

**TENDER DOCUMENT**

**FOR**

**PRINTING OF BOOKS OF ACCOUNTS, ETC.**

**(WITH MATERIAL)**

**HARYANA STATE RURAL LIVELIHOODS MISSION**

**Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Institutional  
Plot No.-1, Sector-17, Panchkula**

**Telefax: 0172-2581590**

**Website: [www.hsrlm.gov.in](http://www.hsrlm.gov.in)**

**Cost of Tender Document: Rs.500/-**

**LAST DATE FOR SUBMISSION OF TENDERS : Upto 3:00 PM on 15-04-2015**

**OPENING OF BIDS : At 4:00 PM on 15-04-2015**

## HARYANA STATE RURAL LIVELIHOODS MISSION

**Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Institutional Plot No.-1, Sector-17,  
Panchkula**

**Telefax: 0172-2581590**

Sealed tenders are invited from the reputed printers for the printing of Books of Accounts (with material) for the office of Chief Executive Officer, Haryana State Rural Livelihoods Mission as under:

	<u>Item</u>	<u>Size</u>	<u>No. of leafs/pages</u>	<u>Quality of paper</u>	<u>No.of regis/books</u>
i.	Proceeding Books: <b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
ii.	Cash Book : <b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
iii.	Loan Ledger : <b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
iv.	General Ledger : <b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
v.	Voucher Books(SHG): <b>(with stitch binding and with hard cover paper)</b>		100 leafs in each book 1/3 <sup>rd</sup> size of A4	70GSM <b>White Paper</b>	20,000 Nos
Vi.	Receipt Books(SHG): <b>(with stitch binding and with hard cover paper)</b>		100 leafs in each book 1/3 <sup>rd</sup> size of A4	70 GSM <b>White Paper</b>	30,000 Nos.
Vii.	Pass Book:		32 leafs in each book 1/2 size of A4	70 GSM <b>White Paper</b>	20,000 Nos.

**Samples of the books of Accounts to be printed can be seen/obtained from the office during office hours. The softcopies of the formats will be provided by the office for making samples for approval of HSRLM.**

**CEO, HSRLM**

**A. Information relating to submission of Bids.**

1. Tenders are invited for printing (with material) of books of Accounts for the following items:-

<b><u>Item</u></b>	<b><u>Size</u></b>	<b><u>No. of leafs/pages</u></b>	<b><u>Quality of paper</u></b>	<b><u>No.of regis/books</u></b>
i. Proceeding Books:	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
<b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>				
ii. Cash Book:	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
<b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>				
iii. Loan Ledger :	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
<b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>				
iv. General Ledger :	8"X13"	150 leafs	70 GSM <b>Ledger Paper</b>	1500 Nos.
<b>(with side/ corners cloth binding &amp; hexin binding from centre)</b>				
v. Voucher Books(SHG):		100 leafs in each book 1/3 <sup>rd</sup> size of A4	70GSM <b>White Paper</b>	20,000 Nos
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Vi. Receipt Books(SHG):		100 leafs in each book 1/3 <sup>rd</sup> size of A4	70 GSM <b>White Paper</b>	30,000 Nos.
<b>(with stitch binding and with hard cover paper)</b>				
Vii. Pass Book:		32 leafs in each book 1/2 size of A4	70 GSM <b>White Paper</b>	20,000 Nos.

**1.A. Dates for printed material to be supplied in three lots i.e 1/3<sup>rd</sup> by 25<sup>th</sup> May, 2015, 1/3<sup>rd</sup> by 15<sup>th</sup> June, 2015 and the rest by 15<sup>th</sup> July, 2015**

2. The tender document containing eligibility criteria, scope of work, terms & conditions can be downloaded from HSRLM website [www.hsrlm.gov.in](http://www.hsrlm.gov.in). Those who download the tender document from website should enclose a Demand Draft of Rs.500/- (Rupees five hundred only) drawn on any Nationalised Bank/ Scheduled Bank in the favour of Chief Executive Officer, HSRLM, payable at Panchkula for Rs. 500/- (rupees five hundred only)

along with their offers of rates in the tender form in the Cover. Tender received without Demand Draft will not be entertained and shall be rejected straightway.

