

### Bid Document

Bid Details	
Bid End Date/Time	15-06-2021 12:00:00
Bid Opening Date/Time	15-06-2021 12:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Panchayati Raj
Department Name	Na
Organisation Name	Na
Office Name	M/o Panchayati Raj, Sardar Patel Bhawan, Sansad Marg, New Delhi
Item Category	Custom Bid for Services - BID FOR ENGAGEMENT OF PRINTING AGENCY ON ANNUAL RATE CONTRACT BASIS FOR PR
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the Bidder	10 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	3000000
Evaluation Method	Total value wise evaluation

#### EMD Detail

Required	No
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#### ePBG Detail

Required	No
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## **Splitting**

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

## **Additional Qualification/Data Required**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1621608658.pdf](#)

**Instruction To Bidder:**[1621608666.pdf](#)

**Pre Qualification Criteria ( PQC ) etc if any required:**[1621608757.pdf](#)

**Scope of Work:**[1621608828.pdf](#)

**Special Terms and Conditions (STC) of the Contract:**[1621609038.pdf](#)

**Service Level Agreement (SLA):**[1621609044.pdf](#)

**Payment Terms:**[1621609050.pdf](#)

**Penalties:**[1621609207.pdf](#)

**Quantifiable Specification / Standards of The Service/ BOQ:**[1621609211.pdf](#)

**Project Experience and Qualifying Criteria Requirement:**[1621609252.pdf](#)

**Any other Documents As per Specific Requirement of Buyer -1:**[1621611392.pdf](#)

**Any other Documents As per Specific Requirement of Buyer -2:**[1621609638.pdf](#)

**GEM Availability Report ( GAR):**[1621611373.pdf](#)

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Technical Bid	100	100	<a href="#">View file</a>	Yes

Total Minimum Passing Technical Marks: 100

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
31-05-2021 12:00:00	Through Virtual Meeting

**Custom Bid For Services - BID FOR ENGAGEMENT OF PRINTING AGENCY ON ANNUAL RATE CONTRACT BASIS FOR PRINTING OF OFFICIAL BOOKSDOCUMENTS OF THE MINISTRY OF PANCHAYATI RAJ ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	BID FOR ENGAGEMENT OF PRINTING AGENCY ON ANNUAL RATE CONTRACT BASIS FOR PRINTING OF OFFICIAL BOOKSDOCUMENTS OF THE MINISTRY OF PANCHAYATI RAJ
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)</b>	

**Additional Specification Documents**

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement ( to be chosen 1 in all circumstances)	Additional Requirement
1	Ashish Yadav	110001,11th Floor, Jeevan Prakash Building, 25- KG Marg, New Delhi-110001	1	N/A

**Buyer Added Bid Specific Additional Terms and Conditions**

1.Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following

address Ministry of Panchayati Raj 9th Floor Tower II Cannaught Circle New Delhi.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**