

Bid Document

| Bid Details | |
|--|---|
| Bid End Date/Time | 23-12-2022 17:00:00 |
| Bid Opening Date/Time | 23-12-2022 17:30:00 |
| Bid Offer Validity (From End Date) | 90 (Days) |
| Ministry/State Name | Ministry Of Petroleum And Natural Gas |
| Department Name | Na |
| Organisation Name | Directorate General Of Hydrocarbons (dgh) Noida |
| Office Name | Oidb Bhwan, Sector-73, Noida |
| Total Quantity | 23050 |
| Item Category | DGH Letter Head Executive Pad of 100 loose sheets , Meeting Pad with DGH logo , File Cover Dark Pink Colour DGH printed , File Cover Dark Pink colour DGH printed , Yellow Envelope , Envelope white Screen Printing per pkt of 250 sun shine equivalent quality , Bank Payment Voucher Colour printing paper pad of 50 set , Cash Receipt white printing pad of 100 sets , Note Sheets ledger pad of 100 , Letter Head DG On imported DO paper D.C.screen printed with golden Emblem , Invitation card 300 GSM Round edges with Golden boundary and golden emboss Emblem in the cards as well as envelop both side printing and Envelope , Visiting card synthetic color screen printing bilingual both side 140 microns pkt of 100nos , Visiting card DG ivory screen printing bilingual both side two colour, with golden emboss Emblem pkt of 100nos , Notepad Spiral with DGH Logo , Identity card , Bilingual Steel name plate with plastic cover , Paper folder with DGH logo , Employees birthday card , Gift Paper bag with DGH logo |
| BOQ Title | BOQ FOR PRINTING ITEMS |
| Minimum Average Annual Turnover of the bidder (For 3 Years) | 4 Lakh (s) |
| Years of Past Experience Required for same/similar service | 3 Year (s) |
| MSE Exemption for Years of Experience and Turnover | No |
| Startup Exemption for Years Of Experience and Turnover | Yes |
| Document required from seller | Experience Criteria,Bidder Turnover *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 |
| Type of Bid | Two Packet Bid |

| Bid Details | |
|---|------------------------------|
| Primary product category | Gift Paper bag with DGH logo |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| Evaluation Method | Total value wise evaluation |

EMD Detail

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|---------------|---------------------|
| Advisory Bank | State Bank of India |
| EMD Amount | 26508 |

ePBG Detail

| | |
|----------|----|
| Required | No |
|----------|----|

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

DG
Oidb Bhwan, Sector-73, Noida, NA, Directorate General of Hydrocarbons (DGH) Noida, Ministry of Petroleum and Natural Gas
(Directorate General Of Hydrocarbons)

Splitting

Bid splitting not applied.

MII Purchase Preference

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|-------------------------|-----|
| MII Purchase Preference | Yes |
|-------------------------|-----|

MSE Purchase Preference

| | |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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. 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.

3. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

4. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

6. 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.

DGH Letter Head Executive Pad Of 100 Loose Sheets

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

| | |
|------------------------|---------------------------|
| Specification Document | View File |
| BOQ Detail Document | View File |

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 700 | 730 |

Meeting Pad With DGH Logo

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 1000 | 730 |

File Cover Dark Pink Colour DGH Printed

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 1000 | 730 |

File Cover Dark Pink Colour DGH Printed

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 1000 | 730 |

Yellow Envelope

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 3000 | 730 |

Yellow Envelope

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 3000 | 730 |

Yellow Envelope

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|--|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 3000 | 730 |

Envelope White Screen Printing Per Pkt Of 250 Sun Shine Equivalent Quality

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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| Specification Document | View File |
| BOQ Detail Document | View File |

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 30 | 730 |

Envelope White Screen Printing Per Pkt Of 250 Sun Shine Equivalent Quality

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 30 | 730 |

Bank Payment Voucher Colour Printing Paper Pad Of 50 Set

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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| Brand Type | Unbranded |
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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 30 | 730 |

Cash Receipt White Printing Pad Of 100 Sets

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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| Brand Type | Unbranded |
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Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 10 | 730 |

Note Sheets Ledger Pad Of 100

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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| Brand Type | Unbranded |
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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 300 | 730 |

Letter Head DG On Imported DO Paper D.C.screen Printed With Golden Emblem

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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|------------|-----------|
| Brand Type | Unbranded |
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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 150 | 730 |

