

Request for Proposal

Empanelment of Printing Firms

Uttarakhand Gramya Vikas Samiti

Rural Development Department, Government of Uttarakhand

Integrated Livelihood Support Project (ILSP)

[IFAD Loan Number 856-IN]

Uttarakhand Gramya Vikas Samiti (UGVS) under the Rural Development Department, Government of Uttarakhand is implementing Integrated Livelihood Support Project (ILSP) funded by IFAD in 37 blocks of 9 hill districts (*Almora, Bageshwar, Chamoli, Tehri, Uttarkashi, Rudarprayag, Pauri, Pithoragarh and Dehradun*) of Uttarakhand from 2012 to 2021.

UGVS is interested to empanel Printers/ Printing Firms for undertaking a wide range of printing works like Sectorial Profiles, Brochures, Booklets, Coffee Table Book, Leaflets, Posters, Badges, Certificates proforma, Dairies, News Letters, Calendars, Visiting Cards, letter heads, Maps etc. for various events and other activities which will be held during the course of ILSP implementation.

Interested Printing Firms/ agency with proven experience and credentials of printing of Sectoral Profiles, Brochures, Booklets, Pamphlets, Leaflets, Handbills, Posters, Badges, Certificates preform, News Letters, Calendars, Diaries, Magazines, Letter heads, Visiting Cards, Maps and other printing works must submit application in prescribed format (Appendix 1) **on or before 15 June, 2019** (Up to 03:00 PM) in sealed envelope to this office which will be opened the same date at 04:00 PM. Sealed Envelope should clearly super scripted "**Application for Empanelment of Printers/ Printing Firms**"

Uttarakhand reserves the right to annul the process or reject any or all applications at any time.

I. Eligibility Criteria:

- a) Printing Firm must have been at least 3 years professional experience of designing and printing of brochures, posters, manuals, books, reports, maps, poster, booklets, other collateral material & print document etc. Proof to be submitted by agency either one of the following self-attested document : _GST/ TIN/ Udyog - Adhaar.

- b) The Printing Firms must have an annual turnover of Rs. 10.00 Lacs in each of the last three financial years (2015-16, 2016-17, 2017-18). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard or audited balance sheet (2015-16, 2016-17, 2017-18) by a CA.
- c) The Printing Firm must provide minimum 01 work order (within last 03 year from Govt. Organization).
- d) The Printing Firm /Agency should have a valid GSTIN NO. & PAN No & proof must be enclosed.
- e) The agency should have full-fledged unit of its own in-house facility for usual designing, preparation of art work, scanning, designing, printing, cutting, stitching/binding, etc. as well as good & frequent broadband/internet & UPS/ generator facility.
- f) The Printing Firm /Agency should have at least one offset/ digital printing machines/ setup all colour. The List of Plant and Machinery along with self-undertaking should be provided.
- g) IT return for last three years with proof. (2015-16, 2016-17, 2017-18)
- h) List of plant & Machinery should be attached with following details:-

S.No.	Name of Plant & Machinery	Purchase Date	Price (in INR)	Name of the Manufacturer / Supplier (self attested detail)

Note : Printers/ Printing Firms / Agencies already empanelled with UGVS need not to apply again.

II. Other Terms and Conditions:

- i. Empanelment does not guarantee that work will be provided to agency necessarily.
- ii. Work will be allotted to the empaneled agency separately as per need following due course.
- iii. The agency will be responsible for collecting the manuscript, photographs, CD & DVD, negatives & positives, sample items, and other material free of charges for preparation of designs, printing, proof reading, typesetting, editing, nature of

- binding etc. as per direction of UGVS. It will be responsibility of the Printing Firm/ agency to return such material after the usage.
- iv. Failing to submit the EOI in the prescribed format would result in disqualification of the agency and no further request would be entertained.
 - v. UGVS will issue advertisement/ notices/ letters through departmental website/ e-mail regarding printing job as per its requirement from time-to-time. Desirous empaneled agencies/ *printing firms* may apply at the time of advertisement/ notice/ letter.
 - vi. UGVS will not pay any advance for any job. Payment will be made only after satisfactory completion of Job & submission of proper bills.
 - vii. UGVS reserve all right including copy rights over all the printing /designing jobs related to the Uttarakhand. Use of such material without the knowledge of UGVS is strictly prohibited.
 - viii. The *printing firm* / agency will also provide the final copy of the designs/ art work/ printing job (open file and ready to print form) to the UGVS just after completion of job.
 - vii. Performance security in the form of pledged FDR for an amount of 5% of work order amount may need to be submitted by the empaneled agency/firm as per requirement of UGVS at the time of assignment.
 - viii. UGVS may cancel the order if the required items are not supplied in time or do not meet the specification envisaged by UGVS.
 - ix. The above mentioned eligibility criteria & terms & conditions may be changed/ altered/ modified in order to suit the requirements of UGVS from time to time or before giving job order.

