

INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (NAVY)

TENDER NOTICE NO. A- 01/DMPR/2018

PROCUREMENT OF PRINTING OF RECRUITMENT PUBLICITY MATERIALS

1. Online Bids are invited from reputed suppliers for printing of recruitment publicity material as per naval specifications attached with the tender documents.

(a)	Tender inviting Authority, (BUYER)	Principal Director Manpower Planning and Recruitment, (PDMPR) Room No 212, 'C' Wing, Sena Bhawan Rajaji Marg, New Delhi -110 011.
(b)	Scope of the Work	Printing of Recruitment Publicity items as follows: (i) Wall Calendar (3 Types) (ii) Executive Diary (02 Types) (iii) Weekly Planner (in desk format) (iv) Month at a Glance(MAG) Note: Approximate quantity of each item is mentioned in the Tender Enquiry.
(c)	Eligibility and Annual Turn Over	(i) Turnover of Rs 1.30 Crores every year for the last three Financial Years (i.e FY 2015-16, 2016-17 and 2017-18).
		(ii) Printers having own setup/ infrastructure of printing machines in Delhi and NCR only are eligible to apply.
		(iii) Printer should be empanelled as ' A ' Class Printer with Directorate of Printing (DOP), Govt. of India OR Directorate of Advertisement and Visual Publicity (DAVP), I&B Ministry OR who have worked satisfactorily for IHQ MoD(Navy)/DMPR for at least three years in the last five years.
(d)	Availability of Tender Document	From 13 Apr 18 to 04 May 18, on all working days between 10 AM and 4 PM
	Place/address	Room No. 32 'A' wing, Sena Bhawan, Rajaji Marg, New Delhi – 110 011, Tele 011-23010498
	Websites	Tender Document can also be downloaded from <u>www.indiannavy.nic.in</u>
(e)	Cost of Tender Document	INR 500/- (Non refundable and non transferable), by way of DD in favour of Principal Controller of Defence Accounts (Navy), Mumbai. Note: The Tender Document downloaded from internet should be accompanied with tender fees of INR 500/- payable as above tenders without such fee would be summarily rejected.
(f)	Earnest Money Deposit (EMD) (with Technical Bid)	Earnest money in the shape of Demand Draft Rs. 3,00,000/- (Rupees Three lakh only) in favour of Principal Controller of Defence Accounts (Navy), Mumbai be submitted alongwith Technical Bid tenders without EMD would be summarily rejected.
(g)	Date Time and Place of Tender Opening (Technical Bid only)	On 07 May 18 at 1100 hrs at room No 32, 'A' Wing Sena Bhawan, Rajaji Marg, New Delhi – 11 Authorised representatives may kindly be present for the same (Authorization letter is compulsory)

(h)	Period and terms of Delivery/ Supply of items	The successful tenderers will be required to deliver the items, to Sena Bhawan, New Delhi on their own arrangements. The Buyer shall have the right to terminate the contract in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.
(j)	Experience Certificate	Experience Certificate of printing of calendar & diary, with job order from any govt. sector, in last three years should be attached along with Technical bid. Tenders received without such certificates would be summarily rejected

2. Firms are to quote their rates as per price bid format provided in Tender Enquiry. The Tenderers are requested to quote separately for each Job. The type of Job applied for may be mentioned on the envelope containing the Technical Bid.

3. The firms are advised to enclose self attested copies of latest Sales Tax Registration, TIN No., GST Return and WCTC for qualification.

4. **Paper Samples.** The Tenderers are required to attach sample of paper and other relevant material like corner clip, spiral, card board, ribbon, etc, as specified for each job, along with the **Technical Bid**. The Technical Bid without samples will be summarily rejected by the board at the time of opening of the Bid.

5. **IMPORTANT.** Tenderers are required to read the Tender Enquiry carefully and comply with details given in the tender document. Principal Director Manpower Planning and Recruitment (PDMPR) reserve the right to accept or reject any or the entire tender without assigning any reason whatsoever maybe. His decision in the matter shall be final.

6. **Pre-Bid Meeting.** Will be held on 19 Apr 18 at 1000 hrs at Room No 32 'A' Wing, Sena Bhawan, Rajaji Marg, New Delhi -110 011

7. The terms and conditions and tender documents can be obtained from Directorate of Manpower planning & recruitment, Integrated Headquarters of Ministry of Defence(Navy), **Room No. 32, 'A' Wing, Sena Bhawan, New Delhi – 110 011, Telephone No. 23010498** on submission of following :-

- (a) Product range/specialization of the firm.
- (b) Proof of successful execution of at least 01 similar nature order.
- (c) Demand Draft of Rs. 500/- (non-refundable) in favour of Principal Controller of Defence Accounts (Navy), Mumbai towards the cost of Tender Documents.

8. Date of opening of **Commercial bids** will be intimated to technically qualified firms only after evaluation of technical quotes. Commercial Bid format is provided at Part V of RFP. Bidders are advised to upload quotes as .PDF files strictly as per format. Bids not received as per format specified are liable to be rejected summarily.

9. Vendors are required to get registered on <http://navy.govtprocurement.com> for e-Procurement.

10. **Contact Phone No: 011-23010498**

Note: Corrigendum, if any, shall be made on e-proc portal only.



PDMPR
IHQ MoD(Navy)