BIDDING DOCUMENT

For

Selection of printing agency for Printing of Reports, brochure, leaflets etc.

Tender Number: FWC/GIZ/004/2015, Dated: 28.07.2015

Particulars	Description
Purpose of Tender	Framework agreement for printing of Reports, brochure, leaflets etc. for GIZ office.
Tender Reference Number	FWC/GIZ/004/2015
Date of tender notification/Advertisement	28.07.2015
Last date to submit the pre-bid queries by the interested bidders	03.08.2015 *(Queries will not be accepted after this date)*
Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com	05.08.2015
Last Date and time for submission of bids.	12.08.2015 ; 1730 Hrs (5:30 pm)
Validity of Bids/ Offered Price	Minimum 01 Year (Expected Date of Start : 20.08.2015)
Address for Bid Submission	The Head of Procurement GIZ Office, First Floor B-5/1, Safdarjung Enclave New Delhi – 110 029

Dear Sir/ Madam

GIZ intends to enter into a framework agreement with reputed printing agency for printing of various publications/ training material for its projects based in India.

We are pleased to invite you to participate in the bidding process for providing the above said services. Sealed bids are invited on or before last date for submission of bids from reputed printing agencies.

We are pleased to send the following documents for your reference:

1) Scope of work
2) Tender and bidding conditions
3) Technical Specification and Price Submission – Annexure A (Lot 1)
4) Technical Specification and Price Submission – Annexure B (Lot 2)
5) Technical Specification and Price Submission – Annexure C (Lot 3)
6) Document Submission- Annexure D
7) General Terms and Conditions

We look forward to receiving your offers.

With best regards,

Procurement Department
GIZ Office, New Delhi

1. Scope of Work

The work includes Printing, packing and supply of printed material at GIZ office Safdarjung Enclave New Delhi and other project office located in Delhi.

1.1 Selected company will sign a framework agreement with GIZ for one year and this can be extended for another 01 year keeping in view the satisfactory performance of the agency.

1.2 The details of items, for printing, is given at Annexure "A" and Annexure "B" and Annexure "C" respectively.

1.3 Selected printing agency will receive a printing request from GIZ office New Delhi or Project offices for one or more items from the printing list.

1.4 Printing agency will prepare a proof as per the received information and print ready file and get the sample approved by the concerned person.

1.5 After approval of proof, printing agency will print, fabricate, pack and deliver the material to the concerned project with delivery challan and Invoice.

1.6 Project will confirm the completion of services and payment will be released to the printing agency.

2. Eligibility Criteria

2.1 The printing agency should have an experience of at least 05 years.

2.2 It should have an annual turnover INR 50 lakh per annum in the last 03 financial years.

2.3 The printing agency should have following facilities at their premises

(a) Pre-Press facility
(b) Printing Facility
(c) Post- Press Facility
(d) Man power to handle logistics and delivery
(e) Desirable Services: Designing, editing, proof reading, translation etc.

2.4 GIZ may conduct an onsite visit to check and acess the above mentioned facilities.

2.5 It should possess the documents showing registration, VAT, Tax identification number (TIN), Income Tax PAN No etc. Self-attested copy of each document should be furnished by the bidder.

2.6 Bidder should be able to provide a client list of at least 10 reputed clients (Development Sector, UN agencies, I-NGO, Embassy etc) with their name, address, contact number and Email id.

3. Preparation of Bids

3.1 The bidders are requested to independently examine the eligibility criteria, terms & conditions and specifications given in the tender. Failure to furnish all or any of the required information will be at the bidder's risk and may result in the rejection of their bid

3.2 Bids must be signed and stamped by the authorized representative of the company/firm.

3.3 It should be signed with full name and full address should be provided along with contact details (Mobile number, Email)

3.4 Any alteration or corrections shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. The bids should be free from overwriting.

3.5 **The printing requirement is divided into three (3) lots (refer annexure A, B & C). The bidder shall offer for each item under a Lot, bids for part of the quantities required will not be taken into consideration.**

3.6 **The bidder may submit his proposal for one or more Lots or for all the Lots.**

4. Clarification to the bidder(s)

4.1 An Interested bidder requiring any clarification in the tender may send the query through email only at gtzproc@giz.de

4.2 Please refrain from personal/telephonic/telefax contact on the subject of this tender.

4.3 The last date to send any query is 3rd August 2015. All the received queries will be answered by 5th August 2015 in the form of FAQ's and will be circulated to all the bidders through email.

