

No. 5/1/2018-NFCH  
**NATIONAL FOUNDATION FOR COMMUNAL HARMONY**  
(an autonomous organization under the Ministry of Home Affairs)



National Foundation  
for Communal Harmony

**COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY 2018**

**TENDER NOTICE**

The National Foundation for Communal Harmony (NFCH), an autonomous organization under the Ministry of Home Affairs, invites sealed Double Bid Tender (Technical & Financial) from reputed printers/suppliers for printing and supply of flag stickers, posters, wrappers, brochures, letters, pamphlets and big size envelopes with inside cloth, etc. in bulk quantity. The tender documents and specimen of materials may be downloaded from Central Public Procurement Portal (<http://eprocure.gov.in>), the website of the Foundation [[www.nfch.nic.in](http://www.nfch.nic.in)] or may be personally obtained from the office of NFCH, 9<sup>th</sup> Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003 during office hours from 21/5/2018 to 07/06/2018. The complete sealed tenders may reach the Foundation by Registered / Speed Post or by hand latest by 1:00 PM on **Friday, 8<sup>th</sup> June, 2018** which shall be opened at 3.00 P.M. on the same day.

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**NATIONAL FOUNDATION FOR COMMUNAL HARMONY**  
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Lok Nayak Bhavan, Khan Market, New Delhi-110003  
Dated the 18<sup>th</sup> May, 2018

**COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY -2018**

**TENDER DOCUMENT**

The National Foundation for Communal Harmony (NFCH), an autonomous organization with the Ministry of Home Affairs, Government of India, invites sealed Double Bid Tender (Technical & Financial bid) from the reputed printers and suppliers for printing and supply of the following materials in connection with Communal Harmony Campaign Week and Flag Day 2018 of the Foundation. Interested firms are required to furnish Earnest Money deposited in the form of Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized banks in an acceptable form for an amount of Rs.75,000/- in favour of **Secretary, National Foundation for Communal Harmony** along with the other requisite documents as mentioned in the tender papers, failing which the tender will be rejected straightway, except the cases where exemption is granted (**Valid exemption Certificate holders**). Complete tender papers should reach the Foundation office and addressed to **Secretary, NFCH, 9<sup>th</sup> Floor, C Wing, Lok Nayak Bhavan, Khan Market, New Delhi-110003** latest by 1:00 PM on **Friday, the 8<sup>th</sup> June, 2018**. The tender would be opened at 3:00 PM on the same day.

**SPECIFICATIONS/ DESCRIPTION OF MATERIALS**

(1) **Flag Stickers –**

Quantity	5, 30,00,000*		
Size:	4.5 cms. x 2.5 cms.		
Design & printing	Stickers in four colors with printing, 'Communal Harmony' in English and Hindi version around the Logo in oval shape		
Paper	Upper layer (Gum paper-70 GSM chromo art paper and back layer (release paper) of 60 GSM of good quality. (Each sheet should contain 50 flag stickers)		
Quality of glue	Quality of adhesive used in the sticker should be of high quality so that the flag would stick well on cloth.		
Packing	To be supplied in thin polythene covers as per details given in flowing table:		
<b>Number of flag stickers in each packet</b>	<b>Quantity in one packet</b>	<b>Number of packets</b>	<b>Total flag stickers required</b>
1000	50 flags stickers x 20 sheets	25,800	2,58,00,000
500	50 flags stickers x 10 sheets	370	1,85,000
300	50 flags stickers x 6 sheets	82,500	2,47,50,000
200	50 flags stickers x 4 sheets	2,200	4,40,000
100	50 flags stickers x 2 sheets	18,250	18,25,000
		<b>Total:</b>	<b>5,30,00,000</b>

\* Rates may be quoted for per thousand stickers + GST extra as applicable

(2) **Posters:**

Quantity	2, 55,000*
Size	60 cms x 45 cms
Designing and printing	Logo and other matters in four colors. Offset Printing bilingual as per specimen
Paper	Map Litho/ sunshine –95 GSM
Packing	To be supplied in thin polythene covers each packet containing two posters

*\* Rates may be quoted for per poster + GST extra as applicable*

(3) **Wrappers:**

Quantity	2,55,000*
Size	34 cms x 13 cms [to wrap collection boxes]
Design and printing	With Logo in four colors and matters in offset printing in English and Hindi as per specimen
Paper	Map Litho – 95 GSM
Packing	To be supplied, duly folded in thin polythene covers each packet containing two wrappers