3. The interested agencies are required to submit their financial bid in the tender form enclosed in a sealed cover superscribed as "Tender for "Printing of Books of Accounts" so as to reach Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Institutional Plot No. 1, Sector-17, Panchkula before 15:00 hrs on or before 15-04-2015. All envelopes should be addressed to the Chief Executive Officer, HSRLM by designation not by name. The financial bids shall be opened on 15-04-2015 at 16:00 hrs at **Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Institutional Plot No. 1, Sector-17, Panchkula** in presence of the bidders or their authorized representatives who choose to remain present.
4. Each page of tender schedule should be signed by the tenderer or his authorised representative with seal of the firm. The names and designation of all persons signing shall be typed or printed below the signatures. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization may be enclosed along with tender.
5. The tender must be accompanied with Earnest Money of Rs.50,000/-(rupees twenty five thousand only) in the shape of Demand Draft drawn on any Nationalised Bank/ Scheduled Bank payable at Panchkula in favour of Chief Executive Officer, HSRLM valid for 6 months of the submission of the bids. Bids received without Earnest Money Deposit (EMD) and tender fees (non-refundable) shall stand rejected and thus shall not be considered for evaluation at any stage.
6. The Earnest Money (EM) shall be returned to the unsuccessful bidders after finalization of contract without any interest.
7. The bid shall be valid and open for acceptance of the Competent Authority of HSRLM for a period of 6 months from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by successful bidder shall be entertained.
8. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by HSRLM shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.

9. The rate quoted should be with applicable tax, if any which should be shown separately. There should not be any upward revision of rate other than the statutory taxes during the period of contract for which bidder shall produce documentary evidence.
10. HSRLM reserves the right to accept or reject any or all bids without assigning any reasons. HSRLM also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
11. The tender document is not transferable under any circumstances.
12. All cost incurred in connection with submission of bids like preparation, submissions, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. HSRLM will not be responsible/ liable for the same regardless of the outcome of the tendering process.

**B. Eligibility Criteria for Tendering.**

1. The bidder/tenderer may be a proprietary firm, partnership firm, Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
2. The Bidder/Tenderer shall have experience of at least 3 years in the profession.
3. Financial Turnover during the last 3 years, ending 31st March 2015 should be at least Rs. 10.00 lac per year. Documentary evidence to be provided duly attested by Competent Authority.
4. The bidder/tenderer shall have to submit the following documents along with the financial bid:-
  - i) Registration shall be at least 3 years old.
  - ii) Valid License.
  - iii) Income Tax Registration.
  - iv) Service Tax Registration.
  - v) PAN Number.
5. Document showing experience of supplying similar material if any of costing Rs. 5 lacs or above, in India, to at least Government/Board/Corporation/Company/Society or Council in last 3 years, with photocopies of purchase order and satisfactory performance certificate from such departments.

**C. Scope of work**

The firm shall print the material after the approval of the samples and shall arrange to supply the printed books of accounts with material FOR or the destination decided and within the stipulated period as per work/supply order. The samples will have to be got approval within 10 days of the work/supply order.

**D. Terms of Payment**

The payment shall be made as per the following terms and conditions:

- (i) 90% against the supply of the material after inspection.
- (ii) Balance 10% will be released within 30 days after the execution of the complete order and correct receipt of goods as per specifications and terms of the contract at destination.

**E. General Terms & Conditions**

1. IT SHOULD BE CLEARLY MENTIONED AS "TENDER FOR BOOKS OF ACCOUNTS" DUE ON 15-04-2015 ON THE TENDER .
2. The sealed cover containing financial bid should be addressed to the Chief Executive Officer, HSRLM by designation not by name.
3. Unsealed tenders will not be entertained.
4. HSRLM shall resume no responsibility for misplacement or pre-mature opening of any part of tender, in case of the instructions are not complied by the tenderer.
5. Bids sent through Fax/E-mail shall not be entertained and will be rejected straightaway.
6. The firms may submit their tender on or before 15-04-2015 till 3:00 PM thereafter no tender will be accepted.
7. Any offer received after the deadline for submission of offers shall be rejected and returned unopened to the tenderer.
8. Those who download the tender document from website should enclose a Demand Draft of Rs.500/- (Rupees five hundred only) drawn on any Nationalised Bank/ Scheduled Bank in favour of Chief Executive Officer, HSRLM, payable at Chandigarh along with their bid in the Cover. Tender/Bid received without Demand Draft will not be entertained and shall be rejected straightway.
9. The tender must be accompanied with Earnest money of Rs. 50,000/- in the shape of Demand Draft drawn on any Nationalised Bank/ Scheduled Bank payable at Chandigarh in favour of Chief Executive Officer, HSRLM valid for 30 days.
10. Tender without earnest money or short of it, or not in forms specified above will not be entertained and shall be rejected straightway.
11. The tenders shall be opened at 4:00 PM on i.e. 15-04-2015. In the event of the date of receipt or opening of tender being declared a holiday by the Haryana Government, the due date of receipt/opening of the tender will be following working day at the same hours.
12. The tender form is not transferable.
13. Tender offer should be typed and should not be hand written.
14. Any conditional tender or any deviation from the terms and conditions of the tender shall be liable to be rejected.
15. Rates should be quoted FOR Haryana State Rural Livelihoods Mission, Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Institutional Plot No.-1, Sector-17, Panchkula including packing, forwarding etc or the destination decided by HSRLM.
16. The price should be clearly quoted along with the breakup of all taxes and duties, if any. If any new tax/duty is levied during the contract period the same will be borne by the firm exclusively. TDS will be deducted from the payment of the contractor as per the prevalent laws.

17. Rate should be mentioned both in figure as well as in words.
18. The Public Sector Undertaking of the Central/State Government shall be exempt from furnishing security money.
19. The Chief Executive Officer, HSRLM reserves all right to accept or reject any tender without assigning any reason and also has right to impose/relax any term or condition of the tender.
20. Each page of tender schedule should be signed by the tenderers or his authorised representative with seal of the firm. The names and designation of all persons signing shall be typed or printed below the signatures.
21. All the corrections/overwriting must be signed by the tenderes.
22. Tender should be in the sealed cover in envelopes for Financial/price bid. The earnest money should be attached with the bid. Tender received without earnest money will not be entertained.
23. No Advance payment will be made.
24. The Earnest Money shall be released without interest after 3 months of completion / supply of the material after being satisfied of the successful completion of the order and after clearing all the liabilities from the Agency.
25. In case of any changes of constitution of the Agency, the rights of HSRLM HARYANA shall remain intact.
26. The rates quoted will be valid for 180 days from the date of the opening of the tender and the same cannot be changed at a later stage.
27. Supply order will be placed separately.
28. The rates should be quoted in Indian Currency.
29. Chief Executive Officer, HSRLM reserves the right to purchase the material at the risk, cost and responsibility of the supplier, in case of non-supply, short supply and supplies not Conforming to the specifications. All expenses including excess payment in risk purchases shall be adjusted against security deposit/outstanding payment the same shall be recoverable from the supplier.
30. In case of violation of any term and condition, security/earnest money of the tenderer shall be forfeited in full or part at the entire discretion of the Chief Executive Officer, HSRLM.
31. The supply as per specification/standard etc. shall have to be made within the stipulated period otherwise supply may be rejected and returned to the firm(s) on firm(s) expenses.



