



संवाद
SAMVAD

SOCIETY FOR ADVANCED MANAGEMENT OF COMMUNICATION
AND VALUE ADDED DISSEMINATION OF INFORMATION

पंजीकृत कार्यालय: कमरा नं.- 314, द्वितीय मंजिल, लघु सचिवालय, सेक्टर -1, पंचकुला, हरियाणा। चण्डीगढ़ कार्यालय: एस.सी.ओ. -23, सेक्टर - 7सी, मध्य मार्ग, चण्डीगढ़।
Regd. Office: Room No.-314, 2nd Floor, Mini Sectt., Sector-1, Panchkula, Haryana. Chandigarh Office: SCO-23, Sector-7C, Madhya Marg, Chandigarh
E-mail : editorsamvad@gmail.com, haryanareview@gmail.com Phone No.- 0172-5055973, 5055980 Fax - 0172-5055972

EMPANELMENT OF PRINTERS

Applications are invited from reputed & well experienced printing firms/houses for empanelment with SAMVAD for a period of two years for printing of folders, booklets, posters, diaries, calendars, coffee table books, deluxe note books, planners and other unspecified printing materials. The printing firms/houses to be empanelled with SAMVAD through this Tender shall be eligible to participate in future tenders to be floated by Samvad to undertake from time to time all or any of the above jobs. Interested printing firms/houses may collect the "Applications/Tender form containing detailed terms and conditions for empanelment of printing firms/houses" from the office of undersigned on all working days from 16/3/2017 to 6/4/2017 on payment of Rs.100/- in cash or Demand Draft drawn on any nationalized bank in favor of "SAMVAD" payable at Chandigarh. Tender form may be downloaded from website of SAMVAD "haryanasamvad.gov.in" and Rs.100/- may be deposited with Samvad along with EMD.

Application/Tender form complete in all respects along with a EMD of Rs. 25,000/- in shape of FDR pledged, in favor of SAMVAD should reach in the office of undersigned in a sealed cover latest by up to 1500 hours. Incomplete applications shall be rejected. MD-cum-CEO SAMVAD reserves the right to accept or reject any or all applications without assigning any reason thereof.

NOTE: - Those firms/houses already empanelled with Samvad and have applied for empanelment against advertisement published on 4/11/16 in Times of India, Amar Ujala, Dainik Jagran & The Tribune may not apply now.

Executive Director, Samvad



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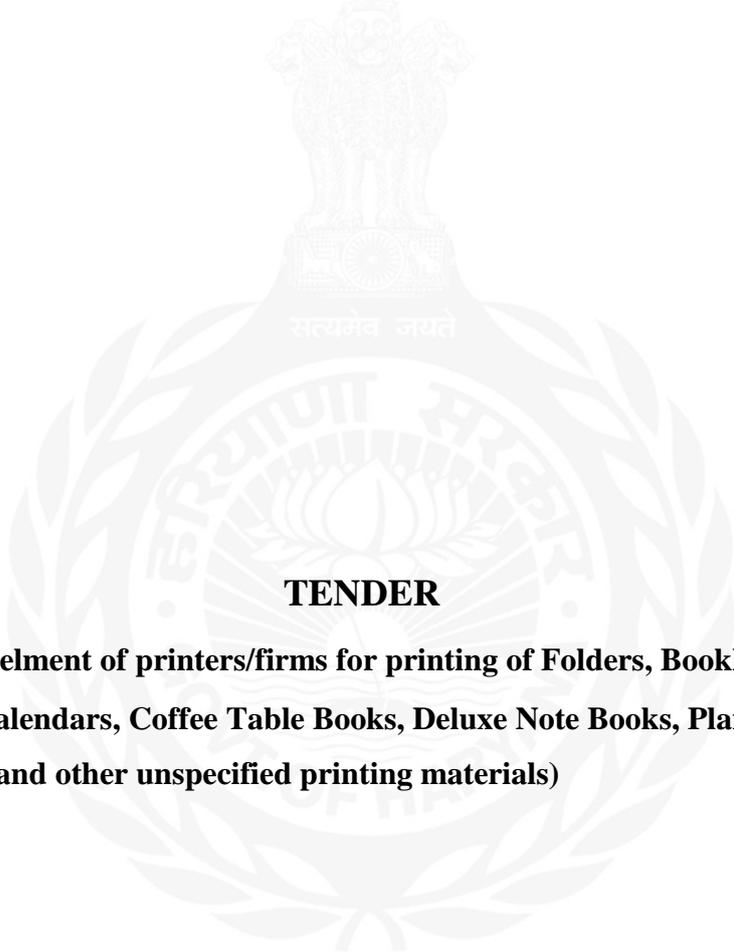
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Cost Rs.100/-

Form No.