III. Dispute Resolution Mechanism (Arbitration)

The Printing Firms and Office of Additional Project Director, UGVS shall endeavor their best to amicably settle all dispute arising out or in connection with the contract in the following manner:-

- a. The party raising a dispute shall address to the other party, a notice requesting an amicable settlement of the dispute within(07) days of receipt of the notice. Matter will

be referred for negotiation between officer nominated by Office of the Additional Project Director, UGVS & authorised official of the printer/ printing firm. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

- b. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred by the Parties to the Office of Additional Project Director, UGVS who will be the state arbitrator and whose decision shall be final.
- c. In case any dispute between the parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Dehradun and conducted in accordance with the provisions of arbitration and conciliations act. 1996. or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each & two arbitrators shall jointly appoint the third of the presiding arbitrator. The 'arbitration notice' should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, request to the other party to appoint its arbitrator within 45 days from receipt of the notice.
- d. All notices by one party to the other party in connection with the arbitration shall be in writing and be made as provided in this tender document. Each party shall bear the cost of preparing and presenting its case and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the parties unless the award otherwise provides. The contractor shall not be entitled to suspend the service/s in accordance with the provisions of the contract/s agreement notwithstanding the existence of any dispute between the parties or the subsistence of any arbitration or other proceedings.
- e. All legal proceedings, if necessary, may be instituted by any of the parties (Office of the Additional Project Director, UGVS or Printer/ Printing Firm) shall have to be lodged in courts situated in Dehradun and not elsewhere. Jurisdiction area will be Dehradun.
- f. If the terms and conditions mentioned in the tender are contradicting the terms and conditions appearing elsewhere, then it shall be at the discretion of the office of the Additional Project Director, UGVS to choose the over-riding terms and conditions. In any case, the decision of Office of the Additional Project Director, UGVS shall be final and binding on all parties concerned.

SIGN AND SEAL OF THE PRINTING FIRMS

DATE:

Appendix -1

1.	Name and Address of the agency/organization:			
2.	Location of the Unit/Workshop:			
3.	Telephone No.:	Fax No & Email	Website:	
4.	Name- Authorised Person, Telephone: Mob.No.: E-mail ID:			
5.	Type of Legal Entity:			
6.	Year of Establishment:			
7.	Financial Capacity (as per the audited statements):			
	Year	FY1 2015-16	FY2 2016-17	FY3 2017-18
	Total Turnover			
8.	List of Clients:			
9.	Nos. of Employees:			
10.	GSTN No. :			
11.	PAN No. :			

12.	<p>Required Attachment: as a proof . .</p> <ol style="list-style-type: none"> 1) GSTN/UDYOG ADHAR/TIN. 2) CA's Certificate or Audited Balance Sheets (FY 2015-16, FY2016-17 & FY20 17-18) 3) HR Self Certificate : 4) Self Undertaking regarding Printing Machines : 5) Self certified certificate of satisfaction of work done from previous organization/ govt. department or an affidavit duly attested by notary that his/her firm is not debarred/ blacklisted/ banned by any govt. department/ organization. 6) List of plant & Machinery should be attached as per eligibility criteria. 7) Detail of other infrastructure like broadband/ internet connection, ups, generator etc. 8) Detail of processing facility i.e. cutting, folding, stitching/binding, packaging etc. 9) IT Return of last three year.
13.	<p>Declaration</p> <p>I hereby declared that all the details as per above given by me are true to the best of my knowledge & belief, in case above detail or any information provided by me found falls, my application will be cancelled & I also be declared that even after my engagement, If anything/ information found false than UGVS may terminated my application.</p>

SIGN AND SEAL OF THE PRINTER/ PRINTING FIRM

DATE: