

F. No. F 2 (CP) Tender/22 Exh.
Government of India
Ministry of Information & Broadcasting
Bureau of Outreach & Communication
Soochna Bhawan, C.G.O. Complex, New Delhi – 110003

Dated: 23/05/2022

Sub.- Documents for empanelment of digital printers for canvas printing, with MS pipe, digital printing, Selfie corner and backlit in Bureau of Outreach & Communication.

A panel of reputed private digital printers/agency is proposed to be formed for the exhibition materials printing of prestigious and important exhibitions brought out by the BOC's which is an Central Government under the Ministry of Information & Broadcasting, Government of India . The panel would be valid for a period of two years in the first instance, which may be extended up to six month.

Reputed agency/firms experienced in conceptualizing, designing, printing etc. who have sound backup for excellent designing, scanning, printing etc. of canvas printing and digital printing with pasted on 5 mm sun board are eligible to apply.

The Exhibition wing (Headquarter) of BOC organizes exhibitions in Delhi/NCR for the Ministry of I & B, Govt. of India. To organize the exhibitions, BOC requires various items and materials for execution of the job.

Items(i.e. Canvas printing (100% cotton), Digital Printing with pasted on sunboard etc.):Canvas printing with MS pipe installation, back lit cloth printing, digital/vinyl printing and mounting (pasting on 5mm sun board with matt lamination)

Open Tender for empanelment should be address to the **Sh. Kailash Chander, Asstt. Director (Exhibition), Room No. 159, Bureau of Outreach & Communication, M/o- I & B, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003. and should reach latest by 3.00 pm on 17.06.2022.** The tender may be sent by speed post or by hand. If tender is non transferable and tender received after the closing date and time shall not be accepted.

Since the exhibition, printing and installation of Backdrop, Signages, Boards and Digital Printing of BOC's is mostly time bound, the printing machine/workshop, office should be situated in Delhi or adjacent areas of NCR. The applications received from the printers will be scrutinized with reference to the eligibility criteria mentioned in Annexure I of this Document. So, before applying for empanelment, please ensure the fulfillment of prescribed minimum qualification criteria and accept the printing schedule at the time of allotment of job.

The document may be downloaded from Central Public Procurement Portal or BOC's website www.davp.nic

Pr. DG, BOC reserves the right to amend any of the terms and conditions contained in the documents for empanelment or reject any or all applications without giving any notice or assigning any reason thereof. The decision of the competent authority of BOC in this regard will be final and binding.


Sh. U. B. Joshi,
Sr. Artist (Exhibition)

TERMS & CONDITIONS FOR EMPANELMENT OF DIGITAL PRINTERS FOR PRINTING WORK OF BOC

1. Eligibility Criteria:
 - a) The Agency must have a valid Vat Registration/TIN No. (Self attested copy Registration to be attached)
 - b) The agency must have a valid PAN No. (Self attested copy Registration to be attached)
 - c) Must have a turnover of not less than Rupees Twenty Five Lakhs for regular digital printing, Canvas printing etc. in each of the financial year 2017-18 to 2021-22 (attached out of five, any three financial year self attested copies of audited balance sheet , CA Certificate, Profit & Loss Account and Income Tax returns to be attached)
 - d) The agency/Company must have experience of similar work in Government organizations (Ministry/Departments of Government of India/Autonomous Bodies/Public Sector Undertaking). Please attach performance Certificate from Govt. Organizations in respect of Exhibitions, digital printing/Canvas printing etc. carried out during the period.
 - e) The agency/Company must not have been blacklisted by any Govt. Department and must not have any criminal case registered against the firm or its owner/partners anywhere in India. An Undertaking on Letter Head in this regard is to be attached.
 - f) The agency/Company must have own printing press, Workshop, Manpower, Skilled / Unskilled artisan, Graphic Designer, Own Transport facilities and modern technology, which must be in existence for the above 2 years and must be located in Delhi/NCR. Agency have not own Printing Machines, the sub owner will be considered but agreement should be attached (Attached Documentary evidence)
 - g) Copy of the work orders/job orders, appreciation and award certificate pertaining to work accomplished by the agency/firm/company in the above three financial years. Preferably the agency should have undertaken jobs at VVIP's i. e. Vigyan Bhavan, Parliament, Media Centre, Siri Fort, India Gate, Shastri Bhavan etc.

