



National Foundation
for Communal Harmony

No.5/1/2021-NFCH

NATIONAL FOUNDATION FOR COMMUNAL HARMONY

(An autonomous organization under the Ministry of Home Affairs)

9th Floor, C Wing, Lok Nayak Bhavan,
Khan Market, New Delhi-110003

Dated the 9th June, 2021

COMMUNAL HARMONY CAMPAIGN WEEK & FLAG DAY -2021

TENDER NOTICE & TENDER DOCUMENT

National Foundation for Communal Harmony (NFCH), an autonomous organization with Ministry of Home Affairs, Government of India, invites sealed Double Bid Tender (Technical & Financial bid) from reputed printers and suppliers for printing and supply of following materials in connection with **Communal Harmony Campaign Week and Flag Day 2021** 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 Foundation office addressed to **Secretary, NFCH, 9th Floor, C Wing, Lok Nayak Bhavan, Khan Market, New Delhi-110003** latest by **1:00 PM on Friday, the 25th June, 2021**. The tender would be opened on same day at **3:00 PM**.

SPECIFICATIONS/ DESCRIPTION OF MATERIALS

(1) Flag Stickers –

Quantity	5, 20,00,000*		
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. (one sheet should contain 50 flag stickers)		
Quality of glue	Quality of adhesive used in the sticker should be high quality so that the flag would stick well on cloth.		
Packing	To be supplied, as per details given in following table, each packet should be counted and packed in 40 microns polythene cover:		
Number of flag stickers in each packet	Quantity in one packet	Number of packets	Total flag stickers required
1000	50 flags stickers x 20 sheets	25,250	2,52,50,000
500	50 flags stickers x 10 sheets	370	1,85,000
300	50 flags stickers x 6 sheets	81,000	2,43,00,000
200	50 flags stickers x 4 sheets	2,200	4,40,000
100	50 flags stickers x 2 sheets	18,250	18,25,000
		Total:	5,20,00,000

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

(2) Posters:

Quantity	2, 50,000*
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, duly folded containing two posters.

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

(3) Wrappers:

Quantity	2,50,000*
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 containing two wrappers

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

(4) Letters:

Quantity	Total -1,20,000* letters (Three (03) different types of letters (Principal/Director/Branch Manager/Open letter), matter slightly difference in each letter).
Size	A4
Paper	Map Litho- 80 GSM
Printing	<ul style="list-style-type: none">Three printed pages including one page Annexure, as per specimen. All pages adjoined)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 per letter + GST extra as applicable*

(5) Pamphlets-Sankalp:

Quantity	1, 21,000. (16 pages,)
Size	A4
Paper	130 GSM, Gloss Art Paper
Printing	Offset printing in English/Hindi in Multi-colour as per specimen

** Rates may be quoted per copy for 16 pages pamphlet + GST extra as applicable*

(6) Envelopes:

Quantity	1, 20,000 (size 14"x 10")
Size	14"x 10" *
Quality/Paper	Yellow paper of 130 GSM with plastic lamination inside the envelope
Printing	Name and address of the Foundation should be printed in single colour on the left bottom of the envelope. Registered Parcel also printed in single colour on the top of the envelope.

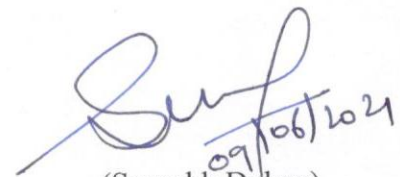
** Rates may be quoted per envelope + GST extra as applicable*

TERMS AND CONDITIONS:

- 1) Suppliers/printers are required to submit Technical Bid and Financial Bid in two separate sealed envelopes. The Technical Bid should be of the same specification as 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 (FDR) 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 EMD 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 work 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 within 7 days of receiving of Work Order.
- 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 2021, whichever is later.
- 6) Printer(s)/supplier(s) who would be awarded contract must ensure that the quality of materials should not be inferior then specified in the tender document and sample given by them. They must ensure that the delivery of awarded materials should be completed within time frame as provided in the work order. In case of deviation on these counts the work order may be terminated and their Performance Security will be forfeited.
- 7) The firm to be awarded the work order 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. The printing work should be start after obtaining final approval of the Foundation in writing.
- 8) Supply of awarded publicity materials in accordance with the finally approved specimen, as per agreement, should be started from **25th September 2021** and to be completed and delivered latest by **the 15th October 2021** 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 will supply the full quantity of material within the time frame and will maintain quality standards as well.**
- 9) In case the printer/supplier fails to deliver the materials within the agreed time frame or 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 Deposit (EMD) 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 2021 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

9th June 2021

Encl: As above

No. 5/1/2021-NFCH

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9th Floor, C Wing, Lok Nayak Bhawan Khan Market, New Delhi-110003

Ph: 011-24643052, 24646139

COMMUNAL HAROMY CAMPAIGN WEEK & FLAG DAY 2021

APPLICATION FORM FOR TECHNICALBID

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./ Valid Exemption Certificate details	
7.	Proof of Turn Over :	
8.	Wholesaler/ Retailer :	
9.	PAN/TAN/GIR/ GST No. :	
10.	Any other Information/ Experience / Empanelment	

(Signature & Seal of Applicant/Proprietor of firm)

Name of representative:

Date:

Place: