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06/02/2019

**NOTICE INVITING TENDER**

- Name of Work : Providing services of laser printing, scanning, photocopying, laser typing, flex printing, sun board lamination, designing, setting & digitization of maps on computer, CD & DVD writing and Binding of documents.
- Office of Issue : National Water Development Agency,  
18-20, Community Centre,  
Saket, New Delhi-110017
- Bid No. : BID NO. 202/16/G/2018/
- Bid Forms Available From : The Executive Engineer (HQ)  
National Water Development Agency,  
18-20, Community Centre,  
Saket, New Delhi and can also be downloaded  
from the website:  
[www.nwda.gov.in](http://www.nwda.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)  
Phone: 011 – 2696 5315

**CALANDER OF EVENTS**

- Date and time of issue of bid document : 7<sup>th</sup> February, 2019 (11:00 Hrs)
- Last date and time for receipt of bid document : 15<sup>th</sup> February, 2019 (14:00 Hrs)
- Last date and time for submission of bid : 15<sup>th</sup> February, 2019 (15:00 Hrs)
- Date and time of opening of financial bid : 15<sup>th</sup> February, 2019 (15:30 Hrs)
- Cost of Bid Document : ₹ 500/- only (Non-refundable)
- Earnest Money Deposit (EMD) : ₹ 40,000/- only
- Total Estimated Cost of Bid : ₹ 20, 00,000/-
- Performance Security : ₹ 1, 00,000/-

9/2/19



**NATIONAL WATER DEVELOPMENT AGENCY**  
**(Ministry of Water Resources, RD & GR, Government of India)**  
18 – 20, Community Centre, Saket, New Delhi – 110 017  
Ph: 011 – 26965315 Website: [www.nwda.gov.in](http://www.nwda.gov.in)

No.: NWDA / 202 / 16 / G / 2018

Dated:

**NOTICE INVITING TENDER**

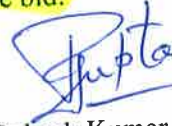
**Subject: Providing Services of laser printing, scanning, photocopying, laser typing, flex printing, sun board lamination, designing, setting & digitization of maps on computer, CD & DVD writing and Binding of documents.**

National Water Development Agency (NWDA) is an Autonomous body under Ministry of Water Resource, River Development and Ganga Rejuvenation (MOWR, RD & GR), Government of India and its office is located at 18 – 20, Community Centre, Saket, New Delhi – 110 017.

2. For and on behalf of the Director General, National Water Development Agency, New Delhi invites sealed tenders from the interested, experienced and reputed firms to award the contract for " Providing Services of laser printing, scanning, photocopying, laser typesetting, flex printing, sun board lamination, designing, setting & digitization of maps on computer, CD & DVD writing and Binding of documents " to NWDA for a period of one year from the date of awarding the contract. This will be subject to further extension of two years, depending upon the satisfactory performance of the Contractor. The details of tender and other terms and conditions relating to tender are given in Annexure- I, II & III.
3. The tendering Agencies should submit their Tenders in the prescribed Performa as at Annexure III in a sealed envelope addressed to the undersigned, and superscribed as" **Providing Services of laser printing, scanning, photocopying, laser typesetting, flex printing, sun board lamination, designing, setting & digitization of maps on computer, CD & DVD writing and Binding of documents of documents for NWDA offices**". The general conditions are indicated in Tender notice and other terms and conditions related to contract are mentioned in Annexure – I. The terms and conditions mentioned in Annexure- I shall also be submitted along with the tender with signature and seal of the agency on each page in token of acceptance of all terms and conditions of the work.
4. Intending eligible firms can obtain a copy of bid document with an application from the Executive Engineer (HQ), NWDA, 18 – 20, Community Centre, Saket, New Delhi on all working days on payment of ₹ 500/- (Rupees Five hundred) only in the form of crossed Demand Draft / Banker's Cheque from any scheduled Bank in Delhi drawn in favour of "NATIONAL WATER DEVELOPMENT AGENCY" payable at New Delhi.  
If the bidding firm, downloaded the bid documents from the website: [www.nwda.gov.in](http://www.nwda.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in), must ensure that requisite bid document fee amounting to ₹ 500/- is enclosed in the form of Account Payee Demand Draft/ Banker's Cheque with their bid in favour of "NATIONAL WATER DEVELOPMENT AGENCY" payable at New Delhi failing which the bid will be treated as incomplete and liable for rejection.
5. The Sealed covered bids are required to be dropped in the Tender Box available in General Section, Second Floor, NWDA, 18 – 20, Community Centre, Saket, New Delhi, before 3.00 PM on 11.02.2019. The bids received up to closing time and date of submission of bids shall be opened at 3:30 P.M. on the same day by tender opening committee in the presence of the tenderers or their representatives having authorization letter from the tenderers Agency concerned. The tenders received after scheduled date and time will not be considered.
6. The tenders should be accompanied with a Demand Draft of Rs. 40,000/- (Rupees Fourty thousand) only drawn in favour of "NATIONAL WATER DEVELOPMENT AGENCY" payable at New Delhi towards Earnest Money Deposit (EMD). In the event of successful bidder declining to accept the offer made by this office, EMD shall stand forfeited and no claim in this regard shall be entertained. The earnest money will be returned to the unsuccessful bidders after