*\* Rates may be quoted for per wrapper + GST extra as applicable*

(4) **Booklet (Brochure):**

Quantity	1, 26,000*
Size	21 cms x 14 cms [book shape]
Printing	Inside text in black and white. Logo on cover page and back pages in four colors as per specimen.
Paper	110 GSM Art paper for inside text. 130 GSM Art paper/ sunshine for cover pages
Pages	28 pages text +2 pages covers
Binding	pinned on both ends (center stapled)

*\* Rates may be quoted for per booklet + GST extra as applicable*

(5) **Letters:**

Quantity	1, 26,000* (Three types of letters, matter slightly different for each letter). One pages both sides printed with one page Annexure in single side, as per specimen. All pages adjoined)
Size	A4
Paper	80 GSM Art Paper
Printing	Offset printing in single color with colored logo of the Foundation on top right of the front page as per specimen.

*\* Rates may be quoted for per letter + GST extra as applicable*

(6) **Pamphlets:**

Quantity	1, 26,000. (8 pages or 12 pages, as per specimen)
Size	A4
Paper	130 GSM, Gloss Art Paper
Printing	Offset printing in English/Hindi in Multi-colour as per specimen

*\* Rates may be quoted for per copy for 8 pages or 12 pages + GST extra as applicable*

(7) **Envelopes:**

Quantity	1, 26,000 (1,25,000 + 1,000)
Size	14"x 10" (1,25,000 envelopes)* 16"x 12" (1,000 envelopes)*
Quality/Paper	Yellow paper of 120 GSM with old cloth inside the envelope
Printing	Name and address of the Foundation in both English and Hindi will be printed in single colour on the left bottom of the envelope. Registered Parcel also in both English and Hindi will be printed in single colour on the top of the envelope.

*\* Rates may be quoted for per piece + GST extra as applicable*

**TERMS AND CONDITIONS:**

- 1) Suppliers/printers are required to submit technical bid as well as financial bid in two separate sealed envelopes. The technical bid should be of the same specification prescribed by the Foundation; otherwise, the bid quoted will be rejected straightway.
- 2) The Bidders shall deposit EMD (Earnest Money Deposit) for an amount of Rs.75,000/-(Rupees Seventy Five Thousand only) in the form of an Fixed Deposit Receipt or Bank Guarantee from a Nationalized Bank in an acceptable form in favour of **Secretary, National Foundation for Communal Harmony** payable at New Delhi along with the sample of paper of publicity material as per specification mentioned in the Tender document. The EMD money will remain valid till the time bid is valid. EMD money of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity. Any bid not accompanied by EMD money shall be rejected, except the cases where exemption is granted (**Valid exemption Certificate holders**). EMD money so deposited shall not be carrying any interest.
- 3) A copy of GST Registration Certificate, Registration under Factory Establishment, TIN registration, PAN Card of the bidder firm are also required to be enclosed with the bid. Bidders are also requested to fill-up an Application Form enclosed at **Annexure-I**.
- 4) Successful bidders who will be awarded the contract will be required to furnish the Performance Security to the Foundation, which will be 7% of the estimated amount of the awarded contract. It may be submitted in the form of Fixed Deposit Receipt or Bank Guarantee from a Nationalized Bank in an acceptable form in favour of **Secretary, National Foundation for Communal Harmony** payable at New Delhi.
- 5) Rates quoted by the printer/supplier shall remain valid for a period of six months or completion of the work of the Communal Harmony Campaign Week and Flag Day of the Foundation for the year 2018, whichever is later.
- 6) Printer(s)/supplier(s) who would be awarded contract must ensure that the quality of materials should not be inferior than specified in the tender papers and sample given by them. They must ensure that the delivery of awarded materials should be completed within time as provided in the work order. In case of deviation on these counts the contract may be terminated and their Earnest Money/ Performance Security would be forfeited.
- 7) The firm to be awarded the contract shall be required to submit first proof within 07 days from the date of placement of work/supply orders. The second proof with correction shall be required to be submitted in the next 3 days. Final proof, if required, shall be submitted in the next 02 days for clearance by the Foundation in writing.
- 8) Supply of materials in accordance with the finally approved specimen, as per agreement, should be completed and delivered latest by **the 20<sup>th</sup> August, 2018** at a place in Delhi/New Delhi, to be specified by the Foundation. **The successful bidders would be given the work order only when they would give an undertaking in writing that they would supply the full quantity of the material within the time frame and will maintain quality standards.**