Invitation Card 300 GSM Round Edges With Golden Boundary And Golden Emboss Emblem In The Cards As Well As Envelop Both Side Printing And Envelope

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 2000 | 730 |

Visiting Card Synthetic Color Screen Printing Bilingual Both Side 140 Microns Pkt Of 100nos

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Technical Specifications

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| Specification Document | View File |
| BOQ Detail Document | View File |

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 250 | 730 |

Visiting Card DG Ivory Screen Printing Bilingual Both Side Two Colour, With Golden Emboss Emblem Pkt Of 100nos

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 150 | 730 |

Notepad Spiral With DGH Logo

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 1500 | 730 |

Identity Card

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 200 | 730 |

Bilingual Steel Name Plate With Plastic Cover

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 200 | 730 |

Paper Folder With DGH Logo

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 3000 | 730 |

Employees Birthday Card

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

| | |
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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 500 | 730 |

Gift Paper Bag With DGH Logo

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
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Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
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| 1 | Santanu Dutta | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 2000 | 730 |

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

TECHNICAL REJECTION CRITERIA:

The following vital technical conditions should be strictly complied with failing which the bid will be rejected:

1-The Bidder should be well equipped and should have the required infrastructure and expertise to undertake the job of **supply of Printing Items** and must have experience of having successfully executed such orders for supply during last **three (3) years** ending Bid Closing Date and should be either of the following:

(i) Three similar completed Rate Contracts each are costing not less than Rs . 5.30 Lakhs

(ii) Two similar completed Rate Contracts each are costing not less than Rs. 6.62 Lakhs.

(iii) One similar completed Rate Contracts costing not less than Rs. 10.60 Lakhs

2- The firm should have experience of supplying **Printing Items** in Government Departments /PSUs **OR** other reputed organisations.

3- The vendor must be based in Delhi/NCR. Documentary proof may be submitted.

4- Relevant proof of work order/contracts with work completion certificate must be submitted by bidders, else bid will be rejected.

5- Average Annual Financial Turnover of the bidder during preceding three financial/ accounting years from the original bid closing date should be at least ₹ 4 Lakhs. For proof of Annual Turnover, any one of the following documents must be submitted along with the bid:-

a. Audited Balance Sheet along with Profit & Loss account.

OR

A certificate issued by a practicing Chartered / Cost Accountant (with Membership Number, UDIN and Firm Registration Number). Considering the time required for preparation of Financial Statements, if the last date of preceding financial/ accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/ accounting year are not available with the bidder, then the financial turnover of the previous three financial/ accounting years excluding the preceding financial/ accounting year will be considered.

6- It is mandatory for the vendor to visit DGH Office , Noida , on any working day , within four days of the bid closing date, for **viewing/inspecting the samples of the required items** failing which the bid of the vendor shall be rejected.

SPECIAL TERMS AND CONDITION

1. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
2. Evaluation of offers will be made based on total price of all items inclusive of all charges, taxes & duties for the indicated quantity.
3. Contract will be for a period of two years from the date of its award. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
4. Tenderer should enclose PAN/GST no.
5. Contractor would be required to deliver items at his own cost. No transportation would be paid separately.
6. Since the items under the contract are often required on urgent supply basis the contractor must be based in Delhi/Delhi NCR. With the capability to ensure timely supplies. Delay in supply will be considered as non-performance of the contract resulting to penalty or termination of contract.
7. Estimated annual requirements are purely tentative and may vary and are meant for evaluation purpose only.
8. Prices should be inclusive of all taxes & duties, packing & forwarding charges for door delivery at DGH, Noida office for lot wise requirements.
9. Samples of various Printing items as required, (refer BOQ) can be seen / inspected by prospective bidders. Successful bidder has to arrange supplies as per the samples with DGH, where applicable.
10. In case of calculation mistakes in the submitted bid, unit price will be considered correct and total amount will be corrected at the time of evaluation by evaluating team of DGH.
11. The firm will supply Printing Items only on written order from DGH time to time. The general order shall be supplied within 7 days after release of order and urgent requirement has to be delivered within 2 days after placed an order by DGH.
12. Liquidated Damages: If the Seller fails to deliver any of the ordered quantity within the original specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.

2. **Generic**

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

3. **Generic**

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

4. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of DIRECTORATE GENERAL OF HYDROCARBONS payable at NEW DELHI.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of DIRECTORATE GENERAL OF HYDROCARBONS payable at NEW DELHI. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

8. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

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 specifications 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by 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---