

F.No.9(4)/ R&A/2011
Government of India
Ministry of Corporate Affairs
(R&A Division)

B-1 Wing, 2nd Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road, New Delhi - 110003
Dated: 18.11.2011

To

Printers/Publishers empanelled as Class "A" with the Directorate of Printing/ "A" Category by the Directorate of Advertising and Visual Publicity.

Subject: Quotations for supplying the Samples of Cover Page Design of the two Annual Reports of the Ministry of Corporate Affairs.

Sir/Madam,

I am directed to say that the Ministry of Corporate Affairs proposes to obtain the Samples of Cover Page Design for the printed copies in English and Hindi each of the following two Annual Reports for the year 2011 -12:

- (i) Annual Report of Ministry of Corporate Affairs 2010-11
- (ii) 55th Annual Report on the Working & Administration of the Companies Act, 1956 year ended March 31, 2011.

2. There is no specified Tender document. However, you may like to inspect the sample Cover Page Design between **11.00 hrs to 16.00 hrs** on any working day in B-1 Wing, 2nd Floor, Payavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 up to **09.12.2011**.

3. The Tender is invited following Two Bids System i.e. Technical and Financial Bids. The both Bids contained in separate sealed envelopes should be submitted in one sealed cover super-scribed "**Quotations for supplying Samples of Cover Page Design of the two Annual Reports of the Ministry of Corporate Affairs 2011-12**".

4. The sealed Tender should reach the undersigned not later than **11.00 A.M. of 19.12.2011** which will be opened on the same day i.e. **19.12.2011 at 3.00 P.M. in Room No.533, A-Wing, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi -110001** and if you or your representative desire to be present at the time of opening of Quotations, you /he/she may do so.

5. The Terms & Conditions of the Quotations are at Annexure.

6. A copy of the Tender Advertisement with all relevant details are also available at Ministry's website: www.mca.gov.in.

(E. Nagachandran)
Deputy Director (R&A)
Telefax: 24368972

Sub: Terms & Conditions of the Quotations for supplying the Samples of Cover Page Design of the two Annual Reports of the Ministry of Corporate Affairs for 2011-12.

1. The Ministry of Corporate Affairs is not bound to accept the lowest tender or any tender or to assign any reason for rejection of any or all the tenders. It reserves to himself the right for accepting the whole or any part of the tenders. Ministry's decision in the matter shall be final and binding.
2. Any failure on the part of tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her Tender. The Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.
3. A sum equal to 5% of the value of work or Rs.20,000/- (Rupees twenty thousand only) whichever is more, will have to be deposited within three days of the approval of the Tenders as security for the due performance of the contract. Security can be deposited in the form of Saving Deposit Certificate, Fixed deposit Receipts or National Savings/ Defence Certificates pledged in favour of "**Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi**". This is refundable on satisfactory completion of contract.
4. The submission of Tender will bind the tenderer to accept all conditions specified herein and in addition to the conditions of the contract as contained in the Form DGS&D 68 revised & DGS&D 71 as amended up to date. In case of any difference, the conditions specified therein shall be applicable.
5. The arrangements made on the result of this call for Tenders will be in force till the completion of this work or for such shorter period as may be decided by the Ministry of Corporate Affairs, New Delhi. The decision of the Ministry on all these matters shall be final and binding on parties. No regular contract as such will be drawn up and the acceptance by the Ministry of the Tender of the selected tenderer will constitute a valid contract for the enforcement of the terms and conditions contained therein. The contract can be terminated by Govt. at any time without assigning any reason.
6. **The successful tenderer will have to furnish his latest Income Tax Clearance Certificate from the Income Tax Department in the prescribed form within a week from the date of acceptance of the job. Failure to comply with this may lead to termination of the agreement.**
7. The rates should be mentioned in figures as well as in words exclusive of Taxes. Erasing/overwriting should be avoided/duly attested by the tenderer. Sales Tax and other taxes if any should be indicated separately. In case, nothing is mentioned, it will be assumed that Sales Tax/Other Tax is included in the quotation.
8. The person signing the tender form or any documents forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause.

9. **The rates per sample copy/proof is to be quoted.**
10. The sample proofs/ copies, as and when required, will be/ to be supplied till finally approved. CD's may be provided for the finally approved cover pages.
11. The Tenderer shall, whenever called upon to do so give full information with regard to the work in hand and shall also permit some/any senior officer of the Ministry of Corporate Affairs to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.
12. **After the work has been completed the bill for the work in duplicate prepared on the basis of the accepted rates be submitted to the Director (R&A), Ministry of Corporate Affairs, for necessary action together with (i) receipted delivery voucher for the supply made (ii) representative specimen of the work and (iii) other documents in support of the items charged for in the bill.**
13. The delivery of the articles is to be made to the concerned Section of Ministry of Corporate Affairs, New Delhi free of any other charges except those quoted against item No.14 of quotation from within the stipulated date on receipt of the print order.
14. **A sum not exceeding 5% of the Cover Page Designing charges will be deducted from the bill for every week's delay or part thereof in complying with the date of delivery of the printed copies and or for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.**
15. **Approximately 15-20 sample cover pages with various designs, colours as per instructions of MCA from time to time until finally approved. The Cover Page of the two Annual Reports is required to be printed as finally approved by this Ministry.**
16. Each quotation must be accompanied by an earnest money of Rs.1,000/- Rupees one thousand only) in the form of a Crossed Demand Draft drawn in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi". The earnest money is refundable in case the tender is not accepted. The printers submitting their tenders and empanelled as grade A printers with Directorate of Printing should clearly mention their registration number in the Tender.
17. **CDs in MS words (both in English and Hindi must be capable of being downloaded in Ministry's website) will have to be provided by the Tenderer without any extra cost, along with the printed copies. Any delay in providing the CDs would attract penalty @ Rs.500/- (Rupees five hundred only) per day of delay.**