award of the contract to successful bidder and the earnest money of the successful bidder will be released after the Bidder sign the final agreement and furnishes the Performance Guarantee. No interest shall be payable by NWDA on the EMD / Performance Security of the tenderer.

8. Incomplete / ambiguous and conditional bids will not be accepted and such bids are liable to be summarily rejected. In case of canvassing by any tenderers at any stage, their tender shall be stand rejected. The NWDA reserves the right to accept or to reject any tender, without assigning any reasons thereto. The decision of NWDA shall be final and binding.
9. Tender already submitted in response to NIT No-NWDA/202/16/G/2018/959-65 dated 15-01-2019 will be considered and the concern firm (s) may not submit the bid.



(Rakesh Kumar Gupta)  
Executive Engineer (HQ)  
National Water Development Agency  
New Delhi  
Tel. No: 011 – 26965315,  
+91 – 76655 73711

Copy to:

- 1 Director (F), NWDA, Saket, New Delhi – 110 017
- 2 Director (MDU), NWDA, Saket, New Delhi for uploading the bid on departmental website.
- 3 Notice Board.
- 4 As per list.

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encl: 1. DD / Pay Order No.  
2. Terms & Conditions (Annexure – I)  
3. List of Documents (Annexure – II).  
4. Financial Bid (Annexure – III)

(Signature of Tenderer with seal)

Place:

Name: \_\_\_\_\_

Date:

Seal: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory,  
Non submission of any of the above information may result the cancellation of tenders.**



**Terms & Conditions**

1. The distance of shop / working place of tenderer must be within 10 Km radius from both the offices of NWDA situated at Saket and Palika Bhawan.
2. The material should be collected from office and handed over to the office after completing the work for which no fare will be paid. The work has to be performed on priority as per requirement of NWDA.
3. The quantity of work will be intimated each and every time and the requisition slip for work will be issued by an authorized official.
4. The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of standard brands, e.g. J.K. Paper / Modi Xerox Brands or as approved by the Competent Authority of NWDA.
5. The Service provider is required to maintain the high quality of work of all items during the period of contract. In case of receipts of three complaints of similar nature from same or different end users will implicate the penalty of ₹ 250/- on each occasion which will be recovered from the bill.
6. In case no remedial action is taken inspite of imposition of penalty at three times for similar nature of complaints the Competent Authority may terminate the contract and the Performance Security will be forfeited.
7. Security of all documents will be maintained and under no circumstances papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by NWDA.
8. Tenders of only those firms will be entertained which are registered for GST and possess the PAN. **The firm should not have been listed by any Government's Ministries / Departments / Organisations. A self certificate duly signed and sealed by authorized person should be attached with financial Bid.**
9. (i) Tenders, which do not fulfill any of the conditions or are incomplete in any respect are liable to be summarily rejected.  
(ii) The validity of tender is 365 days, so the rates quoted by the tenderer should remain valid for a period of 365 days from the date of opening of tender.
10. No cuttings and overwritings shall be allowed in the tender documents. The rates should be quoted in figures as well as in words. In case of mismatch between two, the rates quoted in words will only be considered.
11. The firm should have minimum three years experience doing such work in the offices of Central Govt. / State Govt. / PSUs/ Local bodies etc. In this regard, the tenderer should enclose the performance certificate issued by organizations concerned during last three years i.e. 2015 – 16 to 2017 – 18. The performance certificate issued before 2015 – 16 will not be considered.
12. If the services of the contractor are not found satisfactory. NWDA reserves the right to terminate the Contract at any time during the currency of the contract. In all matters of dispute relating to the Contract, the decision of the Director General, NWDA shall be final and binding on the contractor.
13. The rates approved will not be enhanced at any cost during the currency of the contract.
14. No advance payment will be made in any case.
15. Tax would be deducted at source as per rule.
16. The Contractor shall not sub-contract the work in whole or part to third party for the performance of this Contract.
17. **Earnest Money Deposit (EMD):**

The Bidder shall furnish an Earnest Money Deposit (EMD) amounting to ₹ 40,000/- (Forty Thousand) only together with financial bid. EMD shall be in Indian Rupees and shall be in the form of Demand Draft/Banker's Cheque from any of the Nationalized Bank/Scheduled Bank



in favour of "NATIONAL WATER DEVELOPMENT AGENCY", payable at New Delhi, the bids received without earnest money shall be summarily rejected. The earnest money of unsuccessful Bidder shall be refunded after final award of Contract. EMD of the successful Bidder will be released after the Bidder sign the final agreement and furnishes the Performance Guarantee. The EMD shall not carry any interest. The EMD will be forfeited on account of one or more of the following reasons:

- i. Bidder withdraws the Proposal during the validity period specified in Bid document.
- ii. Bidder does not respond to request for clarification of its Proposal.
- iii. In case of successful bidder, if he fails to sign the Agreement in time as per schedule; or furnish the Performance Guarantee.

**18. Disqualifications:**

- i. Tenderers who have been blacklisted or otherwise debarred by NWDA or Central / State Govt. or any Central / State PSUs / Statutory Corporations / Organisations for any failure to comply with the terms and conditions of any contract or for violation of any Statute, Rule or Administrative Instructions will be ineligible during the period of such blacklisting or for a period of three years whichever is earlier.
- ii. The Tenderer, its proprietor / any of its partners / Directors/ Members of its Governing body has not been, at any time, convicted by any court for any offence and sentenced to imprisonment for a period of three years or more for an Offence involving moral turpitude.

**19. Period of Contract:**

The initial period of contract would be for one year, extendable for further period of two years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Rates quoted by the agency/firm would be fixed for a period of one year. After satisfactory completion of one year of service, the contract can be extended for further period of two years annually on the same terms and conditions with mutual agreement in compliance with statutory regulations. In case, performance is not satisfactory, the contract will be terminated even before expiry of one year after duly informing the Agency / Firm and the Performance Security will be forfeited.

**20. Submission of Proposal:**

- i. The bidder must submit their bid in the prescribed format specified at Annexure – III of this bid document and no other format is acceptable.
  - ii. Earnest Money Deposit (EMD) of ₹40,000/- (Fourty Thousand) only of unsuccessful bidders will be returned after finalization of contract with successful bidder. No interest will be payable on the said amount.
  - iii. NWDA reserves its right to accept the bid either in full or in part. Conditional, erroneous and incomplete bids will be rejected outright.
  - iv. NWDA reserves its right to summarily reject offer received from any agency on national guarantee considerations, without any intimation to the bidder.
  - v. NWDA reserves the right to place an order for the whole or part quantities under any items of work indicated in financial bid.
  - vi. Bid should be submitted in sealed cover. The envelop should be duly addressed and superimposed with words "Providing Services of laser printing, scanning, photocopying, laser typing, flex printing, sun board lamination, designing, setting & digitization of maps on computer, CD & DVD writing and Binding of documents for NWDA offices" on top and should reach to the Executive Engineer (HQ), National Water Development Agency, Saket, New Delhi on or before 15<sup>th</sup> February, 2019 (15:00 Hrs.).
  - vii. **An Index must be made for bid documents and for all supporting documents submitted and must be affixed on top of all Annexures submitted. The Index must mention the relevant page number to facilitate quick reference. If any document reference/page number is not mentioned in the Index, it shall not be considered.**
- 21. Opening of Proposal and Selection Process:**

The bids shall be opened on 15<sup>th</sup> February, 2019 at 15:30 hrs in Committee Room, NWDA, Saket, New Delhi in the presence of bidders or their authorized representatives with authority letter who choose to attend the opening of bids. **The work will be awarded to the firm whose summation of (Col 4 x Col 5) of Financial bid will be minimal.** However, if there is a tie at lowest rates, the contract will be awarded to the Agency / Firm who has higher average annual turnover based on recent three years turnover.