Terms and conditions:-

1. The agency entrusted with the printing job shall make arrangements to collect all material such as manuscript, proofs, CDs, Print materials, Job orders, Photographs etc. his own cost and expenses from the BOC's headquarter immediately and when intimated including odd hours and holidays. The material/design after duly edited should be printed and delivered in the office of the BOC. BOC office is presently located at Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110003. It will be the responsibility of the firm to supply the 2/3 copies/sets of photograph for the exhibition/display materials without any additional cost to BOC.
2. Agency shall be fully equipped with all facilities to handle the exhibition jobs in a given time frame. Company should have in-house creative designing facilities. Agency must be capable of executing urgent jobs round the clock in case of emergency. The delay in the delivery of the exhibition material in accordance with the time schedule specified by BOC or bad quality of printing etc, shall render the agency liable to any or all of the following:
 - (a) Cancellation of the order totally or partially.
 - (b) Imposition of Penalty
 - (c) Termination of the Contract/empanelment.

The discretion of the BOC in this regard shall be final and binding.

3. The BOC reserves the right to enhance/reduce/restrict/cancel the Job order in the following situations by revising the work order:
 - (a) Inordinate delay committed by agency in collecting or delivery of manuscript/proof/printed material, etc from the BOC.
 - (b) Unsatisfactory progress of the job at the printer's end noticed during monitoring by the BOC officers.
 - (c) Sub-standard quality of printing, mounting, etc. noticed at any stage.
 - (d) Increase or Reduction in Requirement.
4. Agency/firm can be removed/blacklisted from the panel of exhibition display materials for following reasons:
 - (i) Refusal of job
 - (ii) Inordinate delay in executing the job
 - (iii) False/forged submission of documents
 - (iv) Poor quality/unsatisfactory execution of printing/exhibition work.
 - (v) Short supply of printed material.
 - (vi) Any other administrative reasons.
5. Once the job is assigned to the agency, it cannot be refused by the firm. A penalty can be imposed on the agency if he fails to deliver the job in time beside other suitable action which will be ascertained at that particular situation. The job should be completed within the delivery schedule.
6. The company/firm shall submit a complete bill/invoice along with the Delivery Challans, Payment will be made only after job is delivered completely in all respects. No part payment or advance payment will be made. No interest will be payable on the delayed payments.
7. The rates quoted by the agency must be inclusive of all installation/dismantling, proofs, Photos/Album charges, Labour, Transportation, levies, etc. No other charges shall be paid. It may be noted that BOC can ask for any number of proofs for approval and will not pay separately. The BOC will be deducting TDS at the rates applicable from time to time.
8. It will also be the discretion of the BOC to entrust the aforesaid entire exhibition/printing job to one firm or award it phase wise to different firms. Decision taken in this regard by the Pr. DG, BOC shall be the final and binding on the contracted firm.
9. The documents attached with the quotation are sacrosanct for considering any application as a complete application. It is, therefore, important that all documents duly completed and signed, are attached failing which the application is liable to be treated as incomplete and ignored.
10. Pr. DG, BOC reserves the right to accept/reject any or all the applications in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest bidder.
11. The BOC reserves the right to reject the material supplied in case it is of inferior quality and is not of requisite standard.

