

No. 5/1/2017-NFCH
NATIONAL FOUNDATION FOR COMMUNAL HARMONY
(an autonomous organization under the Ministry of Home Affairs)



COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY 2017

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 the website of the Foundation [www.nfch.nic.in] or Central Public Procurement Portal –<http://eprocure.gov.in>, or may be personally obtained from the office of NFCH, 9th Floor, ‘C’ Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003 during office hours from 17/5/2017 to 26/5/2017. The complete sealed tenders may reach the Foundation by Registered / Speed Post or by hand latest by 1:00 P.M. on **Monday, 5th June, 2017** which shall be opened at 3.00 P.M. on the same day.

No.5/1/2017-NFCH
NATIONAL FOUNDATION FOR COMMUNAL HARMONY
(An autonomous organization under the Ministry of Home Affairs)

Lok Nayak Bhavan, Khan Market, New Delhi-110003
Dated the 12th May, 2017

COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY -2017

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 2017 of the Foundation . Interested firms are required to furnish Earnest Money or Bank Guarantee for an amount of Rs.75,000/- along with the tender papers failing which the tender papers will be rejected straightway. Earnest Money should be deposited in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the commercial banks in an acceptable form. Complete tender papers should reach the Foundation office and addressed to **Secretary, NFCH, 9th Floor, C Wing, Lok Nayak Bhavan, Khan Market, New Delhi-110003 latest by 1:00 PM on Monday, the 5th June, 2017.** The tender would be opened at 3:00 PM on the same day.

Specifications/ Description of materials:

(1) **Flag Stickers –**

Quantity	5, 00,00,000.		
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:		
Number of flag stickers in each packet	Quantity in one packet	Number of packets	Total flag stickers required
1000	50 flag stickers x 20 sheets	25,000	2,50,00,000
300	50 flag stickers x 6 sheets	70,000	2,10,00,000
200	50 flag stickers x 4 sheets	11,000	22,00,000
100	50 flag stickers x 2 sheets	18,000	18,00,000
		Total requirement	5,00,00,000

(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

(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

(4) **Information Brochures:**

Quantity	1, 23,000
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)

(5) **Printing of Letters:**

Quantity	1, 26,000 (Three types of slightly different matters). Two pages both sides printed with one page annexure, as per specimen
Size	A4
Paper	80 GSM Art Paper
Printing	Offset printing in black colour with coloured logo of the Foundation on top of the front page as per specimen.

(6) **Printing of Pamphlets:**

Quantity	1, 26,000. (8/12/16 pages, as per specimen)
Size	A4
Paper	130 GSM, Gloss Art Paper
Printing	Offset printing in English/Hindi in Multi-colour as per specimen

(7) **Envelopes:**

Quantity	1, 25,000 (1,24,000 + 1,000)
Size	14"x 10" (1,24,000 envelopes) 16"x 12" (1,000 envelopes)
Quality/Paper	Yellow paper of 120 GSM with ordinary cloth inside the envelope
Printing	Name and address of the Foundation in both English and Hindi will be printed on the left bottom of the envelope.

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 if the technical bid does not fulfill the requisite specification. Financial Bid will be considered only after the bidder qualifies in the Technical Bid.
- (2) Bidders are required to furnish Earnest Money of Rs.75,000/- along with the tender papers. Earnest Money should be deposited in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form. A copy of VAT registration, TIN registration and 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 (Annexure-1).
- (3) Successful bidder who will award the contract is/are required to be furnish the Performance Security to the Foundation, which will be 7% of the estimated amount of the contract. It may be submitted in the form of Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from a Commercial Bank in an acceptable form.
- (4) 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 2017, whichever is later.
- (5) 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 delivery of materials in 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.
- (6) The firm to be awarded the contract shall be required to submit first proof within one week 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 two days for clearance by the Foundation in writing.
- (7) Supply of materials in accordance with the finally approved specimen, as per agreement, should be completed and delivered latest by **the 25th August, 2017** at a place in Delhi/New Delhi, to be specified by the Foundation.

- (8) In case the printer/supplier fails to deliver the materials within the agreed time frame, the Foundation shall impose appropriate penalty due to its physical loss and failure to fulfill the obligation in time. Decision of Competent Authority, NFCH in this regard shall be final and binding.
- (9) 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 Printer/Supplier would be returned after the completion of the work of CHC and Flag Day.
- (10) 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 count.
- (11) Rates of VAT/Sales Tax/work contract tax or any other expenditure, if any, should clearly be mentioned in the tender submitted by the Supplier, otherwise it would be presumed that all taxes are included in the rates so quoted for each material.
- (12) 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.
- (13) Any doubt on the issue should be got clarified from the Foundation well in time. In case of any litigation the jurisdiction of the judicial proceedings would be New Delhi.

This issues with the approval of Competent Authority, NFCH



(Sourabh Dubey)
Assistant Secretary
Tele: 24646139, 24643052
12th May 2017



National Foundation
for Communal Harmony

Annexure-I

No. 5/1/2017-NFCH

National Foundation for Communal Harmony
(An autonomous organization under the Ministry of Home Affairs
9th Floor, C Wing, Lok Nayak Bhawan Khan Market, New Delhi-110003
Ph: 011-24643052, 24646139 Fax: 011-24610524

COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY 2017

APPLICATION FORM FOR BIDDING

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

(Signature & Seal of Applicant/Proprietor of firm)

Date:

Place.....