**22. Award of Contract:**

- i. The contract will be awarded to the Lowest (*L – I*) successful Tenderer by way of issuance of Award letter by NWDA through post / e – mail / hand delivery under acknowledgment and the Tenderer shall submit the acceptance of work within 3 (three) days from the date of issue of letter awarding the contract. The award letter issued by the NWDA and the acceptance conveyed by the Tenderer will constitute the part of the contract between the Tenderer and the NWDA.
- ii. This Contract shall come into effect from the date of issue of letter awarding the contract by the NWDA or such later date as may be specified in the award letter.

**23. Performance Security**

- i. The successful bidder will be required to deposit ₹ 1,00,000/- towards Performance Security through Demand Draft / Banker's cheque / Bank Guarantee of nationalized bank, New Delhi within 7 (seven) days from the date of issue of letter awarding the contract and before execution of the agreement.
- ii. The Performance Security will remain with NWDA throughout the period of contract and three months thereafter and shall carry no interest at all.

**24. Payment Terms**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- i. The service provider will submit the monthly bill on actual work done basis in triplicate to Executive Engineer (HQ), NWDA. The payment will be released subject to availability of fund and subject to certificate given by the Officer- in-Charge. Tax if any shall be deducted at source as per the relevant Act.
- ii. The payment to the firm will be made through RTGS only. Bank details may be given for release of payment.

**25. Notices:**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered by post / e-mail / hand delivery under acknowledgment to an authorized representative of the respective Parties. However, where such communication is by way of e-mail, the same shall be only from the official E-Mail ID(s) followed by written confirmation duly signed by authorized signatory.

**26. Arbitration:**


- i. All disputes relating to this agreement or claims arising out of or relating to this agreement or breach, termination or the invalidity thereof or on any issue whether arising during the progress of the services or after the completion or abandonment thereof or any matter directly or indirectly connected with this agreement shall be referred to DG, NWDA on receipt of such request form either party. The arbitrator shall be appointed within a period of thirty days from date of receipt of written notice / demand of appointment of arbitrator from either party by DG, NWDA.



- ii. The decision of arbitrator, appointed by DG, NWDA shall be binding on all the parties. The cost of arbitration shall be borne by respective parties equally. The venue of such arbitration shall be Delhi / New Delhi.
- iii. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996, as amended from time to time including provisions in force at the time the references made.

**27. General:**

- i. This document is meant to provide information only and upon the express undertaking that recipients will use it only for the purposes set above. No representation or warranty, expressed or implied is or will be made as to the reliability, accuracy of the competence of any of the information contained herein. It does not purport to be all inclusive of containing all the information regarding the service to be provided or be the basis of the contract. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on roles and responsibilities of service provider. While this document has been prepared in good faith, neither NWDA, nor any of its officers make any representation or warranty or shall have any responsibility or liability whatsoever in receipt of any statements or omissions made herein Any liability is accordingly and expressly disclaimed by NWDA and any of their officers even if any loss or damage is caused by any act or omission on the part of NWDA or any of their officers, whether negligent or otherwise.
- ii. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for selection of service provider. Accordingly interested recipients should carry out an independent assessment and analysis of the requirement of the information, facts and observation contained therein.
- iii. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves and / or observe any applicable legal requirement.

  
(Rakesh Kumar Gupta)  
Executive Engineer (HQ)

ANNEXURE – II

Documents to be submitted along with Financial Bid

S. No	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Copy of Registration Certificate			
2.	Copy of GST Registration			
3.	Copy of PAN No.			
4.	Copy of Income Tax Return for last 3 years (2015-16,2016-17 and 2017-18)			
5.	Details of EMD			
	(i)Amount			
	(ii)Draft No.			
	(iii) Date			
	(iv) Issuing Bank			
6.	Details of Tender Fee			
	(i)Amount			
	(ii)Draft No			
	(iii) Date			
	(iv) Issuing Bank			
7.	Past experience in Central Govt./ State Govt./ PSUs/ Local Bodies etc. Copies of performance certificated issued by above organisation of last three years to be attached			
8.	List of works in hands of Central Govt./ State Govt. / Undertaking alongwith contract details of the organisations.			
9.	Average annual turnover of Last 3 year starting from 2015-16 to 2017-18			
10.	Bank Account Details I			
	(i) Name of Account Holder			
	(ii) Bank Account No.			
	(iii) Name of Bank			
	(iv) Bank Address			
	(v) IFSC Code			

Certified that the above particulars are true & correct. In the event of any such information / document is found to be incorrect / false / manipulated, the NWDA is at liberty to reject the proposal of the Firm without assigning any reasons thereof and without giving any opportunity of being heard.