12. The date of declaration of qualified/empanelled agency/firm will be declared at the discretion of BOC which would be intimated by Telephonic or E Mail.
13. Termination of the Contract :
 - a) Pr. DG, BOC shall be at liberty for its entire discretion to terminate this contract forthwith upon at any time without assigning reason or breach or default of any of the terms and conditions contained herein.
 - b) Insolvency or dissolution of the partnership firm Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or firm.
 - c) If any partner of its firm or any member of its company shall be convicted of any criminal offence.
 - d) If Agency/firm shall either by himself or by his servants commit/ committed any act which, in the opinion of the BOC, whose decision in that behalf shall be final, is prejudicial to the interest or good name of the BOC.
14. Decision of the Pr. DG, BOC in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the company.
15. In case of any dispute between the Printer and BOC, BOC shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located in Delhi.
16. L-1 rates will be determined through the financial bids of the technically qualified agencies and will be offered to all the qualifying agencies. The agencies that accept the L1 rates will be considered for empanelment.
17. The various jobs will be offered to the empanelled agencies on rotational basis at the determined L1 rates.
18. Agency/firm/company should be ready for installation of one or two Backdrop/standees or any work with short notice period and no extra transportation will be paid for installation/dismantling placing of any item at different places in NCT.
19. Agency/firm/company has to provide photo album related to the job executed by them without any extra cost.
20. Agency/firm/company should not be participated in bidding process, which has already shown their inability/incapacity/incapability to do the BOCs' job earlier.
21. Nominated officers of BOC will inspect the quality of job, materials and items. Decision of competent authority of BOC in this regard will be final and binding on the firms.
22. All electronic/electrical items should be in working condition during exhibition hours. Operation/ maintenance in all respects will be the sole responsibility of the agency/firm/company. Any disorder in the electronic equipment/electrical items during the exhibition hour will invite deduction of amount.

23. Any accident/mishap during the execution of the job will be the sole responsibility of the concerned agency, who is assigned the job.
24. One official/officer in charge/coordinator from the agency must be available for entire period of the exhibition to resolve the issues pertaining to exhibitions.
25. In a financial bid:
 - a) Rate should be quoted both in words and in figure, preferably typed. Any overwriting in rates etc. may render the tender as invalid.
 - b) Rate excluding i. e. VAT/Tax, GST, etc.
 - c) The rates of Transportation Labour Charges, installation /dismantling etc. are including.
 - d) Enclosed financial bid in a separate sealed envelope.
26. After formation of the empanelment, if any agency/firm refuses to execute the job the agency will be blacklisted from the panel of BOC.
27. The time schedule is to be strictly adhered to.
28. Color rough design provided by agency for approval purpose without any cost.
29. Technical and Financial proposals must be submitted together but in separate envelopes each properly sealed and labeled. The envelopes for Technical and Financial Bids must be separately super scribed "Technical bid for items (i.e. Canvas printing (100% cotton), Digital printing with pasted on sunboard etc.) and "Financial Bid for items (i.e. Canvas printing (100% cotton), Polyester Printing, Digital Printing with pasted on sunboard etc.) respectively. The bidder should put these two sealed envelopes in a bigger envelopes duly sealed and labeled "Quotation for items (i.e. Canvas printing (100% cotton), Polyester Printing, Digital printing with pasted on sunboard etc.) If financial bid is properly not sealed in separate envelop then rejected the proposals.
30. The envelopes must be submitted in the name and address as mentioned in the data sheet above. The envelopes must indicate the name and address of the agency and should be properly sealed and labeled. In case the envelopes are not sealed and labeled, BOC shall assume no responsibility for the misplacement or premature opening of the proposals.
31. General terms & condition as per GFR.
32. Financial bid of only "Technically Qualified" bidders shall be opened.

ANNEXURE- II

Data Sheet		
1.	Name of the client	Government of India
2.	Assignment	Empanelment for engaging the agencies to provide the Canvas Digital Printing items on hiring basis & Vinyl Digital Printing on purchase basis required for exhibitions
3.	Contact Person	Assistant Director (Exhibition) Tel # 011-24369585 Email: davpexhibition@gmail.com
4.	Period of Validity	Two Year (period may be further extended by another six month subject to satisfactory performance of the agencies after the approval of Pr. DG: BOC, M/o I&B, Govt. of India)
5.	Bid submission date and time	Bids must be submitted not later than the following date and time: 17.06.2022 (Time: 3 PM).
6.	Submission of financial proposals	(a) Technical & Financial proposals must be submitted in a separate envelope & properly sealed and labeled. (b) The proposals must be submitted in tender box/ the address mentioned below:
7.	Address for submission of proposals	Sh. Kailash Chander Assistant Director (Exhibition), Bureau of Outreach & Communication, Room No. 159, Sochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003