5. Submission of Bids : Single Envelop system will be followed

5.1 The bids shall be complete in all respect and the bidder shall submit all the relevant documents as described under this tender. GIZ may solicit in writing for more information from the bidders, if required.

5.2 The complete Techno-commercial bid must be submitted in sealed envelope only.

5.3 Envelope containing all the aforementioned requirement, which must be super scribed as “Bid offer against tender number FWC/GIZ/004/2015 for printing services” shall be submitted to:

The Head of Procurement,
GIZ Office, First Floor, B-5/1,
Safdarjung Enclave, New Delhi – 110 029

5.4 The bids should reach to the office of GIZ at aforementioned address on or before the closing date **12th August 2015**. The closing time of the tender will be 5:30 pm. GIZ will not be liable or responsible for Postal/ Courier delay, if any.

5.5 The bids received after due Date and Time or in unsealed or incomplete shape or bids submitted by Fax or by Electronic Mail will be summarily rejected.

5.6 A bid once submitted shall not be permitted to be altered or amended.

6. Price Bid

6.1 The unit price of each item should be inclusive of printing, fabrication, packing (in 6 ply carton box) and delivery up to GIZ office New Delhi.

6.2 The taxes, with clear tax rate, should be indicated separately on the price quote.

6.3 If no mention is made regarding taxes in the price bid, it will be presumed that your rate is inclusive of taxes.

6.4 The rate should be quoted in the prescribed format as per Annexure “A”, Annexure “B” and Annexure “C”.

6.5 The prices should be worked out with due care and precision. No price change will be allowed after opening and evaluation of bids.

6.6 Selected company will be required to adhere to the prices / service condition for a period of minimum one year.

7. Details to be furnished by the Bidder.

7.1 Price bid and agreement on Technical specification as per the format given at Annexure “A” , “B” & “C”

7.2 Required documents as per – Annexure “D”

8. Acceptance of Bid

8.1 The final acceptance of bid, waiver of any formalities thereof, is entirely vested with GIZ, who reserves the right to accept or reject any or all of the bid in full or in part.

8.2 GIZ will not share the evaluation result with any of the bidder(s). Bidders shall be informed on their request about the reasons why they were not successful. Such information shall be limited and categorized under following:

a) Technically/formally not acceptable

b) Higher price

c) Incomplete bid.

8.3 GIZ at its discretion may call for any additional clarification(s), document(s) from any or all the bidders during the process of evaluation of bids in short notice.

9. Award of Contract

9.1 GIZ will evaluate all the received proposal on formal and commercial parameters to shortlist the economical bidders.

9.2 GIZ at its discretion will issue the order to one or more shortlisted bidder as per the Lots defined at Annexure “A”, “B” & “C”.

9.3 A bidder may get an award for one or more Lots.

9.4 If a shortlisted/selected bidder fails to accept the letter of award the same will be transferred to the 2nd bidder.

10. Payment Terms

10.1 Payments will be made after completion of each assignment, submission of invoice and confirmation of services by the concerned project.

10.2 The payment will be released through electronic transfer system on receipt of all original invoices.

11. Duration/ Extension of Contract

11.1 The initial duration of this contract will be for 12 months

11.2 The services will be reviewed after the completion of one year. Based on performance of services, management may extend the contract for another one year.

11.3 The unit rates will be increased by 5%, if the contract is extended for 2nd year.

11.4 Modifications or supplements to order sheet are only valid when made in writing. Verbal communications / amendments in this regard are not valid.

12. Termination of Contract: GIZ by its own discretion has right to terminate the contract by giving a notice of 15 days without assigning any reason thereof.

13. Taxes

13.1 As per Indian Tax Law, tax at source has to be deducted on payments to consultants, if such payments exceed Indian Rupees 30.000, -- per year.

13.2 Supplier will clearly indicate the applicable Taxes / VAT with tax rate on each invoice.

13.3 The Supplier will provide copies of PAN and VAT registration from his firm

13.4 All payments will be issued to the legal entity named in PAN. The supplier is also requested to provide RTGS details for transfer of payment against the invoice(s).

Enclosures

1. Technical Specification & Price Submission : Annexure “A” , “B” & “C”
2. Document Submission : Annexure “D”