- 9) In case the printer/supplier fails to deliver the materials within the agreed time frame, lesser quantity, the Foundation shall impose appropriate penalty due to its physical loss and failure to fulfill the obligation in time. Decision of Secretary, NFCH in this regard shall be final and binding.
- 10) The Earnest Money of those firms who could not be awarded contract will be returned to them within one month of the decision taken for awarding work order. The Performance Security of successful Bidders/Printer/Supplier would be returned after the completion of the dispatch work of CHC and Flag Day 2018 and payment of final bills.
- 11) The printer/supplier is required to ensure that the quantity and quality of the material is as per agreement. Any deviation in this regard shall be taken adversely and the Foundation shall deduct the appropriate amount from the final payment on this account.
- 12) Rates of the each publicity material are to be submitted in the Official Letter Head of the Firm and GST tax or any other expenditure, if any, should clearly be mentioned additionally in the Financial Bid otherwise it would be presumed that all taxes are included in the rates so quoted for each material.
- 13) Those who do not have their own printing press should not quote for the printing work. The infrastructure of the parties may be inspected by the officials of the Foundation to assess the capability to deliver the quality and adhering to time frame.
- 14) If the successful bidder is not able to supply the material timely and fails to adhere to quality standards, then Secretary, NFCH will have the right to award the work concerned to any other firm.
- 15) Normally, the tender will be awarded to the lowest bidder. However, NFCH is not bound to follow this, if it is felt that the Firm will not be able to complete the task timely or will not be able to adhere to quality standards, NFCH may at any time by giving notice in writing to the bidders terminate the tendering process. NFCH may terminate the contract or cancel the award letter if it is found that the Firm is black listed on previous occasions by any of the Central or State Government / Departments /Institutions / Local Bodies / Municipalities / Public Sector Undertakings, etc.
- 16) NFCH may cancel the award of work if the successful bidder fails to furnish the Performance Security or fails to execute the agreement within the time specified.
- 17) NFCH reserves the right to cancel this tender or modify the requirement. NFCH also reserves the right to modify/relax any of the terms & conditions of the tender by declaring / publishing such amendments and all prospective printers/suppliers would be informed about it. Secretary, NFCH shall have all the rights as the Competent Authority to take any decision in the matter relating to above tender.
- 18) Any doubt should be got clarified from the Foundation well in time. In case of any litigation the jurisdiction of the judicial proceedings will be at New Delhi.

This issues with the approval of Competent Authority, NFCH



(Sourabh Dubey)  
Assistant Secretary  
Tele: 24646139, 24643052  
18<sup>th</sup> May 2018



National Foundation  
for Communal Harmony

Annexure-I

No. 5/1/2018-NFCH

**National Foundation for Communal Harmony**  
(An autonomous organization under the Ministry of Home Affairs)  
9<sup>th</sup> Floor, C Wing, Lok Nayak Bhawan Khan Market, New Delhi-110003  
Ph: 011-24643052, 24646139

**COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY 2018**

**APPLICATION FORM FOR TECHNICAL BID**

1.	<b>Name and registered address of the Company/ Establishment</b>	
2.	<b>Contact Telephone No./ Mobile No. : /e-mail ID</b>	
3.	<b>Name and designation of the : authorized person /owner</b>	
4.	<b>Registration No. Under the Shops and Establishment Act</b>	
5.	<b>Sales Tax Registration No. /KST No./ : Service Tax No. CST No.</b>	
6.	<b>E.M.D. Details: DD No. Amount, Bank, etc./ Valid Exemption Certificate details</b>	
7.	<b>Proof of Turn Over :</b>	
8.	<b>Wholesaler/ Retailer :</b>	
9.	<b>PAN/TAN/GIR/ GST No. :</b>	
10.	<b>Any other Information/ Experience / Empanelment</b>	

(Signature & Seal of Applicant/Proprietor of firm)

Name of representative: .....

Date: .....

Place: .....