32. The rates are accepted on the distinct understanding that the rates charges for the material/supply under the contract by the firm shall in no event exceed the lowest price at which the firm print/supply the material of identical description to any other person or other Govt. institution during the period of contract.
33. The Chief Executive Officer, HSRLM reserves all right to accept or reject the goods, if the same are not found accordance with the requirement description/specifications.
34. In case of short/defective supply the firm will be informed immediately after the supply is received in the Haryana State Rural Livelihoods Mission, Panchkula.
35. The rejected supply from the Haryana State Rural Livelihoods Mission, Panchkula will be lifted at the entire cost and risk of the firm. Haryana State Rural Livelihoods Mission, Panchkula will not bear any expenses on this account. The material will be lying in the Haryana State Rural Livelihoods Mission, Panchkula premises at their own risk and cost.

**E. Penalty:**

Chief Executive Officer, HSRLM reserves the right to impose penalty if tenderer fails to supply the material within stipulated period from the date of placing of supply order. Penalty @ Rs. 1000/- of value of delayed portion of supply per day subject to maximum 10% of value of delayed portion of supply order will be levied. Chief Executive Officer, HSRLM reserves the right to relax the penalty clause if there is some genuine reason for delay. The supply order will be terminated if supply is not made within stipulated period or further extended period, allowed by the Chief Executive Officer, HSRLM.

Notwithstanding the provisions of clauses contained in this deed; the tenderer shall not be liable for forfeiture of its performance security, liquidated damages, termination for default, if he is unable to fulfill his obligation under this deed due to event of **force majeure** circumstances.

For purpose of this clause, "Force majeure" means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of Govt. either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and fright embargoes.

However, If a force majeure situation arises, the contractor shall immediately notify the "HSRLM" in writing. The decision of the Chief Executive Officer, HSRLM in above conditions shall be final.

**F. ARBITRATION:**

If any question, dispute or difference what so ever shall arises between HSRLM and the contractor, in the connection with this agreement except as to matters, the decisions for which have been specifically provided, either party may forthwith give to the other notice in writing of existence of such question, dispute or difference and the same shall be referred to the sole

arbitration of the Vice Chairman of the Executive Committee of HSRLM or a person nominated by him. This reference shall be governed by the India Arbitration Act, and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall be continuing during the arbitration proceedings unless the HSRLM or the arbitrator directs otherwise.

**G. JURISDICTION:**

Any matter dispute or reference between the parties arising of this agreement/contract will have the jurisdiction of Panchkula.

## Tender Form

1	Name of the Firm/Agency	
2	Address of the Firm/Agency	
2(a)	Email ID	
3	Name of the authorized signatory, if any (IN BLOCK LETTERS)	
4	Telephone/Mobile number of authorised signatory Firm/Agency	
5	Draft number, Name of the Bank and date of the EMD of Rs.50,000/- submitted by the firm/Agency	
5(a)	Draft No./Receipt No. of tender document fee	
6	Service Tax Registration No. (Furnish photocopy of service Tax No.)	
7	VAT No. (furnish Photocopy)	
8	PAN No.(furnish Photocopy of PAN)	
9	Major Clients of the firm /Agency with whom similar work orders/contracts for printing made (furnish photocopies of the work order/contracts)	
10	Please attach copy of the Balance Sheets for the FY 2012-13 and 2013-14 duly audited by the Chartered Accountant	
11	The agency shall have to submit an undertaking that the agency has never been black listed by any Government Department.	
12	Whether all documents submitted signed by the authorized signatory of the firm/agency	
13	Rates Offered	
	Proceeding Books (SHG)	
	Cash Book (SHG)	
	Loan Ledger (SHGs)	
	General Ledger (SHGs)	
	Voucher Books (SHGs)	
	Receipt Books (SHGs)	
	Pass Books (SHGs)	

**DECLARATION**

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and will be binding upon me / us in the event of acceptance of my / our tender and that the information furnished above is full and correct to the best of my/our knowledge. I/ we understand that should I / We fail to execute the work order released by HSRLM in case our bid is accepted, I / We hereby agree that the above sum of earnest money shall be forfeited by the Chief Executive Officer, Haryana State Rural Livelihoods Mission and further in case of any deviation in the above statement at any stage, the firm/agency will be blacklisted by your office and will not have any dealing with your office in future.

Place:

Date:

(Signature of the authorized signatory)

Seal