INFORMATION/DOCUMENTS TO BE FURNISHED ALONGWITH APPLICATION FOR EMPANELMENT OF EXHIBITION AGENCY/FIRM IN MINISTRY OF INFORMATION & BROADCASTING, BUREAU OF OUTREACH & COMMUNICATION

S.No	Particulars	To be filled by the bidder
1(A)	a)Name of the firm/agency b)Address c)Name of Proprietor d) Telephone No. e) Mobile No. f) E-Mail Address g) Name(s) of Business Partner(s) Name and Address of the firm/agency Telephone No.	
1(B)	Name and address and Mobile No. of contact person	
2	PAN Number(self-attested copy of Pan Card to be attached)	
3	VAT Registration No. /Tin No. (self-attested copy of Registration to be attached)	
4	The year since when the firm/agency is in existence	
5	Whether the firm/agency /Press are Registered as per existing norms from Government Department? Self attested copy of Registration of the firm/agency Press/attested copy of Licence/ Declaration for running/having a office to be attached)	
6	Turnover in the Financial Year: (any three years) 2017-18. to 2021-22 (self-attested copy of audited Balance Sheet & Profit & Loss Account for the Financial Years and Income Tax Returns, duly acknowledged by Income Tax Department for the Assessment Years to be attached) CA Certificate should be attached	
7	Whether terms and conditions of the tender are acceptable? (Duly signed and stamped to be attached as a token of acceptance.	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or any criminal case is registered against the firm or its owner/partners anywhere in India?(If no, an undertaking to this effect on letter head is to be attached)	

(Signature of the authorized person)

Name /Designation /Seal

FINANCIAL BID**(In a separate sealed envelope)**

I, authorized representative of the Company, hereby quote the rates excluding of all incidental expenses and taxes for the Various exhibition job of BOC, Min. of I & B as mentioned below at **Delhi/ NCR :-**

Sr. No.	Items Description	Rates (excluding) VAT/TAX/GST
1.	Canvas Digital Printing (without frame) (100% Cotton Sun Fabric, 220-350 GSM, Biodegradable) for front lit/back lit with blackout media. (Rates per sq. ft. on hire basis) (Sample should be attached in every items)	
2.	Canvas Digital Printing (Hoardings, Signages, Backdrop etc.) (100% Cotton Sun Fabric, 220-350 GSM, Biodegradable) for front lit with blackout media, mounted on MS/Iron square pipe and installation with self supporting stands (Rates per sq. ft. on hire basis)	
3.	Vinyl Digital Prints (Inkjet) in high quality Nova Jet self adhesive coated paper (DPI 720x720/6 pass) and duly pasted on Sun Board sheet (5mm) (Rates per sq. ft. on purchase basis)	
4	Backlit for VVIP functions on hire basis (including high quality canvas printing mounting on MS pipe, installation, Transportation, dismantling etc.) (Rates per sq. ft. on hire basis)	
5	Cut out for exhibitions (Digital prints pasted on Hard board with stand etc.) (Rates per sq. ft. on hire basis)	
6	Salfie corner for exhibition (Digital prints pasted on Hard board with stand etc.) (Rates per sq. ft. on hire basis)	
7	Single side Rollup standee (Canvas) Size: 2.5x6' vertical with heavy anodized aluminum casted/chromo plated casing to be packed in portable canvas bag with handle and shoulder strap. (Rate per unit on purchase basis)	

All above Items will be on hire & purchase basis as mentioned above.

I, undertake to abide by the terms & conditions as laid down in the tender documents of BOC, Government of India and to follow the instructions given by the Department.

Signature

Name of the Person with designation:

Name of the Firm

Address / M. No.

Date