Date:

Signature: \_\_\_\_\_

SEAL:

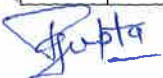
Name and Designation: \_\_\_\_\_



ANNEXURE – III

Financial Bid

क्रं सं.	विवरण	इकाई	Weightage	Rate in figure (Rs.)
1	2	3	4	5
1	Colour Laser Print:			
	i. A-4 (on DO paper)	each	0.005	
	ii. A-3 (on DO paper)	each	0.003	
	iii. A-4 (on 200 gsm Glossy/ Mat card)	each	0.005	
	iv. A-3 (on 200 gsm Glossy/ Mat card)	each	0.0025	
2	Colour Laser Print on Glossy paper/Mat Paper on 90 GSM plotting paper:			
	i. A-0 size	each	0.0025	
	ii. A-1 size	each	0.001	
	iii. A-2 size	each	0.005	
3	B/W Print Laser Print:			
	i. A-4 size	each	0.02	
	ii. A-3 size	each	0.005	
4	Colour Photocopy			
	i. A-4 (on DO paper)	each	0.1	
	ii. A-3 (on DO paper)	each	0.025	
	iii. A-4 (on 200 gsm Glossy/ Mat card)	each	0.1	
	iv. A-3 (on 200 gsm Glossy/ Mat card)	each	0.025	
5	B/W Photocopy (on Normal Paper)			
	i. A-0 size	each	0.0025	
	ii. A-1 size	each	0.005	
	iii. A-2 size	each	0.005	
	iv. A-3 size	each	0.1	
	v. A-4 size	each	0.25	
	vi. F/S size	each	0.001	
6	B/W Photocopy (on DO Paper)			
	i. A-3 size	each	0.015	
	ii. A-4 size	each	0.075	
7	Scanning of Maps / documents			
	i. A-0 size	each	0.001	
	ii. A-1 size	each	0.001	
	iii. A-2 size	each	0.001	
	iv. A-3 size	each	0.005	
	v. A-4 size	each	0.025	
	vi. F/S size	each	0.005	
8	Typing on Computer			
	i. Hindi (Mangal Font)	Per page	0.0025	
	ii. English	Per page	0.001	



9)	Flex Printing			
	i. On normal flex	Per sq.ft.	0.002	
	ii. On star flex	Per sq.ft.	0.001	

10	Sun Board Lamination			
	i. Printing, lamination and framing	Per sq.ft.	0.005	
	ii. Printing, lamination without framing	Per sq.ft.	0.005	
11	CD writing with CD	Per CD	0.0025	
12	DVD writing with DVD	Per DVD	0.0025	
13	Spiral Binding			
	i. A-3 (Upto 100 sheets)	each	0.0025	
	ii. A-3 (101 to 250 sheets)	each	0.002	
	iii. A-3 (Above 250 sheets or additional every 50 sheets )	each	0.0015	
	iv. A-4 (Upto 100 sheets)	each	0.02	
	v. A-4 (101 to 250 sheets)	each	0.015	
	vi. A-4 (Above 250 sheets or additional every 50 sheets )	each	0.005	
14	Perfect Binding			
	i. A-3 (Upto 100 sheets)	each	0.025	
	ii. A-3 (101 to 250 sheets)	each	0.025	
	iii. A-3 (Above 250 sheets or additional every 50 sheets )	each	0.015	
	iv. A-4 (Upto 100 sheets)	each	0.03	
	v. A-4 (101 to 250 sheets)	each	0.025	
	vi. A-4 (Above 250 sheets or additional every 50 sheets )	each	0.015	
15	Cover lamination			
	i. A-4	each	0.002	
	ii. A-3	each	0.002	
16	Designing / Setting on Computer	Per hour	0.002	
17	Digitization of maps on Computer	Per hour	0.001	
			1.000	

Signature of Tenderer with Seal

**Note: L – 1 will be the minimum of Summation of (Col. 4 x Col.5).**