TENDER

**(For Empanelment of printers/firms for printing of Folders, Booklets, Posters,
Diaries, Calendars, Coffee Table Books, Deluxe Note Books, Planners,
and other unspecified printing materials)**

निदेशालय, सूचना, जन सम्पर्क एवं सांस्कृतिक कार्य विभाग, हरियाणा Directorate of Information, Public Relations & Cultural Affairs Haryana

डी.जी.पी.आर. ऑफिस : एससीओ 200-201, सेक्टर 17सी, चण्डीगढ़, एससीओ 8-9, सेक्टर 17बी, चण्डीगढ़, डिजाइन सेंटर बिल्डिंग, सेक्टर 10सी, चण्डीगढ़

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No. _____

Dated: _____

To
The MD-cum-CEO
SAMVAD
SCO-23, Sector-7C, Madhya Marg
Chandigarh-160019

APPLICATION FORM FOR EMPANELMENT

The application duly filled and accompanied by necessary documents in a sealed cover addressed to Executive Director, SAMVAD should reach in this office by 1500 Hrs on or before April 6th 2017.

REQUISITE INFORMATION

1. Name of the Applicant: _____
 2. Address: _____
(Attach documentary proof) _____
 3. Constitution of the Applicant: _____
 4. Name & Address of Proprietor/Partners/Directors of the applicant:

 5. Telephone Nos.: Off. _____ Res: _____
Mobile: _____
 6. Empanelment requested for:
 - I. Folders
 - II. Booklets
 - III. Posters
 - IV. Diaries
 - V. Calendars
 - VI. Coffee Table Books
 - VII. Deluxe Note Books
 - VIII. Planners
 - IX. Other unspecified printing materials
 - X. All the above
- (Please tick whichever applicable)





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7. Turnover for the last three years: _____
(Attach documentary proof) _____
8. List of regular clients with: _____
Name of the contact person: _____
Telephone No. _____
9. Permanent Account Number
(PAN)/Traders Identification
Number (TIN) allotted under
the Income Tax Act: _____
(Attach Photocopy) _____
10. Registration No. under
CST/VAT
(Attach Photocopies): _____
11. Samples attached (Attach printed copies):

12. Other information/documents as per terms and conditions of Tender attached.

Signature: _____

(Authorised signatory)

Name: _____

Designation: _____

Stamp of the Applicant: _____



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TENDER FOR EMPANELMENT OF PRINTERS

Samvad is interested to empanel Printing Firms/houses for undertaking wide range of printing works like Folders, Booklets, Posters, Diaries, Calendars, Coffee Table Books, Deluxe Note Books, Planners and other unspecified printing materials etc. The empanelment will be for a period of two years and may be for all or any of the jobs depending upon the capacity and capability of the printer. The panel of printers empanelled through this Tender shall be eligible to participate in future tenders to be floated by Samvad to undertake all or any of the above jobs.

1. **Scope of Work:** Production of printing material as detailed in all or any of the jobs mentioned in above Para.

2. **Eligibility Criteria:**

The Printing Firms/houses must:

- Have been in operation for a minimum period of **5 years** in printing/production of Folders, Booklets, Posters, Diaries, Calendars, Coffee Table Books, Deluxe Note Books, Planners and other unspecified printing materials etc. Proof to be submitted should be in the form of Registration/Incorporation Certificate in the name of the agency submitting the bid **or** CA's certificate along with samples of the printing material.
- Printing firms/houses must have printing press with minimum one four color sheet fed offset and two single color sheet fed offset printing machines.
- have an annual turnover of at least Rs. One crore per annum for each of the last three years (i.e. 2013-14, 2014-15 & 2015-16). (Agency should produce a certificate from their Audit firm in respect of turnover for the mentioned period).
- be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities.
- have valid TIN Number for registration under VAT.
- have PAN for Income Tax.
- have in house state of art facilities for color printing in off set, system work and all auxiliary facilities such as processing, printing, binding and packing etc.
- have in-house, state of art facilities for offset and color printing, drum scanning, system work and all auxiliary facilities such as stitching, binding, cutting, lamination and packing.
- must have liaison office in Chandigarh/Panchkula/Mohali.
- The Agency should be able to provide a dedicated team for timely production and supply of the publicity material and collaterals tendered for.



