing & Supply of PDIL's Annual Report 2020-21****GENERAL CONDITIONS OF PURCHASE (GCP)****1.0 Scope of Purchase Order (P.O)**

The Scope of P.O, shall be as per 'Technical Scope' and/or 'Schedule of Rates', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the delivery/completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis

FOR PDIL, PDIL Bhawan, A-14, Sector-1, Noida including risk in transit.

4.0 Taxes and duties

- 4.1 Goods & Service Tax (GST): GST shall be paid EXTRA as applicable as per GST law. Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) along with corresponding HSN / SAC Code and enclose a copy of GST registration certificate along with the un-priced offer

PDIL shall avail Input Credit against payment of GST. Same will also be considered while evaluating the price bid. Relevant necessary documents shall be provided by the Contractor to enable PDIL avail the above credit set up.

- 4.2 Bidders have to ensure that they should file the Tax return on time to avail input Tax credit, else the same shall be deducted from EMD/Security Deposit/Running Bills.
- 4.3 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Delivery/Completion period, as per P.O, shall be paid at actual on production of documentary evidence.
- 4.4 PDIL shall provide E-way bill i.e. Road Permit, if required, on written request by the Supplier.

- 5.0 **Effective date of P.O:** Shall be the Date of issuance of LOI/ P.O.

6.0 Delivery/ Completion Period

The material (Annual Report) shall be delivered at PDIL, Noida, in full quantity within Ten (10) days from the date of approval of final proof.

7.0 Payment Terms

- 7.1 100% payment shall be released within 30 days after Supply, Installation and acceptance of the material, duly certified by the Engineer-in-charge of PDIL, on the invoice.
- 7.2 All payments will be made by account payee cheque or direct transfer in bank account through RTGS.
- 7.3 Tax deduction at source: Income tax, as applicable as per income tax act, shall be deducted at source from the Supplier's bills and a certificate towards this deduction shall be issued to the Supplier.

8.0 Warranty/ Guarrantee: N.A.**9.0 Security cum Performance Guarantee/Security Deposit : N.A.****10.0 Price reduction clause**

In the event of delay in delivery/completion beyond contractual delivery/completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total order value shall be recovered from supplier's / Contractor's bill(s).

11.0 Insurance

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by supplier at his cost.

12.0 Termination

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit.

13.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Supplier shall provide justification by documentation countersigned by the local chamber of commerce.

14.0 Arbitration

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

"In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of

Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

15.0 **Jurisdiction**

The P.O shall be deemed to have been entered into at Noida/Vadodara, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

ANNEXURE –IV**Item : Printing & Supply of PDIL's Annual Report 2020-21****CHECK LIST**

(Bidder must confirm point by point and strike out whichever is not applicable)

Name of Bidder:

Offer No.:

Sl. No.	Description	Bidder's Confirmation/ Acceptance/ Comments
1.0	Price Basis: Free delivery at PDIL Bhawan, A-14, Sector-1, NOIDA including risk in transit.	Confirmed
2.0	Firm Price: Price to be quoted shall be firm and subject to no escalation during the delivery period including extended period, if any, except for any statutory variations	Confirmed
3.0	Validity of Offer: 90 days from Technical Bid Opening Date	Confirmed
4.0	Price Confirmation Copy - A copy of Priced offer keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted.	Submitted
5.0	Delivery Period: The delivery of the material (Annual Report) shall be delivered at PDIL, Noida, in full quantity within Ten (10) days from the date of approval of final proof.	Accepted
6.0	Payment Terms: 100% within 30 days as per clause 7.0 of Annexure-III of ITB.	Accepted
7.0	Price reduction clause: As per Clause 10.0 of Annexure-III of ITB	Accepted
8.0	Whether the Company is registered as MSE (Micro & Small Enterprises). If "Yes" indicate the registration No. and enclose a copy of Registration Certificate	
8.(a)	Whether the M S E Company is owned by SC / ST (Yes / No)	
8.(b)	Whether the M S E Company is owned by Woman (YES / NO.)	
9.0	Copy of PAN card	Submitted
10.0	Copy of GST Registration Certificate	Submitted
11.0	HSN CODE	
12.0	Name, Designation, email id, Telephone Nos. & Fax No. of Contact Person For this enquiry (please fill right side)	
It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in his summary shall prevail.		

Signature & Name of Bidder:

Stamp:

Date :

Note: Bidder must ensure that all the above information and documents (duly signed and stamped) are furnished along with the Technical Bid.

ANNEXURE –V**Item : Printing & Supply of PDIL's Annual Report****SCHEDULE OF RATES (SOR)**

Bidder's Name:

Offer No.:

Dated:

Sl. No.	Description	Unit	Qty.	Rate per Book (Rs.)	Total Price (Rs.)
1.0	Printing and Supply of PDIL's Annual Report in Bilingual (English & Hindi) in well binded Book form One (01) Book consisting of total 156 pages ± 04 pages in any specification as specified below. a) Outer cover page : 4 Pages in each book, 250 gms Art Card both sides multi colour print & outer side gloss lamination with multi colour designing b) Inner page (Multi Coloured) : 36 pages in each book, 100 gms Glossy Art Paper multi colour offset printing both sides printed with additional or reduced pages c) Next inner page (Double coloured) : 116 pages in each book, 100 gms glossy art paper double coloured offset printing in both sides.	Book	400		
2.0	Total exclusive of GST				
2.1	GST Extra as applicable @%				
3.0	Total Inclusive of GST(2.0+2.1)				

Note:

- I. Bidders are required to quote their rate strictly as per above format.
- II. Un-priced copy of this "SOR" keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties (in %), shall be submitted along with un-priced Techno-commercial Bid in Envelope-B.
- III. **Translation from English to Hindi of both Word and Excel files related to Annual Report shall be done by the Bidder.**

Signature of Bidder:

Co's Name and Address: _____

Date:

Stamp

ANNEXURE-VI**Item : Printing & Supply of PDIL's Annual Report****Format of Details for payment**

Bidders are required to submit the following details on the company's **letter head** for online transfer to amount to their account:

1.0		Contractor Name / Company Name	
		Address:	
		Phone No.	
		E-mail ID	
2.0	a.	Name of the Bank	
	b.	Address of the Branch	
	c.	Telephone No.	
	d.	9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank	
	e.	11 Digit NEFT/IFSC Code of the Bank Branch	
	f.	Account Type (SB/CC/CA)	
	g.	Bank Account No.(as appearing on the Cheque)	
	h.	Permanent Account Number (PAN) Under Income Tax Act.	
	i.	GST Registration Number	
	j.	Name of Authorized Signatory	
	k.	Contact Person Name	

We hereby declare that the particulars given above are correct and complete.

Authorized signatory of the bidder

Title
Designation
Date:

ANNEXURE-VII

Item : Printing & Supply of PDIL's Annual Report

(Self Declaration on Bidder's Letter Head as per below performa)

DECLARATION

To ,

Projects and Development India Lid.

Noida – 201301

Subject : ITB No.Dt.

Sir ,

We hereby declare that M/s is neither put on Holiday nor Black-listed by any Government / PSU / Private firm or Financial Institution .

Signature

Name :

Designation :

Seal of the Bidder.

Annexure-VIII

Item : Printing & Supply of PDIL's Annual Report

SCOPE OF SUPPLY

Printing and Supply of Annual Report : In book form (Bilingual)

- Size 8.25" x 11"
- Language : Bilingual (English & Hindi)
- Outer cover : - 4 pages 250 gms art card both sides multi colour print & outer side gloss lamination with multi colour designing/ layout of design of total 4 pages.
- Inner page :- 36 pages 100 gms glossy art paper multi coloured offset printing form of 4 pages both sides printed with additional or reduced pages.
- Next inner page :- 116 pages 100 gms glossy art paper double coloured offset printing form of 4 pages both sides printed with additional or reduced pages.
- Binding :- Perfect binding
- Translation from English to Hindi of both Word and Excel files related to Annual Report will be done by the bidder only.

Note: - Number of pages may be varied + - 1 form (consisting of 4 pages) in each category.