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k) Printer/firm should furnish an affidavit that he is not black listed from any Government.

3. Guidelines for Submission of Bid

The Bid should be submitted in a sealed packet containing the following documents:

- Documents as proof in respect of items 2(a) to (k) above.
- Profile and track record of the Agency.
- Samples of Publicity material printed in the last 2(two) years.
- Copy of signed Balance Sheets of last three years.
- Information with other relevant tax authorities, if any.
- The packet should be sealed and superscribed "Proposal for Empanelment of Printers by Samvad" and addressed to the Executive Director, SAMVAD, SCO-23, Sector-7C, Madhya Marg, Chandigarh. It should also contain the name of the Agency, address, telephone number, e-mail address etc. The sealed packet should be submitted on or before 1500 hrs on April 6th 2017. SAMVAD will not be responsible for any Courier/postal delays/non-receipt for any reason.

4. Selection Process

Assessment of the proposal will be done by a committee constituted for this purpose. Those agencies who have submitted all necessary enclosures and fulfill eligibility criteria their profile track record and quality of work done will be evaluated by the Committee in detail along with physical inspection of their premises and their offer will be short listed.

5. Other Important Information

- Applications/offers in a consortium would not be permitted.
- SAMVAD reserves the right to reject any offer without assigning any reason what so ever.
- The proposals should be complete in all respect. Conditional/incomplete proposals are liable to be rejected.
- SAMVAD reserves the right to empanel one or more than one agency for its printing requirements.
- The Empanelment is valid for a period of two years only. However, SAMVAD reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.
- SAMVAD will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance. If required, their Security Deposit will be forfeited.
- To ensure that there is adequate response to the Tender issued by SAMVAD, from time to time,



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SAMVAD reserves the right to de-empanel the Printers who abstain from submitting their bids regularly.

- h) After empanelment of Printing Agencies, the printing job will be awarded purely on tender process.
- i) **Terms of Payment:** No advance payment will be ordinarily considered. However, advance can be considered, if the agency submits Bank Guarantee of equal amount as required. Payment for work awarded will be made to agency (ies), after completion of work to the satisfaction of SAMVAD. The empanelled printing agency who have been awarded production job on the basis of tender process will submit pre-receipted bills in triplicate for settlement.
- j) SAMVAD is not bound to accept the lowest or any other tender received from the empanelled agencies or to assign any reason for non-acceptance. SAMVAD reserves its right to accept the tender either in full or in part. Conditional Bids will be rejected outright.
- k) SAMVAD will review the performance of the selected empanelled agencies and reserves its right to withdraw their empanelment at any time.
- l) Any other information in regard to tender will be enumerated in the tender document for production job from time to time.
- m) **Penalty clause:** Details of penalty in case of undue delay in execution of work allotted and under performance will attract the following percentage of deduction from the total cost of the project:-
- i) For delay up to one week – 5%
- ii) For delay up to two weeks- 10%
- iii) For delay beyond two weeks- 15%
- iv) In case of underperformance or delay beyond one month, SAMVAD reserves the right to cancel the contract and blacklist the Agency.
- n) **Proof before final printing:** The Agency will have to work in coordination with the creative agencies selected by SAMVAD for particular assignment. Machine proof of the publication will be first shown to the creative agency, which has designed the publication, thereafter to SAMVAD for approval.
- o) The substandard, bad or flawed printing material will not be accepted. In case of minor variation such as color mixing, bad photo impression etc., the material may be accepted subject to imposition of penalty by the committee up to 10% of the total cost.
- p) **Tenderer** shall have to sign an agreement with Samvad after their empanelment but before to take in hand any job of printing.





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- q) Earnest money can be forfeited if the printer fails to execute the work assigned to him well in time.
- r) **Termination by default:** SAMVAD reserves its right to terminate the contract of any agency/agencies in case of change in the Government procedures or unsatisfactory services.
- s) **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
- t) Dispute or difference arising between the SAMVAD and Printing agency relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the Additional Chief Secretary/Principal Secretary/ Secretary to Government Haryana, Information, Public Relations & Cultural Affairs Department who will be the sole arbitrator. The award of the arbitrator shall be final and binding on the parties to the contract.
- u) Venue of arbitration will be Chandigarh and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

Executive Director, Samvad



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